

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 enter the West Annex at the front 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, JULY 8, 2024
REGULAR MEETING
6:00 P.M. IN THE WEST COMMISSION ANNEX MEETING ROOM
3031 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: Chatterjee, Lefevre, Reilly, Singh, Wang, and Piotrowski.

2. FLAG SALUTE: Commissioner Wang

3. INSPIRATIONAL MESSAGE: Commissioner Piotrowski

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, July 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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.*

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: June 10, 2024.

8. ADMINISTRATIVE MATTERS

8A. ANNUAL ELECTION OF LIBRARY COMMISSION OFFICERS

Recommendation of the City Librarian that the Library Commission nominate and elect the Chair and Vice Chair of the Library Commission for the 2024-2025 term.

8B. DISCUSSION AND APPROVAL OF DRAFT LIBRARY COMMISSION ANNUAL REPORT FOR 2023-2024

Recommendation of the City Librarian that the Library Commission discuss and accept the draft Library Commission Annual Report for 2023-2024.

8C. STATUS REPORT ON EXTENDED ACCESS SERVICE AT EL RETIRO BRANCH LIBRARY

Recommendation of the City Librarian that the Library Commission accept and file the update on the Extended Access Service at the El Retiro Branch Library.

8D. REPORT ON SERVING WITH A PURPOSE CONFERENCE ATTENDANCE

Recommendation of the City Librarian that the Library Commission accept and file the report outlining attendance at the Serving with a Purpose Conference.

8E. LIBRARY COMMISSION ANNUAL ROTATIONAL MEETING SCHEDULING

Recommendation of the City Librarian that the Commission accept and approve the scheduling of meetings at each of the six Torrance Public Library locations throughout the 2024-2025 term.

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, August 12, 2024, at 6:00 p.m. in the West Annex Commission Meeting Room, 3031 Torrance Blvd, Torrance, CA 90503



AFFIDAVIT OF 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** meeting of **July 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: 8:30 am Date: 07/03/2024

By: 
Sonia Delgado-Admin Assistant- Office of the City Clerk

June 10, 2024

**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, June 10, 2024, in the Walteria Branch Library.

ROLL CALL

Present: Commissioners Lefevre, Reilly, Singh, and Chair Piotrowski

Absent: Commissioners Muo and Wang

Also Present: City Librarian Heather Cousin

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

2. FLAG SALUTE

Chair Reilly 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 Thursday, June 6, 2024.

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

None.

6. ORAL COMMUNICATIONS

Chair Piotrowski stated that (2) thank you cards were received pertaining to the Staff Appreciation Breakfast.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: MAY 13, 2024

MOTION: Commissioner Singh moved to approve the May 13, 2024 minutes as amended. Commissioner Reilly seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

8. ADMINISTRATIVE MATTERS

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

City Librarian Cousin presented Item 8A:

Friends of the Torrance Library Chair, Tony Yeh, spoke, stating that the Summer Book Sale will be July 19 – July 21, 2024.

Mr. Yeh stated that Friends of the Library are facing financial difficulties due to lack of internet sales, book sales, donations, and the loss of Discovery Books.

Mr. Yeh stated that Friends of the Library are constantly looking for volunteers.

Members of the Commission spoke.

A member of the public spoke.

MOTION: Commissioner Reilly moved to accept and file Item 8A. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

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

City Librarian Cousin presented Item 8B:

- Today, June 10, 2024, is the start of the Summer Reading Program; the theme is Read, Renew, Repeat.
- The Walteria Branch Library will be one of the first sites in the Capital Improvement Project to be demolished and rebuilt into a joint-use facility that will give the library more flexibility with programs.

Members of the Commission spoke.

MOTION: Commissioner Lefevre moved to accept and file Item 8B. Commissioner Singh seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

8C. STATUS REPORT ON THE LITTLE TORRANCE LIBRARY PROJECT

City Librarian Cousin presented Item 8C:

South High School students Alexis Choi and Kaelyn Kang spoke, giving an update on the Little Torrance Library Project; fundraising efforts, collecting books, and working with the City and the community are underway.

