

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
OCTOBER 9, 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 LeFerve, Muo, Reilly, Singh, Wang, and Chair Piotrowski.

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 October 4, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 the Library Commission approve the Library Commission minutes of September 11, 2023.

8. ADMINISTRATIVE MATTERS

8A. ACCEPT AND APPROVE: LIBRARY COMMISSION ANNUAL REPORT

Recommendation of the City Librarian that the Library Commission accept and approve the Library Commission Annual Report as presented by Commissioner Singh.

8B. ACCEPT AND FILE: REVIEW OF THE TORRANCE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Recommendation of the City Librarian that the Library Commission accept and file the report on the Collection Development policy and book challenges during the 2022-2023 fiscal year.

8C. ACCEPT AND APPROVE: LIBRARY COMMISSION SCHEDULING OF LIBRARY COMMISSION MEETINGS AT BRANCH LOCATIONS

Recommendation of the City Librarian that the Library Commission accept and approve the proposed schedule of offsite meetings at library branch locations.

8D. ACCEPT, FILE, AND DIRECT: LIBRARY COMMISSIONER MEMBERSHIP IN LIBRARY ADVOCACY ORGANIZATIONS

The City Librarian recommends the Library Commission accept and file the report and direct staff to register Commissioners for membership in the professional organization of their choice. The funds for new or renewed memberships will be appropriated from the Library Commission budget.

8E. CITY LIBRARIAN'S MONTHLY DIVISION REPORT

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

9. COMMISSION ORAL COMMUNICATIONS

Commissioner Order - LeFevre, Muo, Reilly, Singh, Wang, and Chair Piotrowski.

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS

11. ADJOURNMENT

11A. Adjournment of Library Commission Meeting to MONDAY, NOVEMBER 13, 2023, at 6:00 p.m., at the WEST ANNEX, COMMISSION MEETING ROOM, 3031, TORRANCE BLVD., TORRANCE, CA 90503.



AFFIDAVIT OF AGENDA POSTING

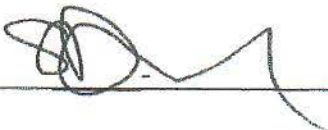
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

In compliance with Government Code 54954.2(a) I DO HEREBY AFFIRM that a copy of the agenda for the **Library Commission** of the City of Torrance meeting of **October 9, 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: 2:05 PM

Date: 10/04/2023

By: 

September 11, 2023

**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, September 11, 2023, in the West Annex Commission Meeting Room.

ROLL CALL

Present: Commissioners LeFevre, Reilly, Wang, Singh, Muo and Chair Piotrowski

Also Present: City Librarian Heather Cousin, Assistant City Librarian Evan Coates, Assistant City Librarian Cynthia Aguado

2. FLAG SALUTE

Commissioner Piotrowski led the Pledge of Allegiance.

3. INSPIRATIONAL MESSAGE

Commissioner Muo 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, September 6, 2023.

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

Assistant City Librarian Evan Coates inquired if the Commissioners are willing to assist with voting to select the winner of the Design Your Own Bookmark Contest after the meeting.

6. ORAL COMMUNICATIONS

A member of the public spoke.

Members of the Youth Council spoke.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: AUGUST 14, 2023

MOTION: Commissioner Reilly moved to approve the August 14, 2023, minutes as amended. Commissioner Muo seconded the motion; a roll call vote reflected 6-0 approval.

8. ADMINISTRATIVE MATTERS

8A. ACCEPT & FILE: STATUS UPDATE ON LIBRARY COMMISSION ANNUAL REPORT

City Librarian Cousin presented Item 8A citing that Commissioner Singh has been working on the draft of the 2022-2023 Annual Report.

Commissioner Singh provided an update on the draft of the 2022-2023 Annual report. Members of the Commission provided suggestions/amendments for the report.

MOTION: Commissioner Reilly moved to accept the draft pending the amendments suggested. Commissioner LeFevre seconded the motion; a roll call vote reflected 6-0 approval.

8B. ACCEPT & FILE: UPDATE ON THE CONCLUSION OF THE SUMMER READING PROGRAM

City Librarian Cousin presented Item 8B, stating that the Summer Reading Program has had very positive feedback from the community.

