

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.

Security procedures: Members of the public will be directed to enter City Hall on the East side of the building through the sliding door. All other entrances will remain locked for entry. Oversized bags or backpacks will not be allowed in the Council Chamber or Commission meeting room. All bags are subject to search.

Any correspondence received after 2:00 p.m. on MONDAY on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office. A copy of the correspondence will be available for public inspection in a binder at the back of the Council Chamber or Commission Meeting room.

**TORRANCE LIBRARY COMMISSION AGENDA
MONDAY, JANUARY 8, 2024
REGULAR MEETING
6:00 P.M. IN THE KATY GEISSERT CIVIC CENTER LIBRARY
AT 3301 TORRANCE BLVD., TORRANCE, CA 90503**

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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members: Lefevre, 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 Blvd. and on the City's Website on Wednesday, January 3, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 comment on items on the Consent Calendar or not on the agenda. Under the Ralph M. Brown Act, the Commission 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. No longer than 1 minute per speaker. If presenting handout material to Commission, please provide 10 copies to staff before speaking.

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 Councilmember from the Consent Calendar and considered separately.

6A. APPROVE COMMISSION MINUTES:

Recommendation of the City Librarian that the Library Commission approve the Library Commission minutes of December 11, 2023.

7. ADMINISTRATIVE MATTERS

7A. UPDATE ON THE TORRANCE CIVIC CENTER MASTER PLAN

Recommendation of the City Manager that the Library Commission:

1. Accept/File an Update on Torrance Civic Center Master Plan and Economic Feasibility Study; and
2. Provide feedback on the development of the Torrance Civic Center Master Plan and Economic Feasibility Study.

7B. ACCEPT AND FILE: ORAL REPORT ON THE CURRENT STATE OF THE KATY GEISSERT CIVIC CENTER LIBRARY

Recommendation of the City Librarian that the Library Commission accept and file the report on the Katy Geissert Civic Center Library.

7C. ACCEPT AND FILE: UPDATE ON THE CURRENT STATUS OF THE TORRANCE PUBLIC LIBRARY FOUNDATION FUNDS

Recommendation of the City Librarian that the Library Commission accept and file the update on the status of the Torrance Public Library Foundation funds.

7D. ACCEPT AND FILE: STATUS REPORT ON ACTION ITEMS FROM THE 2020 PLAN OF SERVICE

Recommendation of the City Librarian that the Library Commission accept and file the report outlining the status of action items indicated in the 2020 Plan of Service.

7E. ACCEPT AND FILE: OVERVIEW OF ADVOCACY EFFORTS ON BEHALF OF THE TORRANCE PUBLIC LIBRARY

Recommendation of the City Librarian that the Library Commission accept and file the report outlining the advocacy efforts made on behalf of the Torrance Public Library, its programs, and services.

7F. 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.

8. COMMISSION ORAL COMMUNICATIONS

9. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS

10. ADJOURNMENT

- 10A.** Adjournment of Torrance Library Commission Meeting to Monday, March 11, 2024, at 6:00 p.m. in the Southeast Branch Library, at 23115 Arlington Ave, Torrance, CA 90501. Monday, February 12, 2024, will be a dark night due to Lincoln's Birthday Holiday.



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 **January, 8, 2024** was conspicuously posted on the City Clerk's bulletin board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below.

POSTED:

Time: 2:45 pm

Date: 1/3/24

By: 

December 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 6:02 p.m. on Monday, December 11, 2023, in the El Retiro Branch Library.

ROLL CALL

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

Absent: Commissioner Muo.

Also Present: City Librarian Heather Cousin.

2. FLAG SALUTE

Commissioner Lefevre led the Pledge of Allegiance.

3. INSPIRATIONAL MESSAGE

Commissioner Singh 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, December 6, 2023.

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

None.

6. ORAL COMMUNICATIONS

Members of public spoke.

Commissioner Weideman with the Historic Preservation Commission spoke.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: OCTOBER 9, 2023

MOTION: Commissioner Singh moved to approve the October 9, 2023, minutes. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Muo and Commissioner Reilly absent).

