

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 6:00 p.m. in the West Annex Commission Meeting Room. All meetings are open to the public.

**TORRANCE LIBRARY COMMISSION AGENDA
NOVEMBER 14, 2022
REGULAR MEETING
6:00 P.M. WEST ANNEX COMMISSION MEETING ROOM
3031 TORRANCE BLVD., TORRANCE, CA 90503**

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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Gunter, Javaid, 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 November 8, 2022.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15 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 1 minute per speaker.

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

Recommendation of the City Librarian that your Honorable Body approve the Library Commission minutes of October 10, 2022.

7. ADMINISTRATIVE MATTERS

7A. REVIEW AND APPROVE: JOINT CITY COUNCIL AND LIBRARY COMMISSION MEETING

Recommendation of the City Librarian that your Honorable Body review, discuss, and approve:

1. Staff drafting a report to be agendized for a future City Council meeting with potential dates for a joint meeting of the City Council and Library Commission.
2. Appointing an ad hoc Library Commission committee to work with staff to develop an agenda for an upcoming joint City Council Library Commission meeting.
3. If approval is given to appoint an ad hoc committee, appoint the ad hoc committee.

7B. ACCEPT AND FILE: CALIFORNIA PUBLIC LIBRARIES SURVEY SUMMARY INFORMATION

Recommendation of the City Librarian that your Honorable Body accept and file a summary overview describing elements of the Fiscal Year 2020-2021 California Public Library Survey.

7C. DISCUSS AND APPROVE: LIBRARY COMMISSION MEETING CANCELLATION FOR DECEMBER, 2022

Recommendation of the City Librarian that your Honorable Body discuss and approve cancelling the December meeting of the Library Commission.

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

Recommendation of the City Librarian and former Commissioner Kohus that your Honorable Body accept and file Commissioner Kohus' report from attending the Social Service Commission meeting.

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

Recommendation of the City Librarian that your Honorable Body accept and file the City Librarian's Monthly Division Report.

8. COMMISSION ORAL COMMUNICATIONS

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

9. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

10. ADJOURNMENT

10A. Adjournment of Library Commission Meeting to MONDAY, JANUARY 9, 2023,
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, November 14, 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: 3:40 AM. Date: 11/8/22

By: [Signature]

October 10, 2022

**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, October 10, 2022, in the West Annex Meeting Room.

ROLL CALL

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

Absent: None.

Also Present: City Librarian Heather Cousin and Community Services Director John La Rock.

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.

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

-None.

5. ORAL COMMUNICATIONS

Members of the Youth Council spoke.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: SEPTEMBER 12, 2022

MOTION: Commissioner Reilly moved to approve the September 12, 2022 minutes as presented. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE: LIBRARY COMMISSION LETTER OF SUPPORT

City Librarian Cousin presented the Library Commission Letter of Support.

MOTION: Commissioner Kohus moved to accept the Library Commission Letter of Support. Commissioner Gunter seconded the motion; a roll call vote reflected unanimous approval.

7B. ACCEPT AND FILE: CITY LIBRARIAN'S REPORT ON LIBRARY ANNUAL REPORTS

City Librarian Cousin stated that the closest thing to an annual report the library had was an infographic. City Librarian Cousin stated that the Library contains a lot of statistical information and inquired how the Commission would like to proceed.

MOTION: Commissioner Kohus moved to accept and file the City Librarian's Report. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

7C. ACCEPT, FILE, AND DISCUSS: REVIEW THE LIBRARY 2020 PLAN OF SERVICE

City Librarian Cousin suggested that the Commission come back in the form of an Ad Hoc Committee to discuss specific goals library staff should work towards.

City Librarian Cousin stated that library staff has decided to move forward with the equity, diversity, and inclusion plan as part of their work plan.

City Librarian Cousin inquired if the Commission would like to move forward with the Plan of Service and how the Commission envisions themselves participating.

MOTION: Commissioner Reilly moved to accept and file the 2020 Plan of Service and that staff will provide no less than a quarterly summary report on the Plan of Service. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7D. ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY

MOTION: Commissioner Gunter moved to accept and file the Social Services Summary. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval.

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

City Librarian Cousin presented the Acting City Librarian's Monthly Division Report:

MOTION: Commissioner Muo moved to accept and file the Acting City Librarian Monthly Division Report. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval.

7F. ACCEPT AND FILE: SCHEDULING OF LIBRARY COMMISSION MEETINGS AT LIBRARY BRANCH LOCATIONS:

City Librarian Cousin stated that staff has surveyed locations, and with City Council's approval, the Commission could meet at the following locations:

- El Retiro Library - January 9, 2023.
- Southeast Torrance Library - February 13, 2023.
- Isabel Henderson Library - March 13, 2023.
- North Torrance Library - April 10, 2023.
- Walteria Library - May 8, 2023.

MOTION: Commissioner Kohus moved to accept and file the Scheduling of Library Commission Meetings at Library Branch Locations. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

8. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

Councilwoman Lewis spoke.

A member of the Youth Council spoke.

9. ITEMS FOR NEXT LIBRARY MEETING

- Youth Council.
- Social Services Report.
- Item to decide if Commission would want to go dark in December.
- State Library Data Presentation.

City Librarian Cousin inquired how the Commission would like to deliver the letter to City Council and if the briefing paper would be included. Commissioner Kohus requested a staff report and having the Item agendized.

MOTION: Commissioner Kohus moved to reopen Item 7A. Commissioner Gunter seconded the motion; a roll call vote reflected unanimous approval.

