

Pursuant to Assembly Bill 361 members of the Library Commission and staff will participate in this meeting via teleconference or other electronic means.

**PARTICIPATE BEFORE THE MEETING** by emailing [LibraryCommission@TorranceCA.Gov](mailto:LibraryCommission@TorranceCA.Gov) and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

**MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING** via Zoom by using the following link or by calling in with the phone number listed below:  
<https://us02web.zoom.us/j/82192253049?pwd=a0hsdHdWNBDEaTJKWUg1TzZBMINCUT09>  
Phone number: 1-669-900-9128  
Meeting ID: 821 9225 3049  
Passcode: 374584

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]  
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.

**TORRANCE LIBRARY COMMISSION AGENDA  
JUNE 13, 2022  
REGULAR MEETING**

**6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

**THE LIBRARY COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Javaid, Kohus, Piotrowski, Reilly, Wang, and Chair Yeh

**2. FLAG SALUTE:** Commissioner Javaid

**3. 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 Tuesday, June 7, 2022.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited to a 30 minute period)**

*This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners 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. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Please do not use Bluetooth or speaker devices, mute the volume on your television or other electronic devices and speak clearly. Your phone call to the Commission meeting will be recorded as part of the meeting. By staying on the line and making public comment during the meeting, you are agreeing to have your phone call recorded.*

**6. 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 Commissioner from the Consent Calendar and considered separately.*

**6A. APPROVAL OF MINUTES: MAY 9, 2022**

Recommendation of the Acting City Librarian that the Library Commission approve the Library Commission minutes of May 9, 2022.

**7. ADMINISTRATIVE MATTERS**

**7A. ACCEPT AND FILE: PRESENTATION OF THE 2022 TORRANCE PUBLIC LIBRARY ALL- AGES SUMMER READING PROGRAM**

Recommendation of the Acting City Librarian that the Library Commission accept and file a presentation from the 2022 Summer Reading Committee.

**7B. ACCEPT AND FILE: CALIFORNIA LIBRARY ASSOCIATION ANNUAL CONFERENCE OVERVIEW AND SUMMARY**

Recommendation of the Acting City Librarian that the Library Commission accept and file the report from Vice-Chair Reilly on her attendance at the 2022 CLA Conference.

**7C. ACCEPT AND FILE: LIBRARY STAFFING UPDATE**

Recommendation of the Acting City Librarian that the Library Commission accept and file the Staffing Update.

**7D. DISCUSSION: LIBRARY PROGRAMS AND STATISTICS SUMMARY**

Recommendation of the Acting City Librarian that the Library Commission accept and file the Program and Statistics Summary.

**7E. ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY**

Recommendation of the Acting City Librarian that the Library Commission accept and file the report from the liaison to the Social Service Commission.

**7F. ACCEPT AND FILE: ACTING CITY LIBRARIAN'S MONTHLY DIVISION REPORT**

Recommendation of the Acting City Librarian that the Library Commission accept and file the Acting City Librarian's Monthly Division Report.

**8. COMMISSION ORAL COMMUNICATIONS**

Commissioner Order - Javaid, Kohus, Piotrowski, Reilly, Wang, Yeh

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

**10. ADJOURNMENT**

**10A.** Adjournment of Library Commission Meeting to MONDAY, JULY 11, 2022, at 6:00 p.m.



**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 6:00 p.m. on Monday, May 9, 2022, via teleconference.

**ROLL CALL**

Present: Commissioners Javid, Kohus, Piotrowski, Reilly, Wang, and Chair Yeh.

Absent: None.

Also Present: Acting City Librarian Evan Coates, Assistant City Librarian Cynthia Aguado, Community Services Director John La Rock, Management Associate Zulma Gent, and South Bay Coalition to End Homelessness Co-Chair Nancy Wilcox.

**2. FLAG SALUTE**

Commissioner Reilly led the Pledge of Allegiance.

**3. REPORT FROM THE LIBRARY STAFF ON THE POSTING OF THE AGENDA**

Chair Yeh reported that the agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Tuesday, May 3, 2022.

**MOTION:** Commissioner Reilly moved to accept the posting of the Agenda. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

– None.

**5. ORAL COMMUNICATIONS**

A member of the public spoke.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: APRIL 11, 2022**

**MOTION:** Commissioner Kohus moved to accept the April 11, 2022 minutes as presented. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

Commissioner Reilly experienced technical difficulties leaving the dais at 6:15 p.m. and returning at 6:17 p.m.

7. **ADMINISTRATIVE MATTERS**

7A. **ACCEPT AND FILE PRESENTATION ON HOMELESSNESS 101 TRAINING**

Management Associate Zulma Gent and South Bay Coalition to End Homelessness Co-Chair Nancy Wilcox gave a PowerPoint presentation on Homelessness 101 Training.