8. ADMINISTRATIVE MATTERS

8A. ACCEPT AND APPROVE: LIBRARY COMMISSION ANNUAL REPORT

City Librarian Cousin presented Item 8A:

Commissioner Reilly joined the Commission at 6:11 p.m.

- The El Retiro Library re-opened September 17, 2022, and has become a focal point for the community; staff conducted programming, utilizing both the library and park to generate public outreach.
- Open Plus offers extended access to the library enabling patrons access to the library after hours. The Commission will receive invitations when the extended access pass is announced by staff at the El Retiro Library.

Commissioner Reilly inquired on safety / medical considerations regarding Open Plus. City Librarian Cousin replied that only registered card holders will have access to the library (registered card holders will need to attend an orientation), a phone will be available, and cameras will be monitored.

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

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

City Librarian Cousin presented Item 8B.

- Friends of the Library consist of a group of people that dedicate their time to support the libraries; they are continuously looking for volunteers / support.

Members of the Commission spoke.

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

8C. ACCEPT AND FILE: TORRANCE PUBLIC LIBRARY FOUNDATION STATUS REPORT & DONATION OF THE GOTHAM TRUST TO EL RETIRO LIBRARY

City Librarian Cousin and Commissioner Weideman presented Item 8C.

- El Retiro Library is the beneficiary of a gift from Gotham Trust; the gift was received September 2023.

RECESS: 6:35 p.m.

RECONVENED: 6:37 p.m.

- Commissioner Weideman spoke on his experiences serving with the Torrance Public Library Foundation, encouraging the Commission to contact City Librarian Cousin if they had any suggestions / recommendations, looked to serve, or knew of someone who wanted to serve the Foundation.

Members of the Commission spoke.

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

8D. ACCEPT AND FILE: LITTLE LIBRARY PROPOSAL FROM SOUTH HIGH SCHOOL STUDENTS ALEXIS CHOI AND KAELYN KANG

Ms. Alexis Choi and Ms. Kaelyn Kang from South High presented Item 8D:

- Ms. Choi and Ms. Kang look to place at minimum, (8) Little Libraries in public parks around the City of Torrance to increase accessibility to books, increase literacy, and promote reading.
- Ms. Choi and Ms. Kang explained their set up plans, fundraising plans, and promotions with the project; Ms. Choi and Ms. Kang stated that they are looking to partner with the Torrance Libraries and are currently reaching out to Commissions, City Staff, and City Council for support.

Members of the Commission spoke.

MOTION: Commissioner Lefevre moved to accept Item 8D. Commissioner Singh seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Muo absent).

8E. CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8E.

- Full Time Library Recruitment is underway.
- Page Recruitment - there are (9) positions.
- There were a lot of programs in October and November 2023; outreach has been ideal as individuals seek out the library and are interested in what library staff has to offer.

Members of the Commission spoke.

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

9. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- Foundation Fund Report.
- Planning Book for the Library [reference Strategic Plan for the Library 2020].
- Historical Report of past Commissions.
- Library Monthly Division Report.

11. **ADJOURNMENT**

MOTION: At 7:40 p.m., Commissioner Lefevre moved to adjourn the meeting to Monday, January 8, 2024, at 6:00 p.m. in the West Annex Commission Meeting Room. Commissioner Singh seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Muo absent).

###

Subject to Approval

Honorable Chair and Members
of the Library Commission
City Hall
Torrance, California

Members of the Library Commission:

SUBJECT: City Manager – Accept and File Update on Torrance Civic Center Master Plan and Economic Feasibility Study and Provide Feedback.

RECOMMENDATION

Recommendation of the City Manager that the Library Commission:

- 1) Accept and File an Update on Torrance Civic Center Master Plan and Economic Feasibility Study; and
- 2) Provide feedback on the development of the Torrance Civic Center Master Plan and Economic Feasibility Study.

