

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.

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 Katy Geissert Library Meeting Room. All meetings are open to the public.

**TORRANCE LIBRARY COMMISSION AGENDA  
SEPTEMBER 12, 2022  
REGULAR MEETING**

**6:00 P.M. KATY GEISSERT LIBRARY MEETING ROOM AT 3301 TORRANCE BL.**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Gunter, Javaid, Kohus, Muo, Piotrowski, Reilly, Wang

**2. FLAG SALUTE:** Commissioner Gunter

**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 Friday, September 2, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: AUGUST 8, 2022**

Recommendation of the City Librarian that the Library Commission approve the Library Commission minutes of August 8, 2022.

**7. ADMINISTRATIVE MATTERS**

**7A. ACCEPT AND FILE: ANNUAL REPORT**

Recommendation of the City Librarian that the Library Commission review and approve the draft Library Commission Annual Report covering July 2021 through June 2022.

**7B. ACCEPT AND FILE: FRIENDS OF THE LIBRARY UPDATE**

Accept and file a presentation from City Staff and the Friends of the Library Liaison on current status and activities.

**7C. ACCEPT AND FILE: REVISIT THE LIBRARY 2020 PLAN OF SERVICE**

Recommendation of the City Librarian that the Library Commission discuss and review elements of the 2020 Plan of Service as part of their work plan for the 2022-2023 Commission Year in particular the Plan's diversity, equity, and inclusion component.

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

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

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

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

**8. COMMISSION ORAL COMMUNICATIONS**

Commissioner Order - Gunter, Javaid, Kohus, Muo, Piotrowski, Reilly, Wang

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

**10. ADJOURNMENT**

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



**AFFIDAVIT OF AGENDA POSTING**

STATE OF CALIFORNIA     )  
COUNTY OF LOS ANGELES ) ss  
CITY OF TORRANCE        )

In compliance with Government Code 54954.2 (a), I DO HEREBY AFFIRM that a copy of the **Library Commission Agenda** for the regular meeting of **Monday, September 12, 2022** was conspicuously posted on the City Clerk's Bulletin Board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below.

POSTED:

Time: 1:25 p.m.                      Date: 9/2/22

By: 

**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 6:01 p.m. on Monday, August 8, 2022, in the Katy Geissert Library Meeting Room.

**ROLL CALL**

Present: Commissioners Gunter, Kohus, Piotrowski, Reilly, Wang, Chair Javaid.

Absent: Commissioner Muo.

Also Present: City Librarian Heather Cousins, Acting City Librarian Evan Coates, Acting City Librarian Cynthia Aguado, and Community Services Director John La Rock

**MOTION:** Commissioner Kohus moved to excuse the absence of Commissioner Muo. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

**2. FLAG SALUTE**

Commissioner Gunter led the Pledge of Allegiance.

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

Chair Javaid reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Tuesday, August 2, 2022.

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

City Librarian Cousins listed a Supplemental Item that consisted of the 2021-2022 fiscal Torrance Library report.

**5. ORAL COMMUNICATIONS**

– None.

**6. CONSENT CALENDAR**

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

**MOTION:** Commissioner Gunter moved to approve the amendments made to the July 11, 2022 minutes. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

**MOTION:** Commissioner Kohus moved to approve the July 11, 2022 minutes as amended. Commissioner Gunter seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

7. **ADMINISTRATIVE MATTERS**

7A. **ACCEPT AND FILE: ANNUAL REPORT**

Commissioner Gunter presented an annual report and requested feedback from the Commission.

Commissioner Piotrowski asked Staff their input and if there were suggested additions. City Librarian Cousins replied that collaborations and a search for a librarian for the El Retiro Library could be added. Commissioner Gunter stated that he'll add anticipated projections and will expand on what has been done.

Chair Javaid stated that what the Commission does in the upcoming fiscal year could be added in the annual report. Commissioner Gunter acknowledged the statement.

Commissioner Gunter inquired if expenditures and budgets should be included. Commissioner Kohus replied that expenditures and budgets aren't in the annual report.

Commissioner Kohus stated that the April 11, 2022 Homeless 101 Training should be included in the annual report.

Commissioner Kohus inquired if the annual report could be brought back during the September Commission with corrections. Chair Javaid replied and confirmed.

