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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
MAY 8, 2023
REGULAR MEETING
6:00 P.M. WALTERIA LIBRARY
3815 W 242ND ST, TORRANCE, CA 90505**

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 Piotrowski

3. INSPIRATIONAL MESSAGE: Commissioner Piotrowski

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 May 3, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 April 10, 2023.

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE: WALTERIA LIBRARY REPORT

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

7B. ACCEPT AND FILE: INFORMATIONAL PRESENTATION REGARDING LIBRARY TEAM APPRECIATION BREAKFAST

Recommendation of the City Librarian that your honorable body approve the report regarding the Library Team appreciation breakfast to celebrate National Library Worker Day on April 25, 2023.

7C. 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.

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, JUNE 12, 2023, at 6:00 p.m., at the WEST ANNEX, COMMISSION MEETING ROOM, 3031 TORRANCE BLVD., TORRANCE, CA 90503

**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, April 10, 2023, in the North Torrance Library.

ROLL CALL

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

Absent: None.

Also Present: City Librarian Heather Cousin, Councilmember Jon Kaji, North Torrance Interim Senior Librarian Jay Shiamoto, North Torrance Page Dayna Berman, Assistant City Librarian Cynthia Aguado, Assistant City Librarian Evan Coates, and Community Services Director John La Rock.

2. FLAG SALUTE

Commissioner Reilly 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, April 5, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

City Librarian Cousin reported a Supplemental Item: Community Services Annual Report.

City Librarian Cousin announced a breakfast for the library staff at 9am, Tuesday, April 25, 2023.

5. ORAL COMMUNICATIONS

None.

Commissioner Muo joined the meeting at 6:07 p.m.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: MARCH 13, 2023

MOTION: Commissioner Piotrowski moved to approve the March 13, 2023, minutes as amended. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval.

7. **ADMINISTRATIVE MATTERS**

7A. **ACCEPT & 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**

City Librarian Cousin presented Item 7A.

Councilmember Kaji stated, that with the recommendation of City Council, the Commission consider acceptance of personal materials from his family and the Japanese American National Museum.

Councilmember Kaji stated that he hoped the donations would help encourage South Bay and Torrance families to consider bringing their family histories into the libraries, adding to the educational and academic base of the library as well as identifying family backgrounds who have contributed to California.

Councilmember Kaji shared the memorabilia his family has, and the stories associated with them.

Members of the Commission spoke, showing support of City Council's recommendation.

MOTION: Commissioner Piotrowski moved to accept and file Item 7A. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

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

City Librarian Cousin presented Item 7B.

- Commissioner Gunter was selected to attend the annual Serving with a Purpose

Conference in Ontario, CA during the March 2023 meeting; registration is still available if additional Commissioners want to attend. Item 7B was brought back for the Commission's consideration.

Commissioner Piotrowski stated that he would like to attend the annual Serving with a Purpose Conference.

MOTION: Commissioner Gunter moved to have Commissioner Piotrowski attend the annual Serving with a Purpose Conference. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval.

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 annual California Library Association Conference takes place Thursday, June 1 through Saturday, June 3, 2023, in Sacramento; Item 7C was brought back to the Commission to select a commissioner to attend.

Chair Javaid requested that Commissioner Piotrowski be recognized for his availability to report back from the conference.

MOTION: Commissioner Reilly moved accept and file 7C. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

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

City Librarian Cousin presented Item 7D.

- El Retiro Library held a similar reading incentive program that was popular headed by temporary Librarian, Amy Buchwald.

Members of the Commission spoke.

MOTION: Commissioner Gunter moved to accept and file Item 7D. Commissioner Muo seconded the motion; a roll call vote reflected unanimous approval.

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

City Librarian Cousin presented Item 7E.

- Staff reached out to the City Clerk's Office regarding a non-sectarian inspirational message after the flag salute; there are no rules or regulations for adding the inspirational message.

Members of the Commission spoke.

MOTION: Commissioner Wang moved to accept and file Item 7E. Commissioner Gunter seconded the motion; a roll call vote reflected 5-1 approval (Commissioner Reilly voting no on the motion).

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

City Librarian Cousin presented Item 7F.

- A handful of Temporary Appointment Librarians have been placed.
- Outreach events took place through the Cherry Blossom Festival and the DELMAC (District English Learner Multicultural Advisory Committee) Conference.
- The Torrance Library will be featured as part of the City's social media campaign.

- Statistics for the library were presented; circulation statistics and door counts remain consistent.

Assistant City Librarian Coates shared his experience with the Cherry Blossom Festival.

Members of the Commission spoke.

MOTION: Commissioner Piotrowski moved to accept and file Item 7F. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7G. ACCEPT AND FILE: CITY LIBRARIAN REPORT

North Torrance Interim Senior Librarian Shiamoto presented Item 7G.