BACKGROUND

The Torrance Civic Center campus was originally developed in 1956 with a City Hall, Police Station and City Pool (Victor E. Benstead Plunge). Over time, the City added public facilities including a Municipal Courthouse (now Human Resources Building), Library, Torrance Cultural Arts Center, City Hall Annex (East and West), and Police Headquarters. The State of California has operated a Superior Courthouse and Traffic Court/Probation Annex at the Civic Center since the 1960s. Approximately 39.12 acres across seven parcels comprise the Civic Center site. The City of Torrance owns three of those properties spanning 30.03 acres of land area, and the State of California owns the remaining four properties spanning 9.09 acres of land area.

These aging Civic Center facilities occupy prime real estate and are reaching a condition that requires replacement or extensive refurbishment, which prompted the need for a new master plan. The new master plan for the Civic Center campus would consider the costs of the various options, the age and condition of the buildings, operational and functional issues, aesthetics, maintenance costs, and existing and projected community programming needs. City Council directed staff to proceed with a request for proposals to develop a Master Plan and Economic Feasibility Study for the Civic Center that examine a potential re-envisioning of the Civic Center campus and determine whether current economic market conditions would support such a redevelopment. On July 25, 2023, Council awarded a Consulting Services Agreement to Gruen Associates of Los Angeles, California to assist the City with development of the Civic Center Master Plan and Economic Feasibility Study.

The Master Plan will be developed over the course of a one-year period. The master planning process will occur in three phases: (1) Review and Assessment of Existing Facilities; (2) Development of Design Alternatives, and (3) Development of Final Preferred Master Plan.

Over the past four months, City Manager's Office staff and Gruen Associates completed a series of interviews with City departments and City Council to obtain their feedback on existing conditions and space planning needs for the City-operated public facilities. A Lunch and Learn session was held on November 13, 2023 to obtain feedback from our employee groups regarding the project. Our real estate economic sub-consultant, LandEconGroup, has conducted interviews with business stakeholders including adjacent commercial properties to obtain feedback on the

Civic Center Master Plan. Furthermore, LandEconGroup is concurrently completing a real estate market analysis to determine which land uses have the potential to generate significant land value and land lease revenue. The analysis will also review historical trends for market context and will forecast market outlook over the next 10 years. The deliverable would be a memorandum report that should be completed within the next four weeks and will serve to inform the creation of planning design alternatives for the master plan.

Within this next quarter, the City will begin the community engagement strategy for the visioning portion of the master planning process. The purpose of this visioning process is to obtain public feedback on the existing conditions of the Civic Center and determine interest for potential renovation/redevelopment of the campus for other land uses and public services. The strategy will be completed by City staff, who will host one community open house event; a minimum of four community pop-up events; and an online/in-person community survey. Additionally, City staff intends to meet with each Commission at one of their regularly scheduled meetings to provide the opportunity to solicit feedback and comments on the development of the Civic Center Master Plan. At the conclusion of the visioning process, staff intends to provide a formal update to City Council and present preliminary design alternatives for the Civic Center campus. Subsequently, City staff intends to complete another round of community engagement events to obtain public input on the design alternatives that will aid in preparing a draft master plan for City Council consideration by Fall 2024.

Conclusion

The purpose of this item is to provide the Library Commission with an update on the City's progress on the Civic Center Master Plan and Economic Feasibility Study; in addition, to request feedback from your Honorable Body on the visioning goals and objectives that the City should include in developing the Torrance Civic Center Master Plan & Economic Feasibility Study.

Respectfully submitted,

ARAM CHAPARYAN
CITY MANAGER

By


Carlos Huizar
Management Associate

CONCUR:


Aram Chaparyan
City Manager

Commission Meeting of
January 8, 2024

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: UPDATE ON THE CURRENT STATUS OF THE TORRANCE PUBLIC LIBRARY FOUNDATION FUNDS

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the status report on the Torrance Public Library Foundation ("Foundation") funds.

BACKGROUND/ANALYSIS

At the December 2023 Library Commission meeting, staff were asked to report on the status of donor funds to the Foundation. Discussion followed regarding the disposition of funds should the Foundation dissolve.


