

Pursuant to Assembly Bill 361 members of the Library Commission and staff will participate in this meeting via teleconference or other electronic means.

PARTICIPATE BEFORE THE MEETING by emailing LibraryCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below:

<https://us02web.zoom.us/j/82192253049?pwd=a0hsdHdWVNDiEaTjJlUg1TzZBMiNCU09>

Phone number: 1-669-900-9128

Meeting ID: 821 9225 3049

Passcode: 374584

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-5950 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

**TORRANCE LIBRARY COMMISSION AGENDA
REVISED
JULY 11, 2022
REGULAR MEETING**

6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS

THE LIBRARY COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Gunter, Javaid, Kohus, Muo, Piotrowski, Reilly, Wang

2. FLAG SALUTE: Commissioner Reilly

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

The revised agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, July 7, 2022.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Please do not use Bluetooth or speaker devices, mute the volume on your television or other electronic devices and speak clearly. Your phone call to the Commission meeting will be recorded as part of the meeting. By staying on the line and making public comment during the meeting, you are agreeing to have your phone call recorded.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. APPROVAL OF MINUTES: JUNE 13, 2022

Recommendation of the Acting City Librarian that the Library Commission approve the Library Commission minutes of June 13, 2022.

7. ADMINISTRATIVE MATTERS

7A. ELECTION OF OFFICERS

Recommendation of the Acting City Librarian that the Commission nominate and elect a Chair and a Vice Chair for the Library Commission for 2022-2023.

7B. ACCEPT AND FILE: LIBRARY REPORT ON CENTRALIZED PROCESSING

Recommendation of the Acting City Librarian that the Library Commission accept and file the Library Report on Centralized Processing.

7C. ACCEPT AND FILE: ANNUAL REPORT

Recommendation of the Acting City Librarian that the Library Commission determine responsibility for drafting the Library Commission Annual Report covering July 1, 2021 – June 30, 2022.

7D. ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY

Recommendation of the Acting City Librarian that the Library Commission accept and file the report from the liaison to the Social Service Commission.

7E. ACCEPT AND FILE: ACTING CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Recommendation of the Acting City Librarian that the Library Commission accept and file the Acting City Librarian's Monthly Division Report.

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Order - Gunter, Javaid, Kohus, Muo, Piotrowski, Reilly, Wang

9. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

10. ADJOURNMENT

10A. Adjournment of Library Commission Meeting to MONDAY, AUGUST 8, 2022, at 6:00 p.m.

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL MEETING TO ORDER

The Torrance Library Commission convened in a regular session at 6:00 p.m. on Monday, June 13, 2022, via teleconference.

ROLL CALL

Present: Commissioners Javaid, Kohus, Piotrowski, Reilly, Wang, and Chair Yeh.

Absent: None.

Also Present: Acting City Librarian Cynthia Aguado, Assistant City Librarian Evan Coates, Community Services Director John La Rock, and Librarian June Shimonishi.

2. FLAG SALUTE

Commissioner Javaid led the Pledge of Allegiance.

3. REPORT FROM THE LIBRARY STAFF ON THE POSTING OF THE AGENDA

Assistant City Librarian Coates reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Tuesday, June 7, 2022.

MOTION: Commissioner Reilly moved to accept the posting of the Agenda. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

– None.

5. ORAL COMMUNICATIONS

– None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: MAY 9, 2022

MOTION: Commissioner Javaid moved to accept the May 9, 2022 minutes as amended. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE: PRESENTATION OF THE 2022 TORRANCE PUBLIC LIBRARY ALL AGES SUMMER READING PROGRAM

Librarian Shimonishi gave a presentation on the 2022 Torrance Public Library All-Ages Summer Reading Program:

- The Torrance All-Ages Summer Reading Program, a program funded by the Friends of the Torrance Library, is a 10-week program available from June 13, 2022 to August 20, 2022.
- Participants can register for the Summer Reading Challenge online through the Torrance Public Library Beanstack site or any Torrance Public Library.
- Those who complete the Summer Reading Challenge will earn a prize and a completion certificate (1 completion prize per participant). Participants can complete the initial challenge, do additional reading, and complete additional activities to enter the grand prize raffle (1 raffle ticket per participant).
- A tracking sheet, that features original artwork from Torrance Library staff member Craig Babiar, will be provided to participants.
- Participants who register for the Summer Reading Challenge will receive an iRead branded book bag (while supplies last).
- Initial completion prize selections include: (1) 5" tall Squishmallow, (1) deck of Harry Potter UNO cards, (2) scented soy candles, (1) new book, (1) 4.75" tall Funko Popsie, or (1) iRead drawstring bag that includes a hacky sack and jump rope.
- Ten raffle ticket winners will be selected; grand prize selections include: (1) Fire 7" Tablet or (1) \$50 gift card.

