

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 6:00 p.m. in the West Annex Commission Meeting Room. All meetings are open to the public.

**TORRANCE LIBRARY COMMISSION AGENDA
APRIL 10, 2023
REGULAR MEETING
6:00 P.M. NORTH TORRANCE LIBRARY
3604 ARTESIA BOULEVARD, TORRANCE, CALIFORNIA 90504**

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

1. CALL MEETING TO ORDER

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

2. FLAG SALUTE: Commissioner Reilly

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

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's website on April 5, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15-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 1 minute per speaker.

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

Recommendation of the City Librarian that your honorable body approve the Library Commission minutes of March 13, 2023.

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE: REPORT OF THE CITY LIBRARIAN REGARDING THE RECOMMENDATION OF THE CITY COUNCIL TO CONSIDER ACCEPTANCE OF THE DONATION OF PERSONAL MATERIALS FROM THE KAJI FAMILY AND THE JAPANESE AMERICAN NATIONAL MUSEUM

Recommendation of the City Librarian that your honorable body accept and file the report outlining elements to consider in accepting items from the personal collection of the Kaji Family and Japanese American National Museum.

7B. ACCEPT AND APPROVE: SELECTION OF ADDITIONAL COMMISSIONERS TO ATTEND ANNUAL SERVING WITH A PURPOSE CONFERENCE IN ONTARIO, CALIFORNIA

Recommendation of the City Librarian that your honorable body accept and approve the selection of additional Library Commissioners to attend the Annual Serving with a Purpose Conference in Ontario, California, Tuesday, May 23, 2023.

7C. ACCEPT AND APPROVE: SELECTION OF A COMMISSIONER TO ATTEND ANNUAL CALIFORNIA LIBRARY ASSOCIATION CONFERENCE IN SACRAMENTO, CALIFORNIA

Recommendation of the City Librarian that your honorable body accept and approve the selection of a Library Commissioner to attend the Annual California Library Association (CLA) Conference in Sacramento, California, Thursday, June 1 through Saturday, June 3, 2023.

7D. ACCEPT AND FILE: INFORMATIONAL PRESENTATION ON THE MARCH MADNESS OR BOOK BRACKET READING INCENTIVE PROGRAMS

Recommendation of the City Librarian that your honorable body accept and file the report outlining the various programs billed as a March Madness or Book Bracket Reading Challenge.

7E. ACCEPT AND FILE: ADDITION OF A NON-SECTARIAN INSPIRATIONAL MESSAGE AFTER THE FLAG SALUTE AT LIBRARY COMMISSION MEETINGS

Recommendation of the City Librarian that your honorable body accept and approve the addition of a non-sectarian message following the flag salute at Library Commission Meetings.

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

Recommendation of the City Librarian that your honorable body accept and file the City Librarian's Monthly Division Report.

7G. ACCEPT AND FILE: NORTH TORRANCE LIBRARY REPORT

Recommendation of the City Librarian that your honorable body accept and file the interim Senior Librarian's verbal report on the North Torrance Library.

8. COMMISSION ORAL COMMUNICATIONS

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

9. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

10. ADJOURNMENT

10A. Adjournment of Library Commission Meeting to MONDAY, MAY 8, 2023, at 6:00 p.m., at the WALTERIA LIBRARY, 3815 W 242nd St, Torrance, CA 90505



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, April 10, 2023** was conspicuously posted on the City Clerk's Bulletin Board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below.

POSTED:

Time: 2:30 p.m. Date: 04/05/23

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, March 13, 2023, in the Isabel Henderson Library.

ROLL CALL

Present: Commissioners Gunter, Muo, Piotrowski, Reilly, and Chair Javaid.

Absent: Commissioner Wang.

Also Present: City Librarian Heather Cousin, El Retiro and Isabel Henderson Library Senior Librarian Denise Fiedler, and Community Services Director John La Rock.

MOTION: Commissioner Reilly moved to excuse the absence of Commissioner Wang. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

2. FLAG SALUTE

Commissioner Gunter led the Pledge of Allegiance.

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

City Librarian Cousin reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website Wednesday, March 8, 2023.

