

Council Meeting of
September 27, 2011

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 2010-2011 Annual Report

RECOMMENDATION

Recommendation of the Library Commission and the Community Services Director that City Council accept and file the Library Commission 2010-2011 annual report.

FUNDING

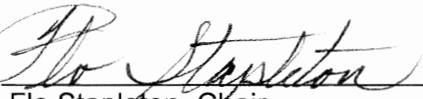
Not applicable

BACKGROUND

The Library Commission annual report for the period July 2010 through June 2011 as prepared by the Library Commission is attached for the Council’s information and review. The Commission approved the report at its September 12, 2011 regularly-scheduled meeting.

Respectfully Submitted,

LIBRARY COMMISSION

By 
Flo Stapleton, Chair

CONCUR:

JOHN JONES
COMMUNITY SERVICES DIRECTOR


JOHN JONES
Community Services Director

By 
Hillary Theyer
City Librarian

NOTED:


LeROY F. JACKSON
City Manager

Attachment: A. 2010-11 Library Commission Annual Report

City of Torrance
Library Commission Annual Report-Final Draft
Fiscal Year July 1, 2010 - June 30, 2011

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

The Torrance Library Commission was comprised of the following members:

Office	Name	Term Begins	Term Expires	Appointed
Chair	<i>Flo Stapleton**</i>	1-16-09	1-15-13	1-16-09
Vice Chair	<i>Toni Sargent**</i>	1-16-10	1-15-12	2-23-10
Former Chair	<i>Judith Gerber*</i>	1-16-07	1-15-11	1-9-07
Member	<i>Georgia S. Perkins**</i>	2-1-11	1-31-13	2-1-11
Member	<i>Allen Ravine**</i>	1-16-10	1-15-14	2-23-10
Member	<i>Harry Ross**</i>	1-16-09	1-15-13	1-16-09
Member	<i>Jim Sheldon*</i>	1-16-09	1-15-13	1-16-09
Member	<i>Gavin Hachiya Wasserman**</i>	2-1-11	1-31-15	2-1-11
Member	<i>Wendy Wengrow**</i>	2-1-11	1-31-15	2-1-11

*Denotes members who departed from the Commission during the FY 2010-11. **Denotes current Library Commission members

Meetings

On September 20, 2010 the Commission held a goal-setting meeting at the Katy Geissert Civic Center Library.

On September 21, 2010, the Commission held a joint meeting with the Torrance City Council. The topics included a brief presentation from the Friends of the Torrance Library; an update on current library technology projects, and a demonstration of a new database, Career Transitions.

On October 11, 2010, the Commission approved the conceptual design for expanding the North Torrance Branch Library.

On February 14, 2011, the Commission met at the North Torrance Library.

On March 14, 2011, the Commission met at Henderson Library.

On April 11, 2011, the Commission met at El Retiro Library.

On May 9, 2011, the Commission met at Southeast Library.

On June 13, 2011, the Commission met at Walteria Library.

Subcommittees

A sub-committee was established, including Commissioners Ross, Sargent and Stapleton, to organize the part-time employee recognition breakfast.

A sub-committee of Commissioners Ravine, Sheldon, and Stapleton was established to set the agenda for the goal-planning meeting.

Significant Commission Actions

The City of Torrance fully funded library service for 32 Sundays for the fiscal year 2010-11, and the commission recommended an "Open" Sunday Schedule.

On December 13, 2010, the Commission moved to establish an Education and School Relations Committee, composed of two or three Commissioners to attend the Citizen Development and Enrichment Committee meetings and related events. Commissioners Wasserman, Sargent and Ravine were selected for this committee.

On January 10, 2011, the Commission moved to replace the Education and School Relations Committee with a Commission liaison; Commissioner Sargent was selected as liaison to the Library Commission.

On January 10, 2011, the Commission accepted the Youth Services Collection Development Policy.

On January 10, 2011, the Commission approved changes to the Torrance Public Library's exam proctoring service, including increasing the fee to \$50 per exam.

On January 10, 2011, the Commission accepted the Youth Services Department Flyer and Public Handout Display Policy.

On January 10, 2011, the Commission selected Commissioner Stapleton as Chair and Commissioner Sargent as Vice Chair.

The Commission set up a goal-setting meeting to focus the efforts of the Commission, for the benefit of library patrons. The goals, approved on February 14, 2011, included:

- Making the meetings more effective by submitting staff reports in writing.
- Improving community outreach by having commissioners attend homeowner association meetings throughout the year and attend at least three library programs each year.

On May 9, 2011, the Commission voted to honor part-time employees at a recognition breakfast.

Challenges and Concerns

On December 21, 2010, the City Council approved the Library's proposal to create a second Principal Librarian position in charge of internal operations; one Junior Library Clerk 1 position would be lost through attrition.

On May 9, 2011, the Library staff recommended to the Council to eliminate vacant library positions or eliminate positions through attrition, as well as \$40,000 from the annual book budget.

Grants and Donations

The Torrance Public Library Foundation received a \$2,500 grant from the ExxonMobil Foundation.

The Friends of the Torrance Library contributed \$1,000 in fall 2010 to support the Words on Wheels home delivery program and in June 2010 approved their annual Adult Programming Donation of \$28,420 which included providing the library with portable risers to use as a stage in the Library Meeting Room.

On April 11, 2011, Burt Dobratz donated \$1,000 for easy readers in memory of his wife May.

On June 28, 2011 the Friends of the Torrance Library presented a donation for annual adult programming in the amount of \$19,920 and one-half of the cost of Live Homework Help, \$17,500. On the same date, Providence Little Company of Mary Medical Center Torrance donated half the cost of Live Homework Help, an additional \$17,500.