Commissioner Wang inquired what the minimum age is to sign up. Librarian Shimonishi replied that there is no minimum age.

The Commissioners thanked Librarian Shimonishi for the presentation.

Commissioner Reilly inquired if the artwork done by Craig Babiar was copyrighted. Assistant Librarian Coates replied and confirmed.

Commissioner Piotrowski inquired if the children's reading program and the adult reading program was separate. Librarian Shimonishi replied that the Summer Reading Program is an all-ages program; when an individual signs up, the same tracking sheet is provided with flexible tracking methods.

MOTION: Commissioner Kohus moved to accept and file the presentation of the Torrance Public Library All-Ages Summer Reading Program. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

7B. ACCEPT AND FILE: CALIFORNIA LIBRARY ASSOCIATION ANNUAL CONFERENCE OVERVIEW AND SUMMARY

Commissioner Reilly presented a report on the California Library Association Annual Conference:

- Minda Harts, a Women's Studies professor at NYU, provided an overview of her career and addressed inequities in the workplace.

- The Los Angeles Public Library presented small, independent circulations called zines. Anaheim and Alta Dena Libraries currently have zines in circulation, San Diego and San Francisco Libraries have zines but no circulation, and the Baldwin Hills Library held a Zine Fest June 12, 2022.
- Byron Spooner, the Chair for Fundraising for the San Francisco Public Friends of the Library, provided fundraising tactics:
 - Using eBay's non-profit category for sales.
 - Getting books from estate sales to generate the highest profit margin.
 - Getting volunteers through The Boy Scouts and Rotary Clubs.
 - Provide a cart in the mall with books for sale in high-traffic areas.
- OrangeBoy, Inc. provided information to inquire, engage, and retain customers; suggestions included library cards through phone apps, pop-ups in the park, and general mailings.
- The Los Angeles Public Library presented how to create a safe and welcoming library by listening to Staff. The Los Angeles Public Library coordinated with LAPD to create a code of conduct.
- The Library IQ presented "A Time to Listen," a new method for public engagement. Examples of having to manage difficult people and how to ask open-ended questions were presented.
- Sacramento Public Library presented homework zones.

Chair Yeh inquired about the XR libraries. Commissioner Reilly replied that the XR library consisted of software tech for the library.

Commissioner Kohus thanked Commissioner Reilly for going to the Library Association Annual Conference and writing a detailed report.

Assistant City Librarian Coates stated that CLA will be in Sacramento next year.

Commissioner Wang inquired if CLA was once or twice a year. Commissioner Reilly replied that it's once a year.

Commissioner Javid thanked Commissioner Reilly and inquired how many commissioners should go next year. Commissioner Reilly replied at least (2) commissioners.

MOTION: Commissioner Wang moved to accept and file the California Library Association Annual Conference Overview and Summary. Commissioner Kohus seconded the motion; a roll call vote reflected unanimous approval.

7C. ACCEPT AND FILE: LIBRARY STAFFING UPDATE

Assistant City Librarian Coates presented a library staffing update.

Commissioner Wang inquired if the Senior Librarian position had been filled. Assistant City Librarian Coates replied that Staff is in the process of filling the position. Commissioner Wang inquired if there are applications for the position. Assistant City Librarian Coates replied and confirmed.

Commissioner Piotrowski inquired on a timetable for library positions being held and evaluated. Assistant City Librarian Coates replied that a timetable is not available currently; Staff is waiting until the fiscal year to fill positions.

Commissioner Kohus stated that the City has not been prioritizing filling positions for the library as there have been vacancies for some time. Assistant City Librarian Coates replied that Staff was looking at staffing levels across the board, eliminating items, and fine-tuning positions in evaluation.

Commissioner Kohus inquired on the absence page. Assistant City Librarian Coates replied that the absence page covers sick leave and vacations.

