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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.

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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, MARCH 11, 2024
REGULAR MEETING
6:00 P.M. IN THE SOUTHEAST BRANCH LIBRARY
AT 23115 ARLINGTON BLVD.
TORRANCE, CA 90501**

**THE TORRANCE YOUTH COUNCIL 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

3. INSPIRATIONAL MESSAGE

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 Wednesday, March 6, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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.*

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 Councilmember from the Consent Calendar and considered separately.

7A. Approve Commission Minutes: January 8, 2024.

8. ADMINISTRATIVE MATTERS

8A. UPDATE ON THE CURRENT STATUS OF TORRANCE FRIENDS OF THE LIBRARY FUNDING

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

**8B. GOVERNOR’S PROPOSED BUDGET STATUS REPORT AND DAY IN THE DISTRICT
ADVOCACY UPDATE**

Recommendation of the City Librarian that the Library Commission accept and file the Governor’s proposed budget status report and the Day in the District advocacy update.

8C. 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

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS

11. ADJOURNMENT

11A. Adjournment of Torrance Library Commission Meeting to Monday, April 8, 2024, at 6:00 p.m. in the Henderson Library at 4805 Emerald St, Torrance, CA 90503.



**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL MEETING TO ORDER

The Torrance Library Commission convened in a regular session at 6:04 p.m. on Monday, January 08, 2024, in the Katy Geissert Civic Center Library.

ROLL CALL

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

Absent: Commissioner Singh.

Also Present: City Librarian Heather Cousin,
Assistant City Librarian Cynthia Aguado,
Assistant City Librarian Evan Coates,
Katy Geissert Civic Center Senior Librarian Melina Von Stietz,
Management Aide (Intern) Gabriela Imai, and
Management Associate Carlos Huizar.

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, January 03, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

City Librarian Cousin announced (1) Supplemental Item: copy of the January 2024 Library Calendar Events.

6. ORAL COMMUNICATIONS

A member of the Youth Council spoke.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: DECEMBER 11, 2023

MOTION: Commissioner Wang moved to approve the December 11, 2023, minutes as amended. Commissioner Reilly seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

8. ADMINISTRATIVE MATTERS

8A. UPDATE ON THE TORRANCE CIVIC CENTER MASTER PLAN

Management Associate Huizar presented Item 8A, an update on the Torrance Civic Center Master Plan:

- The Civic Center Mater Plan and Economic Feasibility Study is in the preliminary process and is being pursued to improve operational and functional issues, create cohesive aesthetics, and research existing and projected community needs.
- The Facility Assessment Plan will look into deficiencies in existing buildings and create a rubric to reveal what replacement or modernization costs will be. Once the study is complete, findings will be presented to City Council.
- Staff will begin the community engagement process, a (3) month endeavor, that will involve staff going to Commission meetings, sending out surveys, and setting up pop-up events and community open houses for public input. Community feedback will be used to form (4) design alternatives that will be presented to City Council.
- Once design alternative drafts are compiled, staff will come back to the Library Commission for the Commissioner's review and to garner additional community input. Staff is willing to come before the Commission sooner per the Commission's request.

Members of the Commission spoke.

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

8B. ACCEPT AND FILE: ORAL REPORT ON THE CURRENT STATE OF THE KATY GEISSERT CIVIC CENTER LIBRARY

Katy Geissert Civic Center Senior Librarian Von Stietz presented Item 8B, a report on the current state of the Katy Geissert Civic Center Library:

- Reference Services, Youth Services, and the Circulation and Technical Processing Departments have been very active with Reference and Youth Services hosting 4-5 programs per week over the summer, and 2-3 programs per week during the fall / winter season.
- (3) Study rooms have been reopened and staff have begun proctoring exams.
- The Circulation Department has been processing over (400) holds per week, withdrawing books that are no longer circulating, and have registered over (700) new library customers in the last (3) months – big push with National Library Card Month, September 2023.
- The Technical Processing Department has been cataloging books, distributing received supplies to all Torrance library branches, receiving and handling zip books from the California State Library, and cataloging grant materials and donations.
- Multiple positions have been filled and interviews are underway to hire Library Pages.

Members of the Commission spoke.