**MOTION:** Commissioner Kohus moved to bring the Annual Report back during the September 2022 Commission meeting. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

7B. **ACCEPT AND FILE: COMMISSION LETTER OF SUPPORT**

Commissioner Piotrowski stated that concerns from Staff should be added in terms of observations.

Commissioner Reilly pointed out a discrepancy and requested corrections. Chair Javaid replied that the verbiage can be corrected.

Commissioner Piotrowski requested that statistics be provided. Commissioner Kohus stated that statistics are provided by the City Library and that an attachment was provided for reference.

City Librarian Cousins stated her concern on presenting findings to the City Council and how they would receive the report. Commissioner Gunter expressed that he had a similar concern. Chair Javaid stated that the Commission is an advisory board to the City Council; the Commission relays observations and advises City Council to the issues pertaining to the libraries.

Commissioner Reilly stated that the letter focuses on negative aspects and inquired if positive news could be placed in for balance. Commissioner Kohus replied that the Staff Appreciation experience was so alarming, issues needed to be addressed.

Chair Javaid stated that the report is for communication purposes per City Council's request.

Commissioner Piotrowski inquired what the purpose / goal of the letter was and if it would have positive or negative impacts. Chair Javaid replied that the goal is to have City Council think of the Library for budgetary purposes.

Commissioner Wang stated that she spoke with Staff during Staff Appreciation and noted that Staff was exhausted but dedicated; the main problem was the City didn't have the funding. Commissioner Wang stated that a good portion of problems will be alleviated when more Staff is obtained.

Commissioner Wang suggested that an alternative method be presented to City Council to generate action and get a better response.

Commissioner Gunter stated that he supports the letter but is concerned how City Council will digest the letter. Commissioner Kohus replied that the Commission can't predict how City Council will react but doing nothing or softening the letter to avoid offense did not make sense.

City Librarian Cousins inquired if her meeting with HR should be included in the letter and suggested having an ad hoc meeting where she can be included to brainstorm strategies.

Commissioner Piotrowski liked the idea of the letter but wanted to soften the letter. Commissioner Javaid replied that bullets can be deleted. Commissioner Kohus stated that the letter can be discussed through an ad hoc committee.

Commissioner Piotrowski suggested that the letter could start with positives and lead to the concerns the Commission observed.

Commissioner Kohus expressed her concerns on softening the letter.

Chair Javaid stated that an ad hoc committee can be put together and statistics could be brought to the September 2022 meeting.

**MOTION:** Commissioner Piotrowski moved to have the Commission Letter of Support return to an ad hoc committee for discussion / revisions and have it presented during the September 2022 meeting. Commissioner Kohus seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

**7C. ACCEPT AND FILE: FRIENDS OF THE LIBRARY UPDATE**

City Librarian Cousins stated that the Friends of the Library had their first in-person book sale in two years; the book sale featured special prices for teachers and was a success.

City Librarian Cousins stated that the Friends of the Library donated to the Discover Books program.

**MOTION:** Commissioner Gunter moved to accept and file the Friends of the Library update. Commissioner Kohus seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

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

Commissioner Reilly gave a report on the Social Services Commission meeting:

- Regarding Housing Choice vouchers (Section 8), Torrance has opened two additional criteria for persons to apply: victims of domestic violence and individuals moving into safe housing.
- The Housing Choice list was last opened in 2009 where 18,000 individuals applied.
- Housing Choice is a federally funded program, all monies go directly towards housing.

**MOTION:** Commissioner Kohus moved to accept and file the Social Services Summary. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

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

City Librarian Cousins gave an update on the Acting City Librarian Monthly Division Report:

- The El Retiro Library is planned to open September 2022, there is no confirmed date currently.
- Intern Dahlia Hernandez has been working on community outreach, surveys, library usage, and feedback from the community; Dahlia will be available during the September 2022 Commission meeting to present findings.

Commissioner Javaid inquired if a written report on community outreach findings could be presented and if the information could be included in the Commission Letter of Support. Acting City Librarian Coates stated that the information Hernandez gathered was demographics based, it would not be beneficial to input in the Commission Letter of Support.

**MOTION:** Commissioner Reilly moved to accept and file the Acting City Librarian Monthly Division Report. Commissioner Gunter seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

**8. COMMISSION ORAL COMMUNICATIONS**

Commissioner Gunter stated the annual update report was enlightening.