South Bay Coalition to End Homelessness Co-Chair Wilcox stated that:

- Every year, South Bay Coalition to End Homelessness conducts an annual homeless count. The most recent count is currently being analyzed. South Bay Coalition to End Homelessness Co-Chair Wilcox presented 2020 findings; based on the 2020 annual homeless count, there were 300 individuals experiencing homelessness in the City of Torrance.
- Based on homeless demographics, the number of individuals who experience a mental illness or a substance abuse disorder is approximately 25%-30%; approximately 60% of individuals fall to homelessness due to economic hardships.
- The Coordinated Entry System, CES, provides services ranging from homeless prevention, street outreach, interim housing, permanent housing, recovery programs, and case management services. CES is funded through Measure H and the federal government.
- As part of a solution, when one is to see an individual experiencing homelessness, they can report it through a county-wide portal, [www.la-hop.org](http://www.la-hop.org), or call 211.

Commissioner Piotrowski inquired if one or more team members from LA-HOP were assigned to a specific location. South Bay Coalition to End Homelessness Co-Chair Wilcox replied that through the LA-HOP portal, a Regional Outreach Coordinator monitors and dispatches general or specialized teams to the reported areas.

Commissioner Javid inquired how the outreach program would approach homeless individuals when there are safety concerns. South Bay Coalition to End Homelessness Co-Chair Wilcox replied that trained team members will assess the situation and get police involved if necessary.

Management Associate Zulma Gent continued with the Homeless 101 Training presentation:

- The Social Services Commission addresses concerns regarding veterans, homeless populations, adults with development disabilities, and children with special needs. The Social Services Commission oversees various programs that assist with homelessness in the City of Torrance including the Toiletry Drive, the Annual Veteran Appreciation Event, Harbor Interfaith (a program that services the homeless population and recently received an 18-month contract with the City of Torrance), and TUSD that help students experiencing homelessness.
- The Mayor and the City Council approved the Homelessness Plan, a road map for the City to use to address homelessness, along with a 40-unit temporary housing program. The 40-unit temporary housing program will begin Summer 2022 and will offer housing stability to individuals; the program will also include case management teams and 24/7 security.

- The City of Torrance has a Homeless Response Team that consist of various City Departments that address homeless encampments.

Commissioner Wang inquired where the 40-unit temporary housing would be located. Management Associate Gent replied that the temporary housing would be behind the Torrance Police Department.

Commissioner Reilly inquired if there would be one person per home. Management Associate Gent replied that due to COVID-19, the temporary housing will accommodate one person, but they are meant to accommodate two persons.

Commissioner Piotrowski inquired about the number of members and the responsiveness of the Torrance Response Team. Management Associate Gent replied that members fluctuate due to different departments involved; departments include the Community Development Department, CDD Department, Parks & Recreation Department, and Torrance Police Department.

Commissioner Javaid inquired what happened with individuals who were turned away from programs due to large capacities and inquired if the numbers had increased or decreased in the past years. Management Associate Zulma Gent replied that the focus was on individuals who experienced street homelessness; there aren't numbers that specify the quantity currently.

South Bay Coalition to End Homelessness Co-Chair Nancy Wilcox stated that when individuals go into temporary homes, they usually stay between 6-8 months due to the lack of affordable housing units.

#### **7B. DISCUSSION: STAFF APPRECIATION REVIEW**

Commissioner Piotrowski stated that he and Chair Yeh met with the Technical Processing Unit and addressed concerns experienced with outsourcing; Commissioner Piotrowski requested that Staff investigate cost savings comparisons based on the concerns. Acting City Librarian Evan Coates stated that Staff can present a report outlining the cost saving at the next Commission meeting.

Commissioner Wang stated that she went to the North Torrance Library and the Southeast Library and commended the library staff for their dedication to the community.

Commissioner Kohus addressed concerns with staffing issues and inquired why the libraries were not being prioritized when it came to hiring. Commissioner Kohus stated that the libraries were in disappointing conditions. Acting City Librarian Evan Coates replied that Staff is in the process of recruitment and hiring for the Senior Librarian and other vacant positions. Staff can investigate vacancies and timelines and present findings during the next Commission meeting.

Commissioner Piotrowski requested accurate data on sales tax Measure SST regarding claims that 18 patrons visit the library each week. Acting City Librarian Evan Coates replied that the request will be placed in the next Overall Staffing Level Report.

**MOTION:** Commissioner Javaid moved to create an Ad Hoc Committee to create a letter to City Council regarding Staff Appreciation findings. Commissioner Kohus seconded the motion; a roll call vote reflected unanimous approval.

Commissioners Javaid and Kohus volunteered to be members of the Ad Hoc Committee.

**MOTION:** Commissioner Kohus moved to have herself and Commissioner Javaid serve on the Ad Hoc Committee. Commissioner Javaid seconded the motion; a roll call vote reflected unanimous approval.

**7C. DISCUSSION: CLIMATE SMART AWARD DISCUSSION**

Acting City Librarian Evan Coates stated that the Climate Smart Award discussion was a request made by the Commission to address additional questions and highlight items to present to the Environmental Quality and Energy Conservation Commission.

Commissioner Javaid inquired how many awards the library could take on and stated that the Library Commission could offer support but contributing to the 2022 Climate Smart Awards would be too daunting.