MOTION: Commissioner Kohus moved to accept and file the amended Library Commission Letter of Support and briefing paper and requested they be placed on the Consent Calendar on the next City Council meeting. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

10. ADJOURNMENT

MOTION: At 8:04 p.m., Commissioner Kohus moved to adjourn the meeting to Monday, November 14, 2022, at 6:00 p.m. at the West Annex Meeting Room. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

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TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: JOINT CITY COUNCIL AND LIBRARY COMMISSION MEETING

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission review, discuss, and approve:

1. Staff drafting a report to be agendized for a future City Council meeting with dates for a Joint Meeting of the Library Commission and City Council.
2. Appointing an ad hoc Library Commission committee to work with staff to develop an agenda for an upcoming joint City Council and Library Commission meeting.
3. If approval is given to appoint an ad hoc committee, appoint the ad hoc committee.

BACKGROUND/ANALYSIS

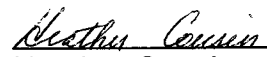
The City Council has requested holding joint City Council/City Commission meetings in the new year. The last year such a meeting was held between the Library Commission and the City Council was 2019.

The purpose of the meeting is to foster communication between the Commission and the Council. The meeting is an opportunity for Library staff and the Commission to make Council aware of its operations and accomplishments. Attached is a Library Commission staff report from 2018 and report with activities suggested by the Commission's ad hoc committee.

The City Council asked to hold these joint meetings on Tuesday nights when the Council is regularly scheduled to meet. Council asked that the Joint Meetings begin at 4:30 p.m. and that meetings end at 6:00 p.m., as regular City Council meetings begin at 6:30 p.m.

The City Council will consider possible dates beginning January of 2023. Library staff has been given a list of tentative Council dates and will seek a joint meeting in February, March, or April, to give enough time for planning. Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Attachment A: Library Commission Staff Report from September 10, 2018
Attachment B: Library Commission Staff Report from December 10, 2018

Commission Meeting of
September 10, 2018

TO: LIBRARY COMMISSION
FROM: HILLARY THEYER, CITY LIBRARIAN
SUBJECT: JOINT MEETING WITH THE CITY COUNCIL

RECOMMENDATION

I respectfully recommend that the Commission consider organizing a joint meeting with the Torrance City Council this fiscal year. If the Commission wishes, I recommend forming an Ad-Hoc Committee to develop details.

BACKGROUND/ANALYSIS

The Library Commission can request a joint meeting with the Torrance City Council. This is a formal meeting of both bodies, so must be agendaized for both. The meeting would occur on a Tuesday, ending no later than 6:30 p.m., for City Council to go to their regular meeting at 7 p.m.

The Library Commission would need to fund expenses, including dinner. The Library Commission would work with staff to develop the agenda, items, and details.

The last Joint Meeting was in 2016, and the umbrella topic was service to students. The Ad Hoc Committee met five times, the agenda had six items. Each Committee meeting must also be agendaized, but can take place in Library Administration with staff taking minutes.

The budget was not to exceed \$1,100 for food from Giuliano's Deli (hot pasta, salad, bread, cookies), drinks, and utensils. Supplies included packets for the Council, table tent cards, and handouts. Staff prepared a power-point slide show of information for while people were gathering their food, then each Commissioner presented an item.

The parameters to consider are timing – the Commission would need a long lead time to get a date on the Council's calendar, and topic. The Commission would also have to budget for the expenses. Staff can manage the details.

Attached please find the Agenda packet for the 2016 Joint Meeting.

Respectfully submitted,

Hillary Theyer
City Librarian

Attachment: A) Budget Performance Report
B) 2016 Joint Meeting Agenda Packet

ATTACHMENT A

TO: LIBRARY COMMISSION
FROM: HILLARY THEYER, CITY LIBRARIAN
SUBJECT: JOINT MEETING

RECOMMENDATION

The Ad Hoc Subcommittee planning the Joint Meeting for the City Council and the Library Commission has met twice, and developed the following recommendation for the Joint Meeting. The Committee requests the Commission to approve:

1. Direction and brief outline (detailed below)
2. Funds for the dinner and other expenses, not to exceed \$575

Brief Overview

The joint meeting of the City Council and Library Commission will focus on the results of the current library survey being circulated. With the theme "Voices from the Community" as our guide, each willing member of the Commission will present a short (approximately 2 minute) synopsis of one particular finding. These findings will be fleshed out after survey results have been analyzed, most likely in February. What specifically we will discuss will be derived from these results and may be either areas of strength or areas where change is encouraged. After each Commission member shares, one Commissioner will close out the presentation portion of the evening with a strong ending, again this may be an ask to the Council or may be an accolade to our library system depending on the results of the survey. We hope to leave the City Council with a strong impression about community needs and how we can adapt our library to meet those needs, with their assistance. Hard data will be presented to the Council members in either the form of a packet, folder, or other method determined by the Library Commission.

A hot Italian dinner from Guiliano's will be served to all present.

Meeting Agenda Outline (5:30 – 6:30 pm)

Library Commission members arrive early for set up; time TBD

15 - 20 minutes: Mingle, dinner is served. Relevant "shareable" items from Library programs will be on display.

2 minutes: Welcome and introduction to presentation.

16 minutes: Commission Presentation

1-2 minutes: Thank you and closeout

Expenses:

Food: NTE \$425

Paper products: NTE \$100

Supplies (packets, etc.): NTE \$50

TOTAL: Not to exceed \$575

- Staff will seek a date in late March, April, or early May. Date will be a Tuesday, before a regularly scheduled Council Meeting.
- Staff will find a room, aiming for the Library Meeting Room for size and location.
- Staff will prepare the data, and assist Commissioners in developing the talking points and information packet.
- Staff will handle all food arrangements.

Respectfully submitted,

Hillary Theyer
City Librarian

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: CALIFORNIA PUBLIC LIBRARIES SURVEY SUMMARY INFORMATION

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission receive and file the attached PowerPoint overview describing elements of the Fiscal Year 2020-2021 California Public Library Survey.

