

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:02 p.m. on Monday, October 13, 2014 at Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Hausmann, Perkins, Ravine,
Sargent, Sheikh, Wengrow, and Chairperson Ross.

Absent: None.

Also Present: City Librarian Theyer, Senior Librarian Firchow,
Acquisitions Supervisor Yun, and Supervising
Librarian Buehler.

MOTION: Commissioner Sargent moved to grant Chairperson Ross an excused absence for the November 10, 2014 Commission meeting. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Sargent led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Ravine, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF SEPTEMBER 8, 2014

Commissioner Sheikh offered the following correction: Page 4, 9F, line 1: "...Commissioner Sheikh stated that he enjoyed the film "If I Stay,"...."

MOTION: Commissioner Sargent moved to approve the Library Commission meeting minutes of September 8, 2014 as amended. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

6. NEW BUSINESS

The Commission welcomed Senior Librarian Firchow, Acquisitions Supervisor Yun, Supervising Librarian Buehler, Councilmember Griffiths, and Youth Council members Debbie Park and Cindy Takigawa.

6A. SUMMER READING PROGRAM REPORT

Senior Librarian Firchow noted that her report on the Summer Reading Program 2014 "Paws to Read!" was included in agenda materials. She reported that it was a successful and busy seven weeks, with 4,368 youth enrolled in the Reader Program and 779 teens in the teen program. She expressed her appreciation to Friends of the Torrance Library for funding the programming, materials, and prizes. She stated that there were 74 storytimes, with an average of 56 in attendance per program. She described incentives and the four unique programs at Katy Geissert, noting that each branch had three performers and four story/craft programs.

She reported that staff is already preparing for Summer Reading Program 2015. She noted that they are considering changing the Teen Program to a Tween Program due to the difficulty of attracting teens to the Library in the summer. She indicated that they may simplify the prizes next summer and offer a starting prize, one half way through, and one for finishing. She stated that she goes to a quarterly meeting with Youth Services Librarians from all over Southern California and that it is a great opportunity to find out what other libraries are doing.

In response to an inquiry from Commissioner Sargent, Senior Librarian Firchow stated that this year they decreased the teen's reading requirement to 15 hours.

Responding to Commissioner Sheikh's inquiries, Senior Librarian Firchow stated that participants are surveyed and do not suggest any changes to the storytimes, they just want more of them. Referring to prizes, she explained that they try to look for items that relate to the theme.

Chairperson Ross raised the possibility for using volunteers for storytimes and City Librarian Theyer explained that in Torrance only Librarians facilitate services for youth and adults, and that they cannot have volunteers do something that paid staff would do. She added that storytime kits are available for checkout.

6B. INTRODUCTION TO THE ACQUISITIONS & TECHNICAL PROCESSING DEPARTMENTS

Acquisitions Supervisor Zoe Yun provided a PowerPoint presentation on the Library's Acquisitions Department. She reported that her team is responsible for ordering, receiving, and paying for books, DVDs, CDs, Playaways, newspapers, magazines, office supplies, and office furniture. She stated that she supervises Library Assistant I Lia Vega, Junior Library Clerk II Jennifer Schafer, and Junior Library Clerk Kathy Provence. She presented order statistics, receive statistics, and periodical statistics for FY 2014 and FY 2015 up to September 25, 2014. She stated that the Acquisitions Department is also responsible for processing special projects that include new library card requisition, emergency bin replenishment, creating an online Supply Request system, material processing time tracking experiment, new periodical vendor requisition, and first aid kit replenishment.

In response to Commissioner Ravine's inquiry, she stated that March to May and July to August are the busiest times of the year for processing orders.

Responding to Commissioner Sheikh's inquiry, Supervisor Yun stated that it takes three to seven days from the time an item is ordered to the time it is received. She stated that Librarians select items to be ordered and that the bulk of materials is purchased from the vendor Ingram. She noted that Ingram gives a substantial discount off retail prices as well as free shipping.

Supervising Librarian Craig Buehler provided a report on the Library's Technical Processing Department. He reported that the Department has two major responsibilities—cataloging and processing. He explained that cataloging involves descriptive cataloging, subject cataloging, and classification. He described how the Library uses several classification schemes: Dewey Decimal, Alpha-Numeric System for sound recordings, Alphabetical for fiction, and Accession Number for the Asian language book collection. He stated that the Library does "copy cataloging" which involves downloading a previously cataloged record from the Online Computer Library Center.

He reported that technical processing includes placing security strips and barcodes on materials, covering books with Mylar, taping spines of paperbacks, and repacking audio books in plastic cases. He stated that his Department consists of five full time and nine part time employees that he trains.

City Librarian Theyer noted that both Departments have not had complete or stable staffing for years. She stated that Supervising Librarian Buehler is down one to four staff members at any given time, adding that full time employees also work at the service desks.

Commissioners expressed their appreciation to Acquisitions Supervisor Yun and Supervising Librarian Buehler for their informative presentations.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that Friends is busy getting ready for the Hardback Book Sale on October 17-18, 2014 at Katy Geissert.

7B. TORRANCE YOUTH COUNCIL

Commissioner Perkins stated that Youth Council members had a talent show at the Bartlett Senior Center on October 13.

7C. JOINT MEETING WITH TORRANCE CITY COUNCIL

The ad hoc committee, consisting of Commissioners Ravine, Sargent, and Sheikh, scheduled a meeting on October 20 to determine the date, agenda items, budget, food, and location for the joint meeting with City Council.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that two Library pages have resigned and that the Library Assistant II position is being filled. She announced the Commissioner

Certification Training and Ethic Training, both on October 29. She asked Commissioners to encourage Library users and non-users to complete the Public Survey on the Library's webpage and distributed the new bookmark promoting it.

Responding to Commissioner Sargent's inquiry, she stated that the former Teen TechXPert services is now being called the Torrance TechXPerts and that there will be opportunities for half hour trainings on the first Saturday of every month.

9. ORAL COMMUNICATIONS

9A. Commissioner Sargent stated that she attended the opening of the new wing at Torrance Memorial Hospital and Meet the Author Brian Fagan. She also worked at the Historical Homes Tour and helped Evan Coates at the Bread of Life Church.

9B. Commissioner Sargent announced a Miracle of Living presentation on Women's Cancer Prevention on October 15.

9C. Commissioner Haussmann stated that she also attended the Bread of Life Church program and a tomato festival in the Bay area.

9D. Commissioner Sheikh stated that he attended two City Council meetings and Palos Verdes Tennis Club matches.

9E. Commissioner Perkins stated that she attended several City Council meetings, a lecture at Palos Verdes Library, State of the City address, Save Old Torrance meeting, and volunteered at the Senior Luncheon.

9F. Chairperson Ross stated that he attended the October 7 City Council meeting and visited a Las Vegas branch library.

9G. Commissioner Ross announced the Excellence in Arts Award Recognition on November 1.

9H. The Commission decided to meet on the regularly scheduled December 8, 2014 Commission meeting.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the November 10, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, Monthly Division Report, Little Libraries, Reference Department, 2015 holidays, and Joint Meeting with City Council.

11. ADJOURNMENT

MOTION: At 8:49 p.m., Commissioner Sargent moved to adjourn the meeting to November 10, 2014, at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Sheikh seconded the motion and, hearing no objection, Chairperson Ross so ordered.

Approved as amended November 10, 2014 s/ Rebecca Poirier, City Clerk
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Deborah Schaffer
Recording Secretary