**MOTION:** Commissioner Kohus moved to not participate in the 2022 Climate Smart Award. Commissioner Javaid seconded the motion; a roll call vote reflected unanimous approval.

**7D. SOCIAL SERVICES LIAISON REPORT PROVIDE SUMMARY OF SOCIAL SERVICES COMMISSION MEETING**

Commissioner Kohus presented a report on the Social Services Commission meeting. Commissioner Kohus spoke on the two presentations the Social Services Commission had regarding homelessness focus, the Harbor Regional Center, and the Momentum Pediatric Therapy Network that service individuals with disabilities. Commissioner Kohus stated that the Harbor Interfaith received the contract to service the Torrance Pallet Shelters.

**7E. TORRANCE YOUTH COUNCIL PROVIDE MONTHLY UPDATE**

– None

**7F. ACTING CITY LIBRARIAN – REVIEW MONTHLY DIVISION REPORT**

Acting City Librarian Evan Coates presented a monthly division report:

- There have been staffing challenges; new vacancies have opened and Staff is looking to fill those positions as time permits.
- Statistics have been provided regarding Library services and programs.
- The Public Library Directors Forum was attended to help shape the next five-year plan for California State Libraries.

**8. COMMISSION ORAL COMMUNICATIONS**

Members of the Commission spoke.

Commissioner Javaid inquired how grievances experienced through the Commission could be addressed. Acting City Librarian Evan Coates replied that he would follow up with Commissioner Javaid.

Commissioner Reilly stated that she will wrap up her meetings in Sacramento and will generate reports to provide the Commission.

9. **ITEMS FOR NEXT LIBRARY MEETING**

Acting City Librarian Evan Coates stated that the following items will be covered during the next Library meeting:

- CLA Report provided by Commissioner Reilly
- Summer Reading Report
- HR Request Overview
- Branch Statistics / Door Count Report
- Friends of the Library

Members of the Commission spoke.

10. **ADJOURNMENT**

**MOTION**: At 8:17 p.m., Commissioner Reilly moved to adjourn the meeting to Monday, June 13, 2022, at 6:00 p.m. Commissioner Kohus seconded the motion; a roll call vote reflected unanimous approval.

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**TO: LIBRARY COMMISSION**  
**FROM: EVAN COATES, ACTING CITY LIBRARIAN**  
**SUBJECT: ACCEPT AND FILE: PRESENTATION OF THE 2022 TORRANCE PUBLIC LIBRARY ALL- AGES SUMMER READING PROGRAM**

**RECOMMENDATION**

Recommendation of the Acting City Librarian that the Library Commission accept and file the presentation from the 2022 Summer Reading Committee representative.

**BACKGROUND AND ANALYSIS**

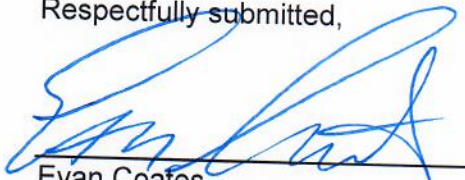
In June 2022, Torrance Public Library will once again host the annual All-Ages Summer Reading Program. The mission of this program is to “invite the community to discover and explore the Torrance Public Library while creating fun and memorable experiences”.

The program goals include

- Create meaningful and memorable interactions with the community through programs, activities, and services that are fun, educational and inspiring
- Provide a safe and accessible program filled with activities that encourage comfortable interactions
- Reconnect with the local community by reintroducing our services and ourselves.

During this Commission meeting, City staff will be reviewing the 2022 Summer Reading Program presentation, and addressing questions that your Honorable Body may have.

Respectfully submitted,



Evan Coates  
Acting City Librarian

Attachment A: 2022 Summer Reading Presentation



Torrance Public Library presents  
**All Ages Summer Reading Program**  
 June 13 - August 20, 2022


The Summer Reading Program has been generously funded by the Friends of the Torrance Library.

City of Torrance Community Service Department  
 Creating and Enriching Community through People, Programs and Partnerships  
 www.TorranceCA.gov  
 www.Library.TorranceCA.gov



**Summer Reading Program**


Theme:  
 Read Beyond the Beaten Path.  
 10 week program.  
 Open to all ages.  
 Free programs and activities.



**Summer Reading Challenge**

Complete the challenge to earn a prize and a certificate of completion. Limit 1 completion prize per participant.

Once the initial challenge is completed, keep reading and completing activities to earn a special drawing ticket. Limit 1 entry per participant.



**Register for the Summer Reading Challenge**

**Online**  
 Go online to our Torrance Public Library Beanstack site and create a new account or access an existing account.

**In Person**  
 Go to any Torrance Public Library to register and pick up a print Tracking Sheet.





The Tracking Sheet features original art created by Torrance Library staff member Craig Babiar.

**Certificate of Completion**  
 is hereby awarded to

for completing the 2022 Summer Reading Program  
 Read Beyond the Beaten Path  
 at the Torrance Public Library.

*Evan Conroy*  
 Evan Coates  
 Assistant City Librarian




Promotional Materials

Original artwork and artwork from iRead's program will appear on many promotional materials for the Summer Reading Program.

