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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 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, AUGUST 11, 2025
REGULAR MEETING
6:00 PM WEST ANNEX COMMISSION MEETING
ROOM
3301 TORRANCE BLVD. TORRANCE, CA 90503**

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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members: Chatterjee, Dojiri, Lefevre, Piotrowski, Singh, Sun, and Reilly.

2. FLAG SALUTE: Commissioner Piotrowski

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, August 7, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Commissioner from the Consent Calendar and considered separately.

7A. Approve Commission Minutes: June 9, 2025

8. ADMINISTRATIVE MATTERS

**8A. NOMINATE AND ELECT CHAIR AND VICE CHAIR OF LIBRARY COMMISSION
FOR FISCAL YEAR 2025-2026**

Recommendation of the City Librarian that the Library Commission nominate and elect the Chair and Vice Chair of the Library Commission for the 2025-2026 term.

8B. RECEIVE AND APPROVE LIBRARY COMMISSION ANNUAL ROTATIONAL MEETING SCHEDULE

Recommendation of the City Librarian that the Commission receive and approve the proposed rotational meeting schedule during the 2025-2026 term.

8C. RECEIVE AND FILE LIBRARY ANNUAL STATISTICAL OVERVIEW FOR FISCAL YEAR 2024-2025

Recommendation of the City Librarian that the Commission receive and file the Library Annual statistical overview for fiscal year 2024-2025.

8D. RECEIVE AND FILE PROMOTION OF NATIONAL LIBRARY CARD SIGN UP MONTH

Recommendation of the City Librarian that the Library Commission receive and file the report on the Library's efforts to promote National Library Card Sign Up Month.

8E. RECEIVE 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, September 8, 2025, at 6:00 p.m. in the West Annex Commission Meeting Room, 3031 Torrance Blvd, Torrance, CA 90503.



**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Library Commission convened in a regular session at 6:00 p.m. on Monday, June 9, 2025, in the West Annex Meeting Room, 3031 Torrance Boulevard.

ROLL CALL

Present: Commissioners Chatterjee, Piotrowski, Singh, and Chair Reilly

Absent: Commissioner Lefevre.

Also Present: City Librarian Heather Cousin, Management Aide Carlo Aguilar

MOTION: Commissioner Piotrowski moved to excuse Commissioner Lefevre absence from today's meeting. Commissioner Singh seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Lefevre absent).

*Commissioner Lefevre arrived at 6:08 p.m. and left the meeting at 7:00 p.m.

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Chatterjee.

3. INSPIRATIONAL MESSAGE

None.

4. REPORT ON POSTING OF AGENDA

City Librarian Cousin reported that the agenda was posted on Thursday, June 5, 2025.

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

City Librarian Cousin announced that the request to discuss the operational assessment is not on tonight's agenda, as the scope of work has not yet been developed.

City Librarian Cousin informed the Commission that the statistics report related to tonight's supplemental item is incomplete due to Assistant City Librarian Aguado being out of office. She compiled what she could for the report, however, it does not represent the full set of data.

6. ORAL COMMUNICATIONS

None.

7. CONSENT CALENDAR

7A. APPROVE COMMISSION MINUTES: MAY 12,2025

MOTION: Commissioner Singh moved to approve the minutes of May 12, 2025. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Lefevre absent).

8. ADMINISTRATIVE MATTERS

8A. RECEIVE AND FILE VERBAL REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY

City Librarian Heather provided a verbal report from the Friend of the Torrance Library for Item 8A.

City Librarian Heather shared that the friends of the Torrance Library have been receiving about \$2000 a month in lobby and internet sales.

MOTION: Commissioner Piotrowski moved to receive and file verbal report from the Friends of the Torrance Library. Commissioner Singh seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Lefevre absent).

*Commissioner Lefevre arrived at 6:08 pm.

8B. RECEIVE AND FILE VERBAL REPORT FROM THE TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Cousin presented Item 8B, introducing Torrance Public Library Foundation member, Sunni Won.

Ms. Won announced that they have now obtained a current 501(c) status, allowing them to begin accepting donations.

MOTION: Commissioner Chatterjee moved to receive and file the verbal report from the Torrance Public Library Foundation. Commissioner Singh seconded the motion; a roll call vote reflected 5-0 approval.

8C. RECEIVE AND FILE VERBAL REPORT ON THE HISTORY OF THE TORRANCE PUBLIC LIBRARY

Librarian Michael George presented Item 8C.

Mr. George gave a historical overview of the Torrance Public Library, highlighting its development and the challenges it has faced.

MOTION: Commissioner Piotrowski moved to receive and file the verbal report on the history of the Torrance Public Library. Commissioner Lefevre seconded the motion; a roll call vote reflected 5-0 approval .

8D. RECEIVE AND FILE VERBAL REPORT ON THE TORRANCE PUBLIC LIBRARY SUMMER READING PROGRAM

Management Aide Carlo Aguilar provided a presentation on Item 8D.

Management Aide Aguilar announced that the theme for this year's Library Summer Reading Program is Level Up. Running from June 9, 2025, through August 16, 2025, the program will feature a gaming theme designed to engage participants through interactive and imaginative activities inspired by video games and game-based challenges,

MOTION: Commissioner Singh moved to receive and file verbal on the Torrance Public Library Summer Reading Program. Commissioner Chaterjee seconded the motion; a roll call vote reflected 5-0 approval.

8E. RECEIVE AND FILE CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin presented Item 8E.

City Librarian Cousin reported that the library has experienced ongoing staffing challenges. She stated that recruitment is actively in progress to fill multiple vacancies and that interviews for prospective candidates are scheduled to commence in the near future.

City Librarian Cousin shared that numerous events have been recently held across the city's libraries and noted that each was met with considerable success.

*Commissioner Lefevre left the meeting at 7:00 p.m.

MOTION: Commissioner Piotrowski moved to receive and file City Librarian's monthly division report. Commissioner Singh seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Lefevre absent).

9. COMMISSION ORAL REPORTS

None.

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETING

Future monthly reports to include staffing and budgeting

11. **ADJOURNMENT**

11A. **ADJOURNMENT**

MOTION: At 07:15 p.m., Commissioner Singh adjourned the meeting for Monday, August 11, 2025, at 6:00 p.m. in the West Annex Meeting Room, 3031 Torrance Boulevard. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Lefevre absent).

DRAFT SUBJECT TO APPROVAL MINUTES

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

**SUBJECT: NOMINATE AND ELECT CHAIR AND VICE CHAIR OF LIBRARY
COMMISSION FOR FISCAL YEAR 2025-2026**

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission nominate and elect the Chair and Vice Chair of the Library Commission for the 2025-2026 term.

BACKGROUND/ANALYSIS

The primary responsibility of each City commission is to ensure City government is responsive to the needs of the people. The charge to the Commission is as follows:

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. Governing Code: Division 1, Chapter 3, Article 3, Sections 13.3.1 13.3.8.

The Commission Chair and Vice-Chair are elected by the commission members and serve a one-year term in that capacity. The election process is conducted at the beginning of the new fiscal year and during the first meeting of the new fiscal year. The Commission Chair manages the process of the meeting ensuring Commissioners, staff, and the public are afforded time to speak and that the meeting is conducted according to applicable laws and regulations.

The Chair and Vice-Chair are typically nominated and elected by the Commission each year. The willingness and ability of an individual to serve as the Chair or Vice Chair should be taken into consideration. The Chair usually leads the monthly meetings, and the Vice-Chair serves in the absence of the Chair. Typically, the Chair and Vice-Chair roles have been elected from those members who have served on the Commission at least one year.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: RECEIVE AND APPROVE LIBRARY COMMISSION ANNUAL ROTATIONAL MEETING SCHEDULE

RECOMMENDATION

Recommendation of the City Librarian that the Commission receive and approve the proposed rotational meeting schedule during the 2025-2026 term.

BACKGROUND/ANALYSIS

Each year, the Library Commission meetings are scheduled to meet at the Torrance Public Library's six library locations. These meetings offer Commissioners the opportunity to visit the locations and meet staff while still conducting Commission business.

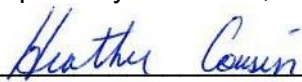
Staff propose the following schedule with each meeting starting with a brief operational overview by staff. The start time of each meeting remains 6:00pm.

