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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
NOVEMBER 13, 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 Singh

3. INSPIRATIONAL MESSAGE: Commissioner Wang

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 November 7, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 October 9, 2023.

8. ADMINISTRATIVE MATTERS

8A. ACCEPT AND FILE: FRIENDS OF THE TORRANCE LIBRARY REPORT

Recommendation of the City Librarian that the Library Commission accept and file the report on the status of the Friends of the Torrance Library.

8B. 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, December 11, 2023, at 6:00 p.m., at the EL RETIRO BRANCH LIBRARY, 126 VISTA DEL PARQUE, REDONDO BEACH, CA 90277.



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 **November 13, 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: 10:01am

Date: 11/07/2023

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, October 9, 2023, in the West Annex Commission Meeting Room.

ROLL CALL

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

Absent: Commissioner LeFevre and Commissioner Gunter.

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

MOTION: Commissioner Reilly moved to excuse the absence of Commissioner Lefevre. Commissioner Wang seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

2. FLAG SALUTE

Commissioner Muo led the Pledge of Allegiance.

3. INSPIRATIONAL MESSAGE

Commissioner Reilly 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, October 4, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

None.

6. ORAL COMMUNICATIONS

None.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: SEPTEMBER 11, 2023

MOTION: Commissioner Reilly moved to approve the September 11, 2023, minutes as presented. Commissioner Singh seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

8. ADMINISTRATIVE MATTERS

8A. ACCEPT AND APPROVE: LIBRARY COMMISSION ANNUAL REPORT

City Librarian Cousin presented Item 8A, the latest version of the Library Commission Annual Report.

Members of the Commission spoke.

MOTION: Chair Piotrowski moved to accept and approve the Annual Report with the (2) revisions discussed. Commissioner Reilly seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

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

City Librarian Cousin presented Item 8B.

City Librarian Cousin stated that there were no items that were requested to be removed from the libraries in 2022, showing work staff puts into selecting material for the libraries.

Members of the Commission and staff spoke.

MOTION: Commissioner Muo moved to accept and file Item 8B. Commissioner Singh seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

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

City Librarian Cousin presented Item 8C.

City Librarian Cousin proposed library tours when the Commission meets at various Torrance Library branches.

Members of the Commission spoke.

MOTION: Commissioner Singh moved to accept and file Item 8C and that library tours take place after Commission meetings. Commissioner Reilly seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

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

City Librarian Cousin presented Item 8D.

Assistant City Librarian Coates stated that in 2022, the Commission decided to register all Commissioners as CLA members.

City Librarian Cousin recommended the Commission consider renewing CLA memberships, and when ALA comes up, decide if memberships are wanted at that time.

Members of the Commission spoke.

MOTION: Commissioner Reilly moved to accept the recommendation for all Commissioners to join the California Library Association [CLA], and that the Commission reconsider the planning of the American Library Association [ALA] to assess the benefits of the conference and decide if the Commission wants to join at that time. Commissioner Singh seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

8E. CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8E.

- A part-time adult services librarian at the El Retiro Library started September 2023.
- Relaunch of Homework Center was well received / and well attended.
- Furniture purchases for each library is being pursued and staff is working with students and families to cater to everyone's needs.
- North Torrance Library is being looked at for exterior rebranding.
- National Library Card Signup Month took place; the event had over (60) families attend, and staff is anticipating doing the event again in the future.
- Statistics are up with well attended programs despite the absence of Squishmallows.

Members of the Commission spoke.

MOTION: Commissioner Reilly moved to accept and file Item 8E. Commissioner Wang seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

9. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

A member of the Youth Council spoke.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- Chair Piotrowski requested a review of Commission Standards of Behavior / Code of Conduct overview. City Librarian Cousin replied that the City Attorney's Office is reviewing the Standards of Behavior and is yet to be finalized; this can be placed as a future agenda item once the review has been finalized.
- Friends of the Library Status Report / Update.
- Library Monthly Division Report.