- Posters
- Bookmarks
- Social Media posts



iRead branded book bags

Free book bags featuring art by popular children's author Dav Pilkey. Available while supplies last.



Completion prizes



1 Squishmallows  
16 different kinds,  
5" tall



1 deck of Harry  
Potter themed  
UNO cards



2 scented soy candles  
16 different kinds, 2.5 oz.

Completion prizes



1 new book  
wide selection  
from Ingram



1 Funko Popsie  
13 different kinds,  
4.75" tall



1 iRead drawstring bag  
contains iRead hacky sack  
and 7' jump rope

Grand Prizes 10 winners will be selected



Fire 7" tablet



\$50 Gift card



Wait, there's more!

Enjoy weeks full of fun activities.

Free programs for all ages.

Popular Design a Bookmark contest returns.



Commission Meeting of  
June 13, 2022

**TO: LIBRARY COMMISSION**

**FROM: EVAN COATES, ACTING CITY LIBRARIAN**

**SUBJECT: ACCEPT AND FILE: CALIFORNIA LIBRARY ASSOCIATION ANNUAL  
CONFERENCE OVERVIEW AND SUMMARY**

**RECOMMENDATION**

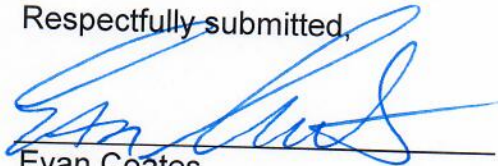
Recommendation of the Acting City Librarian that the Library Commission accept and file the report from Vice-Chair Reilly on her attendance at the 2022 CLA Conference.

**BACKGROUND AND ANALYSIS**

In April 2022, the Library Commission approved the travel and attendance of one Commissioner to the California Library Association Annual Conference, June 2- 4, 2022, in Sacramento, CA.

This item allows Vice-Chair Reilly to share her experiences, handouts or findings, and address any questions that your Honorable Body may have.

Respectfully submitted,



Evan Coates  
Acting City Librarian

**TO: LIBRARY COMMISSION**  
**FROM: EVAN COATES, ACTING CITY LIBRARIAN**  
**SUBJECT: LIBRARY STAFFING UPDATE**

**RECOMMENDATION**

Recommendation of the Acting City Librarian that the Library Commission accept and file the Staffing Update.

**BACKGROUND AND ANALYSIS**

In May 2022, the Library Commission directed staff to provide information regarding current staffing levels and organizational vacancies.

Prior to the pandemic, the Torrance Public Library employment roster included 75.5 FTE and a total staffing level of 112 employees. However, due partly to efficiencies and other cost-saving measures by the previous City Librarian, many of these staff positions have been eliminated.

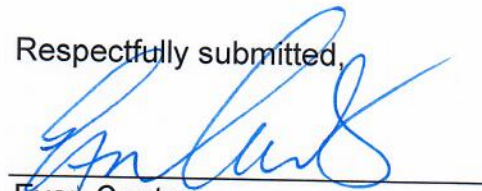
The list below itemizes the current vacancies throughout the Torrance Public Library.

City Librarian	Senior Library Page
Senior Librarian	Library Page
Librarian	Library Page
Librarian	Library Page
Librarian	Library Page
Librarian - PT	Library Page
Senior Library Technician	Library Page
Library Technician -PT	Library Page
Library Technician -PT	Library Page
Library Technician -PT	Library Page
Junior Library Clerk	Library Page
Senior Library Page	Library Page

As previously stated, the Torrance Public Library is currently conducting final interviews for the Senior Librarian position, and the City Librarian position selection is awaiting final negotiations. All other positions listed above are now being held and evaluated.

Staff are available to address any questions that your Honorable Body may have.

Respectfully submitted,



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Evan Coates  
Acting City Librarian