Chair Javaid stated that she attended the book sale and watched the City Council meeting.

Commissioner Piotrowski welcomed new City Librarian Cousins and stated that he watched the City Council meeting.

Commissioner Reilly stated that it's great to be back to in-person meetings.

Commissioner Wang welcomed the new City Librarian Cousins.

City Librarian Cousins introduced herself and shared her experiences.

9. **ITEMS FOR NEXT LIBRARY MEETING**

- Social Services Report.
- Youth Council.
- Ad Hoc Committee.
- Annual Report.

10. **ADJOURNMENT**

**MOTION:** At 8:01 p.m., Commissioner Reilly moved to adjourn the meeting to Monday, September 12, 2022, at 6:00 p.m. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Muo absent).

###



Commission Meeting of  
September 12, 2022

**TO: LIBRARY COMMISSION**  
**FROM: HEATHER COUSIN, CITY LIBRARIAN**  
**SUBJECT: ANNUAL REPORT**

**RECOMMENDATION**

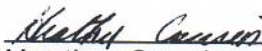
Recommendation of the City Librarian that the Library Commission review and approve the draft Library Commission Annual Report covering July 2021 through June 2022.

**BACKGROUND/ANALYSIS**

At the July meeting, Library Commissioners appointed Commissioner Gunter to draft the Library Commission's Annual Report to be shared with City Council. Commissioners reviewed and provided feedback on a draft at their August meeting. They requested a second draft, based on that feedback provided. The Commission is scheduled to present their Annual Report to the City Council in November.

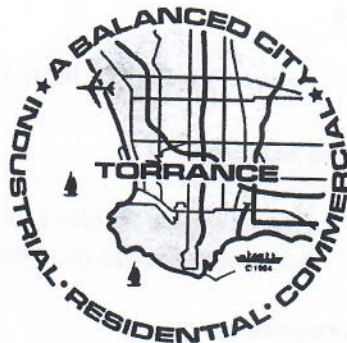
Staff are available for questions.

Respectfully submitted,

  
\_\_\_\_\_  
Heather Cousin  
City Librarian

Attachment A: Library Commission Annual Report

TORRANCE PUBLIC  
**LIBRARY**  
Learn. Lead. Live. With your library!



# Annual Report of the Torrance Library Commission FY 2021-22

Prepared by Benjamin Gunter

Library Commission

City of Torrance, California

September 12, 2022

## **Vision**

*Learn. Lead. Live. With Your Library!*

## **Mission Statement**

*The Torrance Public Library provides outstanding services, exceptional resources, and accessible spaces to support an independent, literate, and informed community.*

## **Governance**

The City of Torrance Library Commission is one of 12 active commissions established in Torrance Municipal Code (T.M.C.) Div. 1, Ch. 3. The Library Commission is governed by T.M.C. § 13.1-8.

## **Membership**

The membership of the Torrance Library Commission consists of seven Torrance electors who are appointed by the Mayor subject to approval by City Council (T.M.C. § 13.3.1). The Commission appoints one of its members to chair the Commission for one year (T.M.C. § 13.3.5) and customarily appoints a different member to serve as Vice Chairperson, who performs the duties of the Chairperson when the Chairperson is unable to do so, and a liaison to the Social Services Commission. For the fiscal year beginning July 2021 and ending June 2022, the membership of the Torrance Library Council was as follows:

- Rosie Javaid
- Julie Kohus (Social Services Liaison)\*
- Raymond Lambert\*\*
- Dennis Piotrowski
- Andrea Reilly (Vice Chair)
- Kim Wang
- Tony Yeh (Chair)

\* The Commission initially appointed Commissioner Javaid to the role of Social Services Liaison on July 12, 2021. Commissioner Javaid learned of a schedule conflict and requested reappointment on August 9, 2021. The Commission appointed Commissioner Kohus to the role.

\*\* Commissioner Lambert left office on October 4, 2021. His seat remained vacant through June 2022.