Commissioner Javaid inquired on resignations. Assistant City Librarian Coates replied that resignations are all encompassing, it can be a promotion within the system or promotion to another library system.

MOTION: Commissioner Reilly moved to accept and file the Library Staffing Update. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7D. ACCEPT AND FILE: LIBRARY PROGRAMS AND STATISTICS SUMMARY

Assistant City Librarian Coates presented the library programs and statistics summary.

Commissioner Piotrowski inquired if door counts were based on a calendar year or fiscal year. Assistant City Librarian Coates replied that door counts were based on a 12-month fiscal year.

Assistant City Librarian Coates stated that circulation numbers have doubled from 2020 to 2021.

Commissioner Kohus inquired if circulation numbers included eBook and online access. Assistant City Librarian Coates replied that circulation numbers include branch and physical material circulation.

Commissioner Javaid inquired how Staff is handling the volume. Assistant City Librarian Coates replied that all Staff are expected to shelve and assist with circulation functions; Staff is exploring ways to use technology to alleviate hardships.

Commissioner Piotrowski inquired if circulation and door count statistics from 2021 to 2022 are comparable to fiscal year 2019 to 2020. Assistant City Librarian Coates replied that there is still a lag on door counts from 2019 to 2020 and that the pandemic had an impact on in-person interaction.

MOTION: Commissioner Piotrowski moved to accept and file the Library Programs and Statistics Summary. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval.

7E. ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY

Commissioner Kohus provided a report on the social services meeting summary:

- Social Services Commission had their meeting May 26, 2022.
- There were three presentations through ICAN California Abilities Network, Steven A. Cohen Military Family Clinic, and the Evolved Program at Transitions.
- The Veteran's Event will feature a hybrid event: an in-person resource fair in October and a prerecorded segment on City Cable that will air during Veteran's Week in November.

Commissioner Piotrowski and Chair Yeh thanked Commissioner Kohus for the report.

Commissioner Javaid inquired on the photo booths. Commissioner Kohus replied that the photo booths are currently not available due to COVID.

MOTION: Commissioner Javaid moved to accept and file the Social Services Meeting Summary. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7F. ACCEPT AND FILE: ACTING CITY LIBRIAN'S MONTHLY DIVISION REPORT

Assistant City Librarian Coates presented an Acting City Librarian's Monthly Division Report:

- Librarian Jayce Bradlin from the El Retiro announced his retirement after serving for 38 years.
- Theresa Babier is on leave for the next few months; Reference Librarian Ted Cane has accepted the move to the position of Senior Librarian in her absence.
- Staff are in their Final stages of Senior Librarian recruitment and are looking to do final interviews this week. Staff plans to announce the newest Senior Librarian in the next meeting; Assistant City Librarian Coates continues to be on temporary appointment.
- The Summer Reading Committee is proud to announce the Summer Reading Program.
- To commemorate Polypeptide's new building, Scholb Brewing and Polypeptide collaborated to make a special brew; \$1 of every beer sold went to the Torrance Public Library. On May 26, 2022, Staff went to Scholb Brewery to accept a \$5,000.00 check.

Commissioner Piotrowski inquired on the outsourcing of technical processing functions placed by the previous Director and requested a report during the next meeting. Assistant City Librarian Coates replied that a report can be presented next meeting.

Commissioner Wang stated that the Commission should approach other companies in Torrance regarding donations for the library. Assistant City Librarian Coates replied that the Commission is not a fundraising body, but the library is always investigating opportunities.

Commissioner Javaid inquired if the Scholb Brewery fundraising can be an ongoing process. Assistant City Librarian Coates replied that the Economic Development Department and Scholb Brewery would have to discuss.

MOTION: Commissioner Reilly moved to accept and file Acting City Librarian's monthly division report. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Javaid stated that she had a second ad hoc committee meeting and is almost done with the letter to Council.

Commissioner Kohus had a second ad hoc meeting and hope to have a letter for review for the July meeting.

Commissioner Piotrowski stated that he's working with the Historical Society regarding the Names on the Wall Project for Torrance's men and women who lost their lives in action.

Chair Yeh stated that he's volunteering and planning for a book sale in July.