Attachment C: Staffing Report

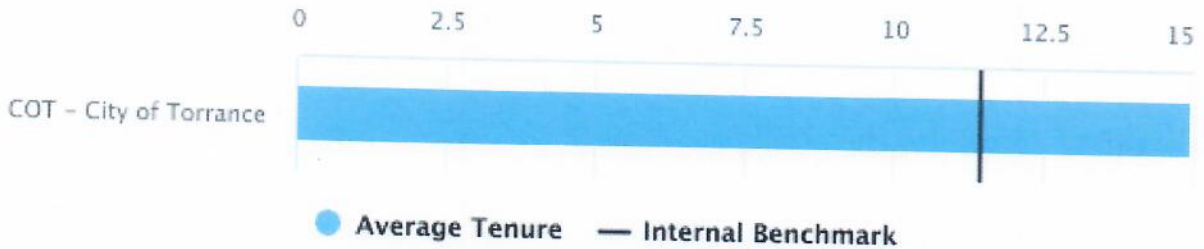
## Total Hours



Period	Total Hours	Regular Hours	Non-Regular Hours	absence hours	Overtime Hours	Premium Time Hours	Employee Count	Other Hours
Jun-21	10708.05	8233.95	1252.65	1251.65	1	0	77	0
Jul-21	11650.62	7434.45	2217.32	2216.32	1	0	77	0
Aug-21	10634.98	7921.4	1538.6	1537.6	1	0	75	0
Sep-21	10391.55	7436.45	1854.3	1854.3	0	0	74	0
Oct-21	10244.42	7604.25	1361.25	1361.25	0	0	73	0
Nov-21	10037.15	6465.2	2444.1	2444.1	0	0	72	0
Dec-21	10488.3	6247.35	2882.4	2882.4	0	0	70	0
Jan-22	9657.33	6722.73	1597.22	1597.22	0	0	70	0
Feb-22	8816.6	6068.65	1851.45	1851.45	0	0	67	0
Mar-22	10095.8	7711	1236.8	1236.8	0	0	67	0
Apr-22	9031.35	6540.67	1593.53	1588.03	5.5	0	67	0
May-22	9142.83	6417.45	1648.05	1648.05	0	0	64	0
Jun-22	1813	1352.25	281.75	281.75	0	0	62	0



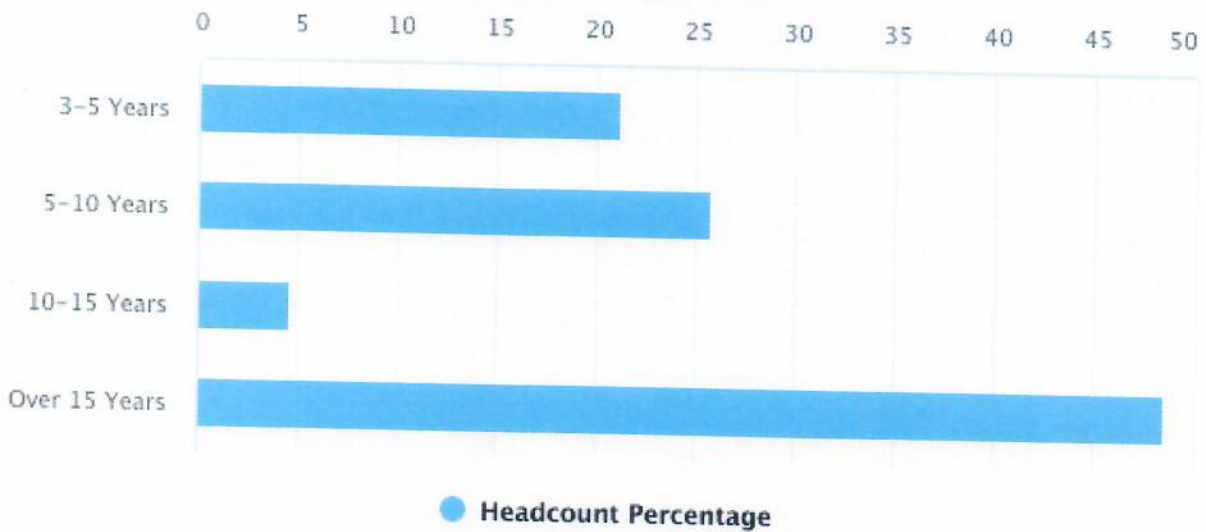
## Average Tenure



Period	Code	Location	Average Tenure	Headcount	Median Tenure
FY2022	COT	COT - City of Torrance	14.98	66	14.61

ADP

## Headcount by Tenure



Period	Code	Tenure Band	Headcount Percentage	Headcount
Q4- FY2022	4107	3-5 Years	21.21	14
Q4- FY2022	4464	5-10 Years	25.76	17
Q4- FY2022	4821	10-15 Years	4.55	3
Q4- FY2022	5178	Over 15 Years	48.48	32

ADP

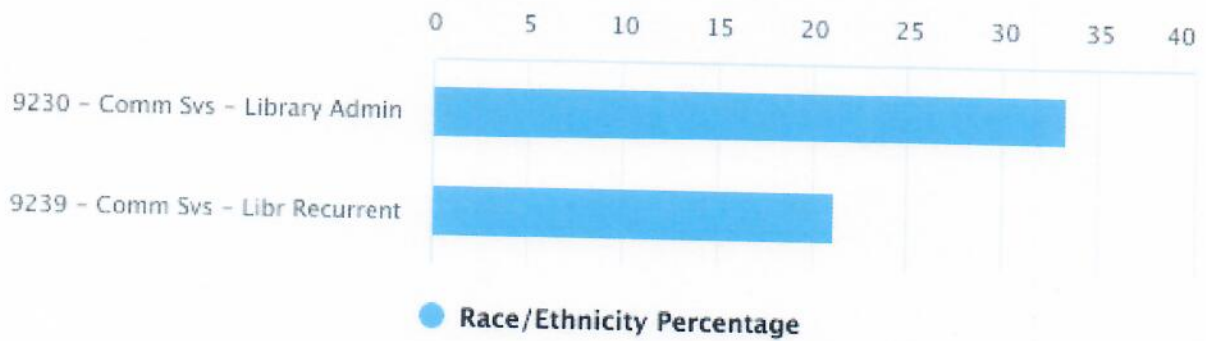
# Hires



ADP

Period	Total Hires	Part Time Hires	Full Time Hires
FY2019	0	0	0
FY2020	1	1	0
FY2021	0	0	0
FY2022	0	0	0