## **Powers and Duties**

Pursuant to T.M.C. § 13.3.7, the Torrance Library Commission is charged with three powers and duties:

a) *The Commission may make recommendations to the City Council on 1) the acquisition of land, buildings, equipment and facilities for public library purposes; 2) the improvement of the operation and administration of the library; 3) any other matters concerning public libraries.*

b) *The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it may deem necessary or proper.*

*c) The Commission shall advise the City Council on any matters concerning public libraries when so requested by the Council.*

### **Purpose**

The Commission makes recommendations to the City Council regarding the operation of the library system by keeping in touch with the patrons; establishes strong lines of communication with the schools; supports the Historical Society and the Friends of the Torrance Library; promotes the use of the library; gives information on its activities and encourages public support as well as legislative support.

### **General Activities**

The Library Commission meets monthly to review program status, proposals, and projects sponsored by or related to the Torrance Public Library. In collaboration with the City Librarian and other key staff of the Torrance Public Library, the Commission reviews and advises on departmental reports and recommendations of the City Librarian in order to fulfill its duties.

### **Meetings**

#### *Regular Meetings*

Regular meetings of the Library Commission are held monthly and noticed to the public. During the fiscal year 2021-2022, the Library Commission held 11 regular meetings, taking place on the second Monday of each month. (The Commission agreed to go dark in December.) Meetings between July and December 2021 took place in the Katy Geissert Library Meeting Room. Meetings between January 2022 and June 2022 were held via teleconference. The regularly scheduled meeting time was changed from 7:00pm to 6:00pm effective October 11, 2021.

- Jul. 12, 2021
- Aug. 9, 2021
- Sept. 13, 2021
- Oct. 11, 2021
- Nov. 8, 2021
- Jan. 10, 2022
- Feb. 14, 2022
- Mar. 14, 2022
- Apr. 11, 2022
- May 9, 2022
- Jun. 13, 2022

Meetings are attended by the members of the Library Commission and relevant employees of the City of Torrance, including the City Librarian, Assistant City Librarians, and the Community Services Director.

The City of Torrance delegated City Librarian Yolande Wilburn as the Staff Liaison to the Library Commission until her departure from the Library. Between January 2022 and June 2022, Assistant Librarians Cynthia Aguado and Evan Coates have served as the Staff Liaison.

### *Ad Hoc Subcommittee Meetings*

As a result of the formation of an *ad hoc* subcommittee for Staff Appreciation planning, additional meetings were scheduled and held via teleconference by the *ad hoc* subcommittee on March 3, 2022 and on May 31, 2022.

### **Significant Actions**

- The Commission studied strategies for service improvement employed by other libraries. At the recommendation of the City Librarian, the Commission represented the Torrance Public Library at the California Library Association by acquiring memberships for Commissioners Piotrowski, Reilly, and Wang, and by delegating Commissioner Reilly to attend the organization's annual conference. The Commission continues to focus on opportunities for fundraising and public engagement that were discussed at this forum.
- The Commission provided advice and guidance to the Torrance Public Library on matters of public relations. The Library staff delivered a presentation on *Shaping Torrance Through Racial Inclusion, Diversity, and Equity* to the Commission in July 2021 and in August 2021, City Librarian Yolande Wilburn delivered a presentation on advocacy, including relevant state legislative actions and how they might impact library services. Continued engagement with the State and library communities is a low-cost and high-yield endeavor.
- In October 2021, at the recommendation of City Librarian Wilburn, the Commission reviewed and approved a Torrance Public Library Collection Development policy that was updated to cover youth and adult materials, as well as guidelines for diversity and inclusion.
- *Serving with a Purpose* Conference: At the recommendation of City Librarian Wilburn, the Commission allocated funds for three members of the Library Commission (Commissioners Javaid, Reilly, and Yeh) to attend the *Serving with a Purpose* Conference on September 1, 2021, in Ontario, California. Afterward the Commissioners discussed conference presentations with the Commission.
- The Commission conferred with City staff regarding necessary building maintenance items, most notably the mitigation of flooding at the El Retiro branch that occurred in December 2021. Paint and carpet were repaired by January 2022, but as of the end of the fiscal year, the branch remained closed. It is a priority of the Commission to ensure the reopening of this branch.
- In an effort to improve morale among the staff, the Library proposed a Staff Appreciation program in February 2022. The Commission formed an *ad hoc* subcommittee to advise and assist. The Commission visited the branches and work areas with incentives and discussed the staffing and services at the branches.