9. ITEMS FOR NEXT LIBRARY MEETING

Commissioner Piotrowski requested a report on outsourcing functions, tactical processing, duplication of efforts, and cost saving measures. Assistant City Librarian Coates noted the request.

Commissioner Kohus inquired if a new Chair and Vice Chair would be appointed due to the new fiscal year. Assistant City Librarian Coates replied that he will investigate.

Assistant City Librarian Coates inquired if the Commission would want to discuss the letter being drafted. Commissioner Kohus replied that the letter overview should be a Discussion item to get feedback from the Commission and that a final draft will be submitted for approval during the August meeting.

Commissioner Kohus stated that a Social Services report will be presented next meeting.

Commissioner Wang stated that she will be unable to attend the July meeting.

10. ADJOURNMENT

MOTION: At 7:23 p.m., Commissioner Wang moved to adjourn the meeting to Monday, July 11, 2022, at 6:00 p.m. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval.

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TO: LIBRARY COMMISSION
FROM: EVAN COATES, ACTING CITY LIBRARIAN
SUBJECT: ELECTION OF OFFICERS

RECOMMENDATION

The Acting City Librarian respectfully recommends that the Library Commission nominate and elect the Chair and Vice-Chair for the Library Commission for the 2022-2023 term.

BACKGROUND/ANALYSIS

The Library Commissioner makes recommendations to the City Council regarding the operation of the library system by keeping in touch with the patrons; establishes strong lines of communication with the schools; supports the Historical Society and the Friends of the Torrance Library; promotes the use of the library; gives information on its activities and encourages public support as well as legislative support.

The Chair and Vice-Chair are typically nominated and elected by the Commission each year. The willingness and ability of an individual to serve as the Chair or Vice Chair should be taken into consideration. Typically, the Chair usually leads the monthly meetings, and the Vice-Chair serves in the absence of the Chair.

I am available for questions.

Respectfully submitted,



Evan Coates
Acting City Librarian

TO: LIBRARY COMMISSION
FROM: EVAN COATES, ACTING CITY LIBRARIAN
SUBJECT: LIBRARY REPORT ON CENTRALIZED PROCESSING

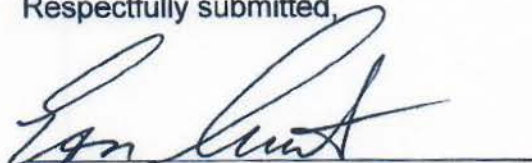
RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission accept and file the Library Report on Centralized Processing.

BACKGROUND/ANALYSIS

The Acting City librarian requests that the discussion on centralized processing be postponed until a later date. A request of updated quotes on centralized processing have been submitted to the two vendors responsible for providing materials to the Torrance Public Library. Also, given the high volume of materials orders at the end of the fiscal year, staff believe it is prudent to wait until all final figures are available and will return once all information has been provided.

Respectfully submitted,



Evan Coates
Acting City Librarian

Commission Meeting of
July 11, 2022

TO: LIBRARY COMMISSION
FROM: EVAN COATES, ACTING CITY LIBRARIAN
SUBJECT: ANNUAL REPORT

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission determine the responsibility for drafting the Library Commission Annual Report, covering July 1, 2021 – June 30, 2022. If an ad hoc committee is determined, the City Librarian further recommends that the Chair appoint members of the ad hoc committee.

BACKGROUND/ANALYSIS

Each year the Library Commission is responsible for presenting an Annual Report to the City Council. The report may be drafted by a single commissioner or an ad hoc committee.

Staff will provide the minutes for all meetings, and other information as requested. In addition, staff will format the report as appropriate for presentation to the Council, schedule and process the Council item for a date approved by the Commission, and provide proofreading and fact checking as needed.

Respectfully submitted,



Evan Coates
Acting City Librarian

Social Services Commission Report
June 23rd, 2022

Veteran's Day Event

The Social Services Commission voted on the food that will be served at the in-person part of the Veteran's Day Event in late October. They will be serving food from Santa Maria BBQ for attendees. They are collecting raffle items and arranging tributes for the virtual part of the event. They are also in the process of identifying and arranging potential speakers for the event.

They discussed having a booth at the Torrance Farmer's Market in order to collect tributes and messages from the community to be displayed/played during the virtual event. If they proceed with a booth, they would aim to have it during September sometime.