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

None.

5. ORAL COMMUNICATIONS

Chair Javaid requested an inspiration Agenda Item after the flag salute.

Commissioner Muo joined the meeting at 6:04 p.m.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: NOVEMBER 14, 2022

MOTION: Commissioner Reilly moved to approve the November 14, 2022 minutes as presented. Commissioner Gunter seconded the motion; a roll call vote reflected a 5-0 vote (Commissioner Wang absent).

MOTION: Commissioner Gunter moved to move Items 7I and 7J to precede Item 7A. Commissioner Piotrowski seconded the motion; a roll call vote reflected a 5-0 vote (Commissioner Wang absent).

7. ADMINISTRATIVE MATTERS

7I. ACCEPT AND FILE: EL RETIRO REPORT

Senior Librarian Fiedler provided a report on the El Retiro Library:

- El Retiro reopened September 12, 2022 with positive feedback from the community.
- Students provided feedback on part-time hours, requesting the library stay open longer after school.
- Book groups and programs are well attended and received.
- Open Plus is still currently being worked on with members of the community eager for the launch.

7J. ACCEPT & FILE: SABEL HENDERSON REPORT

Senior Librarian Fiedler provided a report on the Isabel Henderson Library:

- After school crowds have picked up since the pandemic but aren't at the levels of pre-pandemic attendance.
- All programs offered have been well received.
- Library app is being promoted where individuals do not need to bring in library cards.
- Carts of books with floating collections have been well received.

MOTION: Commissioner Reilly moved to accept and file Items 7I and 7J. Commissioner Gunter seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7A. ACCEPT & FILE: FOLLOW UP REGARDING LIBRARY COMMISSION LETTER OF SUPPORT DELIVERED TO CITY COUNCIL, NOVEMBER 2022

City Librarian Cousin presented the follow up on the Library Commission Letter of Support delivered to City Council, November 2022:

- The Library Commission letter was provided to City Council with no further follow up from the Council regarding issues raised.

MOTION: Commissioner Reilly moved to accept and file Item 7A. Commissioner Piotrowski seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7B. ACCEPT & FILE: SELECTION OF COMMISSIONERS TO ATTEND ANNUAL SERVING WITH A PURPOSE CONFERENCE IN ONTARIO, CALIFORNIA

City Librarian Cousin presented Item 7B:

- The Library Commission budget will be used to fund the attendance of the Serving with a Purpose Conference.

MOTION: Commissioner Reilly moved to accept and file Item 7B and to have Commissioner Gunter attend the annual Serving with a Purpose Conference at the early bird rate. Commissioner Muo seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7C. ACCEPT AND APPROVE: SELECTION OF A COMMISSIONER TO ATTEND ANNUAL CALIFORNIA LIBRARY ASSOCIATION CONFERENCE IN SACRAMENTO, CALIFORNIA

City Librarian Cousin presented Item 7C:

- The California Library Association Conference is the only statewide conference that is dedicated specifically to all library staff, electives, and library supporters.

City Librarian Cousin stated that the Commission has the budget to have more than one Commissioner attend.

MOTION: Commissioner Reilly moved to send one person, Commissioner Gunter, to the annual California Library Association Conference. Commissioner Piotrowski seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7D. ACCEPT AND FILE: HISTORICAL LIBRARY COMMISSION LIAISON DESIGNATIONS

City Librarian Cousin presented historical Library Commission liaison designations:

- Staff investigated official/unofficial designations, per the City Clerk, there is no history of official/unofficial designations.
- If Commissions decide to send Commissioners to other Commissions, it is allowable.
- If it has been voted on that Commissioners represent the Commission at other Boards/Commission hearings, Commissioners must introduce themselves as a member of the Commission, otherwise, if Commissioners choose to visit another Commission and speak personally, they must introduce themselves as a private citizen.

MOTION: Commissioner Reilly moved to accept and file the Library Commission liaison designations. Commissioner Piotrowski seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7E. ACCEPT, FILE, AND CONTINUE: LIBRARY COMMISSION LIAISON DESIGNATIONS

City Librarian Cousin presented the Library Commission liaison designations.

