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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.

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, AUGUST 12, 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, Piotrowski, Singh, Wang, and Reilly.

2. FLAG SALUTE: Commissioner Piotrowski

3. INSPIRATIONAL MESSAGE: Commissioner Lefevre

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, August 7, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: July 8, 2024.

8. ADMINISTRATIVE MATTERS

8A. REPORT ON TORRANCE PUBLIC LIBRARY FUNDRAISING EFFORTS

Recommendation of the City Librarian that the Library Commission accept and file staff's report outlining fundraising efforts.

8B. REPORT ON THE STATE BUDGET IMPACTS ON LIBRARY FUNDING

Recommendation of the City Librarian the Library Commission accept and file the staff's report regarding statewide library funding from the adopted 2024-2025 State budget.

8C. REVISED LIBRARY COMMISSION ANNUAL ROTATIONAL MEETING SCHEDULING

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

8D. 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, September 9, 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 **August 12, 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: 3:15 PM

Date: 08/07/2024

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

**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, July 8, 2024, in the West Annex Meeting Room.

ROLL CALL

Present: Commissioners Chatterjee, Lefevre, Piotrowski, Singh, Wang, and Chair Reilly.

Absent: None.

Also Present: City Librarian Heather Cousin.

2. FLAG SALUTE

Commissioner Wang led the Pledge of Allegiance.

3. INSPIRATIONAL MESSAGE

Chair Piotrowski 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, July 3, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

City Librarian Cousin announced that the Commission received an invitation to the upcoming Friends of the Madrona Marsh's 50th Anniversary event.

6. ORAL COMMUNICATIONS

None.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: JUNE 10, 2024

MOTION: Commissioner Singh moved to approve the June 10, 2024 minutes. Commissioner Reilly seconded the motion; a roll call vote reflected 6-0 approval.

8. ADMINISTRATIVE MATTERS

8A. ANNUAL ELECTION OF LIBRARY COMMISSION OFFICERS

City Librarian Cousin presented Item 8A:
Commissioner Wang nominated Commissioner Reilly as Chair.

Members of the Commission spoke.

MOTION: Chair Piotrowski moved to nominate Commissioner Reilly as Chair. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval.

Commissioner Wang nominated Commissioner Lefevre as Vice Chair.

Members of the Commission spoke.

MOTION: Commissioner Wang moved to nominate Commissioner Lefevre as Vice Chair. Commissioner Singh seconded the motion; a roll call vote reflected 6-0 approval.

** The gavel was passed to Commissioner Reilly, in turn, Commissioner Reilly led the duration of the Commission as Chair. **

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

City Librarian Cousin presented Item 8B:

Members of the Commission spoke, providing feedback and corrections on the Library Commission Annual Report.

MOTION: Commissioner Singh moved to make amendments to the Library Commission Annual Report for 2023-2024 as suggested by the Commission. Commissioner Lefevre seconded the motion; a roll call vote reflected 6-0 approval.

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

City Librarian Cousin presented Item 8C:

City Librarian Cousin stated that most of the technical issues have been resolved and patrons (40-50 individuals have signed up for Extended Access) have been using Extended Access at the El Retiro Branch Library successfully. The Commission will be sent invitations to the grand opening in the next few weeks.

Members of the Commission spoke.

MOTION: Commissioner Piotrowski moved to accept and file Item 8C. Commissioner Singh seconded the motion; a roll call vote reflected 6-0 approval.

8D. REPORT ON SERVING WITH A PURPOSE CONFERENCE ATTENDANCE

City Librarian Cousin presented Item 8D:

City Librarian Cousin stated that she attended the May 2024 Serving with a Purpose Conference. The conference focused on advocacy due to book bans and various challenges, and funding for libraries.

Members of the Commission spoke.

MOTION: Commissioner Lefevre moved to accept and file Item 8D. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval.

8E. LIBRARY COMMISSION ANNUAL ROTATIONAL MEETING SCHEDULE

City Librarian Cousin presented Item 8E:

A tentative Library Commission rotational meeting schedule was presented to the Commission for their consideration.

Members of the Commission spoke providing preferred dates and locations.

