

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.

The Library Commission is an advisory body to the City Council that meets on the second Monday of each month at 7:00 p.m. in the Katy Geissert Library Meeting Room. All meetings are open to the public.

**TORRANCE LIBRARY COMMISSION AGENDA
AUGUST 8, 2022
REGULAR MEETING**

6:00 P.M. KATY GEISSERT LIBRARY MEETING ROOM AT 3301 TORRANCE BL.

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 Gunter

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 Tuesday, August 2, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: JULY 11, 2022

Recommendation of the City Librarian that the Library Commission approve the Library Commission minutes of July 11, 2022.

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE: ANNUAL REPORT

Recommendation of the City Librarian that the Library Commission review and approve the draft Library Commission Annual Report covering July 2021 through June 2022.

7B. ACCEPT AND FILE: COMMISSION LETTER OF SUPPORT

Recommendation of the City Librarian that the Library Commission review and discuss Letter of Support drafted by the Ad Hoc Committee.

7C. ACCEPT AND FILE: FRIENDS OF THE LIBRARY UPDATE

Accept and file a presentation from City Staff and the Friends of the Library Liaison on current status and activities.

7D. ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY

Recommendation of the 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 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, SEPTEMBER 12, 2022, at 6:00 p.m.



AFFIDAVIT OF AGENDA POSTING

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

In compliance with Government Code 54954.2 (a), I DO HEREBY AFFIRM that a copy of the **Library Commission Agenda** for the regular meeting of **Monday, August 8, 2022** was conspicuously posted on the City Clerk's Bulletin Board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below.

POSTED:

Time: 3:23 p.m. Date: 8/2/22

By: 

**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, July 11, 2022, via teleconference.

ROLL CALL

Present: Commissioners Gunter, Javaid, Kohus, Piotrowski, Reilly, and Wang.

Absent: Commissioner Muo.

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

MOTION: Commissioner Kohus moved to excuse the absence of Commissioner Muo. Commissioner Javaid seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

2. FLAG SALUTE

Commissioner Reilly 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 Thursday, July 7, 2022.

MOTION: Commissioner Wang moved to accept the Posting of the Agenda. Commissioner Gunter seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

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

– None.

5. ORAL COMMUNICATIONS

– None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: JUNE 13, 2022

MOTION: Commissioner Piotrowski moved to accept the June 13, 2022 minutes as presented. Commissioner Kohus seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

7. ADMINISTRATIVE MATTERS

7A. ELECTION OF OFFICERS

Commissioner Wang nominated Commissioner Reilly for Chair.

Commissioner Kohus nominated Commissioner Javaid for Chair.

For newly elected Commissioner Gunter, Commissioner Javaid spoke on why she would be a good candidate for Chair.

Commissioner Reilly withdrew her nomination.

MOTION: Commissioner Kohus moved to nominate Commissioner Javaid as Chair. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

MOTION: Commissioner Kohus moved to nominate Commissioner Piotrowski as Vice Chair. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

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

MOTION: Commissioner Gunter moved to accept and file the Library Report on Centralized Processing. Commissioner Kohus seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

7C. ACCEPT AND FILE: ANNUAL REPORT

Commissioner Gunter accepted to cover the annual report.

MOTION: Commissioner Reilly moved to accept and file the annual report. Commissioner Kohus seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

7D. ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY

Commissioner Kohus gave a report on the Social Services Commission meeting:

- The Social Services Commission is in the process of collecting raffle items for the virtual part of the Veteran's Day Event and have discussed having a booth at the Farmers' Market to collect messages and tributes for veterans in September.
- A work plan was discussed regarding the biannual Toiletry Drive servicing the homeless and the annual School Supply Drive; the Social Services Commission is looking to see how their work plan tactics could be applied to service additional populations of people.
- The annual Back to School Supply Drive will begin July 23, 2022 and end August 13, 2022.
- A one-day donation drive-up event will take place in the West Annex parking lot on August 7, 2022, from 10 a.m. – 1 p.m.; donation bins will be available in the Torrance City Hall Library, Torrance Permit Center, and the Katy Geissert Civic Center Library.

- A packet is available listing items in need. New items will only be accepted and collected to distribute to Torrance Unified School District students experiencing homelessness.

Commissioner Kohus stated that she'll be out of town during the next Social Services Commission meeting and inquired if any Commissioners could cover meeting. Commissioner Reilly replied that she would attend the Social Services meeting.

MOTION: Commissioner Reilly moved to accept and file Social Services Summary. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

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

Assistant City Librarian Coates gave an update on the Acting City Librarian Monthly Division Report:

- The summer reading program, Read Beyond the Beaten Path, is getting positive feedback from the community; prizes are going fast.
- Staff is onboarding two temporary librarians and a senior librarian; Staff's goal is to introduce all three members during the August meeting.
- Staff is in the process of having the El Retiro Library renovated with a deadline reopen date of Monday, August 1, 2022.

