

Council Meeting of
September 25, 2012

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Services – Accept and file the Library Commission 2011-2012 Annual Report

RECOMMENDATION

Recommendation of the Library Commission and the Community Services Director that City Council accept and file the Library Commission 2011-2012 annual report.

FUNDING

Not applicable

BACKGROUND

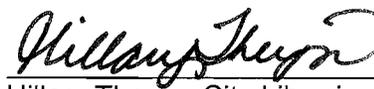
The Library Commission annual report for the period July 2011 through June 2012 as prepared by the Library Commission is attached for the Council’s information and review. The Commission approved the report at its September 10, 2012 regularly-scheduled meeting.

Respectfully Submitted,

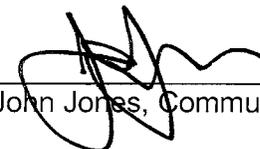
LIBRARY COMMISSION

By 
Toni Sargent, Chair

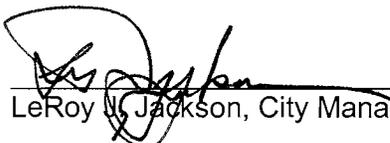
JOHN JONES
COMMUNITY SERVICES DIRECTOR

By 
Hillary Theyer, City Librarian

CONCUR:


John Jones, Community Services Director

NOTED:


LeRoy N. Jackson, City Manager

Attachment: 2011-12 Library Commission Annual Report

City of Torrance
Library Commission Annual Report
Fiscal Year July 1, 2011 - June 30, 2012

Vision Statement

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, and
- Enrich their daily lives.

Mission Statement

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

During the reporting year, the Torrance Library Commission was comprised of the following members:

Office	Name	Term Began	Term Ends	Appointed
Chair	Flo Stapleton	1-16-2009	1-31-2013	1-16-2009
Vice-Chair	Toni Sargent	2-1-2012	1-31-2016	2-23-2010
Member	Georgia S. Perkins	2-1-2011	1-31-2013	2-1-2011
Member	Allen Ravine	1-16-2010	1-31-2014	2-23-2010
Member	Harry Ross	1-16-2009	1-31-2013	1-16-2009
Member	Gavin Hachiya Wasserman	2-1-2011	1-31-2015	2-23-2010
Member	Wendy Wengrow	2-1-2011	1-31-2015	2-1-2011

A. Meetings

The Torrance Library Commission held the following meetings during the reporting year:

- a. July 11, 2011 - Katy Geissert Civic Center Library
- b. August 8, 2011 - Katy Geissert Civic Center Library
- c. September 12, 2011 - Katy Geissert Civic Center Library
- d. October 10, 2011 - Katy Geissert Civic Center Library

- e. October 25, 2011 - Joint meeting of the Torrance Library Commission and the Torrance City Council
- f. November 14, 2011 - Katy Geissert Civic Center Library
- g. January 9, 2012 - Katy Geissert Civic Center Library
- h. March 12, 2012 - El Retiro Branch Library
- i. March 31, 2012 - Commission Training Workshop with Jane Jones
- j. April 9, 2012 - North Torrance Branch Library
- k. May 14, 2012 - Henderson Branch Library
- l. June 11, 2012 - Southeast Torrance Branch Library

With the approval of the City Council, the Library Commission holds one meeting each year at each of the branch libraries. This enhances the ability of commission members to be familiar with each facility, to meet staff, receive their reports, hear their concerns, and conduct a Library Commission meeting in each neighborhood. The North Torrance and Waleria Branch Libraries were closed for ADA upgrades and later reopened during the year. (The Waleria Branch Library was visited in July, 2012.)

B. Liaisons and Ad-Hoc Committees

- a. On August 8, 2011 Commissioner Perkins was appointed as the Commission's liaison to the Torrance Public Library Foundation with Commissioner Wasserman as the alternate.
- b. On August 8, 2011 Commissioner Sargent was reappointed as the Commission's liaison for Education and School Relations.
- c. On August 8, 2011 Commissioner Ravine continues to serve as liaison for the System Advisory Board of the Southern California Library Cooperative (SCLC).
- d. Ad-Hoc Podcasting Committee. Commissioners Wasserman and Ross are working to determine possible podcasting content for the library.
- e. Ad-Hoc Employee Recognition Committee. Commissioners Ross, Sargent and Stapleton formed a committee to plan the part-time employee recognition breakfast.
- f. Ad-Hoc Cable TV Committee. Commissioners Stapleton and Ravine were appointed to work with Torrance City Cable TV on Library outreach. This committee was advised that contacts with City cable staff should be made through City library staff. Staff can invite commissioners to take part in tapings which was done during the year.