BACKGROUND/ANALYSIS

Each fall, the California State Library requests public libraries submit a variety of statistical information regarding their operations, finances, and services. These surveys are comprehensive, offering a snapshot of any given library's "outputs" or their ability to produce a specific number of goods such as transactions or hours of operations.

At the October Library Commission meeting, Commissioners expressed an interest in seeing data regarding library operations reported on the California Public Library Survey. Results of the entire Survey for multiple years can be found here: <https://www.library.ca.gov/stats/>.

To give Commissioners an overview of the nature of the Survey and Torrance Library's position within the state, staff selected a subset of data in several areas and a group of similarly sized libraries (number of outlets), as a method of comparison. The library agencies compared are:

Butte County Library
Inyo County Free Library
Mendocino County Library
Nevada County Library
Santa Ana Public Library
Santa Maria Public Library

These jurisdictions were chosen because they each have six outlets. Although some are County libraries, operate with a slightly different tax base, or have mobile facilities, overall, there are more similarities than differences.

The data points to be compared are:

- Facilities and hours
- Borrowers
- Visits
- Programs
- Program Attendance

These data points were chosen as they are familiar to most library customers and non-customers as signs of library usage.

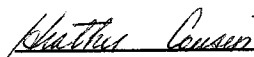
As you view the data, there a few important elements to consider:

- In fiscal year 2020/2021, present staff did not participate in the data reporting to the State Library, it was completed by the previous City Librarian.
- The survey period was when buildings were closed or partially closed for COVID safety precautions, which likely skewed statistics.

Currently, the Library Leadership Team, comprised of the City Librarian, Assistant City Librarians, and all Senior Librarians are working to complete the State Library Survey. Throughout the year, all staff also contribute to gathering statistical information and ensuring it is complete, correct, and accurate to the best of their ability.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Attachment A: California Public Libraries Survey Summary Information

California Public Library Survey

What Is It and Why It Matters

**CALIFORNIA
STATE LIBRARY**



ATTACHMENT A



What Is It?

Since 1988 the **California Public Libraries Survey** has provided statistics about libraries’:

Finances
Services
Programs
Collections

- Each state library conducts similar surveys
- *The* backbone of research, analysis, and policy discussions about public libraries.

From <https://www.library.ca.gov/stats/>

What Does It Look Like?

Similar to a tax form, each question has a very specifically defined term for each item being measured. For example, these definitions:

Main (Central) Library

If jurisdiction has a central or main library open for public service, enter "1". Do not report administrative headquarters if not open for public library service. If there is no central or main library then enter "0" (zero).

Number of Branch Libraries

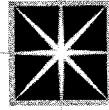
A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

Separate quarters

An organized collection of library materials

Paid staff

Regularly scheduled hours open to the public



**CALIFORNIA
STATE LIBRARY**



Facilities and Open Hours

Location	Total Square Footage	Total Square Footage per Capita	Total # of Service Points	Hours Open, All Outlets	Average Hours Open per Week per Outlet	Hours Open per 100 Pop.
TORRANCE PUBLIC LIBRARY	96,104	1	6	3,168	10	2.19
BUTTE COUNTY LIBRARY	90,211	0	6	7,708	25	3.80
INYO COUNTY FREE LIBRARY	15,793	1	6	375	1	2.02
MENDOCINO COUNTY LIBRARY	37,557	0	6	1,799	6	2.08
NEVADA COUNTY LIBRARY	37,388	0	6	7,131	23	7.32
SANTA ANA PUBLIC LIBRARY	55,707	0	6	472	2	0.14
SANTA MARIA PUBLIC LIBRARY	69,292	0	6	3,644	12	2.30
Average (Statewide)	93,226	1	6	3,977	14	4.36



Borrowers

Borrowers	Registered Users as of June 30	Children Borrowers	% of Population Registered	Total Operating Expenditures per Borrower
TORRANCE PUBLIC LIBRARY	93,211	15,281	64.36%	\$62.36
BUTTE COUNTY LIBRARY	98,731	11,476	48.72%	\$35.48
INYO COUNTY FREE LIBRARY	11,215	-1	60.42%	\$53.68
MENDOCINO COUNTY LIBRARY	42,494	8,272	49.03%	\$82.03
NEVADA COUNTY LIBRARY	52,631	13,365	54.00%	\$82.99
SANTA ANA PUBLIC LIBRARY	187,353	96,308	56.54%	\$27.26
SANTA MARIA PUBLIC LIBRARY	43,742	7,798	27.58%	\$73.52
Average (Statewide)	118,988	25,447	71.09%	\$88.13



Visits

Location	Population of The Legal Service Area	Library Visits	Visits per Capita	Visits per Borrower	Visits per Hour Open	Visits per Week	Visits per Librarian FTE	Visits per MLS Librarian FTE	Visits per Staff FTE	County
TORRANCE PUBLIC LIBRARY	144,832	92,144	0.64	0.99	29	1,772	5,119	5,119	1,474	Los Angeles
BUTTE COUNTY LIBRARY	202,669	140,368	0.69	1.42	18	2,699	17,546	17,546	5,505	Butte
INYO COUNTY FREE LIBRARY	18,563	739	0.04	0.07	2	14	126	0	101	Inyo
MENDOCINO COUNTY LIBRARY	86,669	27,971	0.32	0.66	16	538	3,179	3,179	894	Mendocino
NEVADA COUNTY LIBRARY	97,466	19,961	0.20	0.38	3	384	2,495	3,992	583	Nevada
SANTA ANA PUBLIC LIBRARY	331,369	6,309	0.02	0.03	13	121	451	451	127	Orange
SANTA MARIA PUBLIC LIBRARY	158,581	30,552	0.19	0.70	8	588	3,395	4,365	719	Santa Barbara
Average (Statewide)	214,411	83,997	0.46	0.72	30	1,615	5,422	6,785	1,328	