Commissioner Wang inquired on a deadline to fix the inoperable elevator at the Katy Geissert Civic Center Library. Assistant City Librarian Coates replied that a staff elevator is available while the elevator is being serviced. Acting City Librarian Aguado replied that the elevator is getting serviced, but a deadline date has not been announced.

Commissioner Piotrowski inquired on the status of the Torrance Library Director. Community Services Director La Rock replied that the status will be on the August 2022 Agenda.

Chair Javaid requested that Assistant City Librarian Coates elaborate on the conference he attended. Assistant City Librarian Coates replied that he attended the first in-person LA Annual Conference since the pandemic along with 14,000 librarians around the country. Assistant City Librarian Coates reported that local librarian Lessa Pelayo-Lozada, Assistant Adult Services Manager for PVL D, was recognized as the newest ALA President.

MOTION: Commissioner Gunter moved to accept and file the Acting City Librarian Monthly Division Report. Commissioner Kohus seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Gunter stated that he owns bookstores throughout the South Bay and is interested in keeping the library relevant and active.

Chair Javaid stated that the Ad Hoc Committee draft was sent and should be available for the August 2022 meeting.

Commissioner Kohus gave Staff kudos for putting together the summer reading program and shared experiences she had with the program.

Commissioner Piotrowski welcomed and congratulated Commissioner Gunter. Commissioner Piotrowski stated that he's still working with the Historical Society on the Names on the Wall project.

Commissioner Reilly stated that she followed the new pallet shelters and did follow-ups on individuals looking to help the homeless around Torrance.

Commissioner Wang shared that her trip was delayed, but she's glad to be with the Commission.

Commissioner Gunter requested to see the previous annual report. Evan Coates replied that he could provide the information via email.

9. ITEMS FOR NEXT LIBRARY MEETING

- Commissioner Reilly made a recommendation to add the Ad Hoc Commission letter to the City Council regarding Staff Appreciation findings. Evan Coates stated that this could be presented August 2022.
- Social Services Report.
- Commissioner Gunter's annual report
- Assistant City Librarian Coates inquired if the Commission would like to bring Friends of the Library Update back onto the agenda. The Commissioners replied and agreed to bring back Friends of the Library updates.
- Chair Javaid inquired on the book sale. Assistant City Librarian Coates stated that the Friends of the Library book sale will be held Friday, July 29, 2022 and Saturday, July 30, 2022.

10. ADJOURNMENT

MOTION: At 7:02 p.m., Commissioner Gunter moved to adjourn the meeting to Monday, August 8, 2022, at 6:00 p.m. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

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Commission Meeting of
August 8, 2022

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: ANNUAL REPORT

RECOMMENDATION

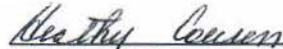
Recommendation of the City Librarian that the Library Commission review and approve the draft Library Commission Annual Report covering July 2021 through June 2022.

BACKGROUND/ANALYSIS

At the July meeting, Library Commissioners appointed Commissioner Gunter to draft the Library Commission's Annual Report to be shared with City Council. Commissioners are encouraged to provide feedback and direction regarding this report.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: COMMISSION LETTER OF SUPPORT

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission review and discuss Letter of Support drafted by the Ad Hoc Committee and decide future actions.


BACKGROUND/ANALYSIS

In honor of National Library Month, Commissioners visited work units throughout the Torrance Public Library and met with staff to show appreciation and discuss concerns. In reviewing those visits, Commission discussed common issues and motioned to create an Ad Hoc Committee and directed them to draft a letter to City Council.

Attached is the letter of support, Commissioners are humbly asked to review the letter and direct future actions.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Attachment A: Letter of Support

TO: City Council
FROM: Library Commission
SUBJECT: Support for the Torrance Public Libraries

Dear Honorable Mayor and Councilmembers,

Each year, the Library Commission hosts a staff recognition event for all staff of the Torrance Public Library. This gives the Commissioners the opportunity to visit staff and check in on how the branch/work unit is functioning and hear any feedback which may be valuable to report back to your honorable body.

This year, we heard many new concerns from library staff; the two biggest being staffing levels and overall morale. Before Covid, the main library was open for service six days a week and the five branches were open for service five days a week. The branches were all closed on Fridays.

Since fully reopening in May 2021, branch libraries have added an additional day of service across five locations without an increase in staff or staffing hours. This has placed what we feel is an undue burden on the library staff. Staff reported that they have been operating at a minimum staffing level for the last few months and the Commission is highly concerned many are facing burnout as a result.

The Library Commission feels confident that if action is not taken, the library will not be able to provide the high-quality level of service that the community deserves.