# Minority Headcount



ADP

Period	Code	Department	Race/Ethnicity Percentage
Q4- FY2022	9230	9230 - Comm Svs - Library Admin	33.35
Q4- FY2022	9239	9239 - Comm Svs - Libr Recurrent	21.22

## Termination Reasons



ADP

Period	RESIGNATION-OTHER POSITION	MOVED FROM AREA	RETIREMENT	PERSONAL REASONS
Q4- FY2021	4	0	0	0
Q1- FY2022	1	0	0	0
Q2- FY2022	1	0	0	1
Q3- FY2022	1	0	0	0
Q4- FY2022	3	1	1	0

## Absence



ADP

Period	Absence %	absence hours	Total Hours	Employee Count
Jun-21	11.69	1251.65	10708.05	77
Jul-21	19.02	2216.32	11650.62	77
Aug-21	14.46	1537.6	10634.98	75
Sep-21	17.84	1854.3	10391.55	74
Oct-21	13.29	1361.25	10244.42	73
Nov-21	24.35	2444.1	10037.15	72
Dec-21	27.48	2882.4	10488.3	70
Jan-22	16.54	1597.22	9657.33	70
Feb-22	21	1851.45	8816.6	67
Mar-22	12.25	1236.8	10095.8	67
Apr-22	17.58	1588.03	9031.35	67
May-22	18.03	1648.05	9142.83	64
Jun-22	15.54	281.75	1813	62

**TO: LIBRARY COMMISSION**  
**FROM: EVAN COATES, ACTING CITY LIBRARIAN**  
**SUBJECT: LIBRARY PROGRAMS AND STATISTICS SUMMARY**

**RECOMMENDATION**

Recommendation of the Acting City Librarian that the Library Commission accept and file the Program and Statistics Summary.

**BACKGROUND AND ANALYSIS**

In May 2022, the Library Commission directed staff to provide statistics on branch attendance, programs and circulation.

Staff are available to address any questions that your Honorable Body may have.

**STATISTICS**

**Door Counts**

Total Gate Count by Location 2021-22*	Total
Katy Geissert	86,966
Henderson	42,225
Southeast	30,191
North Torrance	23,497
Walteria	24,631
El Retiro**	4,669
Total	212,179

Total Gate Count by Location 2020-21*	Total
Katy Geissert	19,096
Henderson	28,482
Southeast	12,076
North Torrance	14,465
Walteria	10,859
El Retiro	7,183
Total	92,161

**Circulation**

2021-22*	Total Number of Items Circulated
Katy Geissert	296,339
Henderson	100,632
Southeast	63,628
North Torrance	74,848
Walteria	75,453
El Retiro**	13,785
Total	624,685

2020-21*	Total Number of Items Circulated
Katy Geissert	148,879
Henderson	45,676
Southeast	38,644
North Torrance	37,098
Walteria	32,707
El Retiro	32,997
Total	336,001

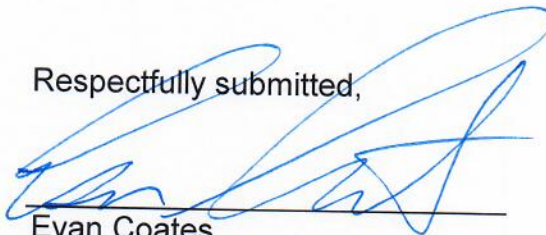
## Programming

2021-22*	Number of Programs by Location
Katy Geissert	103
Henderson	114
Southeast	71
North Torrance	47
Walteria	124
El Retiro	53
Total	512

2020-21*	Number of Programs by Location
Katy Geissert	55
Henderson	38
Southeast	22
North Torrance	17
Walteria	31
El Retiro	14
Total	177

	Total Number of Attendees
2021-22*	23,805
2020-21	15,034

Respectfully submitted,



Evan Coates  
Acting City Librarian

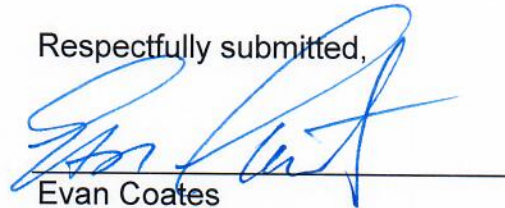
Commission Meeting of  
June 11, 2022

**TO: LIBRARY COMMISSION**  
**FROM: EVAN COATES, ACTING CITY LIBRARIAN**  
**SUBJECT: ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY**

**RECOMMENDATION**

Recommendation of the Acting City Librarian that the Library Commission accept and file the report from the liaison to the Social Service Commission.

Respectfully submitted,



\_\_\_\_\_  
Evan Coates  
Acting City Librarian

Attachment E: Social Services Commission Report 5-26-22

Social Services Commission Report  
May 26<sup>th</sup>, 2022

The Social Services Commission heard three presentations at their May meeting. ICAN California Abilities Network, Steven A. Cohen Military Family Clinic at VVSD, and the Evolve Program at TranZitions all presented to the Social Services Commission on the services they provide.