Members of the Commissions and staff spoke.

MOTION: Commissioner Reilly moved to accept and file Item 8B. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval.

8C. DISCUSS AND DEVELOP: LIBRARY COMMISSION WORK PLAN

City Librarian Cousin presented Item 8C, illustrating the advantages to developing a work plan with the Library Commission.

- A Little Free Libraries project was suggested. Commissioner Piotrowski volunteered City Librarian Cousin to do more research regarding the Little Free Libraries.

Members of the Commission and public spoke.

MOTION: Commissioner Reilly moved to accept and file 8C, not a work plan, but propose a list of objectives and supporting activities. Commissioner LeFevre seconded the motion; a roll call vote reflected 6-0 approval.

8D. ACCEPT AND FILE: NATIONAL LIBRARY CARD SIGN UP MONTH CAMPAIGN

City Librarian Cousin presented Item 8D.

- Torrance Library has joined the American Library Association in recognition of September is National Library Sign up Month. The library will be hosting a movie screening event September 30th to incentivize getting a library card.

Members of the Commission spoke.

MOTION: Commissioner Muo moved to accept and file Item 8D. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval.

8E. ACCEPT AND FILE: UPDATE ON THE ACCEPTANCE OF CREDIT CARD PAYMENT SOLUTIONS AT TORRANCE PUBLIC LIBRARIES

City Librarian Cousin presented Item 8E, providing update from previous month.

It was determined that there would not be a need to obtain a card reader because the library does not accept many payments. A system is being developed to receive payment at the West Annex building but there are some issues being faced.

Members of the Commission spoke.

MOTION: Commissioner LeFevre moved to accept and file Item 8E. Commissioner Muo seconded the motion; a roll call vote reflected 6-0 approval.

8F. CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8F.

- Announcement of new staff
- Homework Center Grand Re-Opening
- Regular Programming is still active

Members of the Commission spoke

MOTION: Commissioner Reilly moved to accept and file Item 8F. Commissioner LeFevre seconded the motion; a roll call vote reflected 6-0 approval.

9. COMMISSION ORAL COMMUNICATIONS

Commissioners LeFevre, Piotrowski, Reilly, Wang spoke.

Commissioner LeFevre requested his name be spelled correctly.

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETING

- Status Annual Report
- Discussion of Book Challenge policies
- Parking Lot Issues/ Credit Card Payment
- Little Free Libraries
- Rotating Meetings

Commissioner Piotrowski inquired about joint meetings with City Council.

11. ADJOURNMENT

MOTION: At 7:45 p.m., Commissioner Wang moved to adjourn the meeting to Monday, October 9, 2023, at 6:00 p.m. in the West Annex Commission Meeting Room. Commissioner Reilly seconded the motion; a roll call vote reflected 6-0 approval.

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

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the Annual Report, as presented, and approve the finalized report to be agendized for a future City Council meeting, most likely in November.

BACKGROUND/ANALYSIS

At the August 2023 Library Commission Meeting, Commissioner Singh presented a draft Annual Report of Library Commission activities for the fiscal year 2022-2023. Commissioner Singh received feedback and was asked to revise the report and bring a new draft back to present for additional feedback from the Commission. A copy of the revised report is attached. Chair Piotrowski also provided a separate list of events attended by Commissioners during the same period. It is also attached.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

ATTACHMENT A: 2022-2023 Library Commission Annual Report

TORRANCE PUBLIC

LIBRARY

Learn. Lead. Live. With your library!

Annual Report Library Commission 2022-2023

Prepared by
Sadhna Singh
Library Commissioner
City of Torrance, California
Oct 9th, 2023

Vision: Learn. Lead. Live. With Your Library!

Mission: The Torrance Public Library provides outstanding service, exceptional resources, and accessible spaces to support an independent, literate, and informed community.

Governance: The City of Torrance Library Commission is one of 12 active commissions established in Torrance Municipal Code (T.M.C.) Div. 1, Ch. 3. The Library Commission is governed by T.M.C. § 13.1-8.