- The Commission studied the impact of homelessness on library services and *vice-versa* in collaboration with Torrance City Staff (Zulma Gent) and the South Bay Coalition to End Homelessness (Nancy Wilcox), who delivered a presentation to the Commission on May 9, 2022. The Commission continues to work in concert with the Social Services Commission and Torrance Public Library staff and anticipates monitoring and responding as needed to the increasing impact, including the new shelters.

### **Challenges and Concerns**

- The City Librarian post was vacant throughout the second half of the fiscal year. With staffing having not yet approached pre-COVID levels, the vacancy of this position presented a uniquely challenging duty for the Assistant City Librarians in fulfilling these responsibilities.
- The elevator at the Katy Geissert branch has remained out of service since March 2022. In order to accommodate patrons with disabilities, staff personally escort these individuals to the staff elevator. The Commission remains attentive to this particular issue and the implications of allocation of resources.
- Due in part to the City Librarian vacancy and to staffing challenges, the Torrance Public Library has not returned services to normal levels since COVID.
- Branches have been operating with only one or two staff members on-site at a time. Given that circulation and demand have doubled since the shutdowns of 2020, the Library must increase staffing as a matter of safety and service.

### **Transition to FY 2022-23**

The delivery of library services is projected to grow substantially post-pandemic and will require adjustments to operations and human resources accordingly. The Commission anticipates working closely with the incoming City Librarian to address deficiencies in staffing, funding, and materials in the upcoming fiscal year. As of the end of this fiscal year, the Commission continues to compose a Letter of Support detailing its observations of operational impediments. The Commission is hopeful about future collaboration with City Council and Staff to meet these challenges.

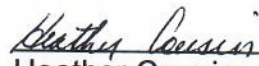
Commission Meeting of  
September 12, 2022

**TO: LIBRARY COMMISSION**  
**FROM: HEATHER COUSIN, CITY LIBRARIAN**  
**SUBJECT: FRIENDS OF THE TORRANCE LIBRARY UPDATE**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission accept and file a presentation from a Friends of the Torrance Library member on Friends of the Torrance Library activities.

Respectfully submitted,

  
\_\_\_\_\_  
Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**  
**FROM: HEATHER COUSIN, CITY LIBRARIAN**  
**SUBJECT: REVISIT THE LIBRARY 2020 PLAN OF SERVICE**

**RECOMMENDATION:**

Accept and file the 2020 Plan of Service update report. Staff also seek input about the creation of a Commission ad hoc committee to work with staff to collaborate on evaluating the existing Plan's expectations, deliverables, and relevance in our current service environment.

**BACKGROUND/ANALYSIS**

In 2019, Library staff, with input from the Library Commission, and the community, began developing a new Plan of Service (the "Plan"). The library's previous Plan was written and adopted in 2012.

The discussions and surveys conducted resulted in the following library service responses, which were five areas of focus indicated by library users, Commissioners, and the Library Leadership Team:

Torrance Public Library provides outstanding services, exceptional resources and accessible spaces to support an independent, literate and informed community.

Strategic Plan Service Responses

**Satisfy Curiosity**

Torrance Public Library provides resources to support information seeking, self-directed learning, and the personal pursuit of knowledge.

**Create Young Readers**

Torrance Public Library serves as an open gateway to literacy and the educational world for all children regardless of family background, language, learning style or life circumstance.

**Succeed in School**

Torrance Public Library supports structured educational goals by providing resources and environments that serve students of all ages and abilities.



Celebrate Diversity

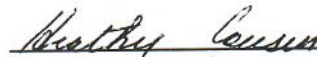
Torrance Public Library offers resources that recognize, support and highlight the diverse community and its members.

Stimulate Imagination

Torrance Public Library responds to the community's interests by offering a broad selection of accessible materials in multiple formats, genres and languages for all ages and abilities.

Despite having set benchmarks and deliverables, with the change in Library leadership in 2019 and the COVID closures in 2020, the goals of the Plan have not been met. Staff remain committed to helping realize the work plan set forth in the Plan and previously collaborated with the other divisions of the Community Services Department on diversity, equity, and inclusion programs, student success initiatives, and other similar programs.