### **ICAN California Abilities Network**

ICAN provides services to adults with intellectual and developmental disabilities. They have been around for over 40 years. They have four departments that service their clients:

1. Work Skills
  - Helps clients develop communication, financial, and transportation skills to prepare for employment
  - In 2021, over 117 clients used this program
  - Provides services Monday – Friday
2. Employment
  - Provides one-on-one job support for clients
  - On site coaching
  - In 2021, ICAN served 168 clients:
    - 75 were hired in new jobs
    - 20 continued to receive job support
    - 73 learned pre-employment skills
  - In LA County, 82.5% of people with disabilities are unemployed
    - Of those employed, only 1.4% have fair pay
    - Up until September 2021, companies could apply for wage certificates from the state that would allow them to pay employees with intellectual or developmental disabilities sub minimum wage pay. SB639 was signed in Sept 2021 that removes the wage certificates and requires that all employees with IDD are paid at least minimum wage.
    - Before Sept 2021, ICAN only placed clients in jobs that paid at least minimum wage or higher
3. Marketplace
  - ICAN creates small business that their clients can work at to gain training and also build work experience for their resume
  - Hermosa Coffee Co.
    - Coffee cart that can be rented by businesses or for events – staffed by ICAN clients and staff to provide on the job training to clients
    - Serves pour over coffee, cold brew, and kombucha
  - Photo Booth
    - Can be rented by businesses or for events
    - ICAN clients help design backdrop and a custom print for the event and also work the photo booth on site
  - Creative Studio
    - ICAN clients have time to make art projects which they can then sell



#### 4. Community/Social Events

- ICAN hosts summer and winter camps
- Have special day programs to theme parks, festivals, baseball games, etc.
- Monthly movie days where clients go to a movie theater to see a movie together

The ICAN office is located at Sepulveda and Crenshaw Blvd and they also have a site in Long Beach. They are happy to finally have a Torrance location as 30% of their clients live in Torrance. All total, they serve over 400 clients in the South Bay/Long Beach area.

There are many ways to support ICAN:

1. Connect – everyone knows someone
  - ICAN is always looking for business for clients to work at/get experience at
  - Job opportunities for their clients
  - Volunteer opportunities for their clients
  - Other opportunities that would allow clients to get experience or learn about something
2. Volunteer – ICAN is always looking for help with their summer and winter camps, weekend events, and service projects
3. Donate – individual donations, company sponsorships, providing physical supplies for programs

They do have an event coming up on June 25<sup>th</sup> from 4pm-7pm at the Torrance location. It's a summer garden party where they are raising money to buy two new vans to support their programs. Tickets are \$25 each and can be purchased at [www.ican.org](http://www.ican.org). There will be facility tours, a store onsite where art and jewelry made by clients can be purchased, and a silent auction. They are looking for items for the silent auction – if you have something to donate, you can email [info@ican.org](mailto:info@ican.org). There will also be appetizers and refreshments available.

#### **Steven A. Cohen Military Family Clinic at VVSD**

The Steven A. Cohen Military Family Clinic was originally founded in 2016 as part of the Cohen Veterans Network. They serve post-9/11 veterans and military families through outpatient care. The Cohen Veterans Clinic has 21 locations across the US and will be opening a location in Torrance this fall, which will be the 22<sup>nd</sup> clinic. The location will be next to Kaiser off of Madrona Ave. These clinics are designed to bridge the gap between the VA and other services the government provides.

Veterans Village in San Diego was the first location in California and has been an incredibly successful program. Cohen Veterans Clinics provide transitional housing, case management, and mental health services to their clients. The populations they serve are:

- Post-9/11 Veterans
  - Includes National Guard and Reserves
  - Includes those who have been dishonorably discharged
- Military Family Members
  - Includes caretakers, spouses, siblings, children
  - Anyone else who is defined as family by the veteran
- Active Duty Military
  - Provides individual therapy with a TRICARE referral

Trained clinicians deliver holistic evidence-based care to clients – many clinicians are veterans themselves so they are familiar with military culture. The additional benefit is that clients can seek services without

fear of being reported to command. This makes clients more likely to seek out services because they feel it's more confidential. Cohen Veterans Clinics offer short wait times to receive care and offer telehealth video therapy. In addition to mental health services, they provide ongoing support for employment, housing, finances, and education. They serve around 30,000 clients in the US – 30% female, 70% male, 53% veterans, 47% family members, 16% children.

Once the Torrance location opens (est Sept/Oct 2022), they will be holding an open house to show the clinic to the community. They will also be participating in the hybrid Veterans Day event that the Social Services commission is hosting in late October.

For more information, their website is [www.cohenveteransnetwork.org](http://www.cohenveteransnetwork.org).