Members of the Commission agreed that there would not need to be formalization on liaison designation processes.

MOTION: Commissioner Piotrowski moved to accept, file, and continue the Library Commission liaison designations. Commissioner Muo seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7F. ACCEPT AND FILE: HISTORY AND INFORMATION REGARDING THE KATY GEISSERT AWARD

City Librarian Cousin presented history and information regarding the Katy Geissert Award:

- Per staff in the Cultural Arts Division, the Katy Geissert Award has been given out since 1977 and recognizes outstanding support all the arts in Torrance.

MOTION: Commissioner Gunter moved to accept and file the history and information on the Katy Geissert Award. Commissioner Reilly seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7G. ACCEPT AND FILE: CITY LIBRARIAN REPORT

City Librarian Cousin presented the City Librarian report:

- Temporary appointment librarians will be welcomed in the next two weeks.
- Staff is in the process of recruiting for Senior Library Technicians and Library Technicians.
- Library Leadership team is investigating past documents and what newly appointed staff can benefit from in the first thirty days.
- A grant has been received for the Early Learning Hubs and will be used to fund new furniture for child spaces, materials, and training for staff.
- A grant has been received for the Katy Geissert Library.
- Library Week is approaching; City Council will meet April 11, 2023, where proclamations will be presented.

MOTION: Commissioner Muo moved to accept and file the City Librarian report. Commissioner Gunter seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

7H. ACCEPT AND FILE: UPDATE REGARDING JOINT CITY COUNCIL/LIBRARY COMMISSION DATE SELECTIONS

City Librarian Cousin stated that there were no calendar items at this time.

MOTION: Commissioner Reilly moved to accept and file the update regarding joint City Council/Library Commission date selections. Commissioner Piotrowski seconded the motion; a roll call vote reflected 5-0 approval.

8. COMMISSION ORAL COMMUNICATIONS

Commissioners Gunter, Muo, Piotrowski, Reilly, and Chair Javaid spoke.

Commissioner Reilly requested that an Item be placed on April's agenda regarding March Madness readings. City Librarian Cousin acknowledged the request.

A member of the youth council spoke.

9. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- March Madness reading.
- Revisit CLA.
- Discussion on City Council Items.

10. **ADJOURNMENT**

MOTION: At 7:55 p.m., Commissioner Gunter moved to adjourn the meeting to Monday, April 10, 2023, at 6:00 p.m. at the El Retiro Library. Commissioner Piotrowski seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Wang absent).

###

Subject to Approval

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: REPORT OF THE CITY LIBRARIAN REGARDING THE
RECOMMENDATION OF THE CITY COUNCIL TO CONSIDER
ACCEPTANCE OF THE DONATION OF PERSONAL MATERIALS
FROM THE KAJI FAMILY AND THE JAPANESE AMERICAN
NATIONAL MUSEUM**

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and file the report outlining elements to consider in accepting items from the personal collection of the Kaji Family and Japanese American National Museum.

BACKGROUND/ANALYSIS

At the February 7, 2023, City Council meeting, Council Member Kaji received concurrence from the Council, to bring before the Library Commission the concept of accepting donations from both his family and the Japanese American National Museum (JANM), items of historical and cultural significance. The City Council offered its approval to bring before you the staff's research into establishing such an archive.

It is important to first outline the differences between public libraries and archives or special collections:

Public Libraries	Archives/Special Collections
Usually staffed by subject generalists	Usually staffed by subject area specialists
Items are publicly accessible and can be checked out	Items remain on site and usually only available with staff assistance
Items are regularly added and removed from the collection based on community demand and staff expertise	Items are donated or acquired through purchase or legal agreement and often permanent
Intended to appeal to a wide cross-section of the community	Audience may be narrowly focused to only those interested in the subject
Collections are usually physically rugged	Collections can be rugged or fragile but often require climate controls and special conditions

There are many public libraries that successfully maintain archival or special collections. Those public libraries with archival or special collections put a great deal of thought into how they will meet the expectations of public library users.

