



**Library  
Commission**

**KATY GEISSERT CIVIC CENTER LIBRARY  
3301 TORRANCE BLVD.  
TORRANCE, CA**

**MONDAY, January 13, 2020, 7:00 p.m.**

**AGENDA**

The Library Commission is an advisory body to the City Council that meets on the second Monday of each month at 7:00 p.m. in the Community Meeting Room at the Katy Geissert Civic Center Library, 3301 Torrance Blvd.\*

All meetings are open to the public. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information Card" (available at the meeting) and relay it to staff.

Direct questions or concerns to City Librarian Yolande Wilburn at (310) 618-5953, or via e-mail to [ywilburn@TorranceCA.Gov](mailto:ywilburn@TorranceCA.Gov).

Agendas and minutes are posted on the City of Torrance web page at [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in any Library Commission meeting, please call (310) 618-5950. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

**LIBRARY HOURS OF OPERATION**

**Katy Geissert Civic Center Library**

Mon-Thurs 10 a.m. – 9 p.m.  
Friday 10 a.m. – 6 p.m.  
Saturday 10 a.m. – 5:30 p.m.  
Sunday 1 p.m. – 5 p.m.  
(Sept. – June)

**Branch Libraries**

Mon-Thurs 11 a.m. – 8 p.m.  
Saturday 10 a.m. – 5 p.m.  
Friday & Sunday Closed

The Torrance Public Library is a division of the City of Torrance Community Services Department – *Creating and Enriching Community through People, Programs & Partnerships*

[www.Library.TorranceCA.Gov](http://www.Library.TorranceCA.Gov)

1. **CALL TO ORDER**
2. **ROLL CALL / MOTIONS FOR EXCUSED ABSENCE**
3. **FLAG SALUTE**
4. **MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA**
5. **APPROVAL OF MINUTES**
  - A. December 9, 2019 Library Commission Meeting
6. **NEW BUSINESS**
  - A. Friends of the Torrance Library
  - B. Torrance Youth Council
  - C. Social Services Commission Report
  - D. Branch Visits
  - E. Day in the District
7. **OLD BUSINESS**
  - A. Plan of Service
8. **MONTHLY DIVISION REPORT**
  - A. Monthly Division Report
9. **ORAL COMMUNICATIONS**
10. **ITEMS FOR NEXT LIBRARY COMMISSION MEETING**
11. **ADJOURNMENT:** Adjournment to Monday, February 10, 2020 at Katy Geissert Civic Center Library, 3301 Torrance Blvd., Torrance, CA 90505

**ATTACHMENTS:**

ROLL CALL: \_\_\_\_\_ Hausmann \_\_\_\_\_ Javaid \_\_\_\_\_ Lambert \_\_\_\_\_ Perkins \_\_\_\_\_ Seferian \_\_\_\_\_ Yeh \_\_\_\_\_ Chair Kohus



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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:03 p.m. on Monday, December 9, 2019 at Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioners Hausmann\*, Javaid, Lambert, Perkins, Seferian, Yeh, and Chairperson Kohus.

Absent: None.

Also Present: City Librarian Wilburn, Acting City Librarian Wierzbicki, and Acting Assistant City Librarian of Public Service Coates.

\*Commissioner Hausmann arrived at 7:27 p.m.

**3. FLAG SALUTE**

Commissioner Javaid led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Seferian, seconded by Commissioner Lambert, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected 6-0 approval (absent Commissioner Hausmann).

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF OCTOBER 14, 2019 LIBRARY COMMISSION MEETING**

Acting Assistant City Librarian of Public Service Coates offered a correction as follows: Page 3, Item 7C, line 1: "Acting Assistant City Librarian of Public Services Fiedler...."

**MOTION:** Commissioner Perkins moved to approve the Library Commission meeting minutes of October 14, 2019 as amended. Commissioner Seferian seconded the motion; the motion passed on a 6-0 roll call vote (absent Commissioner Hausmann).

**6. NEW BUSINESS**

**6A. FRIENDS OF THE TORRANCE LIBRARY**

Acting City Librarian Wierzbicki reported the October 25-27 book sale was successful.