Membership

The membership of the Torrance Library Commission consists of seven Torrance electors who are appointed by the Mayor subject to approval by City Council (T.M.C. § 13.3.1). The Commission appoints one of its members to chair the Commission for one year (T.M.C. § 13.3.5) and customarily appoints a different member to serve as Vice Chairperson, who performs the duties of the Chairperson when the Chairperson is unable to do so, and a liaison to the Social Services Commission. For the fiscal year beginning July 2022 and ending June 2023, the membership of the Torrance Library Council was as follows:

Office	Name	Term Begins	Term Expires
Chair	Rosie Javaid	7-1-2019	06-30-2023
Vice Chair	Dennis Piotrowski	7-1-2021	06-30-2025
Member	Andrea L. Reilly	7-1-2021	06-30-2025
Member	Benjamin Gunter	7-1-2022	06-26-2026
Member	Chi Muo	7-1-2022	06-30-2024
Member	Kim Wang	7-1-2021	06-30-2025

Powers and Duties

Pursuant to T.M.C. § 13.3.7, the Torrance Library Commission is charged with three powers and duties:

- a) *The Commission may make recommendations to the City Council on 1) the acquisition of/and, buildings, equipment, and facilities for public library purposes; 2) the improvement of the operation and administration of the library; 3) any other matter concerning public libraries*
- b) *The Commission shall make an annual report to the City Council of its activities/or*
- c) *the previous year and shall make such other reports as it may deem necessary or proper.*
- d) *The Commission shall advise the City Council on any matters concerning public libraries when so requested by the Council.*

Purpose

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

General Activities

The Library Commission meets monthly to review program status, proposals, and projects sponsored by or related to the Torrance Public Library. In collaboration with the City Librarian and other key staff of the Torrance Public Library, the Commission reviews and advises on departmental reports and recommendations of the City Librarian in order to fulfill its duties.

MEETINGS

*Monthly meetings are held on 2nd Monday of each month at 6:00pm
West Annex Commission Meeting Room
3031 Torrance Boulevard
Torrance, CA 90503*

Regular meetings of the Library Commission are held monthly and notified to the public. During the fiscal year 2022-2023, the Library Commission held 14 regular meetings, taking place on the second Monday of each month. The regularly scheduled meeting time was changed from 6:00 pm to 8:00pm.

Additionally, Three out of the eleven meetings were held off site at the following locations. Also, December, January, and February meetings were canceled. Total meetings held (2 ad hoc meetings and 9 regular meetings).

- *Isabel Henderson Library - Mar 13, 2023*
- *North Torrance Library- April 10, 2023*
- *Walteria Library- May 8, 2023*

Significant Action

The Library Commission was actively engaged with the community, advocating on behalf and promoting the library with city and community leaders at many events and programs. These are outlined separately in the next section, but one that deserves special recognition is participation in the National Library Worker Day Celebration Staff Breakfast where Commissioners were pleased to help, receive feedback about the library, and hope that this will be an annual event.

The Library Commission approved a Letter of Support to the City Council in October of 2022 and sent it to the Council the next month. This letter outlined the challenges and concerns faced by the library, feedback received after Commissioners met previously with library staff. At the November 16, 2022 City Council meeting, staff responded to Council questions, and Library Commissioners in attendance spoke on behalf of the Commission and expressed support for the Council, staff and the Commission. After approval of this Letter of Support by the Commission, the Human Resources began recruiting for various full and part time vacant positions. See "Challenges and Concerns" for further details.

The Library Commission was pleased to welcome new City Librarian Heather Cousin at the August 2022 meeting.

Commissioners attended Social Services Commission meetings and reported the findings to the Library Commission.

Commission meetings were held at the various branch locations where Commissioners listened to presentations from library staff and staff responded to questions asked by Commissioners. These branch visits are a great way for Commissioners to meet various staff and learn about branch operations.

After receiving concurrence from the City Council on February 7, 2023, Councilmember Jon Kaji addressed the Library Commission at the April 2023 meeting requesting that the Commission support the acceptance by the Torrance Public Library (TPL) of personal materials from his family and the Japanese American National Museum (JANM). He believed this archive would encourage South Bay and Torrance families to consider bringing their family histories into libraries to help identify families who have contributed to the history of California. The Commission expressed support for this idea. Research by library staff after the meeting revealed that the most appropriate venue for the Kaji collection and the JANM items was at the California State University, Dominguez Hills Gerth Archive, with a partnership and programs at the TPL to highlight these collections.