Donation Agreements

Donor agreements enable both the donor and archive or special collection to understand each other's roles and responsibilities regarding their expectations surrounding the items to be donated and held. These donation agreements also include the ability for archives and special collections to deaccession or dispose of donated items that are no longer appropriate for the collection. These legal documents do not currently exist for the Torrance Public Library as the Library does not have an archival or special collection, however, there are very good examples from which staff can draw. Staff would need some time to develop a donor agreement and a collection development policy to match it. The agreements would then need approval from the City Attorney's Office.

Staff

Currently, the Torrance Public Library does not have subject matter specialists in either Torrance history as it relates specifically to the Japanese American and Japanese expatriate experience. Staff would need to work extensively with external partners to ensure they are prepared for the questions surrounding this donation, as well as, other donors that may wish to offer similar collections, as a result.

Establishing and maintaining a strong relationship with JANM and other similar partners would be critical. Additional training in archival and special collections best practices will also be essential to ensure the materials are properly stored and maintained, if requiring special handling while onsite.

Space

Again, without knowing what specific materials are under consideration, it is important to look at the Library's available spaces. Given its size and current hours, the Katy Geissert Library is the most likely space for such an archival or special collection.

Currently, the Library's genealogy collection is the only one which most closely resembles a special collection like what is being considered. Should the donated materials be similar in that they require somewhat restricted access, staff will need to find a space where items can be held away from the public. If necessary there may also be a need for climate controls if items are fragile or sensitive to light damage.

Area Resources

The Cain Library at California State University Dominguez Hills in Carson is home to the Gerth Archives and Special Collections. Within those collections are a rich cross section of physical and digital items relating to the history of individuals and communities of the South Bay and beyond. Of note is the Gerth's connection to the California State University System's award-winning, Japanese American Digitization Project, among other special collections and projects within their archives and the larger university's system.

Given their proximity, Torrance Public Library staff have already reached out to staff of the Cain Library to establish a connection. Should this project move forward, archivists at the Cain Library and others at the University Library at California State University Long Beach can also serve as authoritative experts to assist in the establishment and ongoing development of such an archive or special collection.

Depending upon the materials to be donated, the size, scope, and expertise of the California State University system would make an ideal potential partner to collaborate with. Torrance Public Library staff could discuss with the archivists (and others) collection questions as they build their knowledge of archival and special collection best practices.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: SELECTION OF ADDITIONAL COMMISSIONERS TO ATTEND ANNUAL SERVING WITH A PURPOSE CONFERENCE IN ONTARIO, CALIFORNIA

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and approve the selection of additional Library Commissioners to attend the Annual Serving with a Purpose Conference in Ontario, California, Tuesday, May 23, 2023.

BACKGROUND/ANALYSIS


At the March 13, 2023 meeting, the Commission approved Commissioner Gunter's attendance at this year's Serving with a Purpose conference. As there was one absence and other Commissioners were uncertain of their schedules, it was requested that this item be brought back so that additional Commissioners could express interest in attending. The early bird registration period has ended, and it is possible that the event will have filled before additional registrations can be secured.

This year marks the 10th anniversary of this highly attended statewide gathering of representatives from Friends, Foundation, Library Commissioners, and other library supporters. The focus of the event is strengthening organizations, best practices among the organizations, and encouraging advocacy on behalf of libraries.

In the past, members of the Torrance Library Commission have allocated funds and attended, reserving time at future meetings to brief the rest of the Commission on what they learned. A flyer outlining the event and discounted pricing opportunities is attached.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

ATTACHMENT A: Serving with a Purpose flyer



Tuesday, May 23, 2023 • 8:30 am—4 pm

A gathering for Friends, Trustees, Foundations and the staff who support them!

**The Ontario Convention Center • 2000 E. Convention Center Way, Ontario
2023 Theme: Built to Last**

**Keynote Speaker: Jan Masaoka
NYT Best-Selling Author: Kate Quinn**

There will also be the popular breakout sessions and much more of course!

**Cost: \$60.00 per attendee if registered and paid by March 14
March 15—April 15 \$75.00
April 16—May 10: \$85.00**

Free parking, conference materials, continental breakfast and catered sit-down lunch.