The Foundation originally incorporated in 1994, at which time a provision was made in the bylaws for distribution of remaining assets. According to Article V of the original Bylaws:

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon dissolution of the corporation, its assets remaining after payment, or provision for payment, of all payment, of all debts and liabilities of this corporation shall be distributed to the City of Torrance for exclusively public purposes. If for any reason such remaining assets of this corporation cannot be given to the City of Torrance, the property shall be distributed to a nonprofit fund, foundation or corporation which is organized and exclusively for charitable, educational, and/or literary purposes, and which has established its tax-exempt status under Section 501 (c)3 status of the Internal Revenue Code.

Since it appears the most recent revisions to the Bylaws were made in 2007, the new Foundation Board's first task will be to work with staff to ensure the Bylaws are current and in compliance with all applicable laws. Any new Board can then consider changes to the existing Bylaws.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: STATUS REPORT ON ACTION ITEMS FROM THE 2020 PLAN OF SERVICE

RECOMMENDATION:

Recommendation of the City Librarian that the Library Commission accept and file the report outlining the status of action items indicated in the 2020 Plan of Service.

BACKGROUND/ANALYSIS

In 2022, staff presented the 2020 Plan of Service. The document was the culmination of survey efforts undertaken by Library staff and Commissioners beginning in 2019. From the September 2022 Library Commission staff report:

The discussions and surveys conducted resulted in the following library service responses, which were five areas of focus indicated by library users, Commissioners, and the Library Leadership Team:

Torrance Public Library provides outstanding services, exceptional resources and accessible spaces to support an independent, literate, and informed community.

Strategic Plan Service Responses

Satisfy Curiosity

Torrance Public Library provides resources to support information seeking, self-directed learning, and the personal pursuit of knowledge.

Create Young Readers

Torrance Public Library serves as an open gateway to literacy and the educational world for all children regardless of family background, language, learning style or life circumstance.

Succeed in School

Torrance Public Library supports structured educational goals by providing resources and environments that serve students of all ages and abilities.

Celebrate Diversity

Torrance Public Library offers resources that recognize, support, and highlight the diverse community and its members.

Stimulate Imagination

Torrance Public Library responds to the community's interests by offering a broad selection of accessible materials in multiple formats, genres and languages for all ages and abilities.

Updated Work

Since September of 2022, library staff have developed several pathways for fulfilling the objectives discovered in the survey efforts. Beginning in the Summer of 2022, in addition to the items listed below, staff began tracking and reporting library visits, circulation, and program attendance. Staff also started and will expand their gathering of outputs, or public impressions or impacts of programming, collections, and services.

Below are other efforts staff have made to fulfill the objectives the public identified:

Celebrate Diversity

- Using grant funds to order thousands of new books for families with children who are neurodivergent or developing atypically
- Adding Sensory Storytimes at Katy Geissert Civic Center, El Retiro and Southeast Branch Libraries in the Spring
- Offered several programs spotlighting genealogical collections and services to trace individual heritage
- Offering online English Conversation classes and continuing the partnership with South Bay Literacy Council to provide English language support for new readers and learners across the city

Create Young Readers: Early Literacy

- Replacing furnishings in each youth area at library locations by March 2024, to create Early Learning Hubs complete with comfortable seating designed for children, teens, and adults across the spectrum
- Added Family Storytimes at Southeast and North Torrance Branch Libraries
- Participating as observers in Help Me GrowLA child development collaborative, to learn more about this pilot program as it develops

Satisfy Curiosity: Lifelong Learning

- Inventoried programming resources such as musical instruments, cameras, recording devices, robots, STEM and STEAM equipment and are integrating them into hands-on experiences for the public

- Using collection development tools to ensure both existing resources and new purchases align with community interests and needs
- Offering unexpected programming opportunities like dance, memory improvement, yoga, and Happy Hours @ KGL
- Expanding program promotion using direct marketing to boost awareness

Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

- Participate in the State Library's Zip Books grant program providing access to titles
- Expanded online collections including *The Economist*, *Hoopla* (downloadable eBooks, eAudio, streaming movies, music, and television shows), and other online resources
- Partnered with the State Library to increase online learning resources including professional development opportunities like Coursera and additional State Park passes and backpacks

