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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, JUNE 10, 2024
REGULAR MEETING
6:00 P.M. IN THE WALTERIA BRANCH LIBRARY
AT 3815 WEST 242ND ST.
TORRANCE, CA 90505**

**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 Reilly

3. INSPIRATIONAL MESSAGE: Commissioner Singh

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 Thursday, June 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: May 13, 2024.

8. ADMINISTRATIVE MATTERS

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

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

8B. ORAL REPORT ON THE CURRENT STATE OF THE WALTERIA BRANCH LIBRARY

Recommendation of the City Librarian that the Library Commission accept and file the report on the Walteria Branch Library.

8C. STATUS REPORT ON THE LITTLE TORRANCE LIBRARY PROJECT

Recommendation of the City Librarian that the Library Commission accept and file the update on the Little Torrance Library Project.

8D. EXPANDED ACCESS ITEMS BROUGHT FORWARD BY WEST HIGH SCHOOL STUDENTS

Recommendation of the City Librarian that the Library Commission accept and file the report outlining various items brought forward by West High School students to expand Library access.

8E. LIBRARY COMMISSION ANNUAL REPORT DRAFT UPDATE

Recommendation of the City Librarian that the Commission begin the process of drafting the Library Commission's Annual Report, covering July 1, 2023, through June 30, 2024, now, by selecting a continuing Commission member who will begin drafting the document.

8F. 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, July 8, 2024, at 6:00 p.m. in the West Annex Commission Meeting Room, 3031 Torrance Blvd, Torrance, CA 90503



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

1. CALL MEETING TO ORDER

The Torrance Library Commission convened in a regular session at 6:01 p.m. on Monday, May 13, 2024, in the North Torrance Library.

ROLL CALL

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

Absent: Commissioner Singh.

Also Present: City Librarian Heather Cousin and Senior Librarian Theresa Babiar.

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

2. FLAG SALUTE

Chair Piotrowski led the Pledge of Allegiance.

3. INSPIRATIONAL MESSAGE

Commissioner Wang shared an inspirational message.

4. REPORT FROM THE LIBRARY STAFF ON THE POSTING OF THE AGENDA

City Librarian Cousin reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website Thursday, May 9, 2024.

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

City Librarian Cousin reported (2) Supplemental Items.

6. ORAL COMMUNICATIONS

None.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: APRIL 8, 2024

MOTION: Commissioner Lefevre moved to approve the April 8, 2024; minutes as amended. Commissioner Reilly seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

Commissioner Muo joined the meeting at 6:07 p.m.

8. ADMINISTRATIVE MATTERS

8A. ORAL REPORT ON THE CURRENT STATE OF THE NORTH TORRANCE BRANCH LIBRARY

Senior Librarian Babiar presented Item 8A:

- A Youth and Senior Librarian moved up, (2) permanent library technicians were added, and a library page was added to staff.
- North Torrance Library have had numerous events and activities with September 2023 marking the grand reopening of the “North Torrance Homework Center”, funded by the Torrance Refining Company. “Fire and Police Appreciation Day” took place in November 2023, January and February 2024 saw construction and paint applications, March 2024 saw interactions with author D.C. Palter, and the “Kindness Rocks” program took place in April 2024.
- Youth Services Librarian hosted the month-long “Life Cycle of the Butterfly” event and continues to host story time, all which has led to more community engagement.
- A Ramadan Program was held and approximately (50) members of the Islamic community as well as Councilmember Sheikh attended.
- Staff is currently working on the Collection Correction Project which consists of creating a youth section and adult section of a non-fiction collection.

Members of the Commission spoke.

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

8B. REVIEW OF STUDY ROOM USE POLICY

City Librarian Cousin presented Item 8B:

- All study room use policies have been in place since 2019. Although there are only study rooms at the Katy Geissert Library, staff have discovered that branch libraries have spaces that can serve as study rooms. Staff has had conversations with the General Services team, but there are no plans to start conversions currently.

Commissioner Lefevre requested that there be accommodations for individuals who do not have digital access to make study room reservations online. City Librarian Cousin acknowledged the request.

