

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.

Security procedures: Members of the public will be directed to enter the West Annex at the front of the building through the sliding door. All other entrances will remain locked for entry. Oversized bags or backpacks will not be allowed in the Council Chamber or Commission meeting room. All bags are subject to search.

Any correspondence received after 2:00 p.m. on MONDAY on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office. A copy of the correspondence will be available for public inspection in a binder at the back of the Council Chamber or Commission Meeting room.

**TORRANCE LIBRARY COMMISSION AGENDA
MONDAY, FEBRUARY 10, 2025
REGULAR MEETING
6:00 P.M. HENDERSON BRANCH LIBRARY
4805 EMERALD ST. TORRANCE, CA 90503**

**THE TORRANCE YOUTH COUNCIL MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members: Chatterjee, Lefevre, Pitrowski, Singh, Wang, and Reilly

2. FLAG SALUTE: Commissioner Wang

3. INSPIRATIONAL MESSAGE: Commissioner Chatterjee

4. 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 Thursday, February 6, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

6. ORAL COMMUNICATIONS (Limited up to a 15-minute period)

*This portion of the meeting is reserved for comment on items on the Consent Calendar or not on the agenda. Under the Ralph M. Brown Act, the Commission 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. **No longer than 1 minute per speaker**. If presenting handout material to Commission, please provide 10 copies to staff before speaking.*

7. 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 Councilmember from the Consent Calendar and considered separately.

7A. Approve Commission Minutes: January 10, 2025.

8. ADMINISTRATIVE MATTERS

8A. RECEIVE AND FILE UPDATE AND OVERVIEW OF THE HENDERSON BRANCH LIBRARY

Recommendation of the City Librarian that the Library Commission receive and file the update and overview of the Henderson Branch Library.

8B. RECEIVE AND FILE UPDATE ON THE TORRANCE PUBLIC LIBRARY FOUNDATION

Recommendation of the City Librarian that the Library Commission receive and file the update regarding the Torrance Public Library Foundation.

8C. RECEIVE AND FILE UPDATE ON TORRANCE LITTLE FREE LIBRARY POLICY

Recommendation of the City Librarian that the Library Commission receive and file the update on Torrance Little Free Library.

8D. RECEIVE AND APPROVE THE ATTENDANCE OF A LIBRARIAN COMMISSIONER AT THE 2025 SERVING WITH A PURPOSE CONFERENCE

Recommendation of the City Librarian that the Library Commission approve the attendance of a Library Commissioner at the 2025 Serving with a Purpose Conference.

8E. PROVIDE DIRECTION ON STAFF APPRECIATION OPTIONS

Recommendation of the City Librarian that the Library Commission provide direction to staff regarding a staff appreciation event.

8F. 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.

9. COMMISSION ORAL COMMUNICATIONS

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS

11. ADJOURNMENT

11A. Adjournment of Torrance Library Commission Meeting to Monday, March 10, 2025, at 6:00 p.m. in the North Torrance Branch Library, 3604 Artesia Blvd, Torrance, CA 90504.



TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: RECEIVE AND FILE UPDATE AND OVERVIEW OF THE HENDERSON
BRANCH LIBRARY**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission receive and file the update and overview of the Henderson Branch Library.

BACKGROUND/ANALYSIS

Henderson Branch Library is the oldest of the cities "official" libraries being the first building opened after the city left the Los Angeles County system. This twin building (the Walteria Branch was built from the exact same plan), has welcomed hundreds of thousands since its opening as a Torrance Library in 1967.

In recent years, the Library has been home to an active array of well curated collection, popular staff, and well attended programs. Given the Library's location between schools and surrounded by multifamily homes, Henderson is a welcome third space sought out by many in the neighborhood.

Following the retirement of longtime Library employee and Henderson Senior Librarian, Steve Frame, in December, the location is currently staffed by a Youth Services Librarian, Senior Library Technician, Library Technician, Senior Library Page, and Page. While an active recruitment is underway to fill the Senior Librarian opening, staff are exploring alternative and more immediate options to manage the vacancy.

In addition to recent staffing changes, the building itself has been undergoing a small transformation. Thanks to the Parks Division, the exterior planting beds have been resown with drought tolerant, native plants that are anticipated to do much better in the local climate. The Library's exterior irrigation system also received an upgrade to a drip system which should help minimize the wall staining and water waste occurring with the older system.

In the coming weeks, visitors to the Henderson Branch Library will also see repairs being made to the graffiti and antiglare film on the front doors. The worn and peeling film will be replaced with a newer and more durable material that will not only provide better coverage and will improve the look of the location.



Henderson Library with new drought tolerant plants.

Staff are available for questions.