Succeed in School: Homework Help

- Worked with the Torrance Refining Company to upgrade the North Torrance Branch Library Homework Center exchanging stationary furniture and desktop computers for laptops and printers for a mobile, in-library solution
- Work identified at the Southeast Branch Library to convert a "staff office" into a study room and upgrade existing Homework Center using North Torrance Branch Library as the model
- Staff reached out to every Torrance Unified School District campus, sending staff to over 90% of Back to School and School Family nights in the fall of 2023

In December, the city was approached by the Master of Public Administration program at the University of Southern California about submitting a project for their capstone students. Staff developed a proposal that, if approved, would have the graduate students assist with updating the survey portion of a new Plan of Service.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: ACCEPT AND FILE: OVERVIEW OF ADVOCACY EFFORTS ON
BEHALF OF THE TORRANCE PUBLIC LIBRARY**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the report outlining the advocacy efforts made on behalf of the Torrance Public Library, its programs, and services.

BACKGROUND/ANALYSIS

The Torrance Public Library receives advocacy support from multiple outlets and for a variety of areas of interest. There are local, state, and federal areas of support for which the library is represented as a separate entity and as part of the larger city agency. Commissioners, Council, and staff have all served as advocates for the Torrance Public Library.

Whether attending conferences, Day in the District opportunities, calling, mailing, or visiting individual elected officials, each began with a defined list of priorities (legislation, funding, etc.), a list of talking points, and pre-determined meetings.

Southern California Library Cooperative (SCLC)

SCLC was established by the Governor in the 1960's through the first California Library Services Act. Torrance became a member soon after, paying dues annually which contribute to resource sharing, delivery, and providing services to under resourced communities. This 40-agency cooperative is made up of independent, special district, county, and municipal libraries across Los Angeles and Ventura Counties.

SCLC's primary responsibilities are to:

- provide library services (material delivery, eResources, and consortium pricing)
- advocate on behalf of consortium members at the State level
- assist with communication between members

SCLC staff have arranged visits with local, State elected officials, known as the "Day in the District". Attachment A is an overview of SCLC's operations, prepared by Executive Director, Christine Powers. This was presented to new members of the administrative board, of which each library director or city librarian is a member.

California Library Association (CLA)

The California Library Association was established in 1895, to support librarians and the work they do. CLA has evolved to include all library workers and supporters.

CLA's main areas of focus are to provide:

- An annual conference
- Continuing professional development
- Legislative Advocacy

The organization's advocacy work includes maintaining a standing legislative committee and employs lobbyists who routinely collaborate with other organizations to advance the initiatives of public libraries.

With the additional support of the Ursula Meyer Advocacy Fund, CLA provides online training to library staff so that they can become stronger advocates for libraries. There is also a listserv featuring regular legislative, issue, and important information updates.

Torrance Public Library staff are encouraged to become members of CLA and actively participate. The library has an institutional membership which provides, among other benefits, training discounts. In 2024, the conference, which alternates between Northern and Southern California, will be in Pasadena, the first time in Southern California in three years.

American Library Association (ALA)

ALA is a national organization founded in 1876 dedicated to "providing leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all." As individual members of ALA, Torrance Public Library staff stay aware and informed regarding issues of national importance. The organization has a Public Policy and Advocacy Office based in Chicago that tracks bills and areas of concern.

Library staff are encouraged to become members and participate in ALA's conference's, committees, trainings, and other advocacy work. The library is not an institutional member; however, advocacy information can be obtained by visiting ALA's website (www.ala.org/advocacy), attending the annual conference, or online sessions.

City of Torrance Advocacy Efforts

The City of Torrance actively engages in lobbying on behalf of all its interests including its libraries. In addition to the City's lobbying firm which represents the city on the local, state, and national level, there are also regular meetings between staff and elected officials with local representatives and their staff. This ongoing communication ensures awareness about library issues and their impact on the Torrance Public Library.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