**To register or for more information, please go to:
serving2023.eventbrite.com**

*Be a 2023 table sponsor and show
your support of this annual
conference!*

*Your organization can purchase a Table
Sponsorship for \$700. It will include 8
registrations, special acknowledgement in
all conference PR, 8 copies of our
author's newest novel, an exclusive
afternoon treat and premium table
placement at conference.*

*Questions or
to be a table sponsor*

Robin Hoklotubbe

Phone: 909-855-1925 or

servingwithapurposeca@gmail.com

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let the stories LIVE ON



TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: SELECTION OF A COMMISSIONER TO ATTEND THE ANNUAL CALIFORNIA LIBRARY ASSOCIATION CONFERENCE IN SACRAMENTO, CALIFORNIA

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and approve the selection of a Library Commissioner to attend the Annual California Library Association (CLA) Conference in Sacramento, California, Thursday, June 1 through Saturday, June 3, 2023.


BACKGROUND/ANALYSIS

At the March 2023 Library Commission meeting, Commissioners discussed and approved bringing back the selection of a Commissioner to attend the annual California Library Association Conference. Early bird registration began on March 1 for this year's CLA Conference in Sacramento.

The conference, the only one of its kind in the state, brings together library workers, supporters, and vendors for educational, informational, and business sessions around the topic of libraries. Past attendees have been pleased with the variety of informational and educational opportunities available. Those recommending the conference have commented that it is a good way to become more informed about current and future trends in libraries and increase their advocacy skills as they network.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: INFORMATIONAL PRESENTATION ON THE MARCH MADNESS OR BOOK BRACKET READING INCENTIVE PROGRAMS

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and file the report outlining the various programs billed as a March Madness or Book Bracket Reading Challenge.

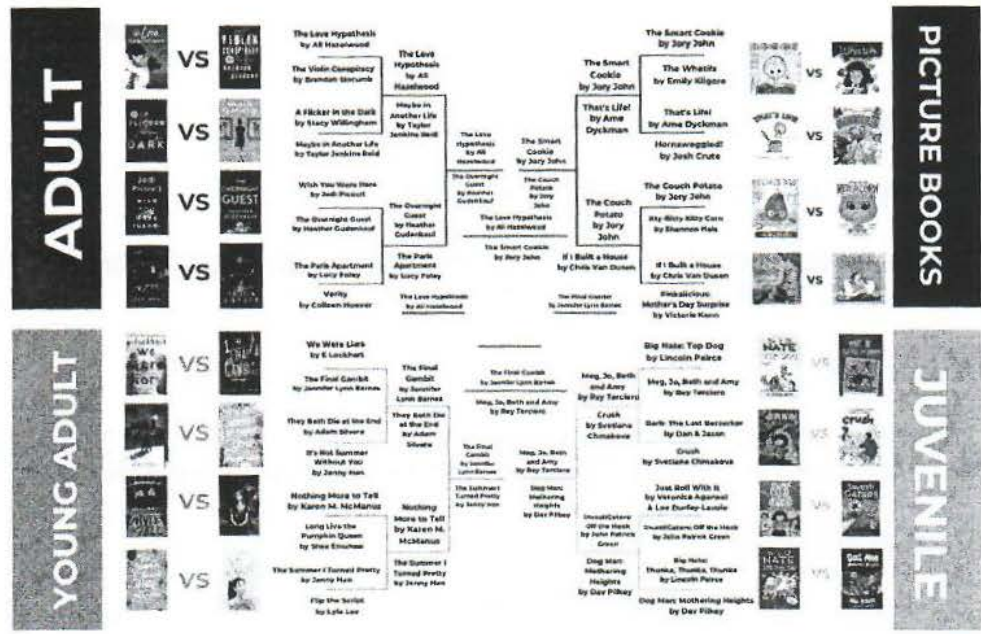
BACKGROUND/ANALYSIS

At the Library Commission meeting in March 2023, Commissioners requested staff bring back information regarding the March Madness or Book Bracket Reading incentive challenge. Staff investigated several versions of the program across the country. The results of that research follow.