Respectfully submitted,

Heather Cousin

Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: RECEIVE AND FILE UPDATE AND OVERVIEW OF THE HENDERSON
BRANCH LIBRARY**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission receive and file the update and overview of the Henderson Branch Library.

BACKGROUND/ANALYSIS

Henderson Branch Library is the oldest of the cities “official” libraries being the first building opened after the city left the Los Angeles County system. This twin building (the Walteria Branch was built from the exact same plan), has welcomed hundreds of thousands since its opening as a Torrance Library in 1967.

In recent years, the Library has been home to an active array of well curated collection, popular staff, and well attended programs. Given the Library’s location between schools and surrounded by multifamily homes, Henderson is a welcome third space sought out by many in the neighborhood.

Following the retirement of longtime Library employee and Henderson Senior Librarian, Steve Frame, in December, the location is currently staffed by a Youth Services Librarian, Senior Library Technician, Library Technician, Senior Library Page, and Page. While an active recruitment is underway to fill the Senior Librarian opening, staff are exploring alternative and more immediate options to manage the vacancy.

In addition to recent staffing changes, the building itself has been undergoing a small transformation. Thanks to the Parks Division, the exterior planting beds have been resown with drought tolerant, native plants that are anticipated to do much better in the local climate. The Library’s exterior irrigation system also received an upgrade to a drip system which should help minimize the wall staining and water waste occurring with the older system.

In the coming weeks, visitors to the Henderson Branch Library will also see repairs being made to the graffiti and antiglare film on the front doors. The worn and peeling film will be replaced with a newer and more durable material that will not only provide better coverage and will improve the look of the location.



Henderson Library with new drought tolerant plants.

Staff are available for questions.

Respectfully submitted,

Heather Cousin

Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: RECEIVE AND FILE UPDATE ON THE TORRANCE PUBLIC LIBRARY
FOUNDATION**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission receive and file the update regarding the Torrance Public Library Foundation.

BACKGROUND/ANALYSIS

Earlier this year, the Library Commission requested periodic updates on the operational status of the Friends of the Torrance Library ("Friends") and the Torrance Public Library Foundation ("Foundation"). This report serves as a recap of the meeting held by interested potential Foundation members in January.

On Saturday, January 18 prospective Foundation Board members met at the Katy Geissert Civic Center Library and discussed the current position of Foundation, what the Library's potential needs are, and what would be required to revitalize the Foundation. Resulting from those discussions was a brief task list that included contacting the two remaining Foundation Board members to hold a vote to elect the interested members of the next Board.

Once elected, the new Board will assume control of the Foundation's financial accounts and begin operations as the Torrance Public Library Foundation. Following the meeting, staff were able to help facilitate the meetings, and it is likely that the Board and financial transfer will occur by mid-February.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: RECEIVE AND FILE UPDATE ON TORRANCE LITTLE FREE LIBRARY POLICY

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission receive and file the update on Torrance Little Free Library.

BACKGROUND/ANALYSIS

At a previous Library Commission meeting, a request was made to explore potential policies for the Torrance Little Free Library program as community members seek to expand the program in parks and public spaces in their neighborhoods. To better understand potential program possibilities, staff posted questions on various library related message boards requesting sample policies. To date, no sample policies have been returned.

In discussions with the larger Community Services Department, it was determined that any policy would also need to be reviewed and adopted by the Parks and Recreation Commission as the boxes will ultimately be installed and partly maintained by Parks Division staff.

Staff will continue to explore policy documents and hope to bring the Library Commission sample policies for review at a future meeting.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

United in Purpose: Cultivating Belonging,
Trust, and a Shared Vision

Our speakers

Our 2025 conference is on Thursday, May 15, 2025

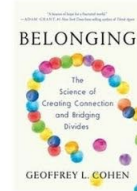
We are thrilled to announce that the 12th Annual Serving with a Purpose Conference registration is now open! We are so excited for you to join us at the beautiful Ontario Convention Center. We thank you for serving your community library. Some of you have even attended a Serving with a Purpose Conference in the past. Thank you again! We are glad you did. Please note that in 2024 we SOLD OUT 7 weeks in advance, and we expect to do the same in 2025. With this in mind, don't delay in registering!

Eventbrite link is below:

<https://serving2025.eventbrite.com>

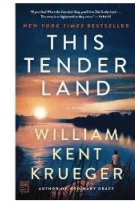
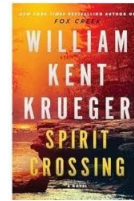
Please consider joining us as a table sponsor! Your support helps us to offer a first-class conference at a low price. A sponsorship includes 8 registrations, special acknowledgement in all conference PR, 8 copies of our author's newest novel, and premium table placement. The cost is \$900.

