

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
JULY 10, 2023
REGULAR MEETING
6:00 P.M. WEST ANNEX COMMISSION MEETING ROOM
3031 TORRANCE BLVD., TORRANCE, CA 90503**

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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Gunter, Leferve, Muo, Piotrowski, Reilly, Singh, Wang

2. FLAG SALUTE: Commissioner Muo

3. INSPIRATIONAL MESSAGE: Commissioner Reilly

4. 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 July 5, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

6. 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.

7. 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.

7A. APPROVAL OF MINUTES

Recommendation of the City Librarian that your honorable body approve the Library Commission minutes of June 12, 2023.

8. ADMINISTRATIVE MATTERS

8A. ACCEPT AND ELECT: ELECTION OF OFFICERS

The City Librarian recommends your honorable body nominate and elect the Chair and Vice-Chair for the Library Commission for the 2023-2024 term.

8B. DISCUSS AND APPROVE: ANNUAL REPORT

Recommendation of the City Librarian that your Honorable Body determine the process for drafting the Library Commission's Annual Report, covering July 1, 2022, through June 30, 2023. If an ad hoc committee is recommended, the City Librarian further recommends the Chair appoint members of the ad hoc committee.

8C. ACCEPT AND FILE: WIDER CIRCLE AND BLUE ZONE FOLLOW-UP ITEMS

Recommendation of the City Librarian that your Honorable Body accept and file the follow-up report resulting from a discussion during the May 2023 Library Commission meeting.

8D. 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.

9. COMMISSION ORAL COMMUNICATIONS

Commissioner Order - Gunter, Leferve, Muo, Piotrowski, Reilly, Singh, Wang

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

11. ADJOURNMENT

11A. Adjournment of Library Commission Meeting to MONDAY, AUGUST 14, 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 6:06 p.m. on Monday, June 12, 2023, in the West Annex Commission Meeting Room.

ROLL CALL

Present: Commissioners Gunter, Piotrowski, Wang, and Chair Javaid.
Absent: Commissioners Muo and Reilly.
Also Present: City Librarian Heather Cousin and Assistant City Librarian Evan Coates.

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

2. FLAG SALUTE

Commissioner Wang led the Pledge of Allegiance.

3. INSPIRATIONAL MESSAGE

Commissioner Wang shared an inspirational message.

4. 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, June 7, 2023.

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

None.

6. ORAL COMMUNICATIONS

None.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: MAY 8, 2023

MOTION: Commissioner Gunter moved to approve the May 8, 2023, minutes as amended. Commissioner Wang seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

8. ADMINISTRATIVE MATTERS

8A. ACCEPT AND FILE: INFORMATIONAL PRESENTATION OF STAFF REGARDING 2023 ALL AGES SUMMER READING PROGRAM: FIND YOUR VOICE

Librarians Matthew Moses and Suzi Kortenkamp presented Item 8A and provided the Commission with the 2023 All Ages Summer Reading Program handouts, speaking on programs and prizes provided.

Members of the Commission and staff spoke.

MOTION: Commissioner Piotrowski moved to accept and file Item 8A. Commissioner Wang seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

8B. ACCEPT AND FILE: CITY LIBRARIAN'S UPDATE 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 8B.

- Although personal material from the Kaji Family will be stored at Cal State University Dominguez Hills, the Torrance Library will have the opportunity to offer programming and spotlight materials.

Members of the Commission spoke.

MOTION: Commissioner Wang moved to accept and file Item 8B. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

8C. ACCEPT AND FILE: UPDATE REGARDING STATUS OF THE OPEN + PROJECT AT EL RETIRO LIBRARY

Assistant City Librarian Coates presented Item 8C, providing an update regarding the status of the Open+ Project at El Retiro Library.

- The Open+ Program is getting closer to a launch date.
- The Open+ Program will allow the El Retiro Library to provide unstaffed hours, enabling patrons to visit the library at their convenience.