### **Evolve Program at TranZitions**

The Evolve Program at TranZitions serves young adults with ADHD, autism, anxiety, and learning disabilities. Neurodivergent young adults may have trouble navigating the transition to employment. Evolve clients have graduated high school and could be either attending or graduated from college. Clients must also be receiving services from the Harbor Regional Center – Evolve is vendored through the HRC so their services are all fully-funded. Evolve helps clients with skills like emotional intelligence, teamwork, collaboration, self-regulation, and more. There are two components to the Evolve program –

1. Organized Curriculum
  - 11 month program
  - Clients build skills and awareness in: emotional intelligence, teamwork, communication skills, self-regulation, problem solving, conflict resolution, self-advocacy, adaptability, and work ethic
  - Evolve helps clients seek a job path in something they are interested in or want to try and would be a good fit for their needs/strengths
2. Internship
  - After completing the organized curriculum part of the program, clients move to the internship
  - Program is fully funded through HRC and includes wages and an on site job coach
  - Allows clients to explore different options while gaining experience
  - On site job coach helps client navigate their job duties, advocate for their needs, and educate the business on working with neurodivergent clients
  - Allows companies to bring on individuals who may not have made it through the application and interview process
  - Evolve provides ongoing support for clients in their employment even after the on site job coach has phased out
  - Allows clients and companies to work together to set goals and make accommodations (ex: quiet work space for concentration, one task at a time, etc)
  - Most internships have a path to employment for the client if they decide they want to continue working at their company
  - 85% of internships result in employment of the client

The Evolve program is always looking for internship-to-employment opportunities for their clients with companies who are willing to be flexible and accommodate a neurodivergent employee.

For more information, their website is <https://tranzitionsconsulting.org/evolve>.

### **Veterans Day Event**

The Social Services Commission continued to discuss the details of the event for Veterans Day. It will be a hybrid event with an in-person resource fair in late October and a pre-recorded segment on CitiCable that will air during Veterans Week in November. They will have boxed lunches available to attendees – those who are comfortable staying and eating in person can do so, but the boxed element also allows attendees to grab and go. They are working on lining up service providers for the resource fair and working on raffle items for the in person event.

**TO: LIBRARY COMMISSION**  
**FROM: EVAN COATES, ACTING CITY LIBRARIAN**  
**SUBJECT: MONTHLY DIVISION REPORT**

**Administration and Staffing**

This month the Torrance Public Library celebrated Librarian Lyndal Jay Spradlin on his retirement after thirty-eight years of dedicated public service. Senior Librarian Theresa Babiari is currently on leave, and Reference Librarian Edward Kane has accepted a move-up to the position overseeing both the Walteria and Southeast locations.

The Torrance Public Library has concluded the Senior Librarian recruitment and is currently waiting for the protest period to end before moving forward with final interviews.

Current vacancies include one permanent City Librarian, one full-time Senior Librarian, three full-time Librarians, one half-time Librarian, three half-time Library Technicians, two half-time Senior Library Pages, one half-time Junior Library Clerk, and nine Library Pages.

Evan Coates continued his temporary appointment to City Librarian.

**Facilities and Technology**

Contractors continued to work on the public elevator at the Katy Geissert Civic Center Library. The project was slated for completion by May 31; however, staff has reported that due to delays, this project is ongoing.

Renovations at the El Retiro Library continued throughout the month of May. Telecommunications staff have successfully rerouted necessary wiring to accommodate a new desk placement, and staff are currently awaiting additional furniture assembly by our General Services team.

**City Budget**

The City held its two budget hearings and passed a balanced budget in which the Library's budget remained unaffected. Staff continue to remain fiscally conservative but intend on investing additional funding into shelf-ready materials, ebooks, and downloadable audiobooks, as a way to meet growing demand and allow staff more opportunity to focus on higher-level responsibilities.

### **Adult and Youth Services**

Staff across the system have been working diligently to provide fun, informative, and exciting programs throughout the community while still preparing for the upcoming Summer Reading Program.

During the month of May, Reference Librarian Suganthi Buehler hosted gardening expert Yvonne Savio as she discussed the perfect ornamental and edible plants to enjoy in the spring and summer months. In addition, in preparation for the upcoming elections, Reference Librarian Michael George presented resources to strengthen one's ability to be an informed voter.

Youth Services staff conclude their spring Storytime sessions and are excitedly gearing up for the upcoming programs. The North Torrance and Henderson Libraries welcomed back crowd-favorite magician Arty Loon, and throughout the system, Youth Services staff have continued to provide creative and free crafts for students.

The Summer Reading Program officially begins June 13, 2022. With the current staffing limitations, staff have continued to pivot and combine staffing desks to provide the best service during SRP. Deep appreciation goes out to the entire Summer Reading Program Committee and the library staff who diligently work to make such an extensive program a success.

### **Community Relations**

On Thursday, May 26, at 3:30 p.m. the Torrance Public Library received a generous donation of \$5,000 from the designated sales of a Scholb/Polypeptide partnered promotional brew. Staff were invited to visit Scholb Premium Ales at 2964 Columbia St, Torrance, 90503, and thank them personally for the continued support of local libraries.



Respectfully submitted,



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Evan Coates  
Acting City Librarian