Questions? Contact us at:
servingwithpurposeca@gmail.com



Our Keynote: Geoffrey L. Cohen is a Professor of Psychology and the James G. March Professor of Organizational Studies in Education and Business at Stanford University. He is a social psychologist by training and received his PHD at Stanford and his BA at Cornell.

Professor Cohen's research examines the processes that shape people's sense of belonging and self-concept, and the role that these processes make on our lives and our organizations.



Our author: William Kent Krueger writes a mystery series set in the north woods of Minnesota. His last thirteen novels were all New York Times bestsellers.

This Tender Land, was published in September 2019 and spent nearly six months on the New York Times bestseller list.

2025 Registration fees

Now until March 19: \$95 pp

March 20 - April 20: \$105 pp

April 21 - May 15: \$125 pp

<https://www.servingwithpurposeca.org/>

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: RECEIVE AND APPROVE THE ATTENDANCE OF A LIBRARIAN
COMMISSIONER AT THE 2025 SERVING WITH A PURPOSE CONFERENCE**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission receive and approve the attendance of a Library Commissioner at the 2025 Serving with a Purpose Conference.

BACKGROUND/ANALYSIS

The statewide Serving with a Purpose Conference has been a popular event with past Library Commission ("Commission") attendees. Designed for the boards of Friends, Foundations, and library boards, the conference features speakers on a variety of topics including fundraising, board management, and nonprofit development.

In prior years, the Commission has attended as a group or sent individual members as they are able. When sending a few Commissioners, a report was offered at the next meeting to those not attending.

If the Commission would like to attend, staff can register attendees, and mileage would be reimbursed by the City. An early bird price is available through March 19, of \$95, with increasing rates thereafter. The conference is in Ontario, California and the theme is, "United in Purpose: Cultivating Belonging, Trust, and a Shared Vision".

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Commission Meeting of
February 10, 2025

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: PROVIDE DIRECTION ON STAFF APPRECIATION OPTIONS

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission provide direction to staff regarding a staff appreciation event.

BACKGROUND/ANALYSIS

The purpose of this item is to offer Commissioners the ability to direct staff to bring back options should they wish to provide a staff recognition event as they have in previous years. The event is not required under the City Council's charge to the Commission but was presented by Commissioners in 2022 and 2024 to acknowledge staff. Staff are seeking direction, should the Commission wish to move forward with an event or other acknowledgement.

In the past, these events or acknowledgements have come in the form of catered breakfasts or lunches where Library staff and Commissioners meet staff in a relaxed setting. In 2024, Commissioners provided a catered meal using funds from their Commission budget. If Commissioners wish, there are a variety of options available both for catering or some other form of informal gathering.

If directed, staff could provide options for either a catered meal or another type of acknowledgement at the Commission's request. There are currently \$1,880 in funds available in the Library Commission's budget for local meetings and expenses. For comparison, the 2024 event was approximately \$2,100.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: ACCEPT AND FILE CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Staffing and Administration

In January, the Library was pleased to welcome several new staff including Library Technicians, Cameron Jappe and Arthur Esqueda, Administrative Assistant, AJ Moultrie, and Management Aide, Carlo Aguila. Everyone is a very welcome addition to the team!

AJ joined the Administrative team with the departure of the Library's previous Administrative Assistant in June. AJ is a graduate of UC Berkeley and has worked in podcasting, education, and the nonprofit community.

Carlo comes to us from UC Irvine and is a lifelong Torrance resident. With an interest in local government, Carlo is helping the Library with social media marketing, program planning and evaluation, and other special projects.

Outreach

Library staff met with Torrance Unified School District (TUSD) staff at West High School and continued to discuss ways to collaborate by forging a closer relationship through a shared understanding of each other's programming and services. With the passage of Senate Bill 321 and the recent update Senate Bill 1329, calling for Student Success or universal library cards by third grade by 2029, the discussions are designed to take the first step of opening up communication between school and public librarians.

Staff also participated in an Economic Development Team business visit to PEL manufacturing. The business is in Torrance and the only US manufacturer of metal coils for book binding.

Staff also met with representatives of Pollo Campero restaurants. The chain is rapidly expanding in Southern California and may be interested in sponsoring Library programs.

El Retiro Branch Library

In January 2025, the El Retiro Library offered a variety of engaging programs for the community. Toddlertime continued to be a popular and fun weekly event, while the monthly El Retiro Book Group met on January 7 to discuss Daughter of Molokai by Alan Brennert.

As part of the Refresh & Reset adult program series, Ayano, a certified KonMari consultant, led Organizing 101 on January 16, helping attendees declutter and create organized spaces. On January 23, Mary Ford from Torrance Memorial presented on Health and Nutrition, offering valuable insights for starting the new year.