Katy Geissert Civic Center Library – October 13 (with building tour)
El Retiro Library – November 10
Southeast Library– December 8
Henderson Branch Library– January 12
North Torrance Branch Library – February 9
Walteria Branch Library– March 9

With Commission approval, the change of venue will be forwarded to the City Council for formal approval and adoption.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: SOPHIA SUH, MANAGEMENT AIDE (INTERN II)

SUBJECT: RECEIVE AND FILE LIBRARY ANNUAL STATISTICAL OVERVIEW FOR FISCAL YEAR 2024-2025

RECOMMENDATION

Recommendation of the City Librarian that the Commission receive and file the Library Annual statistical overview for fiscal year 2024-2025.

BACKGROUND/ANALYSIS

The Torrance Public Library tracks multiple data points to ensure community satisfaction, effective use of resources, and operational efficiency. By recording data on visitor count, programming information, and types of resources used and how often, each branch offers a welcoming and safe environment to the public in its own unique way.

It is important to note, however, that these numbers only make up of a portion of the entire picture. While the quantitative data collected throughout the years undoubtedly influences the way in which the library operates, constructive feedback from the public, the Friends, Library Staff, and the Commission holds just as much (if not, more) of an impact.

This report shows visually the quantitative data collected across all six branches from the FY starting July 1, 2024, and ending on June 30, 2025. The following categories include:

- Door count/library visits (including Extended Access)
- Circulation of physical items
- Circulation of virtual items/e-material
- Total program attendance by location
- Total program attendance by age range
- Computer sessions

The library defines door count statistics to also include those entering and exiting the El Retiro Library via Extended Access, though a separate chart depicting solely Extended Access numbers is provided as well. Furthermore, the term "e-books" refers to the collective total of electronic books accessed through Hoopla and Overdrive, as well as online comic books accessed from the former. "E-audio" includes all audiobooks accessed through Hoopla and Overdrive.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