MOTION: Commissioner Wang moved to accept and file the amended portions of the Annual Rotational Meeting Schedule [moving North Torrance Library to February 2025, Walteria Library to March 2025, and Katy Geissert Library to April 2025]. Commissioner Singh seconded the motion; a roll call vote reflected 6-0 approval.

8F. CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8F:

- Interviews were held for the Library Management Aide position and a candidate has been secured.
- Staff is looking to recruit for the Library Administrative Assistant position in August.
- Staff did a significant amount of outreach in the month of June 2024 regarding various programs.
- Plans are in the works to provide the Commission insight on technical processing procedures once the Commission meets at the Katy Geissert Library.
- Torrance Jeopardy Program finals were held at the Katy Geissert Library where former City Councilmember Kurt Weideman won the coveted prize.
- Programming has been attracting large groups and community response has been good.

Members of the Commission spoke.

MOTION: Commissioner Piotrowski moved to accept and file Item 8F. Commissioner Lefevre seconded the motion; a roll call vote reflected 6-0 approval.

9. **COMMISSION ORAL COMMUNICATIONS**

Members of the Commission spoke.

10. **ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

- How the State Budget impacts the Library.
- Fundraising Report (what Library staff has done and future goals).
- City Librarian's Monthly Division Report.

11. **ADJOURNMENT**

MOTION: At 7:23 p.m., Commissioner Piotrowski moved to adjourn the meeting to Monday, August 12, 2024, at 6:00 p.m. at the West Annex Commission Meeting Room. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval.

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TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: REPORT ON TORRANCE PUBLIC LIBRARY FUNDRAISING EFFORTS

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission accept and file staff's report on fundraising efforts on behalf of the Torrance Public Library.

BACKGROUND/ANALYSIS

At the July 2024 meeting, Commissioners requested an update on fundraising efforts on behalf of the Library. Since that meeting, the Friends, the Library's primary fundraising vehicle, held another book sale in the Library's Meeting Room.

The three-day event was successful, however, as in year's past, the Friends Summer sale raised a smaller amount, just \$7,756, than those held during the Fall, Winter, or Spring. This April's sale, for example, raised \$9,827. Unfortunately, the Friends cancelled their January 2024 sale due to a lack of volunteers.

With Friends fundraising as the primary source of funding to support Library programming and "value added efforts", staff have been actively searching for additional funders. Interviews with interested community members have attracted one enthusiastic Foundation Board member and potentially a second.

Staff's attendance at Torrance Chamber of Commerce events has raised the visibility of the Library. Membership on the City's Economic Development team is also helping to position the Library as viable prospect for future economic development conversations.

Staff will be using the month of August to approach businesses, both large and small, to connect and make fundraising pitches. Using Summer Reading and other positive Library messaging to reintroduce the Library to the Torrance business community as a strong partner and viable way to reach the community.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: REPORT ON THE STATE BUDGET IMPACTS ON LIBRARY FUNDING

RECOMMENDATION

Recommendation of the City Librarian the Library Commission accept and file the staff's report regarding statewide library funding from the adopted 2024-2025 State budget.

BACKGROUND/ANALYSIS

California experienced a significant change in the State budget during the construction of the 2024-2025 fiscal year budget. One of the most important changes in funding was the end of federal COVID relief including the American Rescue Plan (ARPA).

With the end of federal programs, the State budget did not include funding for several projects and programs supported by the State Library. Those funds were then provided to the Torrance Public Library to fund a variety of learning and workforce readiness programs. This included:

- Online homework help (tutoring for students Kindergarten through College)
- Career Pathways online resources including Coursera, Learning Express, LinkedIn Learning, and Northstar Digital Literacy

The Torrance Public Library also sought financial support for lighting improvements in each of the six locations. However, the Building Forward Grant project, also funded with federal COVID relief dollars, was cancelled and each project declined.

With cuts to the State Library budget, it is likely there will be fewer grant opportunities for which the Torrance Public Library could have applied over the next year. As a result, the ability for staff to apply for private funding will take on an even greater importance.