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

RECESS: 7:13 pm

RECONVENED: 7:14 pm

8C. ACCEPT AND FILE: UPDATE ON THE CURRENT STATUS OF THE TORRANCE PUBLIC LIBRARY FOUNDATION FUNDS

City Librarian Cousin presented Item 8C, an update on the current status of the Torrance Public Library Foundation funds:

- If the Foundation dissolves, there is something in the bylaws that permits the Foundation to donate all remaining funds to another 501(c)(3), but it is vague what 501(c)(3) the funds would go to. Bylaws and funds are under the consideration of the Foundation.
- This Item was brought before the Commission for informational purposes only.

Members of the Commission spoke.

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

8D. ACCEPT AND FILE: STATUS REPORT ON ACTION ITEMS FROM THE 2020 PLAN OF SERVICE

City Librarian Cousin presented Item 8D, status report on action items from the 2020 Plan of Service:

- From the 2020 Plan of Service, there were (5) areas of focus that the community identified in growing areas of the library: satisfy curiosity, create young readers, succeed in school, celebrate diversity, and stimulate imagination; staff has added and strengthened the requested areas of focus and continue to focus on the 2020 Plan of Service and meet the must-haves the community identified.

Members of the Commission spoke.

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

8E. ACCEPT AND FILE: OVERVIEW OF ADVOCACY EFFORTS ON BEHALF OF THE TORRANCE PUBLIC LIBRARY

City Librarian Cousin presented Item 8E, an overview of advocacy efforts on behalf of the Torrance Public Library:

- Day in the District is a service that the SCLC (Southern California Library Cooperative) has organized, a day long series where library staff and Commissioners visit elected official's offices with a list of hot topics having to do with public libraries.

- CLA (California Library Association) and ALA (American Library Association) advocate on behalf of the libraries.

Members of the Commission spoke.

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

8F. CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8E, City Librarian's Monthly Division Report.

- December was a quieter month, but staff was excited to see patrons come in for various programs.
- Library Page recruitment is being pursued.

Members of the Commission spoke.

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

9. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- Follow up: Dana District.
- Follow Up: Library Commission focus group with Management Associate Huizar.
- Library Monthly Division Report.

11. ADJOURNMENT

MOTION: At 7:56 p.m., Commissioner Wang moved to adjourn the meeting to Monday, March 11, 2024, at 6:00 p.m. at the Southeast Branch Library. Commissioner Reilly seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

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TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: UPDATE ON THE CURRENT STATUS OF TORRANCE FRIENDS OF THE LIBRARY FUNDING

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the status report on the Torrance Friends of the Library (“Friends”) funds.

BACKGROUND/ANALYSIS

Within the role of the Library Commission to “support the Historical Society and the Friends of the Torrance Library...”, this report is being provided to update you on the status of current Friends funding and ongoing fundraising efforts. This report is current as of the last Friends meeting in February.

In the Fall and Spring, staff make proposals to the Friends to support programming, outreach, and collections. The Friends use the funds they raise through the ongoing lobby sales and multiple large-scale sales held quarterly in the Katy Geissert Civic Center Library Meeting Room.

Attachment A outlines both the amount of income through sales and the grant amount the Library has received since 2017. This information was provided by the Friends and does not include the request, made in February in support of this year’s Summer Reading Program.

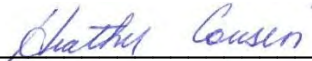
When meeting with the Friends Board to discuss both short- and long-term revenue and support, the Board expressed concerns. These concerns reflect a slower than expected increase in overall sales post-pandemic and a smaller pool of volunteers from which to draw. This ultimately resulted in the Library staff’s request for funding for the Summer Reading Program being reduced by \$10,000, to \$30,000, despite the popularity of the program increasing each year since reopening the buildings following the COVID closure. This contrasts with last year’s funding request of \$43,820, which was granted.

The Friends have been actively working with Library staff to look for promotional and recruitment opportunities to increase their volunteer base. Additionally, they have partnered with staff to raise the visibility of their lobby sales and Special Sales (Quarterly Book sales), adding food trucks, concerts, and other value-added features, however, such strategies will take time to attract additional buyers, if they prove to be successful and take considerable library staff time, which is in short supply.

While the Friends do have a considerable amount of funds in reserve, they do not want to begin accessing those funds for more immediate expenses, such as library programming proposals. These funds are intended to be used in emergency circumstances, only.

Staff are available for questions.