11. ADJOURNMENT

MOTION: At 7:13 p.m., Commissioner Reilly moved to adjourn the meeting to Monday, November 13, 2023, at 6:00 p.m. in the West Annex Commission Meeting Room. Commissioner Wang seconded the motion; a roll call vote reflected 5-0 approval (Commissioner LeFevre and Commissioner Gunter absent).

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TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: ACCEPT AND FILE: FRIENDS OF THE TORRANCE LIBRARY REPORT

RECOMMENDATION

The City Librarian recommends the Library Commission accept and file the report regarding the Friends of the Torrance Library ("the Friends").

BACKGROUND/ANALYSIS

The Friends have been continually allied with the Library raising funds to support programming and materials purchases. With a dedicated group of volunteers, the Friends have sold gently used books at the Katy Geissert Civic Center Library continually and at larger book sales four times per year pre-COVID and three times per year after the buildings were reopened and COVID restrictions eased.

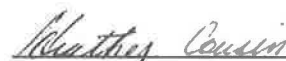
In fiscal year 2023-2024, the Friends donated over \$65,000 dollars to support annual programming, marketing and outreach, and the highly popular Summer Reading program. Thanks to those contributions, Library staff were able to offer:

- 201 Summer events for children, teens, and adults during the 2023 Summer Reading Program. This included bilingual and virtual programs featuring magic, animals, STEM, music, sustainability, and fitness, making it the largest summer programming the Library has offered.
- Continuing support for programming and equipment for use by library staff during the year. Purchases of programming supplies, author talks, and promotional materials help support engagement with the community and increase awareness of library resources.

Without the Friends, the Torrance Public Library would not be able to offer the rich diversity of resources to the community that make it the warm, welcoming space customers have come to enjoy for over five decades.

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

Programming

The public was transfixed at the end of the month with a beautiful Japanese tea ceremony. Presented by Urasenke Tankokai Los Angeles, attendees were treated to a full ceremony with description and then an opportunity to sample sweets and small cups of tea.

October was the end of Happy Hours @ KGL Yoga. Reviews continued to be positive for this community building series of programs on the Library plaza. Look for limited programming through the winter as weather permits and a full-scale relaunch of the program in the spring, just in time for National Library Week in April.

Outreach

Staff attended the Torrance Chamber of Commerce's Business Expo, Torrance Historical Society's Downtown Scaredown, and Community Services' Movie in the Park. Each event was a fun-filled, Halloween-themed program where staff were lucky enough to interact with hundreds of witches, Minions, and ghouls – all who had a great time showing their support for the Torrance Public Library.

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
October	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1731	6424	12667	4094	5169	2837
Circulation	2878	9191	29089	8760	7348	6241

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	0	2	11	2	2	4
	Attendees	0	20	184	39	24	25
Teen	Programs	0	0	1	0	1	0
	Attendees	0	0	13	0	12	0
Youth	Programs	4	3	11	4	5	3
	Attendees	187	79	457	109	108	43
	Class Visit			0			
Attendance Total		4 187	5 99	23 654	6 148	8 144	7 68

September		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	0	2	11	2	2	4
	Attendees	0	20	184	39	24	25
Teen	Programs	0	0	1	0	1	0
	Attendees	0	0	13	0	12	0
Youth	Programs	0	3	11	4	5	3
	Attendees	0	79	457	109	108	43
	Class Visit						
Attendance Total		0 0	5 99	23 654	6 148	8 144	7 68

October		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	2	2	11	1	4	3
	Attendees	10	23	166	15	41	18
Teen	Programs	0	1	1	1	2	1
	Attendees	0	4	5	15	22	5
Youth	Programs	1	8	8	12	12	7
	Attendees	66	239	217	321	284	114
	Class Visit						
Attendance Total		3 76	11 266	20 388	14 351	18 347	11 137

Respectfully submitted,


 Heather Cousin
 City Librarian