Staff are currently working with the Community Services' and Finance teams to support the most critical resource, online homework help. The other resources, which primarily support workforce readiness are being discussed, as well, and staff are optimistic with ongoing negotiations with their consortia and vendors, they will be able to retain most of these resources.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: REVISED LIBRARY COMMISSION ANNUAL ROTATIONAL MEETING SCHEDULING

RECOMMENDATION

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

BACKGROUND/ANALYSIS

At the July 2024 Commission meeting, the item was brought forward to move monthly Commission meetings to the different Library locations. Rotational meetings offer Commissioners the opportunity to visit each Library, meet staff, and see Library operations while still conducting Commission business.

Commissioners expressed interest in reordering the proposed schedule to put Katy Geissert Civic Center Library first and add a tour to that meeting. With that request, staff were asked to bring back a revised item to the August meeting.

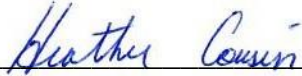
Staff propose the following revised schedule with each meeting starting with a brief operational overview by staff.

Katy Geissert Civic Center Library – October 14 (in the Polly Watts Story Theater)
November’s meeting would be cancelled (Veteran’s Day holiday)
El Retiro Branch Library – December 9
Southeast Branch Library– January 13
Henderson Branch Library– February 10
North Torrance Branch Library – March 10
Walteria Branch Library– April 14

With Commission approval, 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

Library Administration staff with the assistance of the Senior Administrative Assistant, and Administrative Assistants from Community Services are helping to complete clerical and financial tasks until a new recruitment for a permanent Administrative Assistant can be launched.

In late July, the administrative team met with potential Foundation Board members and previous Foundation members. Prior members were eager to share their knowledge of the previous Foundation's operations and what they'd hoped to accomplish in the future. The two prospective members will next meet informally with the Friends Board to get an understanding about fundraising and support efforts and where there might be areas for the two organizations to collaborate.

Staff also participated in the Torrance Chamber of Commerce's Speed Networking event. The program brings together small groups, giving them 15 seconds to tell each other about their business, nonprofit, or other endeavors. Staff shared how the Library, as a trusted community partner, has the ability to attract over 130,000 visitors annually, and is the best return on the community's investment. Staff are following up on several contacts made at the event.

Outreach

Staff visited Harbor UCLA's KinderCare location and provided multiple story times for the children. With five classes ranging from infant to elementary aged, it was a juggling act to provide meaningful engagement for each age group, and the Library team performed beautifully! With Summer Reading in full swing, it's anticipated that this fall will lead to an increase in outreach events and programming.

El Retiro

El Retiro Library continues to engage its community through programming, story times, and book groups. Toddler story and youth craft programs repeatedly attract 40-50 attendees per program. El Retiro's Craft Swap program for adults provided an opportunity for community members to swap supplies and ideas, and more than one attendee called the Library to request additional craft swaps. Staff are working to provide a variety of programming at El Retiro, and know they've made an impact when the community asks for more!

The Youth Librarian has diligently worked to recruit and train teen volunteers to be attentive and helpful. We hope our volunteers will continue to help in the fall.

El Retiro crowds wait patiently for story time to begin.



Henderson Branch Library

The Henderson Library remained very busy during the month of July for the Summer reading program. The building is consistently filled with SRP participants. During July, 130 participants registered, 111 completed and 70 completed the bonus reading to receive the Torrance Public Library canvas book bag.



Oro y Plata performs at the Henderson Branch Library

Henderson held multiple youth programs including a weeklong scavenger hunt, story time sessions, creating a diamond painting, a tin can cowbell, and a twirling ribbon craft.

Adult programs included making a biodegradable planter, a ukelele concert, a mariachi band, a movie showing and the twice monthly Craft Delight program. All the crafts and programs were well attended. Staff and customers had a fun time throughout the month.

Katy Geissert Civic Center Library

Summer Reading was in more than full swing, as children and adults enjoyed a very full programming calendar! From gifted performers to creative crafts, staff pulled out all the stops to make this a memorable July for all.

The month began with a Happy Hours @ KGL Lego program for children. Then customers had their pick of protecting themselves from financial scams presented by Malaga Bank, to making marbled seashell art to amazing concerts. There really was something for everyone.