Programs

Location	# of Children's Programs (calculated)	7.14a # of Children's Programs - Live, In-person	7.14b # of Children's Programs - Live, Virtual	7.27 # of Young Adult Programs (calculated)	7.27a # of Young Adult Programs - Live, In-person	7.27b # of Young Adult Programs - Live, Virtual	7.29 # of Adult Programs (calculated)	7.29a # of Adult Programs - Live, In-person	7.29b # of Adult Programs - Live, Virtual	7.33 Of the above programs, how many were offsite?	Total # of Programs	7.35 # of recordings of program content	7.36 # views of recorded program contents	7.37 # on-demand views of live program contents
TORRANCE PUBLIC LIBRARY	78	10	0	10	32	0	32	0	32	3	120			
BUTTE COUNTY LIBRARY	59	52	7	32	19					5	110	181	4,212	
INYO COUNTY FREE LIBRARY	28	28		28	0	28	0	0	0	0	57	2		
MENDOCINO COUNTY LIBRARY	212			178	9	169	137	12	125	13	527	368	11,553	8,998
NEVADA COUNTY LIBRARY	535			11			318				900			
SANTA ANA PUBLIC LIBRARY	11			97	0	97	29	0	29	0	233	117	13,249	539
SANTA MARIA PUBLIC LIBRARY	44			10	0	10	33	0	33	7	87	57	812	0
Average (Statewide)	235	19	79	68	33	54	169	50	128	55	468	179	16,136	7,241



Program Attendance

Location	Children's Program Attendance	Children's Program Attendance - Live, In-person	Children's Program Attendance - Live, Virtual	Young Adult Program Attendance (calculated)	Young Adult Program Attendance - Live, In-person	Young Adult Program Attendance - Live, Virtual	Adult Program Attendance (calculated)	Adult Program Attendance - Live, In-person	Adult Program Attendance - Live, Virtual	Attendance at offsite programs	Total Program Attendance	Total Average Attendance per Library Program Served	Library Program Attendance per 1,000 Program per Capita
TORRANCE PUBLIC LIBRARY	8,287	491	0	491	831	0	831	81	9,609	80	103	0	
BUTTE COUNTY LIBRARY	1,525	1,510	15	1,639	229	0	229	115	3,393	31	34	0	
INYO COUNTY FREE LIBRARY	143	30	30	30	0	0	0	0	187	3	17	0	
MENDOCINO COUNTY LIBRARY	2,707	646	42	604	1,540	57	1,483	339	4,893	9	115	0	
NEVADA COUNTY LIBRARY	8,261	371	0	4,017	0	0	0	0	14,510	16	276	0	
SANTA ANA PUBLIC LIBRARY	886	269	0	269	150	0	150	0	1,597	7	9	0	
SANTA MARIA PUBLIC LIBRARY	411	63	0	63	182	0	182	122	656	8	15	0	
Average (Statewide)	9,834	708	4,211	1,293	3,211	944	2,621	2,455	15,023	37	199	0	



Commission Meeting of
November 14, 2022

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: CANCELLING DECEMBER 2022 LIBRARY COMMISSION MEETING

RECOMMENDATION:

Recommendation of the City Librarian that your Honorable Body cancel the December 2022, Commission meeting.

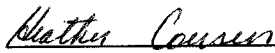
BACKGROUND/ANALYSIS

At the October Library Commission meeting, Commissioners requested agendaizing the possible cancellation of the Library Commission meeting for the month of December.

The month of December is traditionally a busy time for Library Commissioners, staff, and members of the public. As we acknowledge and try to balance those demands, we ask your Honorable Body to consider cancelling the December meeting.

Since 2014, the Library Commission has met during the month of December in previous years. There is no minimum meeting requirement according to the Torrance Municipal Code.

Respectfully submitted,



Heather Cousin
City Librarian

Attachment A:
Library Commission portion of Torrance Municipal Code Chapter 3 Section 3

ARTICLE 3 - LIBRARY COMMISSION

(Added by O-935; Amended by O-1035; O-1097; O-1628; O-1830)

13.3.1 CREATED, COMPOSITION, COMPENSATION AND QUALIFICATIONS.

(Amended by O-935; O-1326; O-1897; O-2447; O-3410)

- a) There is hereby created a Library Commission for the City, consisting of seven (7) members.
- b) The members of the Commission shall be electors of the City.
- c) Commencing January 1, 1995, the members of the Commission shall be paid, in lieu of their ordinary and necessary expenses directly connected with or pertaining to the duties imposed by Section 13.3.7, at the rate of Ten Dollars (\$10.00) per meeting attended, but not to exceed the sum of Thirty Dollars (\$30.00) per calendar quarter. Such payment shall be made at the end of each calendar quarter.

13.3.2 APPOINTMENTS AND TERM OF MEMBERS.

(Amended by O-935; O-1035; O-1897; O-2447; O-2946; O-2947)

The members of the Commission shall be appointed by the Mayor with the approval of the City Council. At the first meeting of the Commission after the appointment of seven (7) members, it shall classify each member in accordance with the length of his unexpired term so that: one shall serve for a term which shall expire January 15, 1970; two shall serve for a term which shall expire January 15, 1971; two shall serve for a term which shall expire January 15, 1972; and two shall serve for a term which shall expire January 15, 1973. Upon the expiration of such term all appointments and reappointments shall be for a period of four (4) years. No member shall be eligible for reappointment after serving two (2) consecutive four (4) year terms; provided, however, that members holding office on January 14, 1974 may be reappointed at the expiration of their term for not to exceed two (2) additional four (4) year terms and, provided further, that after a lapse of two (2) years, a former member may be reappointed to the Commission.