ATTACHMENT A: 2024-2025 Stats Report

COMMUNITY SERVICES DEPARTMENT

2024-25 Stats Report

Torrance Public Library Branches

FOR THE LIBRARY COMMISSION MEETING

JULY 2024 – JUNE 2025



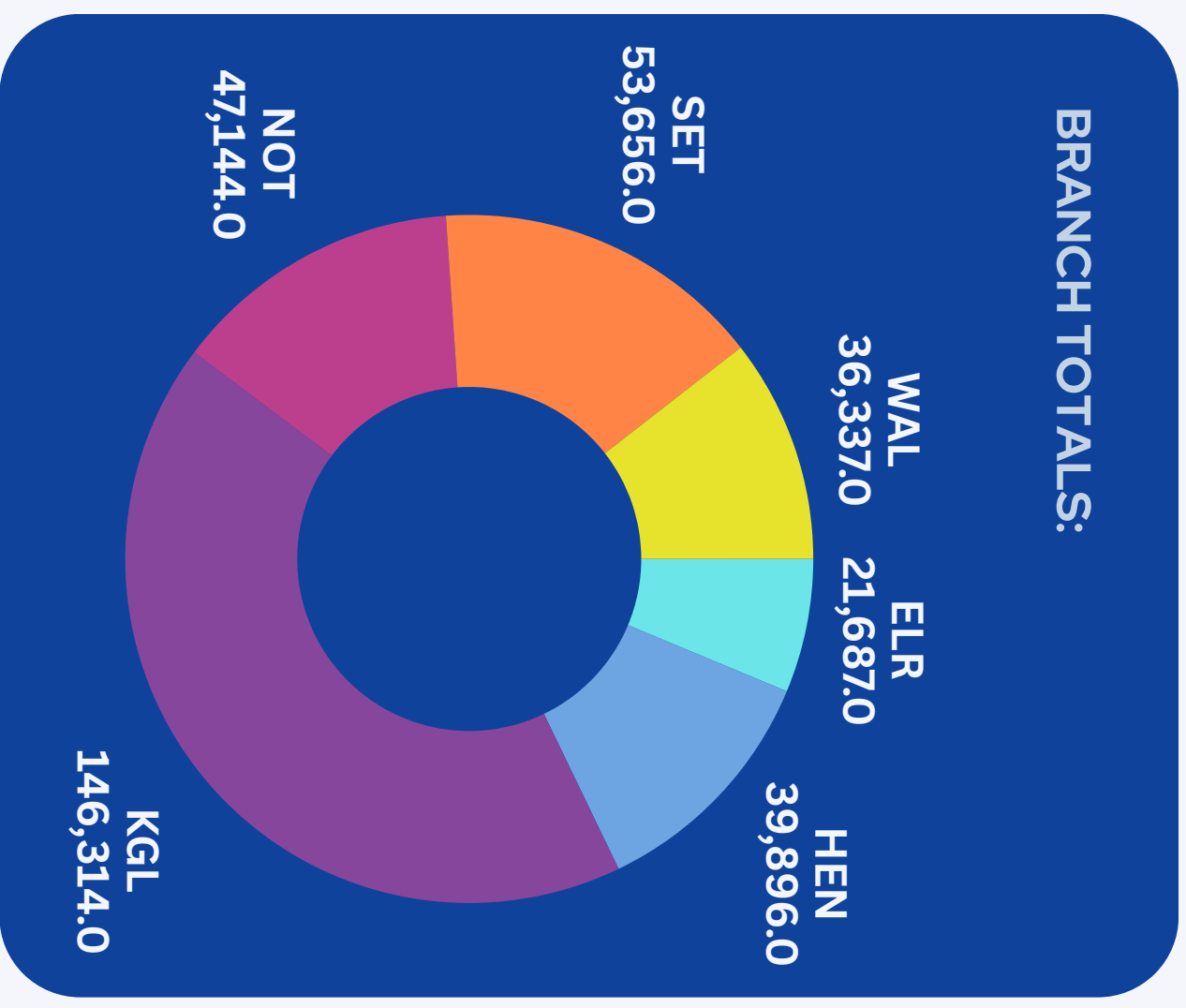
LIBRARY COMMISSION MEETING

TORRANCE PUBLIC LIBRARY

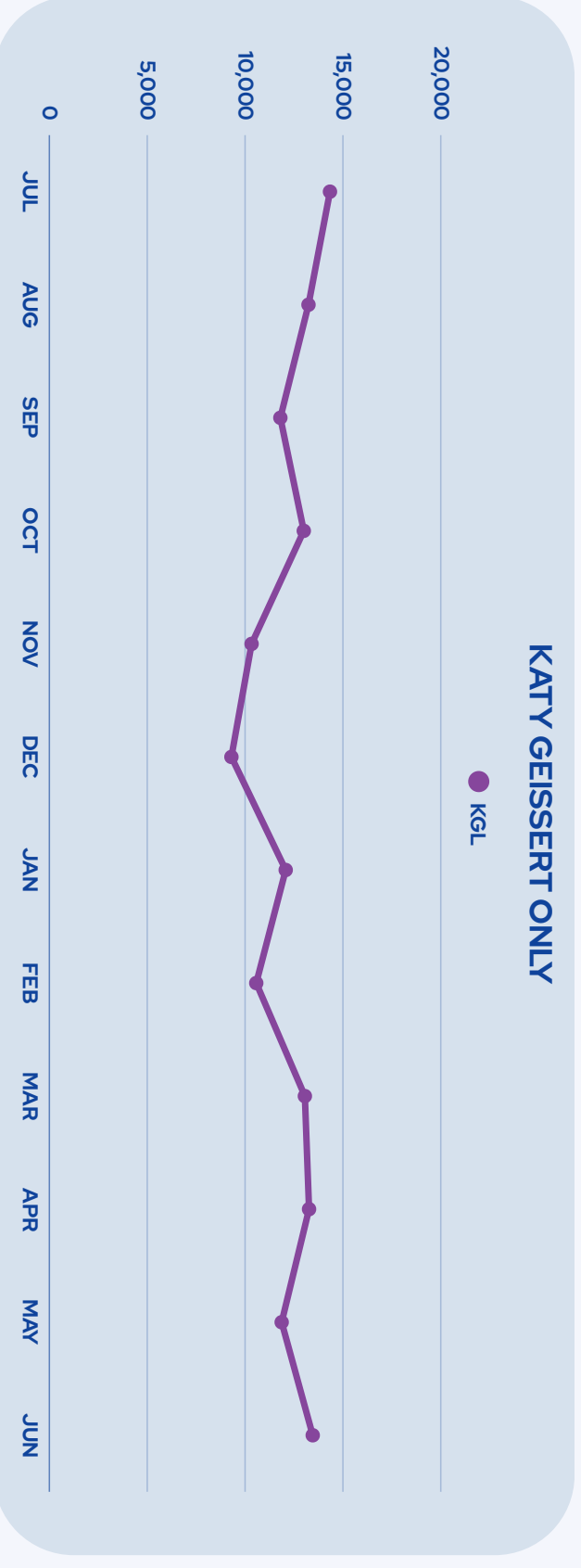
Visits/Door count*

*EXTENDED ACCESS INCLUDED

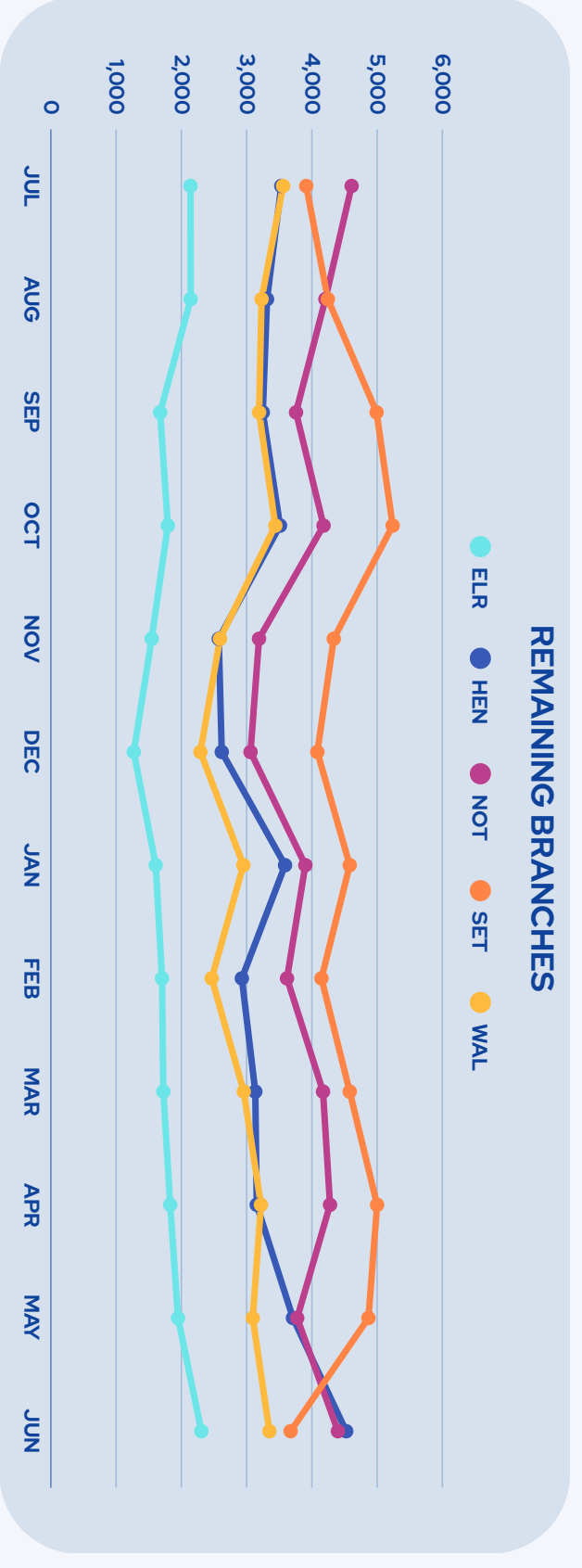
BRANCH TOTALS:



KATY GEISSERT ONLY



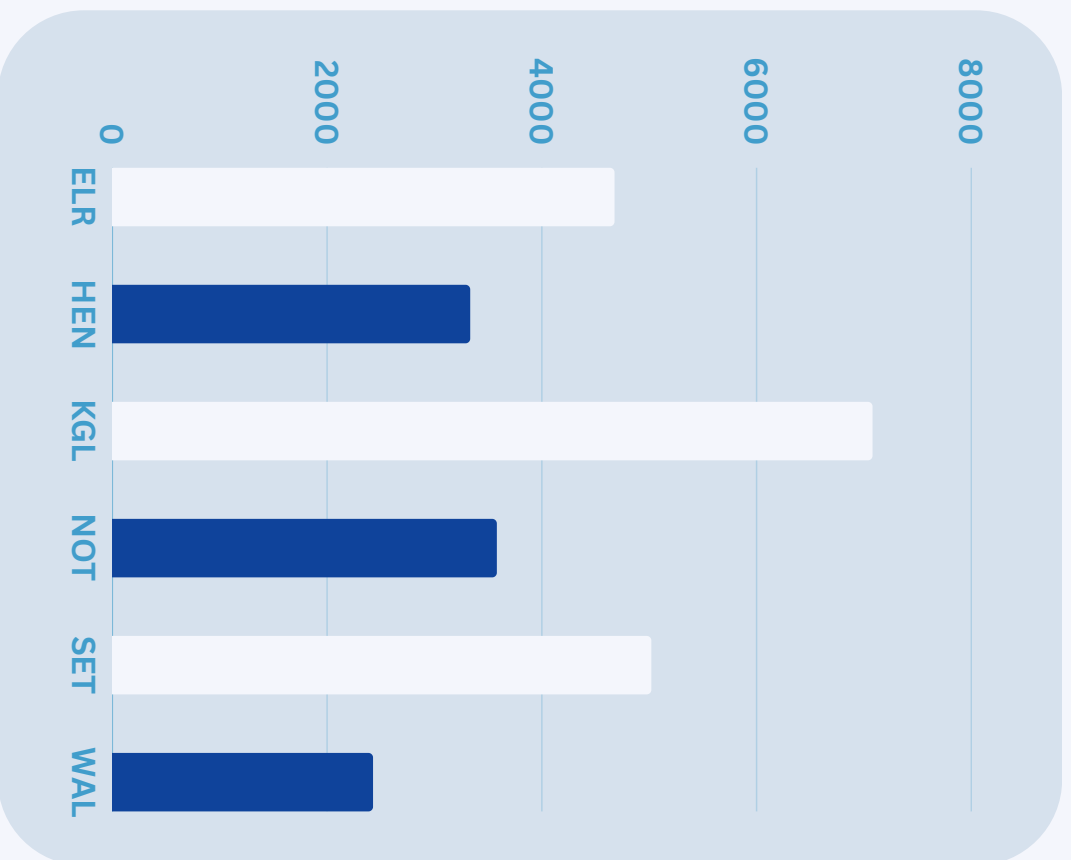
REMAINING BRANCHES



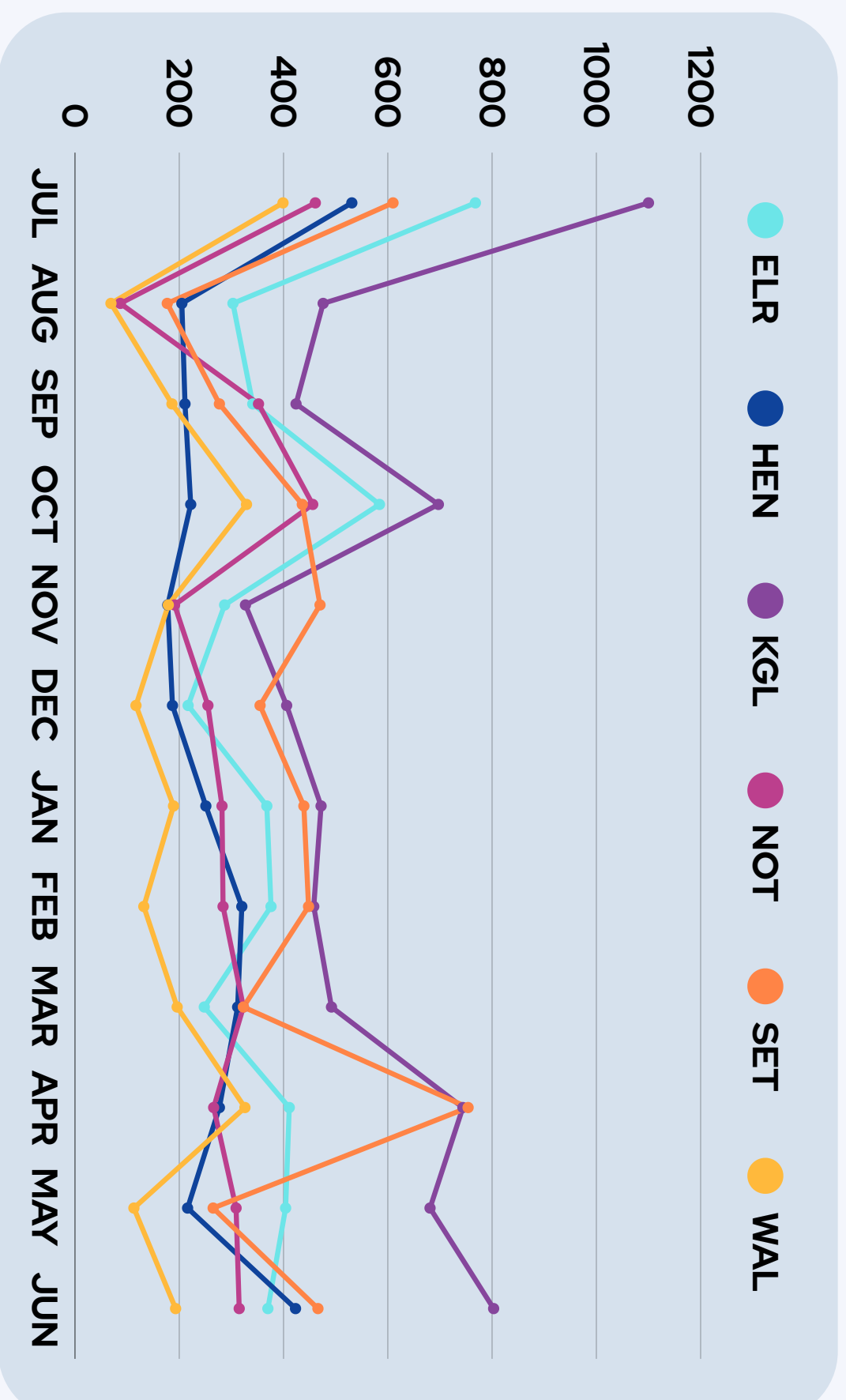
Program Attendance



BY LOCATION



BY LOCATION/MONTH

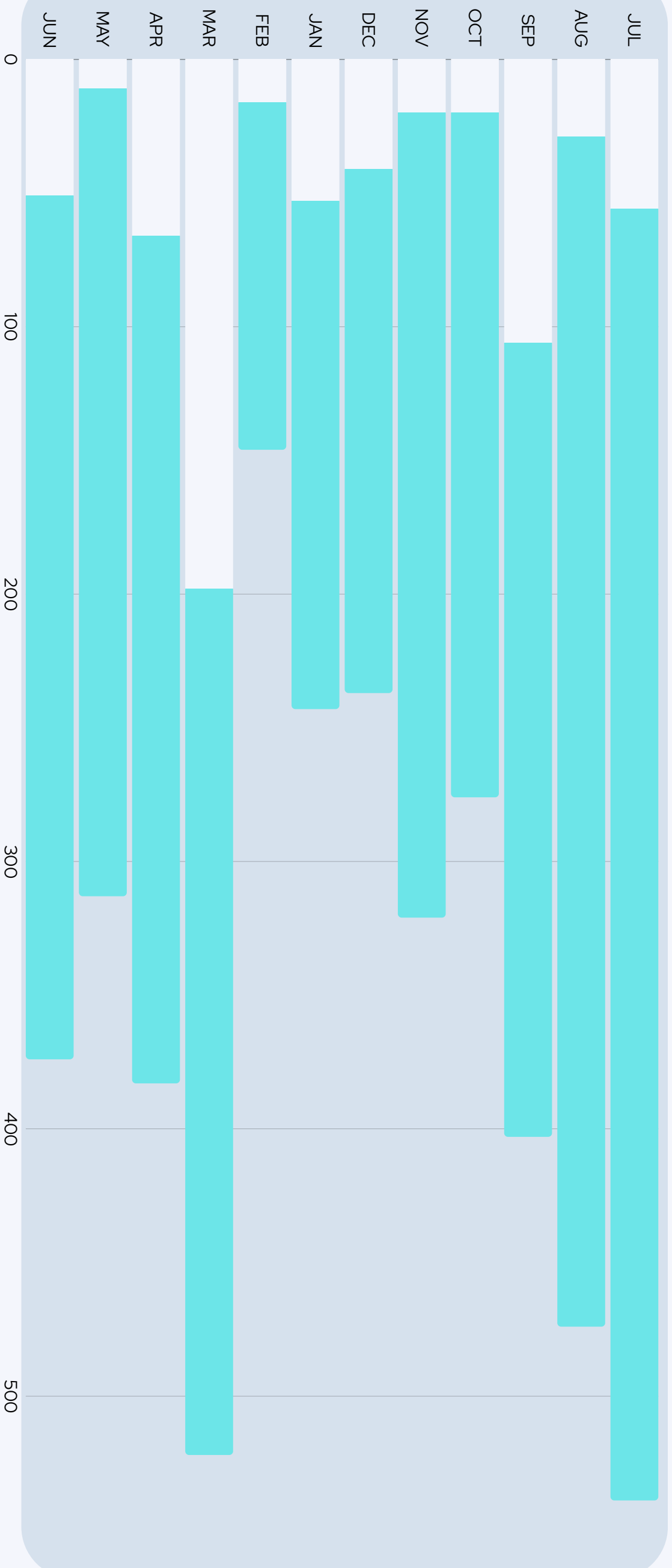


Program Attendance



TEEN & ADULT

○ TEEN ● ADULT