Members of the Commission spoke.

MOTION: Commissioner Singh moved to accept and file Item 8C. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

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

City Librarian Cousin presented Item 8D:

West High School students Kesar Udhawani, Vibha Rao, and Kaylee Agus spoke on innovative ways to make the library more accessible for students, providing options for the Commission's consideration.

Members of the Commission spoke.

MOTION: Commissioner Lefevre moved to accept and file Item 8D. Commissioner Reilly seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

8E. LIBRARY COMMISSION ANNUAL REPORT DRAFT UPDATE

City Librarian Cousin presented Item 8E:

City Librarian Cousin stated that the Community Services Department has decided that all annual reports are to be submitted at the end of August.

Chair Piotrowski stated that he will work on the Annual Report draft in June, work on the draft with the new Commissioner in July and review the draft with the Commission in August.

MOTION: Commissioner Singh moved to appoint Chair Piotrowski to begin working on the Library Commission Annual Report draft to be ready to be presented in the July 2024 meeting and engage the new Commissioner to work on the final draft for the final submission. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

8F. CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8F:

- Administrative Assistant Ramona Fefie is retiring after serving the City for 34 years.
- The Staff Appreciation Lunch was successful, and staff was very appreciative.
- Torrance Summer Nights, put on by the Cultural Services Division within the Community Services Department, had a Taylor Swift night with approximately 1,000 individuals in attendance; flyers about the Summer Reading Program were passed out at the event.
- Staff is going out to schools and giving presentations.
- El Retiro Library is doing well with extended access; an invitation will be provided to the Commission regarding the grand launch.
- Henderson Library is doing well with programming.
- Senior Librarians are at every location in exception with Katy Geissert Library, with the passing of the new budget, a Senior Librarian will be recruited.
- North Torrance Library has gone through the weeding process based on the Collection Development Policy.

- Southeast Library had a successful Star Wars Day.

Members of the Commission spoke.

MOTION: Commissioner Reilly moved to accept and file Item 8F. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

9. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

- Annual Report Draft.
- Expanded Access update.
- July 2024 elections.
- Serving with a Purpose update.
- Rotational library schedule.
- City Librarian's Monthly Division Report.

11. ADJOURNMENT

MOTION: At 7:34 p.m., Commissioner Reilly moved to adjourn the meeting to Monday, July 8, 2024, at 6:00 p.m. at the West Annex Commission Meeting Room. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Muo and Wang absent).

###

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: ~~OBJ~~ ANNUAL ELECTION OF LIBRARY COMMISSION OFFICERS

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission nominate and elect the Chair and Vice Chair of the Library Commission for the 2024-2025 term.

BACKGROUND/ANALYSIS

The primary responsibility of each City commission is to ensure City government is responsive to the needs of the people. The charge to the Commission is as follows:

The Commission makes recommendations to the City Council regarding the operation of the library system by keeping in touch with the patrons; establishes strong lines of communication with the schools; supports the Historical Society and the Friends of the Torrance Library; promotes the use of the library; gives information on its activities and encourages public support as well as legislative support. Governing Code: Division 1, Chapter 3, Article 3, Sections 13.3.1 13.3.8.

The Commission Chair and Vice-Chair are elected by the commission members and serve a one-year term in that capacity. The election process is conducted at the beginning of the new fiscal year and during the first meeting of the new fiscal year. The Commission Chair manages the process of the meeting ensuring Commissioners, staff, and the public are afforded time to speak and that the meeting is conducted according to applicable laws and regulations.

The Chair and Vice-Chair are typically nominated and elected by the Commission each year. The willingness and ability of an individual to serve as the Chair or Vice Chair should be taken into consideration. Typically, the Chair usually leads the monthly meetings, and the Vice-Chair serves in the absence of the Chair.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Commission Meeting of
July 8, 2024

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: DISCUSSION AND APPROVAL OF DRAFT LIBRARY COMMISSION ANNUAL REPORT FOR 2023-2024

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission discuss and accept the draft Library Commission Annual Report for 2023-2024.

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. The finalized report is then presented to the City Council for adoption.