13.3.3 FILLING OF VACANCIES.

If any vacancy shall occur in the membership of the Commission, other than by expiration of the term of office, it shall be filled by the Mayor with the approval of the City Council for the unexpired term of the vacated office.

13.3.4 REMOVAL OF MEMBERS.

The members of the Commission may be removed from office by a vote of the majority of all the members of the City Council.

13.3.5 APPOINTMENT OF A CHAIRMAN.

At the first meeting of the Commission and at the first meeting in every fiscal year, thereafter, the members shall appoint one of their number as Chairman who shall hold office for one year and until his successor is appointed.

13.3.6 MEETINGS AND FAILURE TO ATTEND.

(Amended by O-1097; O-1628; O-1830; O-3796)

- a) The Commission shall hold regular meetings at least once every month.
- b) If a member of the Commission does not attend two (2) consecutive regular meetings unless excused by the Commission, his membership thereon shall terminate automatically; and provided further, that a member will be deemed absent from a meeting unless he is present during at least two-thirds (2/3) of the time of the entire meeting.

13.3.7 POWERS AND DUTIES OF THE COMMISSION.

- 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.

13.3.8 RULES AND REGULATIONS.

The Commission shall establish such rules and regulations as it deems necessary for its government and for the faithful performance of its duties.

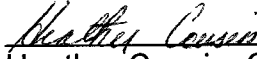
Commission Meeting of
November 14, 2022

TO: LIBRARY COMMISSION
FROM: JULIE KOHUS, FORMER COMMISSIONER
SUBJECT: SOCIAL SERVICES COMMISSION MEETING SUMMARY

RECOMMENDATION:

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

Respectfully submitted,



Heather Cousin, City Librarian
On behalf of Commissioner Kohus

Attachment A: Social Services Commission Report
Attachment B: Los Angeles 2022 Continuum of Care Data Sheet
Attachment C: City of Torrance Data Sheet 2022

Social Services Commission Report
October 27th, 2022

Greater Los Angeles Homeless Count

Nancy Wilcox from the South Bay Coalition to End Homelessness presented to the commission about the results of the Greater LA Homeless Count that took place on February 23, 2022. The count is a Point in Time (PIT) count, which means that the numbers are representative of that day. There are factors that can impact the count, such as weather or temperature. The 2021 count was cancelled due to COVID, so this was the first count since the beginning of the pandemic (the 2020 count was in January).

Torrance is located in Service Planning Area (SPA) 8, so Nancy presented overall LA numbers, SPA 8 numbers, and Torrance specific numbers. I've included the handouts from the meeting which go into detail about the demographics of the unhoused (additional data points can be viewed at sbech.org/homeless-count-2022.html). Overall, the growth rate for unhoused people slowed both in LA County and the City of LA. In SPA 8, overall homelessness declined by 3%. Nancy mentioned that there were some reports that stated that SPA 8 numbers had increased, but that was incorrect. Those reports included numbers from Long Beach, which is not a part of SPA 8. Nancy said that it's important to remember that demographics information cannot be extrapolated to include a larger population. The numbers/percentages for SPA 8 are representative of that area only.

One interesting fact that's included on one of the handouts is that the homeless population of the South Bay (SPA 8) is 57% larger than Skid Row. Nancy said that they included that comparison because so many people think of Skid Row as the biggest area of unhoused peoples in LA, but the reality is that homelessness has grown so much over the years that many other areas in LA now outnumber Skid Row.

In Torrance, there were 306 persons experiencing homelessness on February 23, 2022. This was a 5% decrease from the 2020 count. There were 237 unsheltered persons and 69 sheltered persons. The 3290 Temporary Housing Village opened in June, so Nancy said that anyone in the village next year during the count will be counted as a sheltered person. In Torrance, there was a drop in vehicular homelessness (-42%), but the number of those living on the street increased by 65%. Nancy has been doing this count since 2013 and said that she felt the Torrance numbers were accurate. She said that herself and others in this field felt like SPA 8 had been undercounted due to it being unusually cold the night the count took place.

The next count will take place on January 25, 2023 at 8:00pm. They will be taking COVID precautions again this year, so they are asking for teams of at least two people from the same household to volunteer. All counting will take place from a vehicle, so there is no direct contact with the unhoused. If you are interested in volunteering, more information will be available in December at lahsa.org.

Joint Meeting with City Council

The City Council asked the Social Services Commission for a timeframe in which they could have a joint meeting in 2023. The Commission decided that a meeting in May would be preferable based on their schedule for the beginning of next year.

Next Meeting

The Commission will be dark in November and December, so their next meeting is scheduled for January 25, 2023. They meet on the fourth Thursday of the month at 6pm. I let them know that the Library Commission would hopefully have a new liaison by their next meeting. I'm happy to help whomever the new liaison is!