Library Commissioner Observations:

- Poor staff morale
- Lack of appropriate staffing for open business hours
- Increased disinfecting duties of tables, desks, and other patron usage areas
- Lack of adequate pay for staffers
- Visible staff fatigue and burnout
- Low motivation for retention and advancements
- High motivation for external employment
- Working below hired job descriptions including lower pay job descriptions to keep city libraries operational
- Distress over lack of stability as chronic branch rotations disrupt patron relationships with staffers

Current Library Restraints:

- Lack of manpower to invest in library grant research and application submissions
- Lack of appropriate staffing to fulfill branch openings without reasonable accommodations for sick leave or vacation absences
- Lack of new community library program development due to library staff shortage
- Lack of safety inside the libraries for patrons and staffers due to library staff vacancies
- Appropriate job description pay and raises for seasoned staffers to increase morale

Requested Action Items:

- Fast track hires for vacant positions for the City of Torrance Libraries
- Increase the 2023-2024 budget in support of Torrance libraries

Attached to this letter, you will find a brief report of the library from FY 21-22. This report shows that throughout the pandemic, the community continues to use and enjoys the library. All events are well-attended and library staff made shifts when necessary to continue to provide excellent service during difficult times.

The Commission fears that if these concerns are left unaddressed, the staff that we have currently will leave for better opportunities elsewhere. Some already have, which is a loss to our community.

We encourage and humbly ask for your continued support to serve patrons with the highest caliber of service at all of our Torrance Public Libraries locations. The Library Commission appreciates the Council's time to consider our library concerns and long-standing support.

Thank you,

Library Commission

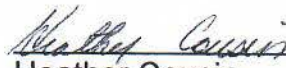
Commission Meeting of
August 8, 2022

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: FRIENDS OF THE TORRANCE LIBRARY UPDATE

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file a presentation from Friends of the Torrance Library member, Tony Yeh, on Friends of the Torrance Library activities.

Respectfully submitted,



Heather Cousin
City Librarian

Commission Meeting of
August 8, 2022

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY

RECOMMENDATION

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

Respectfully submitted,



Heather Cousin
City Librarian

Attachment B: School Supplies 2022

2022 BACK-TO-SCHOOL SUPPLY DRIVE

Help TUSD students experiencing homelessness
or in foster care to start off the school year prepared!

JULY 25 - AUG. 19, 2022

**COLLECTION BINS ARE LOCATED AT
CITY HALL, 3031 TORRANCE BLVD.**

PERMIT CENTER, 3031 TORRANCE BLVD.

CIVIC CENTER LIBRARY, 3301 TORRANCE BLVD.

Donation Wishlist:

(NEW items only, please)

**BACKPACKS
LUNCH BAGS
PENCIL BOXES
WATER BOTTLES
NOTEBOOKS
LOOSE-LEAF PAPER**

**FOLDERS
DIVIDERS
CRAYONS
MARKERS
GLUE STICKS
CALCULATORS**

TorranceCA.Gov/HelpOthers



TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: MONTHLY DIVISION REPORT

Administration and Staffing

This month the Torrance Public Library welcomed many new faces to the team and promoted one of its own. In addition to the newest City Librarian, Heather Cousin, Torrance welcomed Martin Pufpaf and Beatriz Mondragon as two temporary librarians to the Southeast Library and celebrated the promotion of Reference Librarian Edward Kane to Senior Librarian of the Katy Geissert Civic Center Library.

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

Facilities and Technology

Facilities staff continue to work throughout all Torrance Public Libraries. The installation of new fencing across from the Katy Geissert Civic Center Library has been completed in anticipation of installing drought-tolerant vegetation. The North Torrance Library received a much-needed trimming of all of its date palms. The General Services team made necessary electrical enhancements to the El Retiro Library in preparation for its upcoming reopening.

Adult and Youth Services

The Summer Reading Program continues to be a huge hit. As a testament to the program's success, staff reported that some prizes have already been depleted across the system. Program attendance has continued to rise across all locations. At the time of writing, the Summer Reading Program had over 3,000 registrants. The online participation totals reported over five hundred and fifty events and over four hundred thousand minutes read.

In response to COVID, Staff continues to monitor local health protocols and adapt programs to meet the community's needs.

Community Relations

Over the summer months, the Library had the pleasure of hosting and mentoring college intern Dahlia Hernandez. Dahlia joined the City of Torrance Internship Program

from Stanford University and has assisted the library in understanding the wants and needs of its clientele by updating the demographic information and conducting surveys on the library's behalf. Across the summer, Dahlia visited every library location multiple times and conducted outreach at the Bartlett Senior Center and the Movies in the Park at De Portola. Staff look forward to sharing her findings at a future meeting.

Respectfully submitted,



Heather Cousin
City Librarian