Members of the Commission spoke.

MOTION: Commissioner Gunter moved to accept and file Item 8C. Commissioner Wang seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

8D. ACCEPT AND FILE: UPDATE REGARDING STATUS OF THE NORTH TORRANCE BRANCH LIBRARY HOMEWORK CENTER SPONSORED BY THE TORRANCE REFINING COMPANY

Assistant City Librarian Coates presented Item 8D.

- Staff researched the idea of a mobile homework center, holding meetings and speaking with different departments to develop a request to purchase (6) additional laptops, a charging station, tables and chairs, and a STEM cart for all ages; the Torrance Refining Company and the Torrance Public Library are currently in the final stages of branding.
- Unveiling dates will be provided in a future meeting with official invitations provided to the Commission.

Members of the Commission spoke.

MOTION: Commissioner Piotrowski moved to accept and file Item 8D. Commissioner Gunter seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

8E. ACCEPT AND FILE: INFORMATIONAL PRESENTATION REGARDING STAFF PARTICIPATION IN CALIFORNIA LIBRARY ASSOCIATION CONFERENCE

City Librarian Cousin presented Item 8E.

- City Librarian Cousin spoke on her experiences at the Library Association Conference and shared information she obtained regarding the scanning machine and ways to use the machine for a variety of projects for both library staff and the public.
 - City Librarian Cousin encouraged the Commission to attend the conference in 2024.
- Members of the Commission spoke.

MOTION: Commissioner Wang moved to accept and file Item 8E. Commissioner Gunter seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

8F. ACCEPT AND FILE: INFORMATIONAL PRESENTATION REGARDING COMMISSIONER GUNTER'S ATTENDANCE AT THE SERVING WITH A PURPOSE CONFERENCE

Commissioner Gunter presented Item 8F, sharing his experience at the Serving with a Purpose Conference.

- Commissioner Gunter shared that the conference covered generating ideas, selecting board members for non-profits, book talks, and breakout sessions for open discussion on libraries.
- Commissioner Gunter suggested that more than one Commissioner go to future conferences for collaborative purposes.

Members of the Commission spoke.

MOTION: Commissioner Piotrowski moved to accept and file Item 8F. Commissioner Wang seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

8G. ACCEPT AND FILE: CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8G.

- Several new staff have been added and a few promotions have been given.
- Stroller Striders will be starting in the next week.
- There has been in an increase in visits and circulation.

Members of the Commission spoke.

MOTION: Commissioner Gunter moved to accept and file Item 8G. Commissioner Wang seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

9. COMMISSION ORAL COMMUNICATIONS

Commissioners Gunter, Piotrowski, Wang, and Chair Javaid spoke.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- Elections.
- City Librarian Monthly Division Report.
- Welcome new Commissioners.

11. ADJOURNMENT

MOTION: At 7:46 p.m., Commissioner Wang moved to adjourn the meeting to Monday, July 10, 2023, at 6:00 p.m. in the West Annex Commission Meeting Room. Commissioner Gunter seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Reilly absent).

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TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: ELECTION OF OFFICERS

RECOMMENDATION

The City Librarian recommends your honorable body nominate and elect the Chair and Vice-Chair for the Library Commission for the 2023-2024 term.

BACKGROUND/ANALYSIS

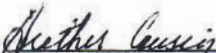
The primary responsibility of each City commission is to ensure City government is responsive to the needs of the people. The charge of the Library Commission is to advise the City Council on matters concerning the Library, including the acquisition of land and facilities. The Commission also serves to promote the work of the library and its activities to community members and guests and encourages public and legislative support.

The Commission Chair and Vice-Chair are elected by the commission members and serve a one-year term in that capacity. The election process is conducted at the beginning of the new fiscal year and during the first meeting of the new fiscal year. The Commission Chair manages the process of the meeting ensuring Commissioners, staff, and the public are afforded time to speak and that the meeting is conducted according to applicable laws and regulations.