Finally, the current Library Commission acknowledges and appreciates the many years of hard work and dedication of former Library Commissioners and Chairpersons Julie Kohus and Rosie Javaid.

Accomplishments, Community Relations, and Outreach

Meetings are attended by the members of the Library Commission and relevant employees of the City of Torrance, including the City Librarian, Assistant City Librarians, and the Community Services Director.

List of Community Events & Conferences Attended by Commissioners - 2022/2023

1. *42nd Annual Harry Sutter Memorial Turkey Trot 3-Miles Fun Run*
2. *Annual Commission Recognition Luncheon*
3. *Back To School Supply Drive Katy Geissert Library*
4. *California Library Association Annual Conference, Sacramento*
5. *Commission Chair and Vice Chair Training*
6. *El Retiro Library Grand Reopening Celebration*
7. *League of Women Voters South Bay Area's Forum*
8. *National Library Worker Day Celebration Staff Breakfast*
9. *Salvation Army Open House*
10. *Serving with a Purpose Conference, Ontario*
11. *State of the City Address by Mayor George K Chen*
12. *"Story of the Nisei Trojans" Presentation*
13. *Torrance Area Chamber of Commerce Women of influence Awards Ceremony*
14. *Torrance Armed Forces Day 5k for Freedom, Luncheon and Parade*
15. *Torrance City Council Meetings*
16. *Torrance City Councilmember District updates*
17. *Torrance Commissioners Recognition Luncheon*
18. *Torrance Dodger Day*
19. *Torrance Historical Society Board Meetings & Events/Programs: Annual Membership Meeting/Piano Concert, Names on the Wall Memorial Day Remembrance & Presentation to City Leadership, Photo Challenge.*
20. *Torrance Rose Float Association Annual Meeting*
21. *Torrance Rose Float Officials Night*
22. *Torrance Transit Grand Opening of the Mary K. Giordano Regional Transit Center*
23. *Torrance Youth Council Selection Committee*
24. *Torrance Youth Council 26th Year Time Capsule Opening*
25. *Veterans Appreciation Lunch & Resource Fair*

Challenges and Concerns

In 2022-2023, the Library Commission was keenly aware and concerned about the staffing levels and working conditions at the Torrance Libraries. Resulting from conversations they had with staff, Commissioners voted to send a Letter of Support to Council that advocated for more staff and more funds to support Library operations. While singular increases in funding or staffing did not occur, there were many recruitments held during the year that resulted in promotions and new staff brought into the Library Team. This helped address some of the concerns voiced by staff. The Library's Leadership Team continues to rebuild the staff numbers and has been aggressive in seeking funds from the City and external sources to support programs, collections, and services.

"Sustaining our People, Planet, and Performance."

This makes a great theme for the report. The Commission and the Library are both trying to be more intentional and strategic. The sustainability piece factors into how we are evaluating our services programs and collections to ensure they meet community needs and not just doing things because they are convenient for staff or because that's how we've always done it.

Among several items the Commission evaluated whether someone should attend other Commission meetings as a "designated" representative. In fact, no one was a designated representative. Someone who was interested simply volunteered.

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
**SUBJECT: REVIEW OF THE TORRANCE PUBLIC LIBRARY COLLECTION
DEVELOPMENT POLICY**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the report on the Collection Development policy and book challenges during the 2022-2023 fiscal year.

BACKGROUND/ANALYSIS

In November of 2021, the Library Commission approved and adopted updated Collection Development policies ("Policy") which cover current and potential future collections of the Torrance Public Library. The Policy outlines how materials are selected for inclusion or removal in the library's holdings. A copy of the Policy is attached and is made available to the public via the library's website or on demand in each of the library's six locations.


At the same time the Policy was approved and adopted, an updated Request for Reconsideration of Material ("Request") form was also approved and adopted. The form, which is available in the six libraries, enables members of the public to ask that items in the library's collection be re-reviewed by staff. Those requesting reconsideration may make suggestions about what actions they would like staff to take such as moving the item to another part of the library, offering additional materials on the topic for context, or removal of the item from the collection.

When a Request is submitted, staff gather all relevant available materials such as reviews from professional journals and other sources to provide information on why the item was included in the collection. That information is then forwarded to the City Librarian, who makes the determination of what will happen with the item.