At the Commission's June meeting, Commissioners selected the then Chair to begin drafting the Annual Report for consideration and approval. Attached is the draft report.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Attachment: Draft Annual Report

DRAFT

Torrance Public Library

**Annual Report
Library Commission
FY 2023-24**

**Prepared by
Dennis Piotrowski
&
Library Commissioners
City of Torrance, California
July 8, 2024**

ATTACHMENT A

Vision Statement *(per Library Commission FY 2018-2019 Annual Report; still active?)*

The vision of the Torrance Library Commission is that all Torrance residents have access to quality library services in order to:

- Achieve their greatest potential
- Participate in a global society
- Enrich their daily lives

Mission Statement *(per Library Commission FY 2018-19 Annual report; still active?)*

The Torrance Library Commission, is committed, through leadership, advocacy, and service to the Torrance Public Library system, to ensure that this community has a place to access information, to pursue lifelong learning, and to experience cultural heritage and enrichment.

Membership *(note, the Code was revised in 5/24, reflected below)*

The Torrance Library Commission consists of seven members who are electors of the City. The members of the Commission are appointed by the City Council. At the first meeting in every fiscal year, the Commission elects one of its members to chair the Commission for one year and until a successor is elected by the Commission.

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

For the fiscal year beginning July 2023 and ending June 2024, the membership of the Torrance Library Commission was as follows:

Office:	Name	Term Begins	Term Expires
Chair	Dennis Piotrowski	7-01-21	6-30-25
Vice Chair	Andrea Reilly	7-01-21	6-30-25
Member	Chi Muo	7-01-22	6-30-24
Member	Peter LeFevre	7-01-23	6-30-27
Member	Sadhna Singh	7-01-23	6-30-27
Member	Kim Wang	7-01-21	6-30-25
Member	*Vacant		6-30-26

*Commissioner Benjamin Gunter resigned effective 8/2023

Powers and Duties

Per the T.M.C. 13.3.7:

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

Meetings

The Commission met on the following dates and locations:

- July 10, 2023 – West Annex Commission Meeting Room
- August 14, 2023 – West Annex Commission Meeting Room
- September 11, 2023 – West Annex Commission Meeting Room
- October 9, 2023 – West Annex Commission Meeting Room
- November 13, 2023 – Cancelled due to lack of quorum
- December 11, 2023 – El Retiro Branch Library
- January 8, 2024 – Katy Geissert Civic Center Library
- February 2024 -- (DARK due to city holiday)
- March 11, 2024 – Southeast Branch Library
- April 8, 2024 – Isabel Henderson Branch Library
- May 13, 2024 – North Torrance Branch Library
- June 10, 2024 – Walteria Branch Library

Significant Actions

The Commission reviewed Monthly Division Reports and updates on the TPL from City Librarian Cousin and key staff, including personnel changes, programs and library events such as the Summer Reading Program.

The Commission reviewed an update on the Extended Access Program at the El Retiro Branch Library.

The Commission reviewed the Torrance Public Library Collection Development Policy.

The Commission approved the recommendation for all Library Commissioners to join the California Library Association.

The Commission reviewed credit card payment solutions at the Torrance Public Libraries.

The Commission reviewed the current TPL social media presence and potential applications.

The Commission reviewed reports from the Friends of the Torrance Public Library regarding the status of its book sales

The Commission reviewed reports from the City Librarian and Kurt Weideman from the Torrance Public Library Foundation regarding the status of the Foundation and the donation of the Gotham Trust to the El Retiro Library.

The Commission listened to a presentation from South High students regarding the creation of "Little Free Libraries" in public parks around the City. The Commission is supportive of this project and provided feedback on its goals of increasing the accessibility of books and literacy, as well as promoting reading.

The Commission requested a review of TPL's Standards of Behavior, last reviewed by the Commission on September 10, 2012. This is on hold as the City Attorney's office is currently reviewing the Standards of Behavior which have yet to be finalized.

The Commission listened to a presentation from City of Torrance Management Associate Carlos Huizar and provided feedback on the Torrance Civic Center Master Plan. The Commission will monitor this, and the planning and development of the new WALTERIA library branch and community center.