MOTION: Commissioner Reilly moved to accept and file Item 8B with a note that the 2019 Study Room Rules have been reviewed by the Commission with no changes. Commissioner Lefevre seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

8C. UPDATE ON THE CURRENT STATUS OF THE ENDOWMENT FOR THE EL RETIRO BRANCH LIBRARY

City Librarian Cousin presented Item 8C:

- During the April 2024 Commission meeting, staff was asked to bring an update regarding the endowment / trust for the El Retiro Library Branch. The deposit from the trust was received in October 2023 and currently sits on deposit and continues to gain interest.

Members of the Commission spoke.

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

8D. RECAP OF STAFF ATTENDANCE AT PUBLIC LIBRARY ASSOCIATION CONFERENCE

City Librarian Cousin presented Item 8D:

- Public Library Association Conference takes place every (2) years. The April 2024 Public Library Association Conference took place with (7,500) individuals in attendance. Next Public Library Association Conference to take place in Minneapolis in 2026.

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

8E. REVIEW OF STAFF APPRECIATION OPTIONS

City Librarian Cousin presented Item 8E:

- Staff has looked at options for caterers, boxed lunch / breakfast options, and prices regarding staff appreciation. It was noted that the American Library Association meeting [June 27, 2024 – July 1, 2024] will also come out of the Library Commission budget due to timing.

Members of the Commission spoke.

MOTION: Commissioner Reilly moved to accept and file Item 8E with recommendation that the \$1,364.00 budget will be spent on a staff appreciation breakfast tentatively to be held Thursday, May 30, 2024, from 9:00 a.m. – 11:00 a.m. with the Commission passing on sending Commissioners in support of the ALA Conference in San Diego. Commissioner Lefevre 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 8F:

- In April 2024, several staff were honored as part of the City's Employee Appreciation Event.
- Waleria Library and El Retiro Library has a Senior Librarian covering both locations due to low circulation and door count (El Retiro Library is staffed half the time it's open). Only library without a Senior Librarian on a regular basis is at the Katy Geissert Library. The next budget cycle, which includes a program modification, has gone through the first budget hearing without question; if it passes City Council's next budget hearing, a trade for a Senior Library Technician position for a Senior Librarian position can be made.
- Staff is doing outreach regarding SB-1815.
- The Capital Improvement Project has listed North Torrance Library, Southeast Library, and Waleria Library for improvements, funding, and new build.

Members of the Commission spoke.

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

9. COMMISSION ORAL COMMUNICATIONS

Chair Piotrowski announced the Torrance Armed Forces Day Parade on Saturday, May 18, 2024, with a 5k in the morning.

Chair Piotrowski announced the annual Reading of the Names event at 2:00 p.m. on Memorial Day, Monday, May 27, 2024.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- Follow up with South High students on the Little Library project.
- Friends of the Library report.
- City Librarian's Monthly Division Report.

11. ADJOURNMENT

MOTION: At 7:45 p.m., Commissioner Wang moved to adjourn the meeting to Monday, June 10, 2024, at 6:00 p.m. at the Waleria Branch Library. Commissioner Muo seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Sing absent).

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TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

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

RECOMMENDATION

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

BACKGROUND/ANALYSIS

At the May Library Commission meeting, staff were asked to bring additional information regarding the current financial and structural state of the Friends of the Library. This report is offered to provide context for the Commission in their role to “support the Historical Society and the Friends of the Torrance Library...”, and to update the Commission on the status of current Friends funding and ongoing fundraising efforts.

The Friends have been actively working with Library staff to look for promotional and recruitment opportunities to increase their volunteer and fundraising base. Additionally, they have partnered with staff to raise the visibility of their lobby sales and Special Sales (Quarterly Book sales). During their April sale, the Friends were quite happy to have raised over \$9,000 in their three-day sale.

In May, they added a spotlight shelving area to highlight special collections. In May, they were able to market a collection of Star Wars books that sold very quickly. They look forward to doing the same with other featured titles, attractive books and other similar merchandise.

Challenges still remain for the organization. A replacement vendor still has not been found for the book recycler/reseller, Discover Books. This company would take the Friends discards and give them money per pound of books either recycled or sold by the company.

The Friends are also in need of more volunteers. Relying on Library staff to assist them both with recruitment and onboarding, the Friends are an important volunteer option for potential community members. However, staff are not always able to reach the interested communities that would be open to volunteering with the Friends.