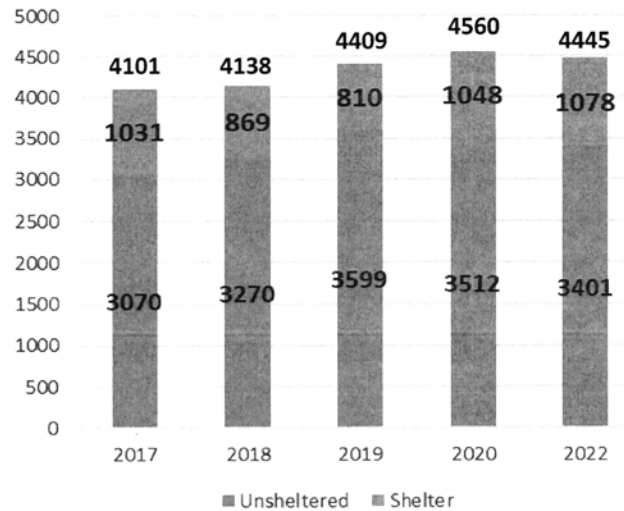
2022 Greater Los Angeles Homeless Count

4,445 Homeless Persons in the Los Angeles Continuum of Care's (CoC's) South Bay/Service Planning Area (SPA) 8[†]

Fast Facts About SPA 8's Homeless Count Changes since 2022

- Overall homelessness declined by 3% in SPA 8, while it went up by 4% in Los Angeles County.
- The South Bay's unsheltered population is 57% larger than Skid Row's.
- The percentage of family members declined by 82%.
- The number of persons 55+ increased by 42%, following a disturbing trend of older persons experiencing homelessness.
- The number of persons with a physical disability increased by 47%.

SPA 8 Homelessness 5-Count Trend



[†] The Los Angeles CoC does not include Long Beach, Glendale or Pasadena. SPA 8's data does not include the 2,034 homeless persons found in Long Beach.

South Bay Homelessness Snapshot for February 23, 2022

What are their ages?



7% or 303 are under 18
 3% or 121 are 18-24
 55% or 2439 are 25-54
 24% or 1064 are 55-61
 12% or 518 are 62+

What is their gender?



69% or 3,094 are male*
 29% or 1,306 are female*
 2% or 81 are gender non-binary, questioning, or transgender

* Includes transgender so there is double-counting

Where are they sleeping?



34% are on the streets, in tents, or make-shift shelters



42% are in cars, vans, campers, or RV's



44% are in shelters (including motel vouchers)

Who is experiencing homelessness in the South Bay?



89% or 3,967
Are individuals



11% or 478
Are in families with
minor-aged children



29% or 1,202
Have a substance use
disorder*



8% or 340
Are veterans



50% or 2,214
Are persons experiencing
chronic homelessness*

(1+ year homeless with a disabling condition)



23% or 964
Have a serious
mental illness



35% or 1,443
Have a physical
disability



32% or 1,326
Have experienced
domestic violence

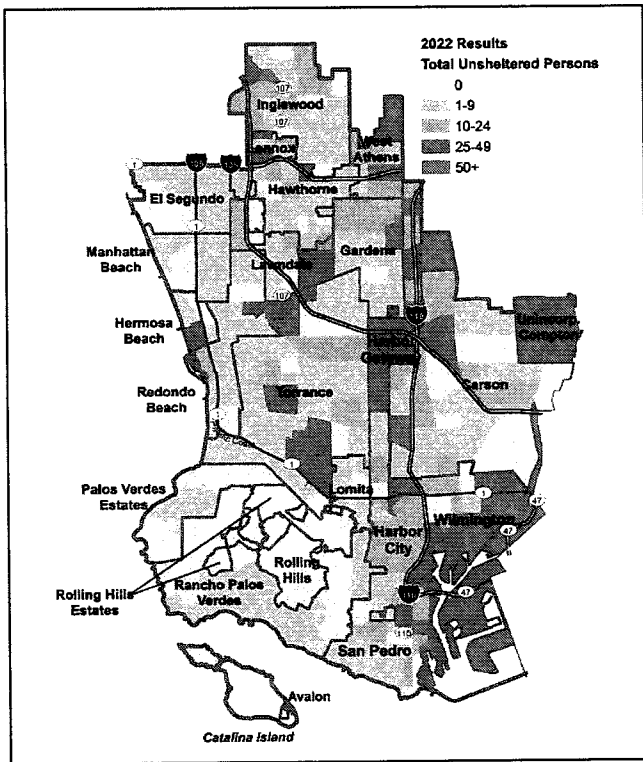
What are the city totals?

LAHSA SPA 8 2022 Total

Additional Persons Reported at SPA Level: DV (163), DPSS Motel Vouchers (193)

City/Neighborhood	Street	Vehicle	Shelter	2022 City Total	2020 City Total	% Change
Carson	61	72	0	133	158	-16%
Catalina, including Avalon	20	14	0	34	32	6%
City of LA: Harbor City	76	60	60	196	262	-25%
City of LA: Harbor Gateway	86	133	0	219	272	-19%
City of LA: San Pedro	85	164	146	413	583	-36%
City of LA: Wilmington	186	514	110	810	586	38%
El Segundo	15	0	0	15	47	-68%
Gardena	52	70	0	122	98	24%
Hawthorne	128	23	22	173	205	-16%
Hermosa Beach	9	25	0	34	29	17%
Inglewood	347	173	231	751	525	43%
Lawndale	8	23	7	38	39	-3%
Lomita	4	10	6	20	25	-20%
Manhattan Beach	9	0	0	9	15	-40%
Palos Verdes Estates	2	0	0	2	0	0%
Rancho Palos Verdes	3	3	0	6	9	-33%
Redondo Beach	43	41	15	99	177	-44%
Rolling Hills	0	0	0	0	0	0%
Rolling Hills Estates	0	0	0	0	0	0%
Torrance	124	113	69	306	322	-5%
Unincorp El Camino Village (formerly Alondra Park)	34	26	0	60	10	500%
Unincorp Compton	1	0	0	1	54	-98%
Unincorp Del Aire	2	0	0	2	3	-33%
Unincorp Harbor Gateway*	0	0	0	0	3	-100%
Unincorp Hawthorne*	0	0	0	0	8	-100%
Unincorp La Rambla	1	5	0	6	2	200%
Unincorp Lennox	40	6	0	46	139	-67%
Unincorp West Athens	114	247	8	369	145	154%
Unincorp West Carson	11	84	55	150	181	-17%
Unincorp Wiseburn*	0	0	0	0	1	-100%

Where are the unsheltered found?