The Commission reviewed the TPL Study Room Use Policy and voted to add a line to the Study Room literature that the 2019 Study Room Rules have been approved by the Torrance Library Commission with no changes.

The Commission reviewed reports on the current state of legislative advocacy efforts on behalf of the TPL, including through organizations such as Southern California Library Cooperative's "Day in the District." The Commission looks forward to assisting with this.

The Commission Chair was part of the 28th Annual “Beat the Odds” Scholarship Selection Committee on April 10, 2024.

The Commission sponsored a Staff Appreciation Breakfast on May 30, 2024.

Two Library Commissioners participated on the Torrance Youth Council Selection Interview Panel on June 7, 2024.

Community Relations and Outreach [PLEASE ADD TO]

Commission members continued to maintain a strong presence in the community over the past fiscal year, participating in the following events and promoting the library:

- *Rock Around the Block in Old Torrance (July 20, 2023)
- *Virtual “CHAT with Police Chief Jay Hart” (October 30, 2023)
- *Torrance in Action, City Updates & Pension Workshop (November 2, 2023)
- *Visit with a Veteran Program, Torrance Historical Society (November 12, 2023)
- *Torrance Turkey Trot (November 23, 2023)
- *City Council Candidate Forums (January 31, 2024 & February 7, 2024)
- *Miss Torrance History Presentation by former City Manager LeRoy J. Jackson (March 17, 2024)
- *25th Anniversary Celebration of the Attic Teen Center Open House and Pancake Breakfast (April 13, 2024)
- *Former Councilman Mike Griffiths Retirement Reception (April 17, 2024)
- *Friends of the Torrance Library Book Sale (April 26, 2024)
- *Torrance Armed Forces Day 5K for Freedom Race, Reception and Parade (May 18, 2024)
- *Names on the Wall Remembrance, Torrance Veterans Memorial (May 24, 2024)
- *Commissioner Recognition Dinner (May 29, 2024)
- *Torrance Historical Society Annual Meeting and Historic Home Tour (June 2, 2024)

Challenges and Concerns

In FY 2023/34 the Torrance Library Commission was thankful to continue to support and promote the Torrance Public Library, which continues to play a tremendously positive and enriching role in the daily lives of its citizens.

The Commission is pleased that progress has been made regarding the staffing levels and working conditions at the Torrance libraries. The passage of SST and the stabilization of the City's fiscal condition have helped in this regard and the Commission will continue to advocate for the library.

The Commission will monitor the challenges the Torrance Public Library Foundation faces in the recruitment of new Board Members and the impact this has on the library and will continue to offer recommendations when applicable.

Similarly to the above, the Commission will monitor the challenges faced by the Friends of the Torrance Library support group, such as long-range planning and the recruitment of new volunteers.

The members of the Torrance Library Commission respectfully submit this report of our productive year for your consideration. The Commission is very grateful to the Honorable Mayor George K. Chen and City Council, the Community Services Department, and Library staff and volunteers for their commitment and dedication to the Torrance Public Library.

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: STATUS REPORT ON EXTENDED ACCESS SERVICE AT EL RETIRO
BRANCH LIBRARY**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the update on the Extended Access Service at the El Retiro Branch Library.

BACKGROUND/ANALYSIS

In January 2022, then City Librarian, Yolande Wilburn, presented the Library Commission with a plan to implement Extended Access service using Open+, a product from Bibliotheca, funded through a grant from the California State Library. The software, combined with remote door unlocking/locking features, closed circuit cameras, self checkout, and other self-service features would enable the Torrance Public Library's El Retiro Branch to extend access beyond the operating hours of other library locations.

The service is enabled when, after receiving an orientation to the service from Library staff and signing an acknowledgement of the terms, Library customers access the El Retiro Branch during Extended Access hours, Library customers scan their card on a keypad outside the front door and enter the library. The door, then, locks behind them, and can be released when they are ready to leave.