In the fiscal year 2022-2023, there were no requests for reconsideration.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

ATTACHMENT A: Torrance Public Library Collection Development Policy
ATTACHMENT B: Torrance Public Library Request for Reconsideration form



TORRANCE PUBLIC LIBRARY

Collection Development Policy

Library Commission Approved: 10/11/2021

PURPOSE

The purpose of the Torrance Public Library Collection Development Policy is to guide the staff in their decision-making and inform the public of the principles on which the library bases materials selection and collection maintenance decisions.

COLLECTION DEVELOPMENT PHILOSOPHY

The Torrance Public Library provides equitable access to an assortment of circulating print, non-print, and electronic materials that are selected to support an independent, literate, and informed community and satisfy a variety of tastes, reading levels, languages, and interests. The Torrance Public Library celebrates diversity and aims to connect and strengthen our community through knowledge, growth, and inclusion.

Intellectual Freedom

The Torrance Public Library supports the principles documented in the Library Bill of Rights, Diverse Collections, Freedom to Read and Freedom to View statements of the American Library Association. These four documents can be accessed online through the following links:

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

The Torrance Public Library upholds the right of the individual to access information even though the content may be controversial, unorthodox, or unacceptable to others. Library materials stimulate and widen interests, inform, broaden perspectives, support recreational reading, lead to an appreciation of literature, and reflect the world's diversity, enabling citizens to make the informed choices necessary in a democracy. Race, nationality, religion, gender, sexual orientation, and political/social views do not serve as criteria for excluding materials.

Exposure of content to minors rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of minors. Parents or legal guardians are responsible for restricting access to materials and content.

SCOPE

The Library collections include information in multiple formats and represent the diverse viewpoints and interests of the Torrance Community. Library staff continually evaluate the collection and patron needs to ensure relevance, accessibility and alignment with the policy.

SELECTION AND MANAGEMENT OF THE COLLECTION

Responsibility

Under the general supervision of the City Librarian, librarians and collection development staff are responsible for identifying and selecting/deselecting materials for acquisition and withdrawal. All stakeholders are encouraged to recommend materials to be added to the collection. All recommendations are evaluated using the same criteria as general purchases.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all the criteria to be added to the collection.

- Cost
- Popular interest
- Space availability
- Currency of information, material, or format
- Contemporary significance or permanent value
- Contribution to the diversity and scope of the collection
- Circulation as monitored through the automated system
- Local significance of the author, subject or creator of the work
- Availability through resource sharing, such as Interlibrary loan, or other local libraries
- Critical assessments in a variety of professional journals, with awards, merits and attention in media

Library of Things

The Torrance Public Library may provide access to tools, technology, and other objects, extending the Library's existing community resource sharing approach to other items.

Additional Selection Criteria for Library of Things

- Ease of use
- Sustainability
- Liability concerns
- Staff resources and ongoing maintenance

Digital Collections

The Torrance Public Library Digital Collection includes databases, eBooks, and other downloadable and streaming content. The Digital Collection is updated as new formats and products become available. These services are continuously evaluated based on usage and costs.

Websites and Online Content

Through its website, the Torrance Public Library directs users to informational resources on the Internet that complement, enhance, and, in some cases, parallel other resources in the library collection.

Links may be made available to internet sites based on the informational needs of the community, areas of emphasis in the collection, and local areas of interest. The focus shall be on selecting sites created by governmental, educational, and non-profit entities free of registration or charge.

Criteria for selecting sites include authority, coverage, accuracy and relevance, quality of information, organization, currency, and ease of use. Links to sites are made selectively based on the scope of the Library's website and will be deleted or removed when they are outdated or superseded by newly identified sites.

As new resources become available via the Internet, similar print resources in the collection will be evaluated for retention.

Purchase Suggestions

The Torrance Public Library strongly encourages input from the community concerning the collection. The Suggestion for Purchase Form enables Library patrons to request that a particular item be purchased for the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically obtained. Purchase requests help the Library develop collections which serve the interests and needs of the community. Patrons may make suggestions online through the [Suggestion for Purchase Form](#) or directly with staff.