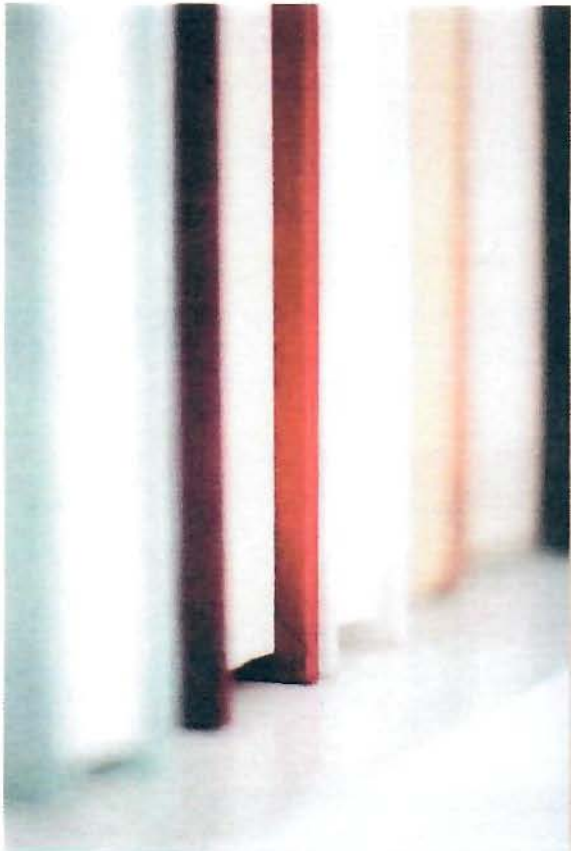
Attachment A: Southern California Library Cooperative Member Orientation Presentation



Member Orientation

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

FY 2023/24



Agenda

Establishment of Library Cooperatives

About Southern California Library Cooperative (SCLC)

Responsibilities of SCLC

Benefits of Cooperative Membership

SCLC Funding

Staff

California Library Services Act



California Public Library Services Act enacted in 1963



Establishes cooperative system

Communication and delivery

Second level reference

Concept of sharing across jurisdictions

Emphasis on service to underserved populations



CLSA Systems

- 49.99 Cooperative Library System
- Black Gold Cooperative Library System
- Inland Library System
- Non-affiliated
- NorthNet Library System
- Pacific Library Partnership
- San Joaquin Valley Library System
- Santiago
- Serra Cooperative Library System
- Southern California Library Cooperative
- others





Southern California Library Cooperative

About

A joint powers authority

Made up of 40 independent city, county, and special district public libraries located in Los Angeles and Ventura counties

Provides a resource-sharing network

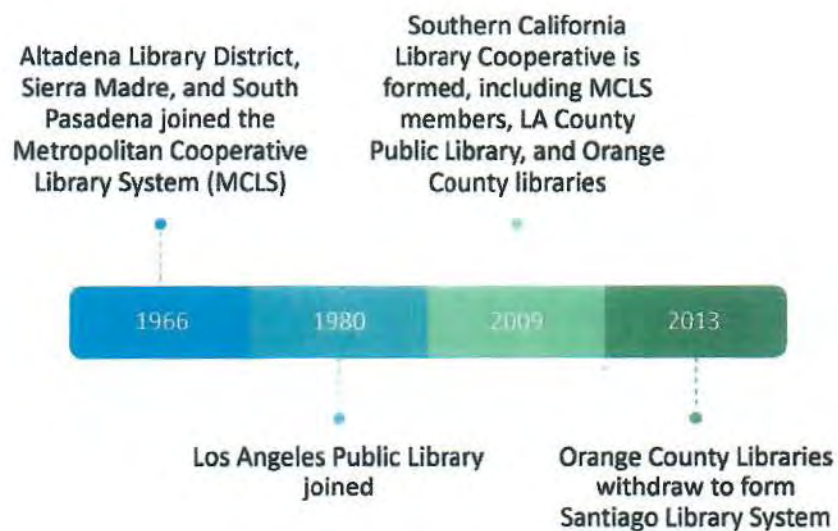
Mission

SCLC enhances the resources of independent libraries through cooperative services to better serve their local library users.

Vision

SCLC is a dynamic and expanding consortium of information and service providers with a shared mission and resources which benefit members' clientele.