Once inside, customers are able to use public computers, print, check out, return, and retrieve held items during unstaffed hours. A phone is provided to reach other Torrance Public Libraries during their open hours, or emergency services, if necessary. Restrooms are locked; however, public restrooms are available in the El Retiro Park.

Shortly after that presentation in 2022, El Retiro experienced a catastrophic plumbing incident requiring renovations which took almost nine months to complete. The Extended Access project also encountered multiple hurdles also due to the age and unique features of the El Retiro Branch Library. Finally, in February of 2024, the Library was able to launch the program and orient it's first card holders to Extended Access.

Since that time, there have been:

- Hours open from launch to 5/31/24 328
- Open+ visits from launch to 5/31/24 23
- Patrons registered from launch to 5/31/24 65
- Patron checkouts from launch to 5/31/24 0

Currently, Extended Access hours at El Retiro are:

Monday, Wednesday, and Friday: 2:00pm-6:00pm
Tuesday and Thursday: 10:00pm-2:00pm

Before the end of the Summer, staff are planning to launch a formal grand opening of the service. Commissioners, Council, and residents will be invited to have their Torrance Public Library cards upgraded with Extended Access privileges. In the future, based on need, staff will continue to evaluate Extended Access hours and look for additional opportunities to serve the community.

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

Commission Meeting of
July 8, 2024

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: REPORT ON SERVING WITH A PURPOSE CONFERENCE ATTENDANCE

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file the report outlining attendance at Serving with a Purpose Conference.

BACKGROUND/ANALYSIS

In May, staff attended the 12th Annual Serving with a Purpose Conference in Ontario, California. The Conference brings together library supporters from across the State, including staff, Friends groups, Foundation boards, Commissioners, and trustees. This year's theme was, "Fundraising and Advocacy: A Call to Action".

With over 300 in attendance, multiple speakers, and several breakout activities, staff learned about new fundraising and advocacy techniques. Presentations included supporting the right to read, creating an advocacy and engagement campaign before it's "needed", and taking the library to where the community gathers like the guest author series offered at the Ontario International Airport.

A popular breakout topic was finding alternatives for the defunct book recycling company that's left most Friends groups, including the Friends of the Torrance Public Library, without a ready way to recycle their discarded donations. The outcome of these discussions and contacts have been shared with the Friends.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: LIBRARY COMMISSION ANNUAL ROTATIONAL MEETING SCHEDULING

RECOMMENDATION

Recommendation of the City Librarian that the Commission accept and approve the scheduling of meetings at each of the six Torrance Public Library locations throughout the 2024-2025 term.

BACKGROUND/ANALYSIS

At the June Commission meeting, staff discussed the possibility of moving up the scheduling of annual rotational meetings. The rotational meetings offer Commissioners the opportunity to visit each Library location, meet staff, and see more of Library operations while still conducting Commission business.

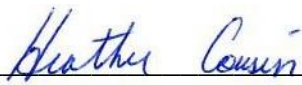
If the Commission approves, staff propose the following schedule with each meeting starting with a brief operational overview by staff.

El Retiro – October 14
November's meeting would be cancelled (Veteran's Day holiday)
Southeast – December 9
Henderson – January 13
February's meeting would be cancelled (Lincoln's Birthday holiday)
North Torrance – March 10
Walteria – April 14
Katy Geissert Civic Center Library – May 12

If this schedule is approved by the Commission, the change of venue will be forwarded to the City Council for formal approval and adoption.

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

Staff held interviews for a Management Aide position. Management Aides working in a variety of Departments and Divisions within the City as paid interns. These entry level positions are intended to give applicants exposure to all aspects of local government while they also provide meaningful support to the Department or Division to which they are assigned. Management Aides serve for no more than six months, and many have gone on to other positions within the City.

Management Aide positions are funded through the City Manager's Office and do not "count" against the Library's staffing numbers. This has enabled the Library to preserve all open positions.

The Management Aide for the Library will support community engagement efforts. This will include assisting in the creation of digital and print content and outreach efforts.

Outreach

Staff at Katy Geissert led multiple tours for a variety of City staff and potential community partners. For the first time during the City's, Leroy Jackson Lunch and Learn series, City staff were invited to go behind the scenes at the Library and see everything from what happens when an item gets returned to how items are processed in the Technical Processing area.