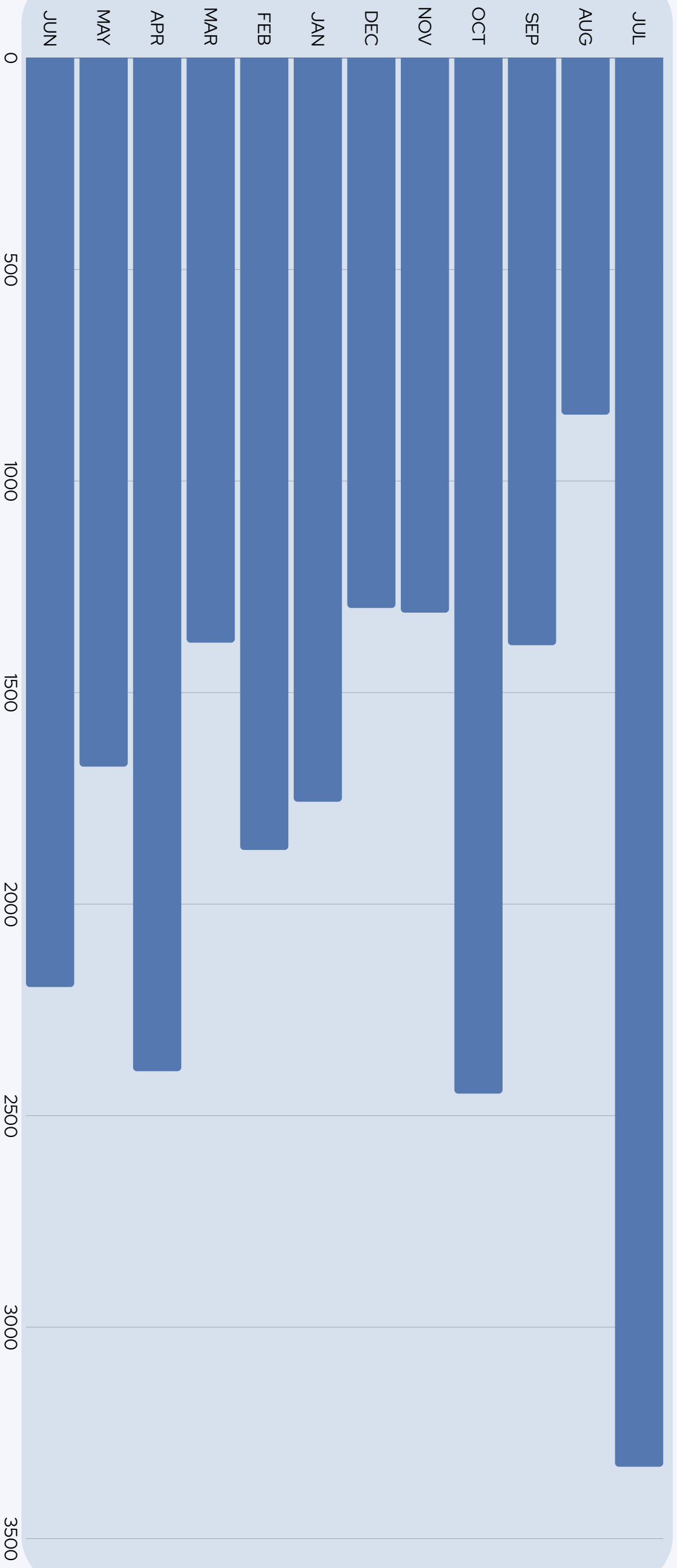


Program Attendance



YOUTH

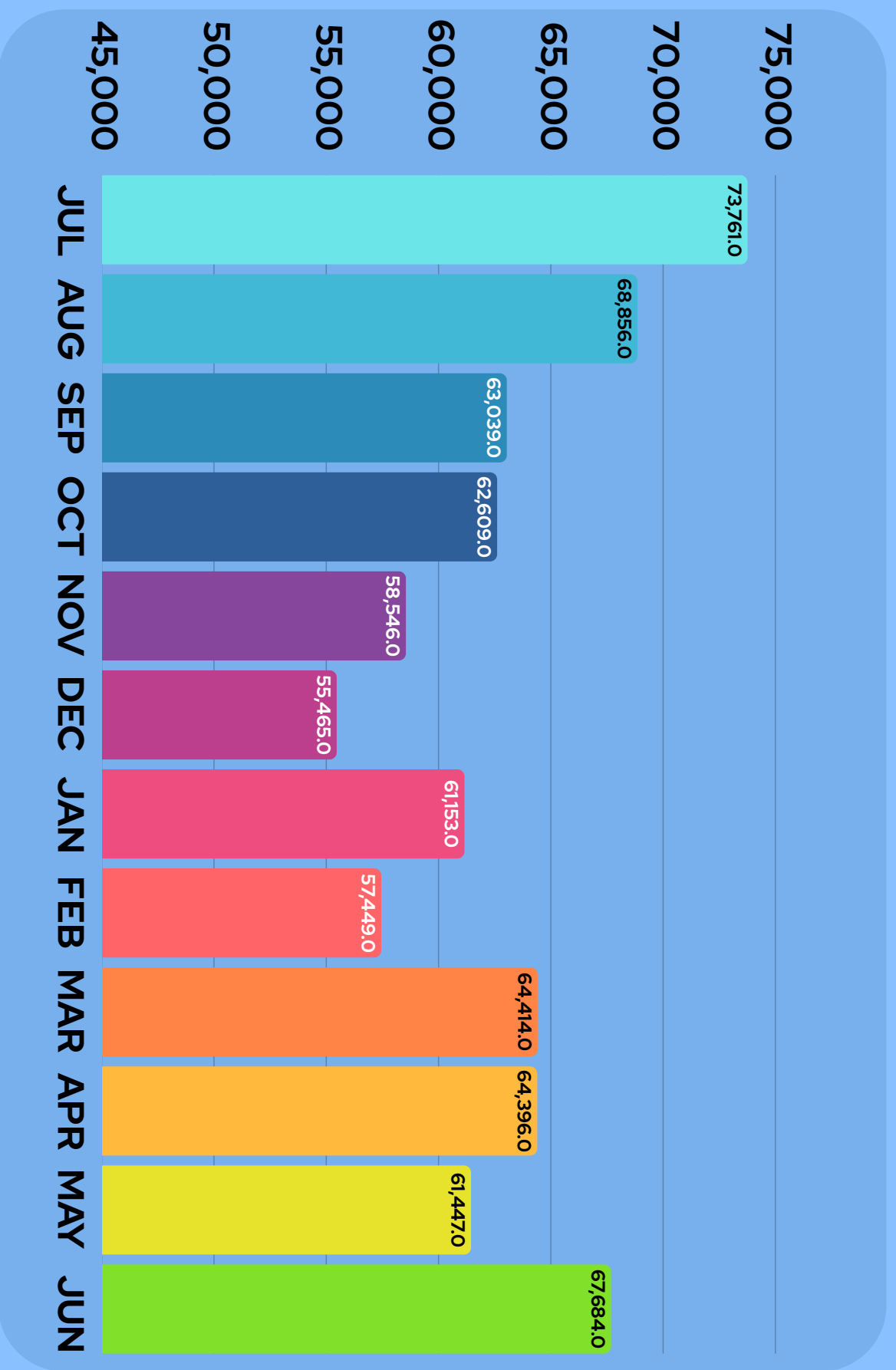
● YOUTH



Circulation

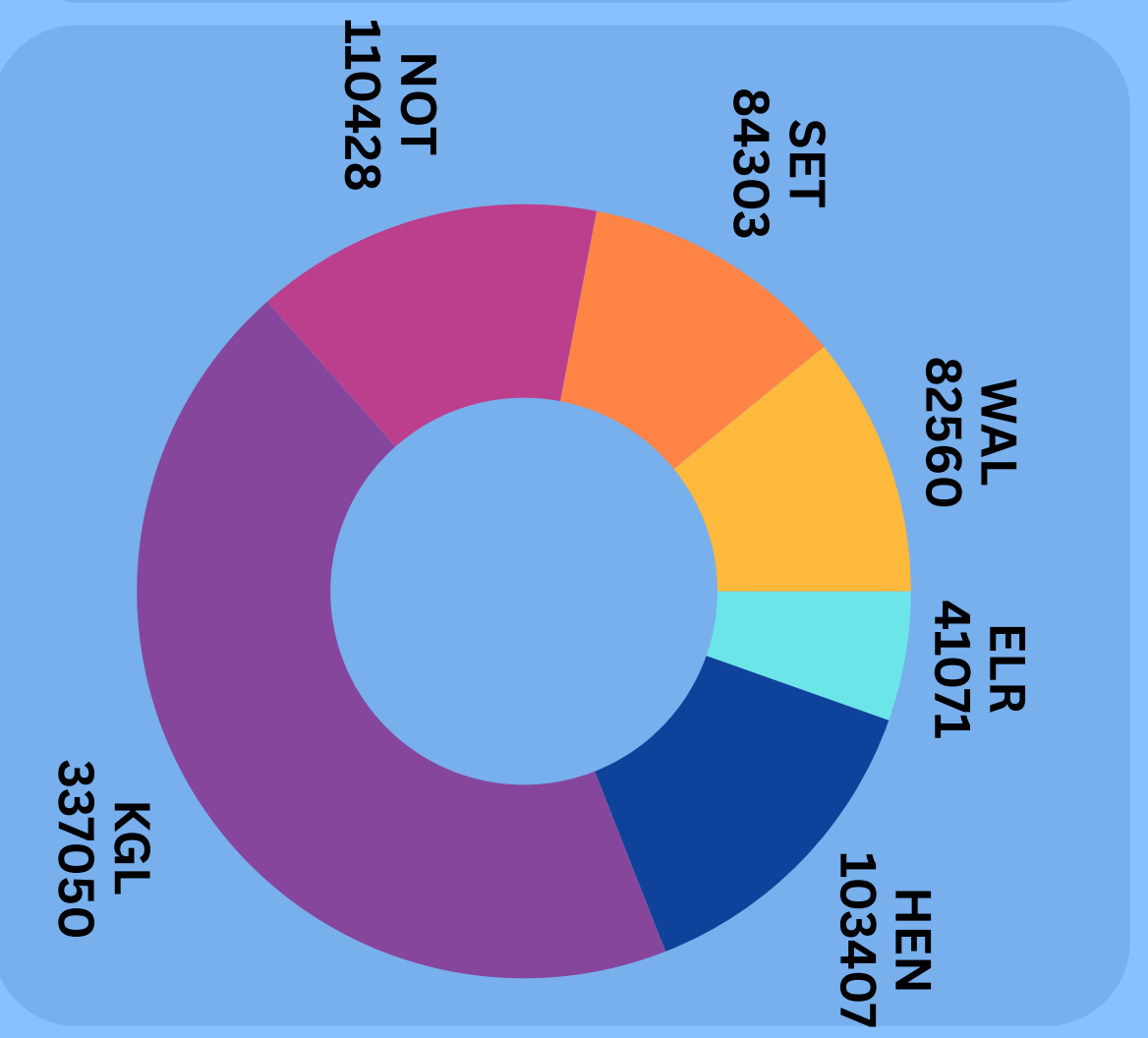
PHYSICAL ITEMS
758,819 total items checked out

Monthly Totals*:



*CIRCULATION RANGE BEGINS AT 45,000 PHYSICAL ITEMS.