History



Primary Responsibilities of SCLC



Provide for the needs of the member libraries and the public they serve



Oversee CLSA fund requirements received annually



Ensure all state reports are filed accurately and on time



Facilitate quarterly meetings, subject to the Brown Act

Benefits of Cooperative Membership



CLSA FUNDS



ADVOCACY
SUPPORT



GRANTS



BEST
PRACTICES



CALIFA
MEMBERSHIP





CLSA Funds

California State Library distributes funds to each cooperative using a population-based formula

Funding is split into two categories:

- Communication & Delivery (80% of funds)
- System Administration (20% of funds)

Shared delivery

Annual audits

System	Baseline Budget	System Administration	Total
Black Gold	\$ 111,082	\$ 27,770	\$ 138,852
49-99	\$ 120,101	\$ 30,025	\$ 150,126
Inland	\$ 299,065	\$ 74,767	\$ 373,832
NorthNet	\$ 663,910	\$ 165,977	\$ 829,887
PLP	\$ 569,046	\$ 142,261	\$ 711,307
SJVLS	\$ 191,525	\$ 47,881	\$ 239,407
Santiago	\$ 177,074	\$ 44,268	\$ 221,342
Serra	\$ 212,595	\$ 53,149	\$ 265,743
SCLC	\$ 559,604	\$ 139,900	\$ 699,504
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000

CLSA Funds



CLSA Funds: Communication & Delivery

Delivery between member libraries

Shared E-Resources

- Subscription to PressReader
- Subscription to Gale Archive of Gender and Sexuality

Annual audit

Telecommunication costs (i.e. phone, internet, equipment for SCLC staff)

Office supplies



Advocacy Support



Advocate for changes in CLSA regulatory language



Expand the definition of CLSA acceptable use of funds for resource sharing



Identify and support regional priorities related to CLSA and non-CLSA work



ED serves on CLA Legislative Committee

Grant Oversight & Management



Grant oversight and management in collaboration with the State Library



Former and current grants

Public Library Staff Education Program (PLSEP)
Home Connectivity Kits
California Library Collection Initiatives
Digital Navigators Program
Backpack Program

Shared Best Practices



Members engage at quarterly meetings and offline (listserv) to share best practices and provide resources

Standing committees, ad hoc committees, and interest groups allow staff from member libraries to collaborate and learn from one another, and provide resources to the community

Standing committees:

- Executive Committee
- Nominating Committee
- Audit and Finance Committee
- Leadership and Professional Development Committee (newly-formed)

Califa
Cooperative
Membership



Califa is a nonprofit library membership consortium



Services

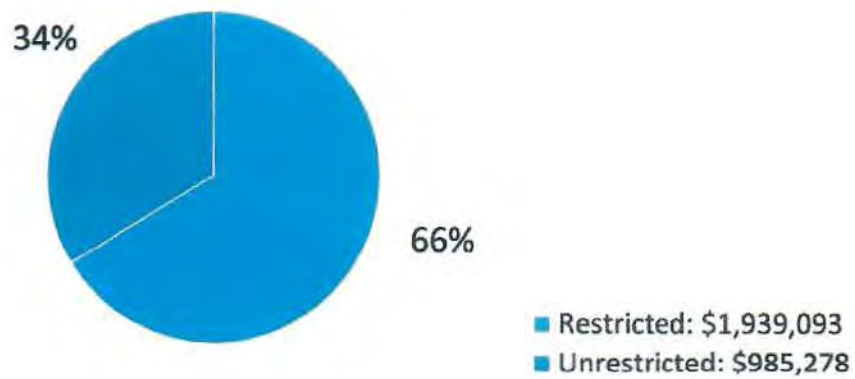
Digital resources broker
Library procurement
Vendor prototyping



Libraries receive a 10% discount on Califa membership when they join as a cooperative