The position the Friends find themselves in is not unusual following the pandemic closures – a fact made clear to staff who attended the *Serving with a Purpose* conference in May. Work continues to be done by both the Friends and staff to help them raise their profile, find suitable alternatives for their discards, and volunteers. Staff also shared ideas and information gathered at the conference to help as they try and rebuild and expand their sales base.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: STATUS REPORT ON THE LITTLE TORRANCE LIBRARY PROJECT

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the Little Torrance Library Project.

BACKGROUND/ANALYSIS

In December of 2023, students from South High School, Alexis Choi and Kaelyn Kang, made a proposal to the Library Commission regarding their "My Little Library" project to earn the California State Seal of Civic Engagement. At that meeting, the Commission showed its support for the concept and an attendee, Lowell Hardison, who also has installed Little Free Libraries in Torrance Parks, agreed to assist the students in their efforts.

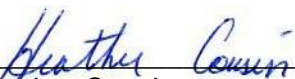
Following that meeting, Ms. Choi and Ms. Kang presented the concept at the Parks and Recreation Commission and City Council Meeting. Members of both were enthusiastically supportive of the concept, and so, with Council concurrence, approval was given in February of 2024, to move forward with the installation of Little Libraries in eight Torrance parks.

Financial support for the effort has come from a variety of sources, including online and in-person fundraising. Additionally, Lowell Hardison, after hearing the proposal, pledged to donate funds to assist in the construction, installation, and ongoing care of the libraries.

Ms. Choi and Ms. Kang are currently working with their school's wood shop classes to fabricate the library boxes and hope to work with the Parks Division in Community Services to install the libraries over the Summer. During that period, they will also reach out to the Torrance Friends of the Library to secure books for each library.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: EXPANDED ACCESS ITEMS BROUGHT FORWARD BY WEST
HIGH SCHOOL STUDENTS**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the report outlining various items brought forward by West High School students to expand Library access.

BACKGROUND/ANALYSIS

On Thursday, May 30, staff were contacted by three seniors at West High School, Kaylee Agus, Viha Rao, and Kesar Udhawani. The students were interested in expanding access to library cards and library materials.


The students met with staff on June 5 to further explore those ideas. Some of these ideas include:

1. Offering library card applicants the opportunity to provide a digital copy of their identification when required. The students believe this could enable minors to obtain a card more quickly if they could use a digital copy of a caregiver's identification. For those getting an online card, it could enable them to make full use of their card immediately. Staff have referred this question to the City Attorney for further information.
2. Developing an on-demand library material delivery program similar to the on-demand food delivery services.
3. Alternate ways for minors to renew their expired library card when a caregiver is not present.

The students and Library staff discussed California Senate Bill 321, which became law in 2023 and requires public libraries and school districts work together ensuring all students have a library card by the third grade.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: LIBRARY COMMISSION ANNUAL REPORT DRAFT UPDATE

RECOMMENDATION

Recommendation of the City Librarian that the Commission begin the process of drafting the Library Commission's Annual Report, covering July 1, 2023 through June 30, 2024, now, by selecting a continuing Commission member who will begin drafting the document.

BACKGROUND/ANALYSIS

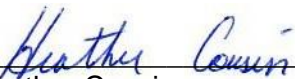
Each year the Library Commission is responsible for presenting an Annual Report to the City Council. The report may be drafted by a single commissioner or an ad hoc committee.

This year, the Community Services Department will be sending all Commission reports to the City Council during their August meeting. In the past, the Library Commission has sent the Annual Report later in the year. With this accelerated timeline, it would be advised for the current Commission to select a sitting Commissioner during the June meeting to begin to gather data and information. Then, if desired, appoint a new Commissioner to work alongside them, once appointed and during the first meeting in July.

Staff can provide minutes and reports for any Commission meetings, and any other information, as requested. Staff will format the report, as necessary, for presentation to the City Council, and provide proofreading and fact checking as needed.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

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

Staffing and Administration

After 34 years with the City of Torrance, the Administrative Assistant announced her retirement. While the bulk of her career was spent in the City's Cable and Communications Department, Ramona provided tremendous support to the Library in the last three years of her time with the City and we are grateful! Her last day with the City will be June 14.