Notes

- Data source: Los Angeles Homeless Services Authority, LAHSA.org.
- SBCEH rounds differently from LAHSA so the data on this information sheet may differ slightly.
- DPSS issued motel vouchers, and domestic violence shelters are reported at the SPA level rather than at the city level.
- In 2019, LAHSA changed the city/neighborhood boundaries then retroactively applied these to the 2016-2018 Counts. The table reflects the original Count results reported for 2018, and hence may be different from LAHSA's Community data.

* LAHSA broke out these new geographies in 2020



2022 Greater Los Angeles Homeless Count

City of Torrance

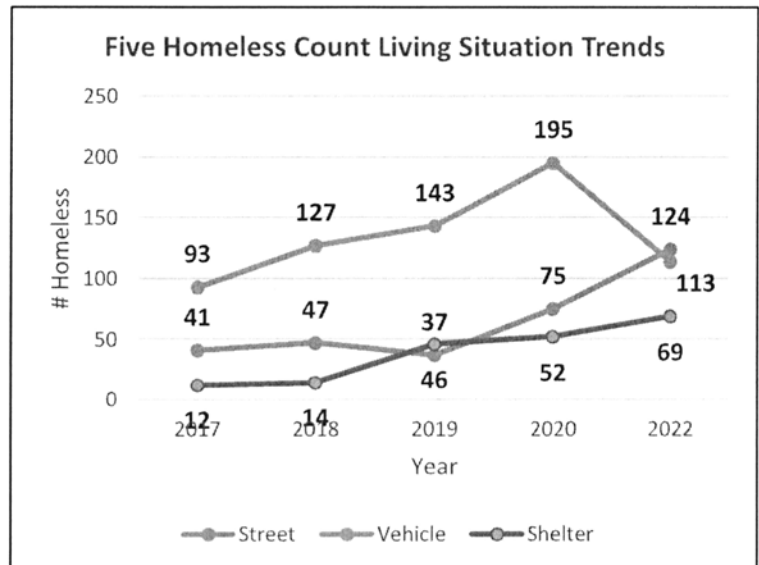
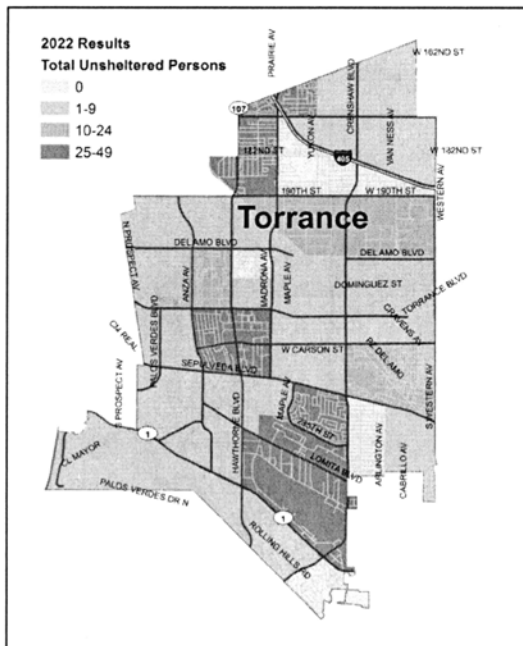
306 Persons Experiencing Homelessness on February 23, 2022

Changes since 2020

- Unsheltered homelessness declined by 12% driven by the sharp drop in vehicular homelessness (42%), while those living on the “street” increased by 65%.
- The emergency shelters are operated by the LA County Department of Health Services and provide “recuperative” or “stabilization” beds.
- The transitional housing program is for families with minor aged children experiencing homelessness in SPA 8.

Location	Living Situation [Notes 1,2]	2017	2018	2019	2020	2022 [Note 4]
Unsheltered Street	Adults on Street	28	37	23	54	94
	Family Members on Street	0	0	0	0	2
	Unaccompanied Minors on Street	0	[Note 3]	[Note 3]	[Note 3]	[Note 3]
	Make-Shift Shelters	4	8	11	8	5
	Tents	9	2	3	13	23
Unsheltered Vehicle	Cars	22	65	60	55	38
	Vans	33	33	37	89	39
	RVs	38	29	46	51	37
Sheltered	Emergency Shelter	0	0	32	34	46
	Transitional Shelter	12	14	14	18	23

Total 146 188 226 322 306



Data Source: Los Angeles Homeless Services Authority (LAHSA), lahsa.org

Notes

1. In 2019, LAHSA changed the city/neighborhood boundaries and then retroactively applied these to the 2016-2018 Counts. The table and graph reflect the original Count results reported for those years, and hence may be different from LAHSA’s Community data. SBCEH rounds the data differently than LAHSA, which might also result in slightly different reporting numbers.
2. The following results are reported at the SPA level only: Domestic Violence Shelters, Youth Count results, and DPSS-issued motel vouchers.
3. Unaccompanied Minors on the Street data is only available at the SPA/Regional level.
4. The 2021 unsheltered count was canceled because of the COVID-19 pandemic. The 2022 was delayed one month because of the Omicron variant surge.

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

Administration and Staffing

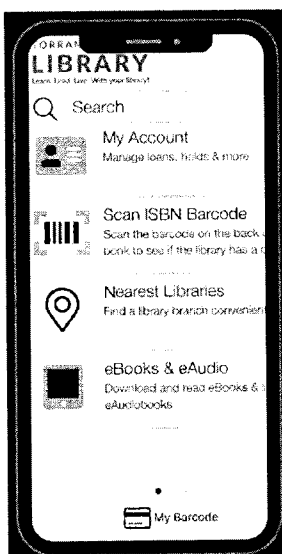
On October 26, 2022, the Library Leadership Team visited Santa Monica Public Library's Ocean Park Library to view their Open+ System. Open+ is a system enabling libraries to make their buildings and collections more accessible through the use of card reader technology. Public libraries using Open+ technology have used a variety of staffing models during Open+ service hours.