The library's TeenZone also provided a calming space with the Zen Corner for teens to unwind, while young children enjoyed the Toddler Scientist program and Sensory Storytime. Additionally, adults participated in Tech Hour workshops for digital assistance.

Katy Geissert Civic Center Library

Circulation

The Circulation Department at the Katy Geissert Library continues to provide our patrons with excellent customer service. At this location, there was a total of 17,030 checkouts and renewals for the month of December. Additionally, the Circulation Department registered 274 new patrons in December.



Technical Processing

Technical Processing is busy as usual with many new books arriving during the month. Staff are also processing three Stargazing kits which include a full telescope setup including a sturdy tripod, a telescope, two stargazing guides and access to a smartphone app and all kept in a handy carrying case. The kits are courtesy of a grant from the California State Library.

North Torrance Branch Library:

January was a busy month for North Torrance as they hosted 13 programs for all ages. The pictures tell the story this month with a class visit from St. Catherine's elementary school to a very well received yoga program for children. The students from St. Catherine's helped contribute to the Library's Black History Month display making for a very timely and welcome visual celebration.



5th Grade Students from St. Catherine Laboure set up a display of the books they had written to celebrate Black History Month!



Southeast Branch Library

Two new Library Technicians, Arthur Esqueda and Cameron Jappe, have joined and quickly become integral members of the Southeast team. Arthur's prior work experience includes time with County of Los Angeles Public Library, while Cameron recently served as Managing Librarian with the Academy of Motion Picture Arts and Sciences.

Family Storytime resumed in a big way to begin the New Year, with crowds, children, parents, grandparents, and caregivers numbering in the 60s to see Miss Judy on Fridays. New board games have been popular with students from nearby Hull Middle School, who have also been putting our Homework Center to good use.



On the adult side, Novels at Night had a full house in its first meeting during library open hours since February 2020. Author and CSULB Professor Sean O'Connell gave an informative and well-attended multimedia presentation on the history of Jazz on Los Angeles's Central Avenue.

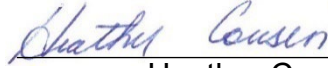
Walteria Branch Library

In January 2025, the Walteria Library offered a diverse range of programs for patrons of all ages. *Toddler*time attendance rates have increased, and we are thrilled to continue providing interactive experiences for young children. The *Armchair Travelers Book Group* met on January 8 to discuss *Northern Spy* by Flynn Berry. Adult patrons participated in the library's *Fit Fridays* series, which featured a Yoga program designed to promote relaxation and wellness. Teens had a special opportunity to explore the wonders of the universe with the *Astronomy Man* program on January

29, where they learned about stars, planets, and celestial phenomena through an engaging, interactive presentation. To further enhance the library's outdoor space, Park Services installed new drought-tolerant native plants in the library's planters, creating a more sustainable and beautiful environment for the community.

Staff are available for questions.

Respectfully submitted,

A handwritten signature in blue ink that reads "Heather Cousin". The signature is written in a cursive style and is positioned above a horizontal line.

Heather Cousin

City Librarian

ATTACHMENT A: Library Statistics

Library Statistics

2024-2025 Visits	EI Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	2,140	3,531	14,338	4,609	3,914	3,559
August	2,143	3,313	13,240	4207	4,245	3,229
September	1,675	3,248	11,803	3,757	4,992	3,191
October	1,793	3,512	13,000	4,179	5,238	3,440
November	1,545	2,573	10,333	3,190	4,335	2,592
December	1,271	2,619	9,302	3,060	4,084	2,292
January	1,607	3,589	12,076	3,900	4,580	2,950

2024-2025 Circulation	EI Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	4,089	10,085	33,519	10,178	8,375	7,515
August	3,741	9,064	31,196	9,669	8,099	7,087
September	3,228	8,622	28,741	8,893	6,621	6,934
October	3,096	8,697	28,251	9,384	6,466	6,715
November	3,167	7,784	26,253	8,630	6,236	6,476
December	3,154	7,654	24,304	7,960	6,059	6,334
January	3,369	8,376	27,505	8,322	6,475	7,106

2024-2025 Total Program Attendance By Location	EI Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
July	768	531	986	461	610	399
August	303	194	506	87	177	69
September	324	177	245	315	231	96
October	584	222	697	456	346	329
November	288	178	327	191	470	179
December	217	187	406	255	355	117

January	368	251	472	282	439	162
----------------	-----	-----	-----	-----	-----	-----

**2024-2025
Programs
Offered by
Age**

	Adult	Teen	Youth
July	42	3	71
August	23	2	20
September	21	13	48
October	24	2	55
November	21	4	38
December	15	6	50
January	17	4	51

**2024-2025
Extended
Access**

	Visits
July	20
August	14
September	17
October	29
November	29
December	37
January	50