City staff hear about what's available at the information desk from Suganthi Buehler and Michael George.

Several of the City Clerk Department staff members who took the tour discovered the digital resources that are often the topic of frequent community requests. Library staff are following up with the Clerk's team to ensure they have a complete list of the

Library's online resources to assist them as they answer questions from the public.

In addition to tours for City staff, tours were also given to staff from Harbor Regional Center, Connections for Children, and ICAN. Given the positive response to these tours, staff are considering establishing a regular tour schedule at Katy Geissert to provide the public with an opportunity to see what happens behind the scenes at their Library.

El Retiro Branch Library



A patient listener at the El Retiro BARK Program.

El Retiro staff planned a fun and exciting Summer Reading Program (SRP) for the community. Staff planned eight adult and eight youth programs, with additional monthly children's scavenger hunts. Everyone who signs up for the summer reading program can decorate a CD that's hung up in the Library with them.

The El Retiro team is hosting programs for children, teens, and adults. In June they offered a children's concert and vision board workshop, which was very popular with all ages audience.

There are currently three teen SRP volunteers, who are hardworking and enthusiastic! Summer has just begun, and the team is excited for the fun to continue.

Henderson Branch Library

The Henderson Branch Library Team has been busy being the first to run out of the coveted Squishmallows during the second week of the Summer Reading Program. With multiple school assembly visits, a tuna can diorama craft and other similar inventive programs, it's no wonder completions were high at this busy location!

Katy Geissert Civic Center Library

The end of the fiscal year, book deliveries and Programming are stealing the show at Katy Geissert as SRP is in full swing! First-time, Torrance Jeopardy Champion and former City Councilmember, Kurt Weideman, proudly hoisted the winner's trophy after besting the competition in the multi session game. Sure to be a repeat program, many remarked at the challenging questions.

Librarian, Michael George (Host), and Torrance Jeopardy contestants, Susan Barr, Kurt Weideman (Champion), Jean Adelsman and Alan Sarkisian.



As SRP started, there were many fun offerings for all, including a deceptively simple obstacle course right outside the Library's entrance created by Senior Library Technician, Hailey Giczy. Adults and children are trying to follow the taped directions and get a little cardio workout on their way in to drop off a book or cool down in the Summer heat.

Also in the Plaza, popsicle stick tower building and chalk art was the rage as teams got creative with both. The towers got ever higher despite the windy conditions and the chalk art has held up well even with the regular foot traffic entering the Library, daily.

Winners of the tallest tower contest at 7 feet!



Polly Watts Story Theater was packed For the rubber band ball extravaganza!



Adults and children working out with the duct tape Course



Chalk art fun!

Circulation

The Circulation team is cross training with the Technical Processing team to ensure a more seamless customer service experience and better workflow. Circulation was also pleased to congratulate Hallie O'Malley who was promoted from Library Page to Library Technician.

As part of the work unit's cross training efforts, newer team members are also cross training on tasks performed by seasoned team members. For example, to reduce costs during the pandemic, the Library stopped purchasing multiple copies of books used for book groups and instead requested them from other library systems using a process called, Interlibrary Loan or ILL. Now, all Library Technicians are being trained on how to complete this task both for the book groups and the public who may want to request titles the Library doesn't carry.

Technical Processing



iFixit Kits ready to check out for home repairs.

Technical Processing continues to be busy as the last orders of the fiscal year arrive. We also processed a few new types of items this month, including Solar charges to take outside to charge your phone or tablet, and also iFixit kits that can be used to repair electronics and other things around the home.



Solar chargers are ready to go!

North Torrance Branch Library

The North Torrance was pleased to welcome back Library Page, Ms. Dayna just in time for the start of Summer Reading. With the "Collection Correction" continuing in a positive direction, Dayna will no doubt help move things forward with considerable speed.

SRP Programs and events have been very well received. A new offering this Summer is Family Friday, a weekly event featuring a fun, intergenerational activity perfect for caregivers and children. The team has been pleased with the turnout and anticipates participation to grow as the Summer continues.