Prior to opening with the Open+ system, Santa Monica's Ocean Park location was completely closed and unable to reopen due to staffing shortages across the organization. With the addition of Open+ library service has been returned to the location two days per week.

Torrance staff was impressed with both the simplicity and how quickly the public and staff adapted to the new system. Since its implementation last year, over 800 card holders registered for Open+ access at the system's Ocean Park location. Santa Monica has since opened an additional location, Fairview Library.

Staff are looking at finishing the internal work on the Open+ system before the end of 2022 and entering into a testing phase in January of 2023.

At the October 24 Civil Service Commission meeting, the library was given permission to launch a recruitment for Senior Library Technicians and Library Technicians. Staff are working with the Human Resources team to get those recruitments finalized.



Library App

In late October, staff unveiled the library's new mobile app. The Library app which features catalog searching, check out, item renewal, links to Overdrive and your library barcode enables library customers to put the power of library services in their mobile device. It is available on the Google Play and Apple app store.

Self Service Holds

Staff also launched self-service holds in October enabling library customers to pick up their held items without needing staff assistance. At each library, customers can go directly to the self-service holds location, pick up their item, and either check out with a staff member at our branches or use self-check machines at the Katy Geissert Library to check out their

items. Items cannot be checked out to other individuals while on hold for someone else.

Facilities and Technology

As part of the Finance Department's City budget update, it was noted that thanks to the passage of SST, both the Henderson and Waltheria roof replacements may be the subject of upcoming funding allocations. Several deferred maintenance projects around the City are up for consideration as a result of funds from the additional sales tax revenue.

In late October, the Katy Geissert Library developed a roof leak. The source of the leak was unknown and required the assistance of General Services crews. Repair work is still ongoing.

The Southeast Library had a plumbing problem in its one open public restrooms that was quickly resolved, however, clean water flooded into the adult nonfiction area. The other public restroom remains closed with an inoperable sink.

Library Staffing and Project Teams

In response to feedback, Project Teams have been created to give staff an opportunity to take a deeper dive, develop strategies, and work across units to problem solve and improve service to the community or each other in number of areas, specifically:

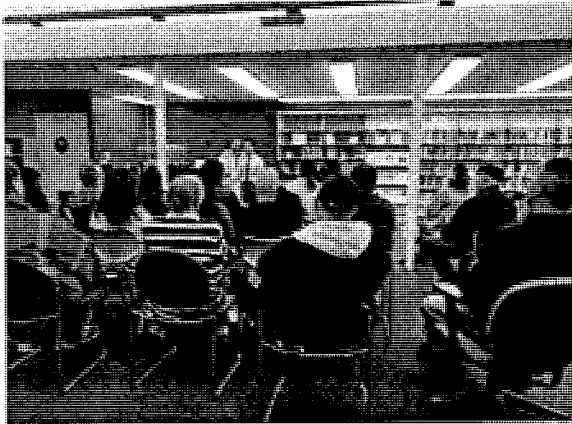
- Cultivating Racial Equity and Inclusion-- this team builds upon the work begun in 2019 and is dedicated to making our library, Community Services Department, and City a more inclusive place for all. It will expand on the work and may include explorations of programming, partnerships, service delivery, and other library and City functions.
- Programming – this team will work towards expanding the opportunities for the community to enjoy even more variety, by looking at our current program offerings, surveying the community, exploring other programming possibilities, and helping ensure we are doing all we can to exceed community expectations.
- Process Improvement – this team is exploring ways to make the library more accessible for the community by ensuring our processes, policies and procedures make sense. Their main charge is to ask, “Why?” and then, “Why not?”
- Signage – this team is tasked with developing sample signage that will be useful across the libraries, look professional, and have a clean look that makes it easier for the community to find what their looking for and understand how to use our libraries.
- Social Media and Marketing – this team develops the look and content of the library's branding and marketing online and in real life. With one foot in both spaces their charge is to help us ensure we're meeting customers – and those who don't yet know us – wherever they are.
- Sunshine – this team will help us honor and support each other throughout the year. From major holidays to personal milestones, this team will work together to ensure there is fun in the day.

Outreach

Staff participated in the following outreach events:

- October 21 2022 Veteran’s Appreciation and Resource Fair
- October 27 Torrance Chamber Business Expo
- October 29 Family Movie Screening at Wilson Park

The El Retiro Branch Library served as the site of a district Open House for



Councilmember Aurelio Mattucci. The standing room only crowd heard from representatives from various City departments. Regardless of their concerns, the consensus of all in attendance was the El Retiro Library looked amazing and was *the* perfect venue!

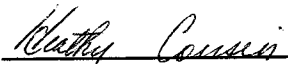
City staff address community members during District 2 Community Meeting, November 7, 2022 at El Retiro Branch Library.

By the Numbers

October	El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	1,119	5,843	10,851	3,443	4,976	3,116
Circulation	2,584	9,304	32,516	8,819	7,323	8,502

October		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
	Adult	(4) 117	0	(5) 119	(2) 36	(1) 7	0
	Teen	0	(1) 75	(1) 8	0	0	0
	Youth	(4) 115	(6) 254	(8) 177	(2) 106	(4) 133	(6) 150
Attendance		232	329	304	142	140	150

Respectfully submitted,


 Heather Cousin
 City Librarian