Donated Materials and Gifts

Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as purchased materials. All donations must be in in good condition and free of odor, mold or other damage. Donations are evaluated by the Friends of the Torrance Library for their disposition. When appropriate, donations may be added to the library collection.

Monetary gifts are welcome and may be designated as memorials.

Deselection

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the availability of the item via Interlibrary Loan or other local area libraries. Staff review the collection regularly to maintain its vitality and usefulness to the community.

The sale or reallocation of withdrawn items will be carried out in the manner most advantageous to the Torrance Public Library.

Withdrawal of Library Materials

The following criteria are used in selecting materials for withdrawal. An item need not meet all the criteria to be withdrawn from the collection.

- Space availability
- Currency of format
- Damage or poor condition
- Number of copies in the collection
- Accuracy and timeliness, supersession
- Availability at other libraries and online
- Relevance to the needs and interests of the community
- Current demand and frequency of use as monitored through the automated system

RECONSIDERATION OF LIBRARY MATERIALS

Request for Reconsideration

The library strives to collect materials that provide a diverse variety of viewpoints on issues and subjects. It recognizes that some of these may be controversial and have the potential to offend.

Selection of materials is not made on the basis of anticipated approval or disapproval, but on the basis of the principles and guidelines stated in the Collection Development Policy. Likewise, the library will not eliminate items purchased under due consideration solely because they might displease a particular individual or group.

Library patrons wishing to recommend removing a particular item in the Library collection may submit a **Request for Reconsideration Form** online or directly with staff. The City Librarian or designee and staff will review the materials in relation to the Library's Collection Development Policy. The City Librarian will respond to the request within 30 days of receiving the form.



TORRANCE PUBLIC LIBRARY

Request for Reconsideration of Material

Library Commission Approved: 10/16/2021

If you wish to request reconsideration of library resources, please complete this form and return it to any Torrance Public Library staff member for submission to the City Librarian.

The City Librarian or designee and staff will review the material in relation to the Library's Collection Development Policy. The City Librarian will respond to the request within 30 days of receiving the form.

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TELEPHONE: _____

Do you represent yourself? _____ Or an organization or group? _____

Name of organization or group: _____

1. Resource on which you are commenting:

- a. Book/eBook _____
- b. Magazine _____
- c. Newspaper _____
- d. Digital Resource _____
- e. Movie/Video _____
- f. Audio Recording _____
- g. Other _____

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: SCHEDULING OF LIBRARY COMMISSION MEETINGS AT LIBRARY LOCATIONS

RECOMMENDATION

Accept and file the schedule of Library Commission Meetings at Torrance Public Library Branch locations as listed below. Following approval, the item will be moved to the Torrance City Council for consideration and approval of offsite meetings.

BACKGROUND/ANALYSIS

At the September Library Commission meeting, the possibility of hosting offsite meetings at Torrance Public Library branches was discussed. Meeting at the Library locations offers a great way to meet staff and experience the diversity of communities and outlets the library serves.

If the Commission approves, staff propose the following schedule with each meeting starting with a brief tour of the location and explanation, by staff, of their daily operations. Unless Commissioners request otherwise, all meetings would still begin at 6 p.m.

El Retiro – December 11
Katy Geissert Civic Center Library – January 8
Southeast – March 12 (February 12 is a city holiday; there will be no Library Commission meeting)
Henderson – April 9
North Torrance – May 7
Walteria – June 10

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: ACCEPT, FILE, AND DIRECT: LIBRARY COMMISSIONER
MEMBERSHIP IN LIBRARY ADVOCACY ORGANIZATIONS**

RECOMMENDATION

The City Librarian recommends the Library Commission accept and file the report and direct staff to register Commissioners for membership in the professional organization of their choice. The funds for new or renewed memberships will be appropriated from the Library Commission budget.

BACKGROUND/ANALYSIS

There are several professional organizations serving the professional development, advocacy, and informational interests of those involved with providing library services. In the past, Library Commissioners have requested staff to allocate funds from the Library Commission budget to pay for membership in the California Library Association.

To ensure Commissioners can weigh all available options, staff have provided information about the two main professional organizations and their costs, below.