**6B. TORRANCE YOUTH COUNCIL**

Torrance Youth Council member Ashley Cho reported the Youth Council volunteered at the Turkey Trot, had a successful booth at the Holiday Boutique last weekend at Wilson Park, and are planning the Youth Forum in March and Beat the Odds in May.

**6C. SOCIAL SERVICES COMMISSION REPORT**

Commissioner Seferian reported the Social Services Commission was dark in November and is not meeting in December.

Commissioner Perkins stated at its October joint meetings with City Council the City Homeless Plan and Homeless Task Force were passed.

Commissioner Yeh inquired about the Library's interaction with the Social Services Commission, and Commissioners and staff explained the Social Services Commission serves the homeless, veterans, and developmentally delayed adults that are all communities that visit the Library frequently.

**6D. WELCOME NEW CITY LIBRARIAN**

The Commission welcomed new City Librarian Yolande Wilburn on her first day as the new City Librarian. City Librarian Wilburn shared her background that included being the former County Librarian for Nevada County Community Library in California.

**7. OLD BUSINESS**

**7A. PLAN OF SERVICE**

Acting City Librarian Wierzbicki announced that the Plan of Service has gone to print and stated how proud she is of the finished product, graphics and font, and staff. She stated 40 copies have been ordered, and the document would be available for the Commission's review at its January 13, 2020 meeting.

**7B. CALIFORNIA LIBRARY ASSOCIATION CONVENTION**

Commissioner Hausmann arrived at 7:27 p.m.

Commissioners Javaid, Perkins, Seferian, and Chairperson Kohus discussed their attendance and break out sessions at the CLA Convention in Pasadena on October 26, 2019. Commissioner Seferian and Chairperson Kohus described a session on how to get information out of patrons without doing a survey. Commissioner Javaid stated she enjoyed seeing former City Librarian Theyer and would have liked to experience the other days. Commissioner Perkins stated this year there was not much offered related to Commissions.

**8. MONTHLY DIVISION REPORT**

Acting City Librarian Wierzbicki noted the Monthly Division Report was included in agenda materials. She informed Commissioners she has been with the City since 2007 and is retiring at the end of the year. She passed around a card from former City Librarian Theyer and shared information about the Library's on-line Winter Reading Program from December 16, 2019 to January 11, 2020.

Acting Assistant City Librarian of Public Service Coates discussed first grade outreach and announced there was the largest return rate in the last ten years. He stated Youth Services Librarians were able to visit every public elementary school as well as several private and home schools.

**9. ORAL COMMUNICATIONS**

Commissioner Lambert shared a December 9 Los Angeles Times article about libraries.

Commissioner Yeh stated he is excited to be on the Commission and is interested in making improvements in the foreign language collection.

Commissioner Perkins stated she attended City Council meetings, Social Services Commission joint meetings with City Council, Senior Fair, Craftsman's Guild Fair, and visiting with veterans at the Historical Society.

Commissioner Seferian stated she attended the Excellence in Arts award ceremony, City Council meetings, visited with veterans at the Historical Society, and is look forward to the Rose Float Association's Officials Night.

Commissioner Javaid stated she watched City Council meetings and attended the Excellence in Arts award ceremony.

Chairperson Kohus stated she presented the Commission's Annual Report to City Council.

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

Items for the next Commission meeting agenda were listed and include: Friends, Torrance Youth Council, Plan of Service, CLA Convention reimbursements, branch visits, Winter Reading Program, and Monthly Division Report.

**11. ADJOURNMENT**

**MOTION:** At 7:58 p.m., Commissioner Yeh moved to adjourn the meeting to January 13, 2020 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Perkins seconded the motion; a voice vote reflected approval.

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**TO: LIBRARY COMMISSION**  
**FROM: YOLANDE WILBURN, CITY LIBRARIAN**  
**SUBJECT: BRANCH LIBRARY VISITS**

**RECOMMENDATION**

I respectfully recommend that the Library Commission:

- Determine if the Commission wishes to host regularly scheduled meetings at the Library Branches in 2020. If so then:
- Approve the branch visit schedule below

**BACKGROUND**

The Library Commission regularly schedules meetings at the branch libraries, with one meeting per year held in each branch. At the branch meeting, the Commission gets a report from the Branch Manager and the Youth Services Librarian or branch specific activities and operations. This allows the Commission to see each facility, and hear about neighborhood specific issues and concerns.