Respectfully submitted,



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Heather Cousin  
City Librarian

Commission Meeting of  
September 12, 2022

**TO: LIBRARY COMMISSION**


**FROM: JULIE KOHUS, COMMISSIONER**

**SUBJECT: SOCIAL SERVICES COMMISSION MEETING SUMMARY**

**RECOMMENDATION:**

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

Respectfully submitted,

  
\_\_\_\_\_  
Heather Cousin for Julie Kohus  
City Librarian                      Commissioner

Attachment B: Social Services Commission Report  
Attachment C: Torrance Faith Homelessness Collaborative  
Attachment D: Torrance Village Community Wish List

Social Services Commission Report  
September 12, 2022

**Veterans Appreciation Event**

The Social Services Commission continued to plan their Veterans event. The in-person event will take place on October 21st, 2022. There will be a resource fair and lunch for veterans on that date. They are accepting about 180 attendees – each veteran is allowed to bring a guest if they want. The Commission will make announcements about this event at future City Council meetings. The Commission is accepting raffle items for the event.

The virtual event will be held on CitiCABLE during Military Veterans Appreciation Week, November 6-12. The Commission is looking to have a booth at the Torrance Farmers Market to collect appreciation messages from the public that can be included in the virtual program. CitiCABLE will be present to record anyone on video who would like to submit a video message. Paper will also be available for written messages, which will be included in a scroll at the bottom of the screen during the virtual event. The Commission is aiming to have a booth on a Tuesday in October – they narrowed it down to either the 4th or the 11th. Staff will reach out to the Farmers Market to finalize one of those two dates and report back next month.

**Commission Work Plan**

The Commission is revising their Work Plan to focus attention on Adults with Developmental Disabilities and Youth with Special Needs. At this month's meeting, they reviewed individual Commissioner recommendations for actions and combined action ideas to isolate specific themes. Staff will bring back the themes that the Commission has identified at the September meeting. The Commission will take those themes and begin defining action, measurement, and timelines for these themes. Once the Work Plan is completed, the Commission will submit recommendations to City Council (as appropriate) for implementation.

**Homelessness**

During oral communications, Nancy Wilcox spoke about a new collaborative that she's working on called the Torrance Faith Homelessness Collaborative. Right now, they are asking residents to speak to their faith leaders about this Collaborative and encourage them to attend the inaugural meeting (via Zoom, September 22, 3pm-4pm). Professional or lay leadership are welcome to attend. The hope with this Collaborative is to galvanize the faith community to get involved and informed about homelessness in Torrance and the City's Homelessness Plan. A flyer is included with this report about this Collaborative.

Harbor Interfaith Services is collecting donations for the Torrance Village – a flyer is included with this report. There is a drop box in the Torrance City Hall for donations. If needed, Nancy Wilcox can also be contacted to arrange for a pickup (nancywilcox777@gmail.com).

**School Supply Drive Update**

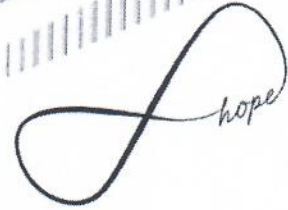
Staff updated the Commission on the school supply drive that took place in August. School supplies were collected during the drive to be distributed to TUSD students who are experiencing homelessness. Staff reported that 50 families participated and students were able to come and "shop" for school supplies at an event.

Staff also reported that they were able to include students that were impacted by the multi-family apartment complex fire and those students were also able to come and "shop" for school supplies.

Staff said that on the last day of the drive, they were collecting the drop boxes and someone came in at the last minute with a large box of items to donate. That person was a local Starbucks manager who had actually gotten 10 local Starbucks to participate in the drive! He was dropping off all of the supplies that the 10 locations had collected. He also expressed to Staff that he was very interested in participating in any future drives that the City held.

# SAVE THE DATE:

Thursday,  
September 22, 2022  
3:00-4:00 pm



## Inaugural Meeting of the Torrance Faith Homelessness Collaborative

Sponsored by the City of Torrance, this Collaborative seeks to provide homelessness engagement and solutions awareness to the faith community, and to unite efforts to provide support to those living unhoused within its borders.

### Meeting Agenda

1. Welcome and Purpose
2. Overview of the City's Homelessness Plan
3. Supporting the City's Temporary Shelter
4. Future Meeting Planning

- This Collaborative welcomes both your professional or lay leadership.
- Email Nancy or Zulma if you cannot attend but are interested in the Collaborative.