The March Madness or Book Bracket challenge is a relatively new reading incentive program and there are several ways libraries are offering the program.

The Book Bracket

Some libraries have chosen to select a handful of books for children, teens, and adults, pitting them against each other in a "bracket", accepting online votes from library customers for their favorite during the month of March. Below is one such challenge from the West Des Moines Library.



<https://www.wdmlibrary.org/library-news/book-madness-2023-book-bracket-challenge>

Staff at the West Des Moines Library select the top eight books in each category (Adult, Young Adult, Juvenile, and Picture Books) by the top-circulated items in each category from the past year. Then the top item is your 1 seed, 2 is your 2 seed, etc.

They update a blog post each week with the new form and updated bracket photo for people to vote on. Their blog post for this year's competition can be found [here](#).

They also feature a large, printed bracket (24 x 36 inches) in the building where they write in which books make it onto the next round and keep an iPad down by this bracket so that patrons in the building can vote on there if they don't want to use their own device. Ultimately, everything is driven by circulation statistics – a simple form of customer feedback.

Interlibrary Competition


Other libraries have chosen to compete against each other with the minutes read or listened to counting as points. Twenty libraries across Massachusetts are competing in the Minute Madness Competition.

Library customers register online via the library's Beanstack portal. This is also how Summer Reading participants register for the Torrance Public Library program. Once registered, they log the number of minutes read and each week those minutes, collectively, determine the library's spot in the bracket. Audiobooks, graphic novels, newspapers, magazines, and books, including e-books, all count toward the minutes read. Reading with others also counts for both the reader and those being read to.

There is no prize for the winning library or competitors, just the enjoyment of competing against each other.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Commission Meeting of
April 10, 2023

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
**SUBJECT: ADDITION OF A NON-SECTARIAN INSPIRATIONAL MESSAGE
AFTER THE FLAG SALUTE AT LIBRARY COMMISSION MEETINGS**

RECOMMENDATION

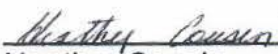
Recommendation of the City Librarian that your honorable body accept and approve the addition of a non-sectarian message following the flag salute at Library Commission Meetings.

BACKGROUND/ANALYSIS

At the March 2023 Library Commission Meeting, Commissioners requested staff seek direction regarding the addition of a non-sectarian message following the flag salute at Library Commission Meetings. Staff requested guidance from the City Clerk. The Clerk advised that inspirational messages are permitted, however, they must be non-sectarian.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

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

Administration and Staffing

Staffing

As mentioned last month, the Library welcomed several new Temporary Appointment Librarians:

Ted Kane returns to the Torrance Public Library after briefly serving as the Library Services Supervisor at the Buena Park Library District. First hired as an Adult Services Librarian at Katy Geissert Civic Center Library, he has worked at each of the branches during his 14-year tenure with the Library system. Ted is a graduate of the School of Library and Information Science at Kent State University in Ohio and is an adjunct instructor in the Library Technician program at Long Beach City College. In his spare time, he enjoys music, sports, and dogs.

Suzi Kortenkamp holds a Bachelor's degree in English Literature from California State University, Fullerton and a Master's degree in Library and Information Science from California State University, San Jose. Suzi worked as a Manager and Technical Services Librarian for Litton Industries and a Research and Administrative Librarian for Knobbe Martens Intellectual Property Law Firm. Suzi joined the Torrance Public Library as a part-time library technician in May 2016. She completed multiple move-ups to Youth Services Librarian as well as move-up and temporary assignment to Adult Reference Librarian. As the Page Supervisor, Suzi was responsible for supervising approximately 20 part-time library pages at the Katy Geissert Civic Center Library and later co-supervised circulation staff as well. Suzi served in the CREI cohort, previous SRP committee, and has supported various programming efforts.

Victoria Nikolov has over eight years of professional experience working in libraries. She believes the best part of being a librarian is helping people learn new skills related to information retrieval and providing programs and services that really make a difference. She is a team-oriented person with experience working in both academic and public libraries. Before earning a Master of Arts in Library and Information Science, she earned a Bachelor of Fine Arts in Film, and loves movies and creative writing. When not in the library, you can find her on the paddle courts in Venice Beach where she lives or walking the nearby boardwalk and canals.