Toddler story time continued to grow. Even with two sessions, the size of the audience fills the Polly Watts Story Theater to capacity and stroller parking is at its limits.



Technical Processing

Technical Processing worked on several grant related projects this past month. The Library received books from the "First Partner's Summer Book Club". 24 unique titles and a total of 144 books were received. Each of the books will have a sticker on the cover indicating that they are part of the program. Libraries also received bookmarks to hand out to customers. Move information on the program can be found at: <https://www.library.ca.gov/summer-reading/>



Staff ordered books and other materials to create Sensory kits to support the Library's "Stronger Together" grant. The kits are being constructed and more information will be available as the kit inventory is finalized.



First Partner Book Club selections getting stickered.

North Torrance Branch Library

Despite the heat, customers attended many of the Summer Reading Program activities. On July 5, staff hosted the third Family Fridays event, an opportunity for friends and family to work on a fun craft with a focus on mindfulness and self-awareness. This program has proven popular, and staff are eager to offer it again in the Fall.

This time, customers created "A Little Fit" out of soft yarn and googly eyes. When confronted with something that makes them sad or angry, customers can safely "throw a fit" to help them deep with those big feelings. Rarely do staff receive such immediate gratification for a program well planned, but that same evening one staff member was in the grocery store when they saw a young child begging his mom for a candy bar at checkout. As mom held firm, and the child threatened to have a meltdown, he suddenly reached into his pocket, pulled out the craft he made that same afternoon, and threw it on the floor, exclaiming, "I'm going to throw a fit!" Crisis averted.





Wonders of Wildlife delighted everyone with a selection of animals including a bearded dragon, a chicken, a fennec fox, a giant Flemish rabbit, a pig, and a snake. The presenter allowed the participants a close-up view while teaching them the importance of conservation.

With over 650 patrons registered for the Summer Reading Program, and almost 200 having completed, July was a busy month for the North Torrance Library. The team was fortunate to obtain the assistance of two high school volunteers who assisted with staffing the Summer Reading Program desk, helping move collections closer to their final homes, and performing other tasks as they learn about the library.

A heartfelt thank you goes out to all staff (Dayna, Jay, Matthew, Natalie, Ramón, and Suzi) for keeping the public desks staffed and making the Summer Reading Program participants feel excited and welcomed, all while completing their regular tasks and working on the finalization of the “Collection Correction” project.

Southeast Branch Library

Older adults performed chair yoga with gerontologist Sharmone La Rose and a multi-generational group of library attendees attended a watercolor class led by professional artist Anne Kupillas. Young readers learned about the Greek myths by participating in the new Percy Jackson book club, created their own journals, and enjoyed balloon theater with Annie Banannie.



(Cavalier)King Charles waits for a Reader as part of the BARK program



Senior Library Technician, Nataly Martinez, delights a young library user.

Walteria Branch Library

Walteria Library had a very exciting July. Staff's Jellyfish Program and Magazine Mosaics for youth generated a lot of interest from the public. Attendees proudly showed off their Jellyfish and mosaic designs to Library staff. The Concerts in the Library programs were also community favorites. Word must have spread after the first concert on July 20; *Opera with Marco and Marie*, because the attendance tripled at the concert on July 27.

Many customers expressed their appreciation for bringing music to Walteria. This year's summer reading program has been lively and engaging.



Harpist Chiara Solar performs to a full house.

Staff are available for questions.

Respectfully submitted,

Heather Cousin

Heather Cousin
City Librarian

ATTACHMENT A: Library Statistics

Library Statistics

**2024-2025
Visits**

	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	2140	3531	14338	4609	3914	3559
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

**2024-2025
Circulation**

	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	4089	10085	33519	10178	8375	7515
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

2024-2025		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Total Program	July	768	531	986	461	610	399
Attendance By Location	August						
	September						
	October						
	November						
	December						
	January						
	February						
	March						
	April						
	May						
	June						

2024-2025		Adult	Teen	Youth			
Programs Offered by Age	July	42	3	71			
	August						
	September						
	October						
	November						
	December						
	January						
	February						
	March						
	April						
	May						
	June						