Southeast Branch Library



June has seen the welcome arrival of Library Technician, Carmen Arroyo. Carmen comes to the Torrance Public Library with experience at Palos Verdes Library District and King County Public Library in Washington State.


With the help of sixteen volunteers, SRP got off to a successful start. Programming is already in full swing, with early highlights including the first two of five scheduled visits with our four-legged literacy partners at BARK, live performances from electronic musician Sander Roscoe Wolff and children's performer Mr. Markus the Music Man.

Southeast staffers Kia, Judy, and Nataly welcome SRP with handcrafted fascinators.

Walteria Branch Library

Walteria staff have planned lots of fun programs this summer. The team hosts programs for all ages. Among them, they created a children's paper squishie craft, hosted a youth concert, and a craft for adults. Walteria was also the second branch to run out of the coveted Squishmallow SRP prize. However, the cuddly Torrance Public Library logo polar bears are just as beloved. The Walteria Team are also happy to report that their teens are gravitating toward the SRP Prize books more than usual.

Staff is available for questions.

Respectfully submitted,


Heather Cousin
City Librarian

Attachment: Library Statistics

Annual Statistics

2022-2023*

Library Visits	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
	13,368	67,428	130,662	40,436	51,269	37,164

**El Retiro does not include July or August through 8/21/2022.*

2023-2024*

Library Visits	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
	19,814	53,572	126,031	42,504	51,813	34,084

** Katy Geissert statistics do not reflect December visits (malfunction in door counters)*

2022-2023

Circulation

El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
25,311	115,311	367,272	104,009	82,717	94,212

2023-2024

Circulation

El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
37,047	112,735	327,861	103,386	85,217	80,679

2022-2023

Program

Attendance

El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
2,152	2,503	3,533	1,721	1,426	1,867

2023-2024

Program

Attendance

El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
2674	3214	6908	2585	3358	1758

Monthly Statistical Snapshot

**2023-2024
Visits**

	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	2284	5947	14556	4342	3316	3334
August	1981	5884	13579	3742	3931	3103
September	1462	6355	12113	3975	4890	2973
October	1731	6424	12667	4094	5169	2837
November	1510	4716	6350	3575	4186	2344
December	1139	4371	Not Available	2910	3665	2045
January	1495	3768	9358	1759	4430	2712
February	1424	2754	9651	1691	4340	2554
March	1573	3365	11762	4188	4708	2774
April	1636	3280	12270	3914	4567	2962
May	1533	3209	10668	3806	4496	2957
June	2046	3499	13057	4508	4115	3489

**2023-2024
Circulation**

	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	3671	10100	35826	10164	7461	8797
August	3059	10093	33393	9651	7583	7133
September	2848	10179	29838	9080	6843	7097
October	2878	9191	29089	8760	7348	6241
November	2654	7897	25276	8010	6563	5970
December	2645	8225	24316	7625	6418	6282
January	3289	9641	24760	7887	7507	6429
February	2825	8501	19992	7439	6605	6234
March	3087	10196	23931	8523	7148	6303
April	2989	9254	25850	8590	7579	6815
May	3295	9304	25965	8530	6685	6332
June	3807	10154	29625	9127	7477	7046

**2023-2024
Total Prog
Attendance
By Location**

	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	555	484	1324	359	234	351
August	196	368	866	118	48	138
September	99	99	148	148	144	68
October	403	307	388	343	347	137
November	277	102	332	167	202	111
December	62	101	298	247	249	94
January	184	411	555	166	275	124
February	385	195	707	183	466	89
March	109	155	384	225	148	74
April	24	372	470	323	185	133
May	38	313	597	142	510	258
June	342	307	839	164	550	181

**2023-2024
Programs**

	Adult	Teen	Youth			
July	47	2	50			

August	39	1	24			
September	21	2	28			
October	23	6	55			
November	18	1	29			
December	13	3	34			
January	20	1	46			
February	17	2	48			
March	18	6	25			
April	22	2	41			
May	21	4	36			
June	23	1	47			