Branch Totals:



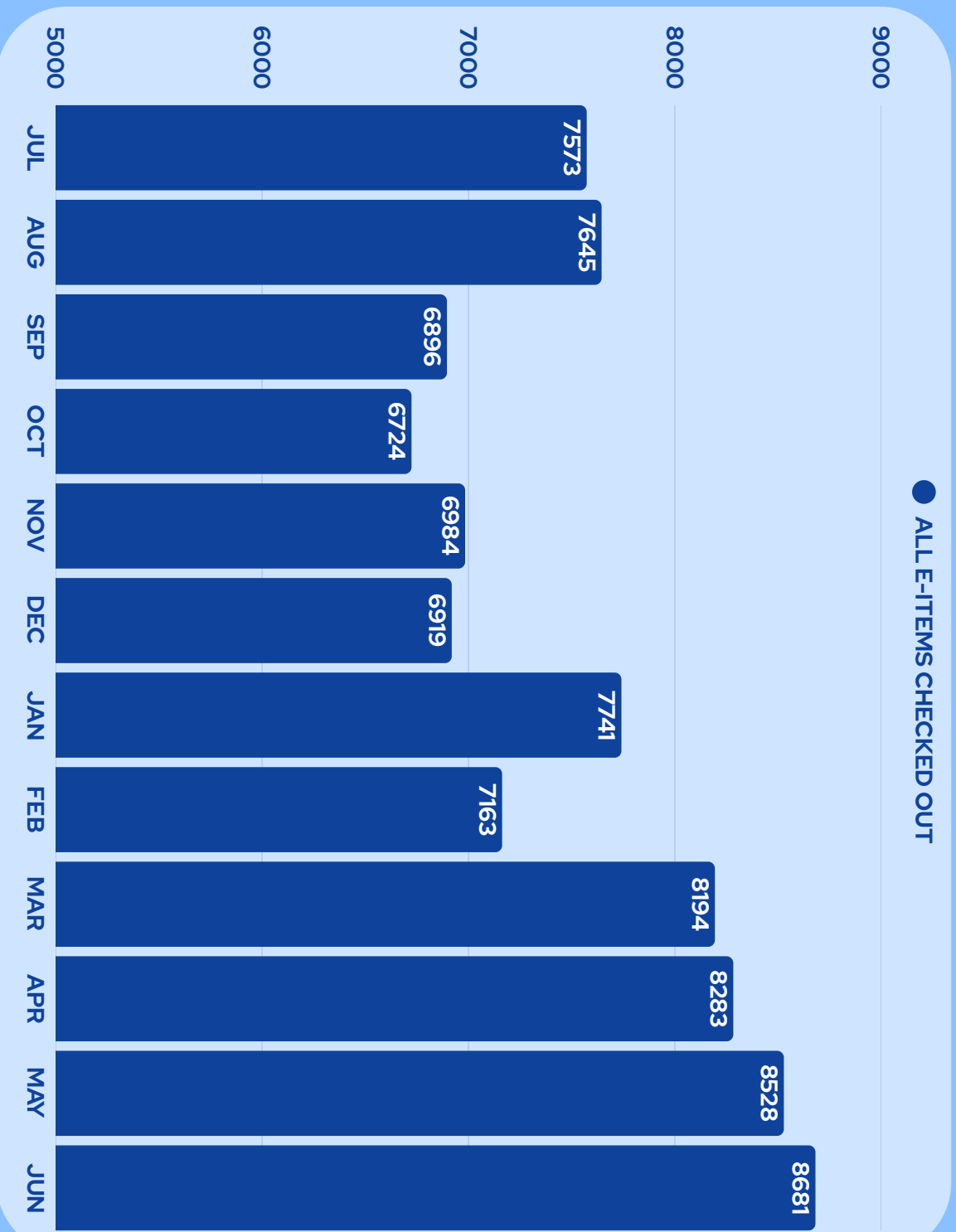
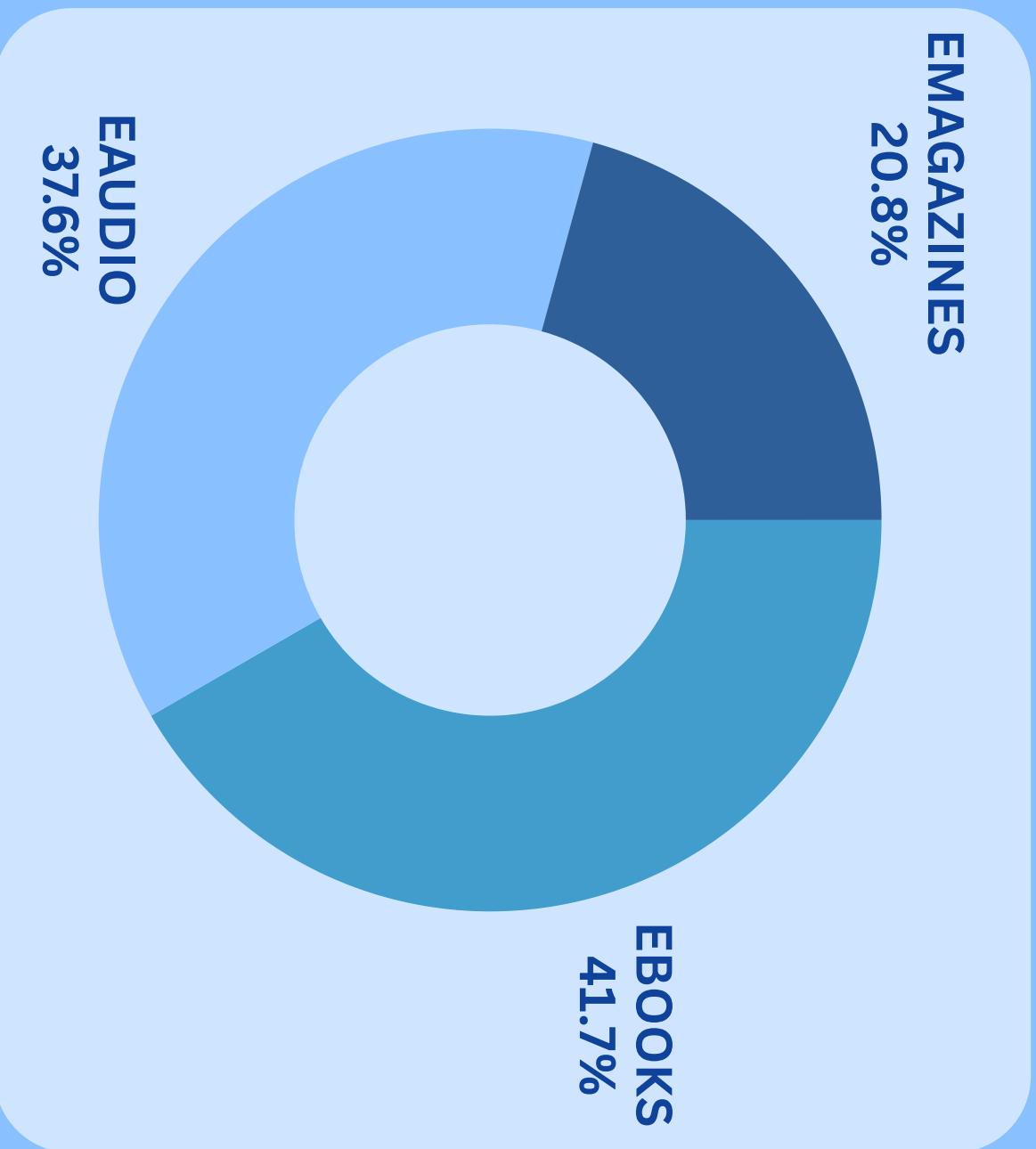
Circulation