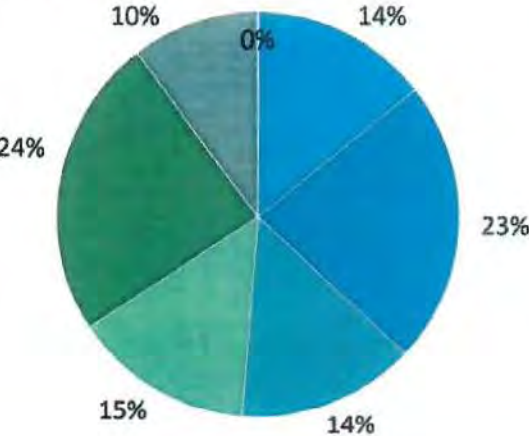
SCLC Revenue Sources

FY 2023/24 Revenues: \$2,924,371



Unrestricted Revenue Sources

FY 2023/24: \$985,278

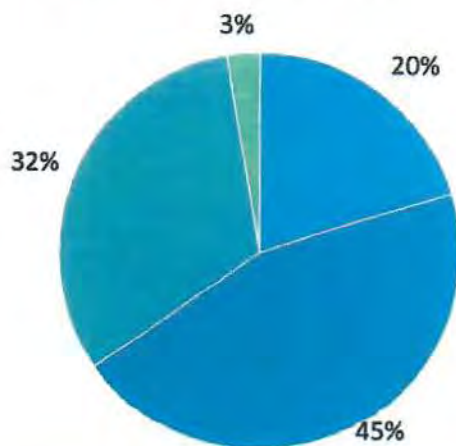


- CLSA system administration: \$139,900
- Fiscal and administration revenues: \$223,784
- Grant indirect revenues: \$141,485
- Grant staffing revenues: \$142,045
- Membership dues: \$237,064
- Investment income: \$100,000
- Other: \$1,000



Expenditures

FY 2023/24: \$2,947,303



■ CLSA Baseline: \$599,447

■ Grant Project: \$1,326,056

■ CLSA Administration/Personnel: \$943,000

■ CLSA Administration/Other: \$78,800

Controller

Executive
Director

Deputy
Director

Project
Manager

Administrative
Assistant

SCLC Staff



Thank you!

Christine Powers
Executive Director

cpowers@socallibraries.org

626.283.5949



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

Staffing and Administration

Recruitments

Staff moved forward with the part-time Library Technician recruitment. A first round of interviews is anticipated to take place before the end of January.

The Page recruitment is moving forward with discussions happening with potential candidates. It is anticipated that additional interviews will be required to fill all vacancies. Those interviews will likely be scheduled later in January after staffing returns to normal following the cold and flu season.

Programming

With the holiday season, the latter half of December was a bit quieter for programming. Staff did host movie matinees and two collaborative programs, one with Torrance Police and the other with the Torrance Fire Department. There were large and appreciative audiences for each.

Walteria Branch Library staff experimented with a YA Bingo program to get Teens interested in engaging with the library. The cards had goals like, get a library card, find a five-year-old book, and other similar goals. Those who got Bingo received a prize provided by the Friends of the 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
November	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1510	4716	6350	3575	4186	2344
Circulation	2654	7897	25276	8010	6563	5970
December	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1139	4371	Not Available	2910	3665	2045
Circulation	2645	8225	24316	7625	6418	6282

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
Attendance Total		9	12	31	11	11	15
		555	484	1332	359	234	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
Attendance Total		4	5	23	6	8	7
		187	99	654	148	144	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	2	3	11	4	5	3
	Attendees	99	79	457	109	108	43
Total Attendance		2	5	23	6	8	7
		99	99	654	148	144	68

October		EI 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	7	22	5
Youth	Programs	7	9	8	12	12	7
	Attendees	393	280	217	321	284	114
Attendance Total		9	12	20	14	18	11
		403	307	389	343	347	137

November		EI Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	2	0	9	0	3	3
	Attendees	18	0	173	0	46	9
Teen	Programs	0	0	0	0	1	0
	Attendees	0	0	0	0	9	0
Youth	Programs	4	4	6	5	4	5
	Attendees	241	102	159	167	147	102
Attendance Total		2	4	15	5	8	8
		259	102	332	167	202	111

December		EI Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	3	0	5	2	2	1
	Attendees	42	0	51	36	55	10
Teen	Programs	0	0	0	0	3	0
	Attendees	0	0	0	0	34	0
Youth	Programs	1	4	8	7	8	1
	Attendees	20	101	247	211	160	20
Attendance Total		4	4	13	9	13	2
		67	101	298	247	249	30

Respectfully submitted,



Heather Cousin
City Librarian