**Click [here](#) to preregister for this virtual meeting.**



### Contacts

- **Faith Coordinator:** Nancy Wilcox, [nancywilcox777@gmail.com](mailto:nancywilcox777@gmail.com)
- **City Manager's Office:** Zulma Gent, [ZGent@TorranceCA.gov](mailto:ZGent@TorranceCA.gov)
- [Hotlink to City's Homelessness landing page](#)

# Torrance Village Donation Wish List

~ 40 Residents ~

Summer-Fall 2022



**HiS**  
Harbor Interfaith Services

**Drop off donations anytime in the Torrance City Hall  
lobby box, 3031 Torrance Blvd,  
or contact Nancy to arrange for pickup at  
[nancywilcox777@gmail.com](mailto:nancywilcox777@gmail.com)**

## On-Going Needs

*Toiletries Note: Bottles around 16 oz. are best. Most items are available at deep discount stores. We encourage you to "Shop Torrance"!*

- Ground coffee
- Laundry detergent "pods"
- Laundry dryer sheets
- Deodorant
- Toothbrushes
- Toothpaste
- Dental floss
- Lotion
- Shampoo
- Conditioner
- "3 in 1" body wash
- Bars of soap
- Feminine hygiene products
- Disposable razors
- Shaving gel

## Occasional Needs

*For their pets*

- Poop bags
- Cat litter
- Grooming tools
- Collars or leashes, gently used
- Bath or beach towels, gently used

## Special Seasonal Needs

### August/September Collections

- Sweatshirts in darker colors, new or gently used

### October/November Collections

- Coats or jackets, new or gently used
- Umbrellas, any style, size, or color

*Clothing Note: We house both men and women.*

*All sizes are appreciated, especially Large, XLG and XXLG.*

Please visit the [City's Homelessness website](#) for updated information  
or email **Zulma Gent** at [ZGent@TorranceCA.gov](mailto:ZGent@TorranceCA.gov).

Contact Nancy Wilcox at [nancywilcox777@gmail.com](mailto:nancywilcox777@gmail.com)  
about hosting a donation drive and tailoring it to your interests.  
Receipts available upon request.

Monetary donations are welcomed and will be used to purchase additional needs.  
For online donations, click [here](#) and dedicate the gift to "Torrance Village" or  
send a check to Harbor Interfaith Services, 670 W 9th St, San Pedro, CA 90731  
with "Torrance Village" on the note.

**TO: LIBRARY COMMISSION**  
**FROM: HEATHER COUSIN, CITY LIBRARIAN**  
**SUBJECT: MONTHLY DIVISION REPORT**

### **Administration and Staffing**

This month the Torrance Public Library bid farewell to a few staff members while securing permission to hire. Edward "Ted" Kane, Supervising Librarian at the Katy Geissert Library, left to become Library Services Supervisor (the equivalent of an Assistant City Librarian) at the Buena Park Library. Ted was with Torrance for over 15 years. His replacement will be named in the next few weeks.

One of our temporary, part-time librarians, Beatriz Mondragon, left to care for family. Saswati Das, our Junior Library Clerk, accepted a temporary appointment to serve in our City Clerk's Department. Such appointments are valuable for both Department's as staff receive valuable cross training, each learn about the other's department, and staff explore the opportunity to advance within the organization.

### **Facilities and Technology**

Facilities staff continue to work throughout all Torrance Public Libraries. During the recent heat wave the HVAC at Katy Geissert was put to the test and received an emergency boost on the area's hottest day, ensuring we could continue to serve residents as a cooling facility as did each branch and the Dee Hardison Sports Complex.

### **Adult and Youth Services**

The Summer Reading Program concluded and staff are happily welcoming the increase in returning patrons back into the Libraries. Youth Services Librarians across the system are reintroducing students to spaces and collections, while the Adult Services Librarians are continuing with some diverse offerings of programs and activities to stimulate interests and pull in non-users.

### **Community Relations**

This month, the City Librarian met with various other City departments and agencies. Most notably, the library was able to reconnect with the City's Economic Development

Office and discuss ways to leverage the fantastic services and resources to our small businesses.

### Outreach

Concluding her internship, Stanford student, Dahlia Hernandez, presented her findings of her multiple outreach visits and surveys. At approximately 200 surveys/interviews, Ms. Hernandez was able to discover that while so many love the libraries, many did not know about the extent of the library's resources either in person or online.

Respectfully submitted,

  
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Heather Cousin  
City Librarian