E-BOOKS & E-CONTENT

E-BOOKS: E-COMICS, HOOPLA, & OVERDRIVE
E-AUDIO: HOOPLA & OVERDRIVE

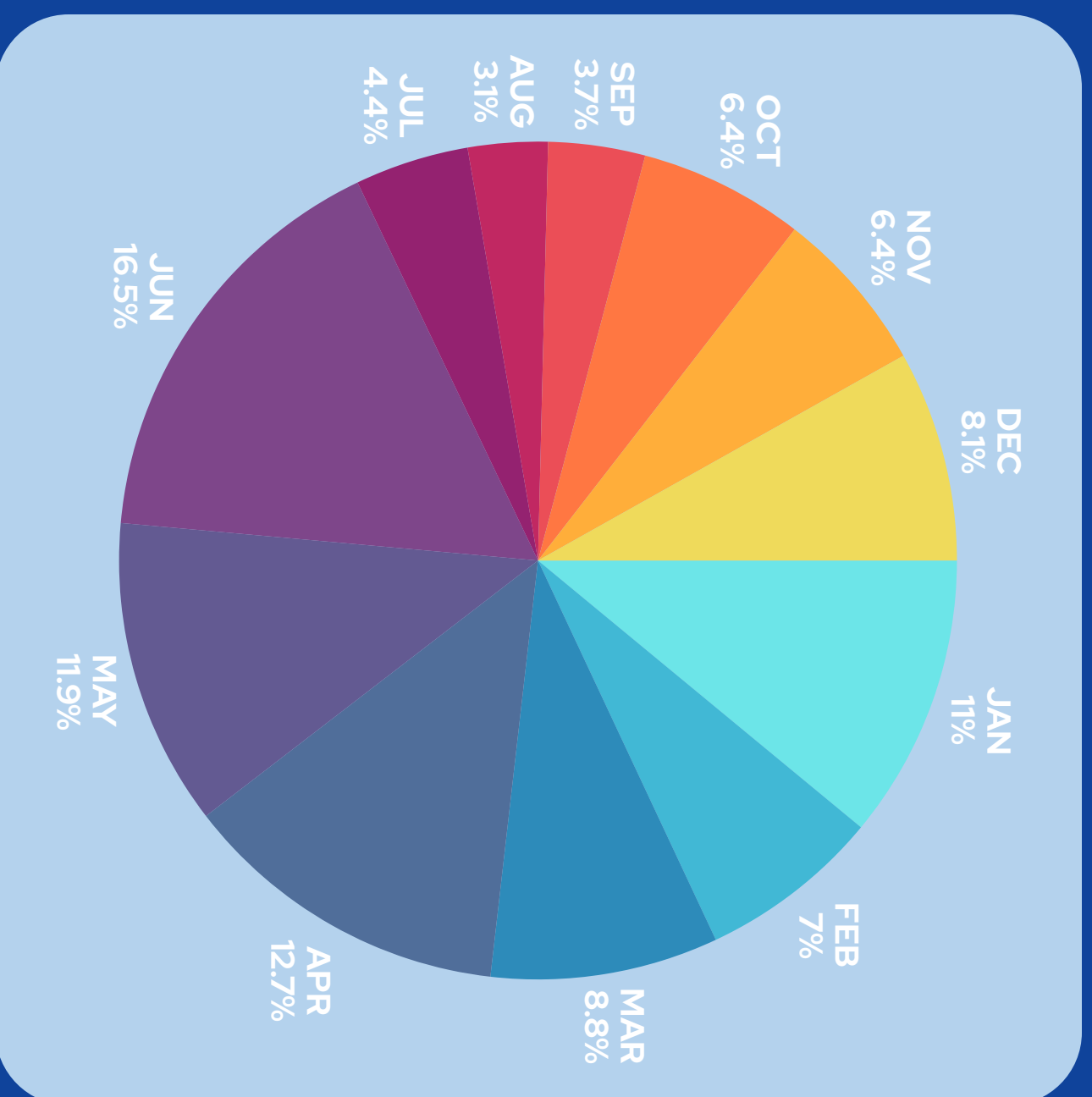
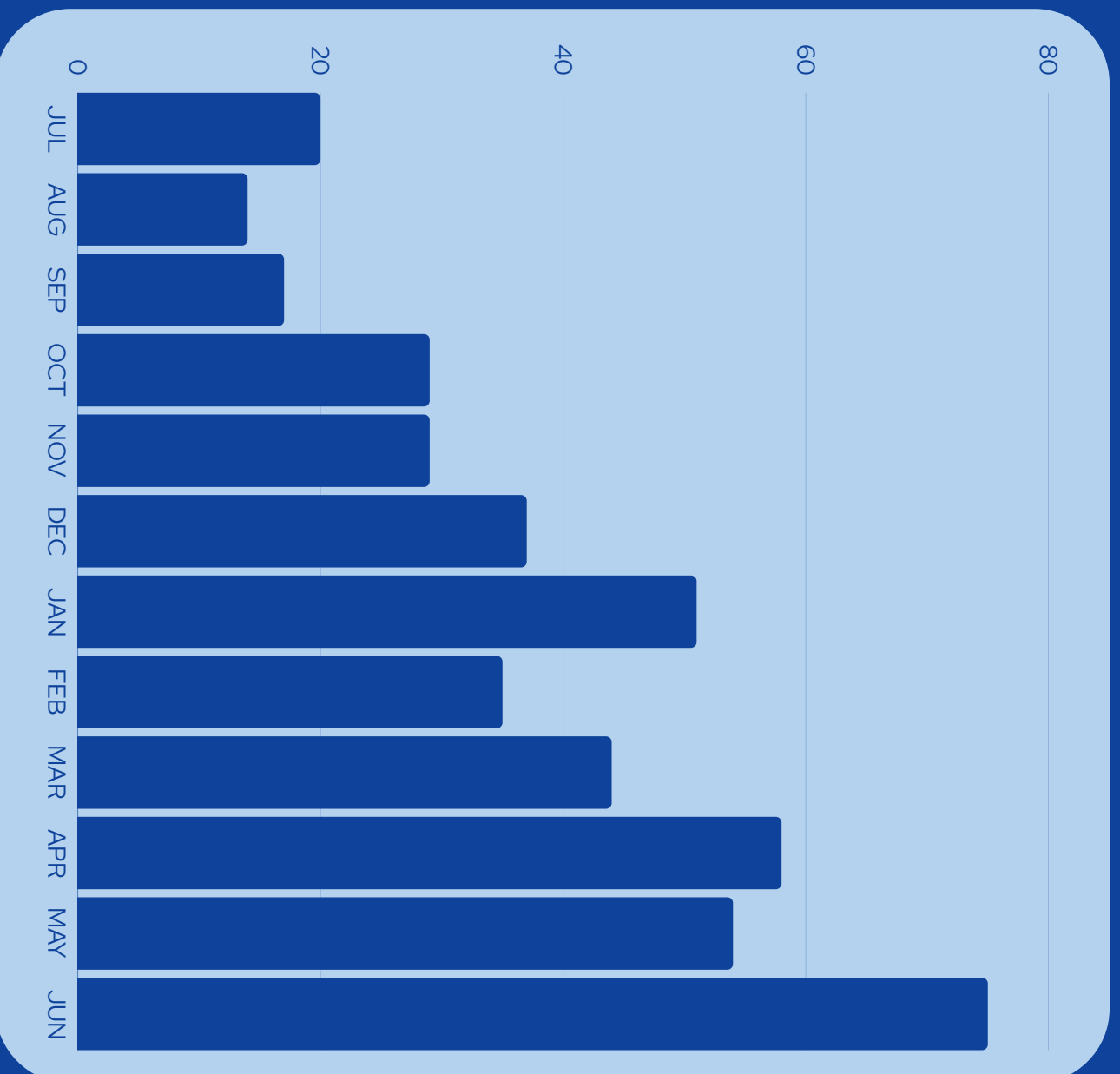
By Material:

By Month*:



*CIRC RANGE BEGINS AT 5,000 VIRTUAL ITEMS.

Extended Access at El Retiro:



Takeaways

POPULAR MONTHS*:

- JULY**
 - **9.3%** total visitors came in July 2024

JUNE (9.2%)

OCTOBER (9.03%)

APRIL (8.9%)

POPULAR BRANCHES FOR PROGRAMMING*:

- EL RETIRO**
 - **22.3%** of visitors are also program attendees

SOUTHEAST (5.5%)

KATY GEISSERT (4.2%)

*OTHER MONTHS:

AUG (8.8%), SEP (8.3%), NOV (7.1%), DEC (6.5%), JAN (8.3%), FEB (8.8%), MAR (8.6%), MAY (8.5%)

**OTHER BRANCHES:

NOT (3.3%), HEN (3.1%), WAL (2.7%)

OTHER:

16.8% of youth attended programs in July (followed by 13.03% in Oct., 12.8% in Feb.)