Updating Commission Workplan

When the Social Services Commission was created, there were four specific populations of people that City Council wanted the Social Services Commission to focus on:

1. People experiencing homelessness
2. Veterans
3. Adults with Developmental Disabilities
4. Children with Special Needs

People experiencing homelessness has been a major focus for the Commission over the past several years, and now that the City has a plan in place for addressing homelessness, staff felt it would be a good time to focus on the other three populations to see how the Commission may be able to help. The presentations the Commission has been hearing over the past few months have been an effort to make the Commission aware of organizations serving Torrance residents in those other three populations.

Originally, staff proposed recreating the workplan of the Commission to fit these other populations, but at the June meeting it was decided that they could simply apply the workplan they had been using for people experiencing homelessness to the other populations.

They plan to focus on the organizations for which they heard presentations and figure out how the Commission can serve them, whether that be a drive (like the toiletry drive or school supply drive they already do) for supplies/equipment/etc or just something to bring awareness to that organization and how it serves the Torrance community.

Temporary Housing Shelter

The Commission was informed of community engagement events for the temporary housing shelter that were being held June 28th, June 29th, and June 30th. These events were by invite only.

Back to School Supply Drive

The Commission is hosting their annual Back to School Supply Drive from July 23rd to August 13th. A one-day drive up event will take place in the West Annex parking lot on August 7th from 10am to 1pm. Supplies collected will be donated to TUSD students experiencing homelessness.

Donation bins will be located at:

- City Hall lobby
- Permit Center (one building east of City Hall)
- Katy Geissert Civic Center Library

NEW (not used) items requested for donation:

- Pencils/pens
- Highlighters
- Scissors
- Lunch bags
- Staplers
- Notebooks/binders
- Calculators
- Paper
- Backpacks
- Sweatshirts
- Books (all reading levels)
- Umbrellas
- Crayons/markers
- Gluesticks
- Water bottles
- Folders
- Hairbrushes
- Hair products
- Socks

TO: LIBRARY COMMISSION
FROM: EVAN COATES, ACTING CITY LIBRARIAN
SUBJECT: MONTHLY DIVISION REPORT

Administration and Staffing

This month the Torrance Public Library concluded the recruitment for the Senior Librarian position at Katy Geissert Civic Center Library. Interviews have been conducted and we eagerly anticipate the announcement. Additionally, interviews were conducted for two full-time temporary Librarian positions assigned to the Southeast Library, verbal offers have been provide to all three positions and we hope to introduce all three employees at the next Library Commission Meeting.

As of the writing of this, current vacancies include one permanent City Librarian, one full-time Senior Librarian, three full-time Librarians, one half-time Librarian, three half-time Library Technicians, two half-time Senior Library Pages, one half-time Junior Library Clerk, and nine Library Pages.

Facilities and Technology

El Retiro Library continues to remain closed while renovations and technical upgrades are completed. Furniture continues and staff are currently awaiting furniture assembly by our General Services team, and the upcoming Grand Reopening.

Contractors continued to work on the public elevator at the Katy Geissert Civic Center Library. However, staff has reported that due to delays, this project is ongoing.

Adult and Youth Services

Staff across the system have been working diligently to continue to finalize last minute material orders and prepare for upcoming Summer Reading Program activities.

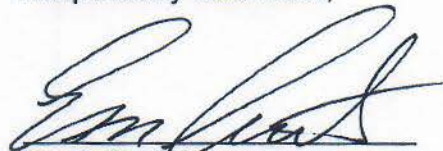
The Summer Reading Program officially began June 13, 2022. Staff report an increase in in-person participation and an overall level of excitement in participants. Staff continue to monitor the success of the program, along with patron health concerns and will continue to adapt future programs to meet the needs of the community as necessary.

Staff Development and Community Relations

Temporary Senior Librarian Ted Kane and Acting City Librarian Evan Coates attended the American Library Association Annual Conference from June 23, 2022 to June 28, 2022 in Washington, D.C. Staff were able to connect with vendors and colleagues, explore the exhibit floor and learn about new and innovative library initiatives and service models through their attendance at the largest annual library convention in the United States.

Additionally, the Friends of the Torrance Library are proud to announce the return to their Annual in-person book sale taking place July 29th and 30th.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Evan Coates', written over a horizontal line.

Evan Coates
Acting City Librarian