- The Mushroom Program, library scavenger hunts, and craft programs have been well received and well attended.
- A new electronic board is now on full display with new branding.
- “Crafter-noon” is being investigated where special crafts will be put out one day a week for 2-3 hours.
- Storytime continues to grow in attendance numbers.
- A grant has been received from the Torrance Refinery Company which will provide new laptops to the library.

Members of the Commission spoke.

MOTION: Commissioner Gunter moved to accept and file Item 7G. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

8. COMMISSION ORAL COMMUNICATIONS

Commissioners Gunter, Piotrowski, Reilly, Wang, and Chair Javid spoke.

Two members of the Youth Council spoke.

9. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- Waleria Library Report.
- City Librarian monthly report.
- Open Business / State Event.

10. ADJOURNMENT

MOTION: At 7:55 p.m., Commissioner Reilly moved to adjourn the meeting to Monday, May 8, 2023, at 6:00 p.m. at the Waleria Library. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

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TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: INFORMATIONAL PRESENTATION REGARDING LIBRARY TEAM
APPRECIATION BREAKFAST**

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and file the report regarding the Library Team appreciation breakfast to celebrate National Library Worker Day on April 25, 2023.

BACKGROUND/ANALYSIS

The first Library Team Appreciation Breakfast, held on Tuesday, April 25th, was held to honor those who serve the community through our libraries on National Library Workers Day. The Torrance Public Library opened at 11am with the approval of City Manager, Aram Chaparyan, so that the team could enjoy each other's company and be served by the Library Leadership Team, Library Commission, and elected officials, and the City's Executive Team.

In attendance from those groups were Mayor George Chen and Council Members Mike Griffiths and John Kaji. From the Executive Team, Aram Chaparyan; Assistant City Manager Danny Santana; Community Services Director John La Rock, and Staff Assistant to City Council, Isela Briseno all assisted in the celebration as well as members of the Library Commission including, Chair Rosie Javaid and Commissioners Piotrowski, Reilly, and Wang. Special thanks to Commissioner Wang for helping with check-in and the raffle drawing!

The staff team were served a menu of made-to-order pancakes, fruit, and a selection of beverages but most importantly, had the time to check in with each other and celebrate. In addition to the breakfast, there were several raffle drawings for gift cards to Barnes & Noble Bookstore.

Torrance CitiCable interviewed City Librarian, Heather Cousin, and veteran Librarian, Phil Ross. The short feature aired later that day as a part of the program, *Torrance Today*, and was shared with the team via email.

National Library Workers Day is an honorary celebration started by the American Library Association to recognize the contributions of library workers in the communities they serve. Across the country celebrations range from breakfasts and lunches to proclamations and other honorary recognition events.



Assistant City Librarians, Evan Coates and Cynthia Aguado preparing pancakes for the team.




Library Commission Chair, Rosie Javaid speaking with Romi, Victoria, Rachel, and Ramon, members of the team.



Mayor George Chen, Library Commissioner Andrea Reilly, and John La Rock enjoying breakfast with Lounette, Jay and Katie.

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

Throughout the month, the team was pleased to conduct interviews to fill the full-time Library Technician and Senior Library Technician vacancies. Following those recruitments, the team turned its attention to the part-time Library Technician vacancies. With several other vacancies across the organization, it is anticipated those will be filled by the end of May.

Happy Hours @ KGL

Happy Hours @ KGL, a programming series to encourage active engagement with the Library, kicked off on April 28th with a performance by the South High School Jazz Band and keyboardist Andrew Choi. The grant funded program aims to bring the best of what the library has to the casual library user and, even more importantly, non-users, by making the invisible, visible.

By scheduling arts, culture, music, fitness, demonstration, and other fun and engaging events on the Library plaza, we will encourage the public to see this as both a living and gathering space – an entrance to and extension of the Library.

Friends of the Torrance Libraries

The Friends of the Library had a fantastic turnout for their first three-day book sale since the pandemic, earning over \$7,000 at the end of April. Monies earned by the Friends go to support programming and services across the City's six library locations.

Outreach

Library staff participated in the first Benstead Plunge Eggstravaganza on April 1. The program included underwater egg hunts, story time from the library, crafts, a visit by the Easter Bunny, and crafts. More creative partnerships between the Library and Recreation staff are being developed to take advantage of how close most libraries are to parks, the Plunge, and other Recreation facilities.

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
April	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1468	5602	10962	3285	4108	2861
Circulation	2642	9597	29115	8570	7019	6946

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	


	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

April		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walt
Adult	Programs	8		6	1	3	1
	Attendees	184		81	20	29	7
Teen	Programs	1		1	0	0	0
	Attendees	15		11	0	0	0
Youth	Programs	7		9	3	5	5
	Attendees	140		308	174	118	156
	Class Visit						
Attendance Total		339		400	194	147	163

Respectfully submitted,


 Heather Cousin
 City Librarian