Monday, April 13, 2020 - Henderson Library  
Monday, May 11, 2020 - Walteria Library  
Monday, June 8, 2020 - North Torrance Library  
Monday, July 13, 2020 - Southeast Library  
Monday, August 10, 2020 - El Retiro Library

I request that the Commission vote at this meeting, and staff will prepare an item for City Council before your March meeting, requesting permission to meet offsite.

Respectfully submitted,

  
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Yolande Wilburn  
City Librarian





**TO: LIBRARY COMMISSION**  
**FROM: YOLANDE WILBURN, CITY LIBRARIAN**  
**SUBJECT: DAY IN THE DISTRICT**

**RECOMMENDATION**

I respectfully recommend that the Library Commission participate in Day in the District visits to State legislators at their district offices in late February or early March.

**BACKGROUND**

The California Library Association recommends that California libraries visit State legislators in February or March of each year, to alert them to library activities, issues, and concerns.

If the Commission wishes to visit State legislators who represent Torrance, I ask that the Commission provide a list of Fridays that two Commissioners would be available for these visits. Library staff will coordinate the visits with the legislator's staff. The visits typically take place in a local office and last approximately 30 minutes. Commissioners will be provided with a portfolio of information, which will include talking points about state legislation, state funding, or other support the legislator could provide.

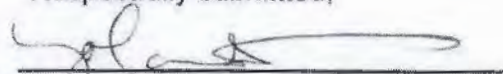
At the state level, this would consist of three visits:

Assemblymember  
Al Muratsuchi  
3424 W. Carson St.  
Torrance, CA 90503

Senator Ben Allen  
2512 Artesia Blvd.  
Redondo Beach, CA 90278

Senator Steven Bradford  
1 Manchester Blvd. Suite 600  
Inglewood, CA 90301

Respectfully submitted,



Yolande Wilburn  
City Librarian



**TO: LIBRARY COMMISSION**  
**FROM: YOLANDE WILBURN, CITY LIBRARIAN**  
**SUBJECT: MONTHLY DIVISION REPORT**

**Administration and Staffing**

Evan Coates, Senior Librarian for Youth Services, is on temporary appointment for the Assistant City Librarian of Public Services position. We are working with Human Resources to fill this vacancy.

**Facilities and Technology**

The public elevator at Katy Geissert received repairs. It was noted that the staff elevator motor will need repairs in the future. There were plumbing issues at Katy Geissert, Henderson, Walteria and North Torrance.

**Services and Programs**

The Chill Out and Read, Winter Reading Program was launched on December 16, 2019 and ran through January 11, 2020. Patrons used the online registration and reading logs to participate. Ninety people enrolled in the program in the first week. We are awaiting the final statistics.

**Youth Services and School Relations**

The Youth Services teams are preparing for the Summer Reading Program. A request for funding will go to the Friends of the Torrance Library in the next month.

**City, State, and Federal Budget**

House and Senate leaders announced the fiscal year 2020 appropriation for The Institute of Museum and Library Services (IMLS) of \$252 million. \$242 million was granted in 2019.

**Legislative Concerns, CLA, SCLC, and State Library Relations**

The 2020 California Library Association (CLA) Legislative Priorities have been included in your packets. We are requesting that our commissioners participate in Day in the District visits in late February or early March.

The 2020 National Library Legislative Day will be held on May 4<sup>th</sup> and 5<sup>th</sup> in Washington, D.C. To advocate for libraries and funding, the CLA Legislative Committee is recommending the attendance of as many Library Directors as possible.

**Community Relations**

Over the holidays, we received a wonderful donation in the amount of \$1000 from one of our Friend volunteers. The funds will go towards the purchase of early reader books for the youth materials collection.

Respectfully submitted,



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Yolande Wilburn  
City Librarian