Community Relations and Outreach

On August 28, 2010, the Henderson Library held an event and film, "Racers, Start Your Engines!" This event was attended by Commissioners Ravine and Wasserman.

In summer 2010, Commissioner Ravine attended "Car Themed Day in the Park" and Commissioner Sargent attended "Gardening with Senses" by Bart O'Brien.

On September 18, 2010 Commissioner Sargent attended the Annual Health and Resource Fair presented by the Salvation Army Adult Day Care and the City of Torrance.

Commissioner Ravine attended the North Redondo Beach branch library ribbon-cutting ceremony in fall 2010.

Acting City Librarian Theyer presented a report on Community Collections, to enable the public to access library materials in different locations, including Homework Collection at Torrance Teen Center (ATTIC), Picture Books for Preschools and Popular Books for Pueblo Park.

Chair Stapleton contacted Homeowners Associations, and arranged for the Library's Monthly Calendar of Events to be emailed to Homeowners Associations.

The Commission participated in the following library outreach events:

- Environmental Fair on March 26, 2011 (attended by Commissioners Sargent, Ravine, and Stapleton)

- Pediatric Therapy Network Community Resources Fair on April 9, 2011 (attended by Chair Stapleton)
- YMCA Healthy Kids Day on April 16, 2011 (attended by Commissioners Sargent and Chair Stapleton)
- Summer Reading Program promotion at Torrance Certified Farmers' Market (attended by Commissioners Sargent, Perkins and Ross)

On February 9, 2011 Commissioner Sargent attended a presentation about the Queen Mary.

On March 15, 2011 Commissioner Ravine attended the Walteria Book Group.

In March 2011 Commissioner Wasserman attended the Firefighter's Spaghetti Dinner.

On April 12, 2011, Chair Stapleton accepted the Proclamation from the City Council in honor of National Library Week; this was also attended by Commissioners Stapleton, Sargent and Ravine.

On April 18, 2011 Commissioner Wasserman had the opportunity to speak to several Legislators about library budget cuts in Sacramento.

On May 1, 2011 Commissioners Wasserman and Sargent attended the Old Torrance Block Party.

On May 16, 2011 Commissioner Wengrow presented to the West Torrance Homeowners Association. Commissioner Wasserman also attended.

On May 18, 2011 Commissioner Ravine represented the Commission on Library Legislative Day in Sacramento; he met with Senator Ted Lieu and Assemblywoman Betsy Butler.

In Spring 2011 Commissioner Sargent attended the Youth Council Craft Fair.

In spring 2011 Commissioner Perkins attended the League of Women Voters annual meeting, the opening of the One Stop permit center and the Friends of Library book sale.

On May 18, 2011 Commissioner Ravine attended Library Legislative Day.

On June 7, 2011 Commissioner Ravine presented to Southwood Homeowners Association.

On June 7, 2011 Commissioner Sargent attended the Adult Education School Advisory Council meeting.

During the year, Commissioner Ravine made presentations to Congregation Beth Torah, the Delthorne Homeowners Association and South Bayport Homeowners Association and made monthly mailings for the New Horizon South Bay Association.

Events, Honors and Memberships

The North Torrance Open House was held on September 16, 2010 and was attended by Commissioners Ross, Sargent, Stapleton and Wasserman.

The ExxonMobil Foundation presented a check for \$10,000 for additional materials.

The library hosted a presentation on "Food, Inc." on August 4, 2010 (marketed by Commissioner Gerber and attended by Commissioner Sargent), Life Planning classes with HELP on August 4, 2010, "Earthquake Threat in Southern California" on August 7, 2010 and "Seniors Don't Be Scammed" on August 17, 2010.

On September 22, 2010, the Friends of the Torrance Library sponsored the presentation of "Los Angeles' Original Farmers' Market." Commissioners Ravine and Ross participated in the volunteer photography event, which appeared in the Spring Seasons.

Commissioner Activities for the Benefit of the Library

Commissioner Allen Ravine was voted by the Commission to serve as its representative to the Southern California Library Cooperative. He attended the Administrative Council Meeting in March, in which the discussion centered on the State budget and impact to regional library systems.

Partnerships

On July 17, 2010, the Friends of the Torrance Library conducted a paperback book sale, earning more than \$7,000.

On August 14, 2010, the Friends' Annual Meeting featured speaker and astronaut Dick Richards, attended by Commissioner Sargent.

In September 2010, the Friends of the Torrance Library raised \$3,770.78 through the Internet book sales.

On October 4, 2010, the California Library Association held a "Snapshot: One Day in the Life of California Libraries," conveying all of the activities, across the state that occur in California libraries. Commissioner Sargent distributed and collected surveys; many surveys were positive.

On October 15-16, the Friends of the Torrance Library held a hard book sale.

In November 2010, the Friends raised \$3,186 through Internet book sales. They also approved a proposal, including the Summer Reading Program and software for adapting the library's web site for mobile "smart" phones for a pilot program.

On January 22, 2011 the Friends of the Torrance Library's paperback book sale raised approximately \$5,000. Internet book sales totaled \$4,200 in January 2011.

In June 2011 Commissioner Ross participated in the selection of Youth Council Members.

Commissioner Ross also participated in the selection of winners for the Torrance Youth Council's "Beat the Odds" scholarship recipients.

Library Staff

Six Green Team high school students assisted the library, funded by the City of Torrance and ExxonMobil.

The summer 2010 reading program, "Make a Splash" was successful and was supported by the Commission, the Friends of the Torrance Library.

City Librarian Paula Weiner retired on Dec. 30, 2010.

Respectfully submitted,

Torrance Library Commission