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.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

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

RECOMMENDATION

Recommendation of the City Librarian that your Honorable Body determine the process for drafting the Library Commission's Annual Report, covering July 1, 2022, through June 30, 2023. If an ad hoc committee is recommended, the City Librarian further recommends the Chair appoint members of the ad hoc committee.

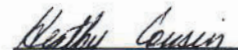
BACKGROUND/ANALYSIS

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 can provide minutes and reports for any Commission meetings, and any other information, as requested. Staff will format the report, as necessary, 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.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: WIDER CIRCLE AND BLUE ZONE FOLLOW-UP ITEMS

RECOMMENDATION

Recommendation of the City Librarian that your Honorable Body accept and file the follow-up report resulting from a discussion during the May 2023 Library Commission meeting. The Commission discussed the possibility of the Torrance Public Library becoming involved with the Wider Circle and the Blue Zone movements.

BACKGROUND/ANALYSIS

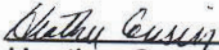
In 2015, Wider Circle began to as a health care improvement initiative. Its members partner with medical providers and community members providing healthcare solutions like neighbor check-ins to provide "fun and educational in-person and virtual programs for members who share similar interests and life experiences" (www.widercircle.com).

The Blue Zone Project is a national, project-based initiative that grew out of the recognition of unusual international longevity "hot spots". The goal of belonging to a Blue Zone Project area would be to increase longevity through the promotion of positive health and lifestyle choices. The closest Blue Zone Project area is the Beach Cities Blue Zone which includes Hermosa, Manhattan, and Redondo Beach. The work includes promotion of health, fitness, food choices, environmental, and other personal/community goals.

While the work and goals of both the Wider Circle movement and Blue Zone Projects are laudable, each seems outside the scope of the Library Commission as a promoting agency. If there were another agency or City Commission whose charge more closely aligned with this work – Social Services, Parks & Recreation, Commission on Aging – who wished to pursue a more formal relationship, the Library would be happy to consider a collaboration when practicable, feasible, and in alignment with its mission.

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

Summer Reading Program

The Summer Reading Program is in full swing, having kicked off with registration beginning on June 12 and programming on June 19. In the first three weeks of the program, over 2,400 participants registered and over 150 completing the program (completing the program is defined as reading at least 16 hours). The number of participants has grown by almost 200 since last year and, we expect, will continue to grow as the program continues this summer.

The Summer Reading Program has also increased programming after a brief break in the beginning of June and the end of the school year. Staff anticipate seeing active libraries throughout the summer with the creative lineup still to come.

Staffing

The Library team was joined by two new part-time Library Technicians in June, Chan Harris and Matthew Hughes. Chan is based at the Katy Geissert Civic Center Library and Matthew at the North Torrance Branch Library. Both locations were very eager to welcome such seasoned library veterans.

Chan's varied experience includes programming for children, teens, and adults while working in both academic and public libraries. He is currently dividing his time between Torrance and Loyola Marymount Libraries. Prior to that, he worked at the Cerritos Public Library, USC, and Signal Hill Libraries.

Before coming to the Torrance Public Library, Matthew was with the Los Angeles Public Library. He served in a variety of roles giving him great experience he is applying to the Library Technician position.

The Library held interviews to fill various Librarian vacancies throughout the system. Staff anticipates those positions being filled during the month of July.

Statistics for the month of June will be available in person at the July Meeting.