A recruitment has already begun for this essential position. It is hoped the position can be filled quickly although there is truly no way to replace Ramona!

Thanks to the Library Commission, staff enjoyed a hearty Appreciation Breakfast on May 30. Every location was represented and dined on quiche, potatoes, fruit, tofu, and pastries.



*Commissioner Muo
Speaking with Senior
Library Technician Romi
Ostoich.*



*Commissioner Andrea Reilly meeting with
Librarian Bintal Hunt-Corn, Library Technician,
Diane Charlin, and Senior Librarian Melina Von Steitz.*

Outreach

Staff worked to put the finishing touches on this year's Summer Reading Program across each of the six locations. The most popular of the Library's programs or events, the 10-week, all ages reading incentive program promises to be a big success with a mix of crafts, performers, movies, and more all summer long.

In support of the Summer Reading Program, staff scheduled visits to area schools, large public events, and other to ensure students would know about the program.



A parent helps their child with Ball-toss game.



Library Technician, Chan Harris staffs the outreach table at El Camino College.

El Retiro Branch Library

The El Retiro team continued to sign up more members of the public for Extended Access, where they can enter the Library outside of staffed hours. Staff are currently working with the rest of the Community Services Department to schedule and plan a grand opening event.

The team hosted two very unique events in May, the first was a Book Tasting. Offering participants an opportunity to sample a wide variety of books much like participants at a wine tasting. Next up was a Japanese calligraphy workshop with Kuniharu Yoshida. Yoshida is a calligrapher, hip hop dancer, and film maker, whose incredible attention to detail and ability to teach calligraphy has made him a highly sought after instructor.

Henderson Branch Library

Programs remain very popular at the Henderson Library, particularly Youth programs. For example, attendance at the weekly Family Storytime regularly hosts 60-80 participants. Programs for adults is equally popular, if not as prolific, as Youth programs. Mayhem in the AM, a mystery book discussion group, regularly attracts 15-18 patrons.

Over the past year the Henderson Library staff has used lists generated by Collection HQ to identify items that have not checked out in the last 3-5 years. They created reports based on circulation information. Using these reports, staff have removed a large number of damaged and infrequently used items. The result is a collection consisting of materials that are popular and in excellent condition.

Katy Geissert Civic Center Library

Technical Processing continues to be extremely busy. Zip Books is going great, current funding goes through the end of this month, and then the Library reapply. Zip Books is a State Library funded program supporting Library customers selecting items through a link to Amazon on the Library's website. This enables the Library to purchase the item on their behalf using grant funds, if the item is 1. not in the system; 2. considered worth adding when returned by the user.

If the purchase is made, the item is shipped directly to the Library customer, checked out to them, and when returned, cataloged and made available for all other Library customers to check out.

The team submitted their last book and audio-visual material orders for the fiscal year from vendors, Midwest Tape and Ingram. Materials continue coming in a steady stream. They received 62 boxes of books from Ingram during May. Many of the materials are added copies of extremely popular books such as the 150 copies of Elephant and Piggie books, just in time for the Summer Reading program!



There are never enough Elephant and Piggie books!

North Torrance Branch Library

North Torrance is finalizing stage three of the “Collection Correction” project, with the newly separated juvenile non-fiction swapping places with adult fiction. Slight shifting of portions of the moved collections is being completed before moving into the final stage.



The Middle School collection is available to customers in its entirety for the first time in two years, making it easier to search. The sorting shelves are empty and able to be relabeled. Staff have even started to use them to display some of the more short-term collections such as Park Passes, Storytime Kits, and Lego!

Southeast Branch Library

Southeast Library stayed busy in May with a diverse array of programs. Highlights included a puppet show for youth from Sunny Seki, while adults learned about the history of Hawaiian music for Asian American Pacific Islander month with a presentation from Long Beach Public Radio station, KLBP DJ, Lono Archambault, and a May 4th screening of Return of the Jedi brought an all-ages crowd that included Grogu and the Mandalorian!




Walteria Branch Library

Provided in person.

Staff is available for questions.

Respectfully submitted,



Heather Cousin
City Librarian