Longtime Page, **Elaine Quinn**, celebrated her last day with the Library on Friday, April 7. Elaine retired after 16 years with the City of Torrance. She and her husband plan to enjoy their grandchildren and travel.

Outreach

Assistant City Librarian, **Evan Coates** brought the Library to the South Bay Council of Governments General Assembly on March 23. The theme of the event was "resilience" and that was in full display as Evan was able to showcase what the library had to offer to help those reduce, reuse, recycle, and rebuild.

The City's Annual Cherry Blossom Festival on March 26 was a fantastic event, and the Library was there to see it, too. The Library team of **Suzi Kortenkamp, Maureen Baez, Ted Kane, Victoria Nikolov, Evan Coates, and Cynthia Aguado** staffed the booth throughout the day enjoying brisk business and high winds.

Assistant City Librarian, Cynthia Aguado and City Librarian, Heather Cousin presented information about the Library's resources at the annual DELMAC or Torrance Unified School District English Learner Multicultural Advisory Committee and Librarian, **Lisa Gutierrez** staffed the information table meeting families as they enjoyed the morning's events. Participants were enthusiastic Library supporters as the team saw many who attended the event visiting the Library in the days following the program.

National Library Week

April 23-29 is National Library Week. Sponsored by the American Library Association, this year's theme is "There's More to the Story". As in past years each day of the week has celebrated aspects of library service including library workers who will be recognized throughout the week with a City-led social media marketing campaign.

Each day will focus on a specific aspect of the Library to highlight, including:

- Monday- National Library Week (General Awareness Post)
- Tuesday- a quote and a picture of a librarian
- Wednesday- promoting the City's 6 different Library locations
- Thursday- a quote and a picture of a librarian
- Friday- highlighting events hosted at the main Library branch

Please check out the City's social media channels, and like, share, and retweet!

By the Numbers

December	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	804	4012	6736	2165	2875	2012
Circulation	2062	9313	26571	7952	5946	6757
January	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1432	6435	11102	3873	5489	3569
Circulation	2796	9365	28512	8390	6299	7156
February	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	830	3448	6842	2085	3129	2159
Circulation	2548	7891	26867	7749	5982	6718
March	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1517	5747	11224	3364	4957	3289
Circulation	2664	9767	30987	8799	8011	8050

Programming

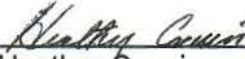
December		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	2	0	4	2	0	0
	Attendees	16	0	84	36	0	0
Teen	Programs	0	0	0	0	0	0
	Attendees	0	0	0	0	0	0
Youth	Programs	2		2	1	3	3
	Attendees	16		21	31	75	68
	Class Visit	0	0	0	0	2 57	0
Attendance Total		32	0	105	77	132	68
January		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	0	6	4	3	3	3
	Attendees	0	80	74	51	17	20
Teen	Programs	0	0	1	0	0	0
	Attendees	0	0	16	0	0	0

Youth	Programs	5	6	6	3	3	5
	Attendees	164	112	106	108	70	157
	Class Visit	0	0	0	0	0	0
Attendance Total		164	192	196	159	87	177

February		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	2		8	1	3	3
	Attendees	34		185	20	29	20
Teen	Programs	0		1	0	0	0
	Attendees	0		15	0	0	0
Youth	Programs	5		7	2	5	5
	Attendees	207		140	79	118	156
	Class Visit	0		0	0	0	0
Attendance Total		241		340	99	147	176

March		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	2	7	5	0	1	0
	Attendees	29	91	139	0	10	0
Teen	Programs	1	0	1	0	1	0
	Attendees	16	0	15	0	9	0
Youth	Programs	3	3	8	3	5	5
	Attendees	113	79	222	169	78	173
	Class Visit						
Attendance Total		158	170	376	169	97	173

Respectfully submitted,


 Heather Cousin
 City Librarian