C. Significant Commission Actions

- a. Sunday hours approval. In July of 2011 the Commission approved the Sunday opening schedule at the Katy Geissert Library for 2011-2012.
- b. Visibility on City Cable. It was determined that the goals set in February, 2011 were being met with the exception of having more visibility on Torrance City Cable.
- c. Library Plan of Service. The Commission reviewed the new Library Plan of Service and offered advice on this plan to the City Librarian.
- d. Adult Services Collection Development Policy. The Commission critiqued and reviewed the draft update of the Adult Services Collection Development Policy.
- e. Approval of the Annual Report. The Commission approved the annual report for 2010-2011 written by Commissioner Wengrow and forwarded it to the City Council.
- f. California Library Association (CLA) Conference. Four Commission members (Commission Chairperson Stapleton, Vice-Chairperson Sargent and Commissioners Ravine and Wengrow) attended the California Library Association Conference in November, 2011. Commissioners felt this conference was extremely valuable in terms of information learned and information shared. Other attendees were impressed by the amount of outreach performed by the Torrance Library Commission.
- g. Advocating for Libraries. The Commission authorized Chairperson Stapleton to write letters to local state legislators on behalf of the Commission. These letters urged restoration of public library funding. Subsequently there were meetings between the City Librarian, Commission members, and staff from the offices of Senator Ted Lieu and Assemblywoman Betsy Butler.
- h. Commissioner Training. In March, a training session for commissioners was conducted by Jane Jones of CLA. Commissioners felt their goal setting from the previous year was reinforced and commissioners were refreshed and rejuvenated. It was noted that the Torrance Library is already doing almost all of the things that were recommended.
- i. Summer Reading Programs. In May, the Commission reviewed the Summer Reading Programs planned by staff. It was later reported that the program had gone very well.
- j. Audiovisual Policy. The Commission voted to concur with staff's recommended revision of the audiovisual portion of the Adult Collection Development Policy whereby retail versions of DVDs would be purchased as opposed to "rental ready" versions.
- k. Part-Time Employee Recognition Breakfast. The commission hosted the Part-Time Employee Recognition Breakfast on June 13, 2012 at which employee longevity of service was recognized. Longevity certificates and gift cards were awarded.

- I. In June, the Commission elected Toni Sargent as the incoming chairperson and Gavin Hachiya Wasserman as vice-chairperson to take office as of July 1, 2012 for the 2012-2013 fiscal year.

D. Library Innovations

- a. Staff has developed a procedure of informing library card holders via e-mail of books that are due to be returned. This system has proven to be very successful.
- b. The 'Torrance Library app' is now available on iTunes (for Apple products) and Amazon Market Place (for Android). The app informs users of activities at the Torrance Library, displays the library catalog, the status of the user's account, branch library locations and how to contact a librarian.
- c. Library staff have initiated a program to make e-books available to patrons.

E. Challenges and Concerns

- a. Budget. One of the most critical concerns this year was potential cutbacks in Federal, State and City budgets for libraries. The City budget for 2011-2013 included a reduction of \$214,000 to the library's operating budget, \$40,000 from library materials and the rest from positions. Fortunately, the Council voted to move money from elsewhere to restore funding to allow the Katy Geissert Main Library to be open for 32 Sundays per year. Thus, hours were not cut at any Torrance library.

With the potential loss of State library funding there was concern that matching Federal funds would also be lost.

The Southern California Library Cooperative contracted out their library-to-library delivery service as a consequence of losing funds.

In anticipation of Federal funding for the Library Services and Technology Act (LSTA) being unavailable next year, the CLA withdrew from the Cooperative Summer Library Program that has provided artwork and training for Torrance's Summer Reading Program for several years. Instead, CLA has joined the Illinois Library Association's iREAD program that is not reliant on LSTA money.