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 |
| May | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Visits | 1745 | 6936 | 13253 | 3934 | 5019 | 3469 |
| Circulation | 2894 | 10052 | 28297 | 8920 | 6299 | 7138 |
| June | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Visits | | | | | | |
| Circulation | | | | | | |

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 | 0 |
| | | | | | | 57 | |
| Attendance Total | | 32 | 0 | 105 | 77 | 132 | 68 |
| January | | | | | | | |
| | | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Adult | Programs | 0 | 6 | 5 | 3 | 3 | 3 |
| | Attendees | 0 | 80 | 89 | 51 | 17 | 20 |
| Teen | Programs | 0 | 0 | 1 | 0 | 1 | 0 |
| | Attendees | 0 | 0 | 16 | 0 | 9 | 0 |
| Youth | Programs | 5 | 6 | 5 | 3 | 3 | 5 |
| | Attendees | 164 | 112 | 91 | 108 | 70 | 157 |
| | Class Visit | 0 | 0 | 0 | 0 | 0 | 0 |
| Attendance Total | | 164 | 192 | 196 | 159 | 96 | 177 |
| February | | | | | | | |
| | | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Adult | Programs | 2 | 5 | 8 | 1 | 3 | 3 |
| | Attendees | 34 | 70 | 184 | 20 | 29 | 20 |
| Teen | Programs | 0 | 0 | 1 | 0 | 0 | 0 |
| | Attendees | 0 | 0 | 15 | 0 | 0 | 0 |
| Youth | Programs | 5 | 5 | 7 | 2 | 5 | 5 |
| | Attendees | 207 | 121 | 140 | 79 | 118 | 156 |
| | Class Visit | 0 | | 0 | 0 | 0 | 0 |
| Attendance Total | | 241 | 191 | 580 | 99 | 147 | 176 |
| March | | | | | | | |
| | | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Adult | Programs | 2 | 6 | 5 | 0 | 2 | 1 |
| | Attendees | 29 | 75 | 139 | 0 | 23 | 18 |
| Teen | Programs | 1 | 0 | 1 | 0 | 1 | 0 |
| | Attendees | 16 | 0 | 15 | 0 | 9 | 0 |
| Youth | Programs | 3 | 3 | 8 | 1 | 3 | 4 |
| | Attendees | 113 | 79 | 222 | 44 | 36 | 154 |

| | | | | | | | |
|-------------------------|--------------------|------------------|------------------|----------------------|-----------------------|------------------|-----------------|
| | Class Visit | | | | | | |
| Attendance Total | | 158 | 154 | 376 | 44 | 68 | 172 |
| April | | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Adult | Programs | 1 | 6 | 7 | 1 | 3 | 4 |
| | Attendees | 8 | 85 | 111 | 20 | 22 | 51 |
| Teen | Programs | 0 | 1 | 1 | 0 | 0 | 0 |
| | Attendees | 0 | 9 | 11 | 0 | 0 | 0 |
| Youth | Programs | 6 | 3 | 10 | 3 | 4 | 5 |
| | Attendees | 265 | 109 | 348 | 174 | 138 | 82 |
| | Class Visit | | | | | | |
| Attendance Total | | 273 | 203 | 470 | 194 | 160 | 133 |
| May | | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Adult | Programs | 2 | 7 | 13 | 0 | 3 | 3 |
| | Attendees | 23 | 86 | 418 | 0 | 29 | |
| Teen | Programs | 0 | 0 | 0 | 0 | 1 | 0 |
| | Attendees | 0 | 0 | 0 | 0 | 2 | 0 |
| Youth | Programs | 5 | 5 | 10 | 4 | 3 | 4 |
| | Attendees | 260 | 282 | 309 | 204 | 69 | 80 |
| | Class Visit | | | | | | |
| Attendance Total | | 283 | 368 | 727 | 204 | 100 | 103 |
| June | | El Retiro | Henderson | Katy Geissert | North Torrance | Southeast | Walteria |
| Adult | Programs | | | | | | |
| | Attendees | | | | | | |
| Teen | Programs | | | | | | |
| | Attendees | | | | | | |
| Youth | Programs | | | | | | |
| | Attendees | | | | | | |
| | Class Visit | | | | | | |

Attendance
Total

Respectfully submitted,

Heather Cousin
Heather Cousin
City Librarian