California Library Association (CLA): – Annual Trustee Membership: \$25

Benefits:

- Discounts on registration to the Annual Conference and Spring Fling professional training workshops
- Access to member communications and mailing lists
- Access to exclusive online resources, including member directory and past conference materials

American Library Association (ALA): \$73.00 + optional additional fees

- Discounts on registration to the Annual National Conference and online workshops
- Access to member communications and mailing lists
- Access to exclusive online resources, including advocacy materials

Public Library Association (PLA): \$85.00

PLA, the only national organization dedicated specifically to public libraries. Membership would be an additional fee with ALA membership.

United for Libraries: \$60.00

Provides resources for Friends, Trustees & Foundations need to make a difference.
Membership would be an additional fee with ALA membership.

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

Staffing

Staff have moved forward in the recruitment of Library Pages sending a requisition to and meeting with Human Resources. The next step will be to have Human Resources post the vacancy.

In September, the El Retiro Library welcomed Lynna Moy as their new Adult Services Librarian. Lynna has been working in libraries in Orange County and elsewhere for about 14 years. She began her career in academic libraries then shifted to public. In her free time, Lynna enjoys hiking, food exploring, and her favorite book genres are fantasy, historical fiction, romance, and personal development books.

Facilities

North Torrance Homework Center

The North Torrance Homework Center relaunch and reopening was a success with a full library, coverage from CitiCABLE, and guests, including Mayor Chen, Councilmembers Sheik and Kaji in attendance. Additionally, State Senator Steven Bradford attended as did a representative from Assemblymember Al Muratsuchi's Office.

Citywide Facilities Project Team

City Manager, Aram Chaparyan has convened a Citywide Facilities project team from across the organization. The team will explore ways to make the city's buildings function well and serve the public more effectively. Libraries are anticipated to be a big part of that discussion with recently completed accessibility students and assessments of how to improve facades at each location.

Furniture Purchases

Staff are selecting new furniture across the organization thanks to a grant from the California State Library. The Stronger Together grant supporting services for families with children who are neurodivergent or developing atypically is providing the library with funds to select new mobile tables and chairs that will allow staff to more easily create flexible programming and study spaces, softer seating, and refreshed storytime areas.

Programming

National Library Card Sign Up Month

The public enjoyed a fantastic end to National Library Card Sign Up Month with a game night followed by a screening of the animated film, *Elemental* at the Katy Geissert Civic Center Library on September 30. Approximately 60 adults and children attended, playing corn hole, making slime, and eating popcorn before the movie started. Families in attendance said they really enjoyed the opportunity to be in the relaxed atmosphere and see the brand new to DVD release.

Outreach

Staff did an incredible job reaching out to the community in September. Whether it was attending Back to School Night or celebrating the transition event with preschoolers at Harbor Regional Center, Torrance Public Library was everywhere! The following is a list of just some of the events attended by staff in September:

- Madrona Middle School – Victoria Valverde
- Fern Elementary School – Victoria Nikolov
- Victor Elementary – Lisa Gutierrez
- Hickory Elementary School—Victoria Valverde
- Bert Lynn Middle School – Lisa Gutierrez
- Lincoln Elementary School – Heather Cousin

By the Numbers

July	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	2687	6859	16760	4050	3830	3758
Circulation	3671	10100	35826	10164	7461	8797
August	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1630	5235	11791	3276	3567	2782
Circulation	3059	10093	33393	9651	7583	7133
September	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1462	6355	12113	3975	4890	2973
Circulation	2848	10179	29838	9080	6843	7097

Programming

July		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	2	5	26	2	5	7
	Attendees	24	88	655	63	51	64
Teen	Programs	0	1	1	0	0	0
	Attendees	0	18	2	0	0	0
Youth	Programs	7	6	14	9	6	8
	Attendees	531	378	667	296	183	287
	Class Visit	0	0	0	0	0	0
Attendance Total		9 555	12 484	31 1332	11 359	11 234	15 351
August		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs		2	11	2	2	4
	Attendees		20	184	39	24	25
Teen	Programs		0	1	0	1	0
	Attendees		0	13	0	12	0
Youth	Programs		3	11	4	5	3
	Attendees		79	457	109	108	43
	Class Visit			0			
Attendance Total		Did not report	99	654	148	144	68

Respectfully submitted,


 Heather Cousin
 City Librarian