In the end the State budget passed with an additional \$4.7 million added for the State's public library programs. Along with \$300,000 from the California State Library, this supplied the matching funds required to allow dispersal of Federal money through LSTA for 2012.

F. Community Relations and Outreach

- a. As a result of the CLA conference (see above) staff were asked to provide commissioners with a fact sheet to aid in commission outreach. The fact sheet was received and is in use.
- b. During the year commissioners did the following in support of outreach:
 1. Attended and spoke at City Council meetings and accepted the proclamation for National Library Week from the City Council.
 2. Attended and spoke at homeowners events and wrote articles for homeowners news letters.
 3. Attended other Torrance events and functions including Torrance Centennial events, the Torrance Symphony, Arts Council meetings, Historical Society functions, high school reunions, the Employee Variety Show, the Firefighters Spaghetti Dinner and Chili Cookoff, Switzer Center's Woman of the Year Luncheon, League of Woman Voters events, Armed Forces Day parade and luncheon and Youth Council events.
 4. Volunteered at Torrance Sister City Association's Bunka Sai Festival.

G. Commission Activities in Support of the Library

- a. Visited libraries outside of Torrance (LA County Law Library; San Diego Law Library; Tacoma, WA; Italy; United Kingdom; South Africa)
- b. Attended the reopening of the North Torrance Branch Library.
- c. Attended Torrance library programs, workshops and presentations.
- d. Attended and supported Friends of the Torrance Library book sales and programs.
- e. Attended the reception for Louis Zamperini organized by the Torrance Public Library Foundation.
- f. Distributed and collected surveys regarding library services and participated in focus groups to gain information for the Library Plan of Service.

H. Library Staff

- a. Hilary Theyer was appointed as the new City Librarian on July 3, 2011.
- b. Dana Vinke and Jan Wierzbicki were appointed as Principal Librarians on August 5, 2011.
- c. Heather Firchow was welcomed as the new Youth Services Senior Librarian.
- d. During the year many staff members worked in move-up and temporary assignments.
- e. In October, retired City Librarian James W. Buckley passed away. Staff decided to rename the collection of materials used for staff development and training in his honor.

I. Partnerships

- a. Representatives from the Youth Council attend and participate in Library Commission meetings. Commissioner Harry Ross participated on the Youth Council selection committee and their Beat the Odds selection committee.
- b. The Friends of the Torrance Library held four book sales during the fiscal year. Paperback book sales were held on July 16, 2011 and January 10, 2012. Hardback sales occurred October 21-22, 2011 and April 27-28, 2012.

J. Memberships

- a. In January, the Commission passed a motion to appropriate funds to cover group membership in the California Association of Library Trustees and Commissioners (CALTAC) and supporting memberships in CLA.

K. Grants and Donations

- a. Over the fiscal year the Friends of the Torrance Library made several donations to the Torrance Library which have been instrumental in furthering the libraries in Torrance. The Commission wishes to express its gratitude for the following:
 1. In October, 2011 the Friends donated \$7,000 for outreach materials for the Library.
 2. In January, 2012 the Friends donated \$14,000 for youth services programs during the school year.
 3. In February the Friends donated \$21,000 for library outreach.
 4. In June, the Friends donated \$77,000 to the library for the Summer Reading Program, e-book service and on-line homework assistance.
- b. The Commission is also grateful for donations made to the Summer Reading Program by The ExxonMobil Foundation, the Torrance Teachers Association, and the Podowon Baptist Church Youth Group. The teenagers in the Youth Group had participated in the Summer Reading last year and were so appreciative of the program that they did their own fund raising towards this year's program.

L. Appreciations

- a. The Torrance Library Commission is extremely appreciative of the support of the Friends of the Torrance Library and the Torrance Public Library Foundation for their financial support.
- b. Through their book sales Friends have provided much needed funding for the library.
- c. The Torrance Library Commission commends the excellent library staff for all their dedication, the assistance they have given the Commission and the service they have rendered to the public.
- d. The Torrance Library Commission are very grateful for the continuing support of the Torrance City Council.