Respectfully submitted,

A handwritten signature in blue ink that reads "Heather Cousin". The signature is written in a cursive style and is positioned above a horizontal line.

Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: GOVERNOR'S PROPOSED BUDGET STATUS REPORT AND DAY IN
THE DISTRICT ADVOCACY UPDATE**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the Governor's proposed budget status report and the Day in the District advocacy update.

BACKGROUND/ANALYSIS

Within the Library Commission's role as providing, "information on its activities and encourag(ing) public support as well as legislative support..." and in response to a request from the Commission at its January meeting for information regarding the Day in the District, the following serves as an update regarding recent information from the California State Library and the Southern California Library Cooperative.

On Wednesday, February 21, the City Librarian attended a statewide virtual meeting held by the State Library, the Public Library Director's Forum. These monthly meetings have been held since the earliest days of the pandemic and have been a way to share news and information regarding legislation, training opportunities, and budgetary updates.

During this meeting, the State Librarian, Greg Lucas, discussed California Governor Gavin Newsom's 2024-2025 proposed budget. In it, the Governor has proposed eliminating funding for several popular library programs and services, including:

- The California Park Pass program
- Brainfuse HelpNow
- The CAreer Pathways digital resource bundle including Coursera, GetSetUp, Learning Express, LinkedIn Learning, and Northstar test prep

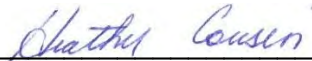
While each of these programs are important to Torrance Public Library customers, Brainfuse HelpNow is particularly important. In the past, this program was funded by the Torrance Friends of the Library (Friends), at a cost of approximately \$26,000 per year. Given the status of Friends funds, it is likely Library staff will need to look elsewhere for funding for online tutoring, as well as the other digital resources, should the Governor's budget pass without revision.

As requested, staff contacted the Southern California Library Cooperative (SCLC) regarding the Day in the District legislative meetings. SCLC staff responded that details are forthcoming, and dates will be sent in the next few weeks.

For Commissioner awareness, City staff routinely meet with local elected officials both at the State and Federal level. Library staff have briefed staff in the City Manager's office so that they can add these items to their upcoming meetings. Additionally, the City team will be making a trip to Sacramento in April to communicate the City's priorities to the legislative team.

Staff are available for questions.

Respectfully submitted,

A handwritten signature in blue ink that reads "Heather Cousin". The signature is written in a cursive style and is positioned above a horizontal line.

Heather Cousin
City Librarian

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

Staffing and Administration

Recruitments

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 Friends of the Library.

Technical Processing work unit

Technical Processing continues to be extremely busy. During the month of February, over 3,000 books and audio-visual materials were received. That includes over 700 books from the Stronger Together grant. Zip Books recently started up again with new funding from the California State Library. Craig Babiari placed orders for over 70 titles and spent over \$1300 on books for our customers. The Zip Book program continues to be very popular.

Southeast Branch Library

Southeast Library hosted several programs in the month of February; families were invited to craft a dragon and decorate red lanterns to celebrate the Lunar New Year, while weekly Babytime and Family Storytime sessions were attended by 40+ children and caregivers each week. Over 100 adults and families attended two concerts in the Southeast Sessions series, while another 40+ attended a presentation by Terry Huang, South Coast Botanic Garden's Director of Living Collections.

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						
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						
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						
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						
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						
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

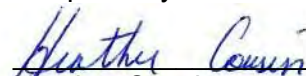
July		EI Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Adult	Programs	2	5	26	2	5	7
	Attendees	24	88	655	63	51	64
Teen	Programs	0	1	1	0	0	0
	Attendees	0	18	2	0	0	0
Youth	Programs	7	6	14	9	6	8
	Attendees	531	378	667	296	183	287
Attendance Total		9 555	12 484	31 1332	11 359	11 234	15 351
August		EI 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		4 187	5 99	23 654	6 148	8 144	7 68
September		EI 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 99	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	7	22	5
Youth	Programs	7	9	8	12	12	7
	Attendees	393	280	217	321	284	114
Attendance Total		9 403	12 307	20 389	14 343	18 347	11 137

November		El 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		2 259	4 102	15 332	5 167	8 202	8 111

December		El 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 67	4 101	13 298	9 247	13 249	2 30

Respectfully submitted,


 Heather Cousin
 City Librarian