It can be assumed that SRP and back-to-school lead to increased library turnout, fizzles out during the winter.

WHAT IS YOUR FAVORITE PART ABOUT THE LIBRARY?

program
looking activities
quiet new
knowledge
circle
display
right
pyramid
favorite
reading read
relax
quietness
rare
lovely
cools
graphic
novels
challenges
hidden
displays place
computers
quietly
resources
summer

TO: LIBRARY COMMISSION

FROM: SOPHIA SUH, MANAGEMENT AIDE

SUBJECT: RECEIVE AND FILE PROMOTION OF NATIONAL LIBRARY CARD SIGN UP MONTH

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission receive and file the report on the Library's efforts to promote National Library Card Sign Up Month.

BACKGROUND/ANALYSIS

Every September, the Torrance Public Library participates in National Library Card Sign Up Month. This annual event encourages those without Torrance Public Library cards to join in the fun and sign up for a Torrance Public Library card.

This year's theme is One Card, Endless Possibilities and staff have planned several outreach opportunities to promote both the Library and getting a Library card. Below is just a sample of some of the events:

- Farmers' Market Tabling (first Tuesday and first Saturday of September)
- Build Your Own Gardening Kit Kickoff Event (first week of September)
- Madrona Marsh: Nature Storytime (9/11 @ 10:30am)
- Back to School Night (second week of September in the evening)

Staff would like to give Library Commissioners the opportunity to meet the community and help promote Library card registrations by joining with staff at any of these events.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Staffing and Administration

During the first week of July, staff were happy to begin interviewing for the Library's Administrative Assistant position. Staff also met with the Human Resources Department team to discuss the Librarian recruitment.

The Administrative team also began working closely with the Community Services Department's Senior Business Manager and Administrative Analyst to analyze the Library's budget, software contracts, and vendor structures. This ongoing project will figure heavily in the organizational assessment set to go out to bid in August.

The Administration team welcomed another Management Aide, Sophia Suh. Sophia, a graduate of UCLA, joined Carlo Aguila in supporting promotional and outreach efforts across the Library, creating much of the daily items to spotlight Summer Reading Programming. Summer Intern, Bella Torres, also joined the team and in just six weeks proved herself invaluable, helping to produce Instagram reels, taking photos, and working with Sophia to produce an extremely successful "Blind Date with a Book" campaign for the Friends. Bella will return to the University of California at Irvine this Fall where she will enter her junior year.

El Retiro Library

El Retiro Library welcomed July with a series of enriching programs that blended creativity, learning, and family fun. On July 15, adults gathered for Craftopia: Flower Frogs, a unique floral design workshop where participants learned to make decorative air dry clay pieces to artfully arrange fresh flowers in vases.

On July 22, Green Clean: DIY Scrubs introduced patrons to eco-friendly household alternatives, as attendees crafted natural cleaning products using simple, sustainable ingredients, leaving with both homemade samples and newfound knowledge.

Families filled the library with energy on July 18 during Baila Baila, a bilingual musical performance that invited children and caregivers to sing, dance, and learn Spanish through rhythm and movement. On July 25, creativity met during GAME ON! Magna Tile Mania, where young builders used colorful magnetic tiles to create everything from castles to creatures in a playful and collaborative environment. Throughout the month, El Retiro Library served as a welcoming space for exploration, imagination, and meaningful connection.



Baila Baila performs in El Retiro Park

Henderson Library

Summer Reading continues to bring huge crowds to Henderson Library and even a Temporary Senior Librarian. While the search continued for a permanent replacement, staff were happy to welcome, Judy Neeb, Librarian at Southeast Library, who accepted a Temporary Appointment to the Henderson position.

Katy Geissert Civic Center Library

The Circulation Department welcomed back two staff members on leave. Circulation staff encouraged new and returning patrons to visit the Reference or Youth Services desks and sign up for the Summer Reading Program so they could win some awesome prizes. They even directed the people to the amazing lobby display where they could view the log sheet and prizes they had to choose from, giving people more incentive to sign up.

The Technical Processing work unit finished receiving all the books and audio visual materials for the fiscal year. The team continued processing materials and started working on more routine projects like discarding old magazines and newspapers, inventorying supplies and processing donated materials.

North Torrance

North Torrance hosted Marvelous Minecraft Programming, an opportunity to learn basic coding principles using a Minecraft interface. Despite reserving 30 computers for this event, staff still had to create a lengthy waiting list. While waiting for their turns, attendees enjoyed playing Minecraft themed Mad Libs. This unique program turned out to be a summer favorite!



Adults had the opportunity to spend time with friends and Level Up Your Dreams with a Vision Board to inspiring results. Musician Andy Z delighted audiences with a rousing sing-along and march around the library. Level Up Your Style with a Customized Bracelet gave adults the chance to make their own personalized jewelry, including this one dedicated to the 50th Anniversary of the movie Jaws.



Southeast Library

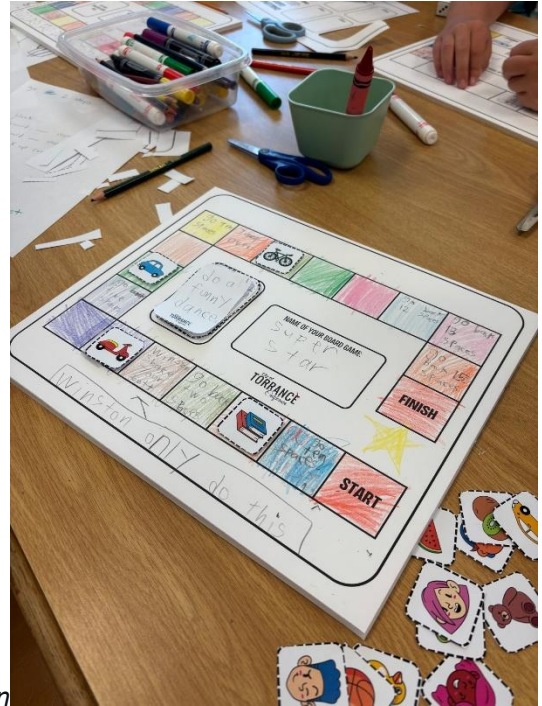
Summer reading has meant wall to wall excitement at Southeast Library. Artist Amelia Haru drew a capacity crowd for her drawing class for ages 7 and up, and over a hundred adults and youth attended the two sessions of our tie-dye workshop. DJ Iwalani threw a family-friendly dance party, and singers from the Pacific Opera Project sang and introduced their video game themed adaptation of Mozart's The Magic Flute for an all ages crowd. Attendance at Storytime sessions continues to be large with school out of session, while Watercolor Wednesdays and Novels at Night remain popular with adults.

Walteria

Walteria Library offered a diverse lineup of programs designed to inspire creativity, spark curiosity, and bring the community together. Adults explored patriotic creativity during Craftopia: Americana Flags, where participants designed festive flag-inspired crafts in a relaxing, hands-on environment.

On July 19, the library hosted Tunes & Tones: Guitarist Juan Hernandez, a mesmerizing afternoon performance featuring classical and Latin American guitar pieces. Hernandez's expressive style and technical brilliance captivated the audience and filled the library with rich, resonant sound. On July 15, children and families had the unique opportunity to meet real working guide dogs during Guide Dogs for the Blind. Participants learned how these incredible animals support individuals with visual impairments and promote independence in daily life.

Wrapping up the month on July 26, Crafting Connections: DIY Family Board Game invited families to dream up and design their own original board games, thanks to a special collaboration with Central Services. From concept to creation, the program fostered teamwork, storytelling, and laughter. With its wide-ranging programs and strong spirit of community, WALTERIA Library continues to be a vibrant space for discovery, learning, and shared experiences.



DIY Family Board Game creation

Staff are available for questions.

Respectfully submitted,

Heather Cousin
Heather Cousin
City Librarian

ATTACHMENT A: Library Statistics

COMMUNITY SERVICES DEPARTMENT

Monthly Stats Report

Torrance Public Library Branches

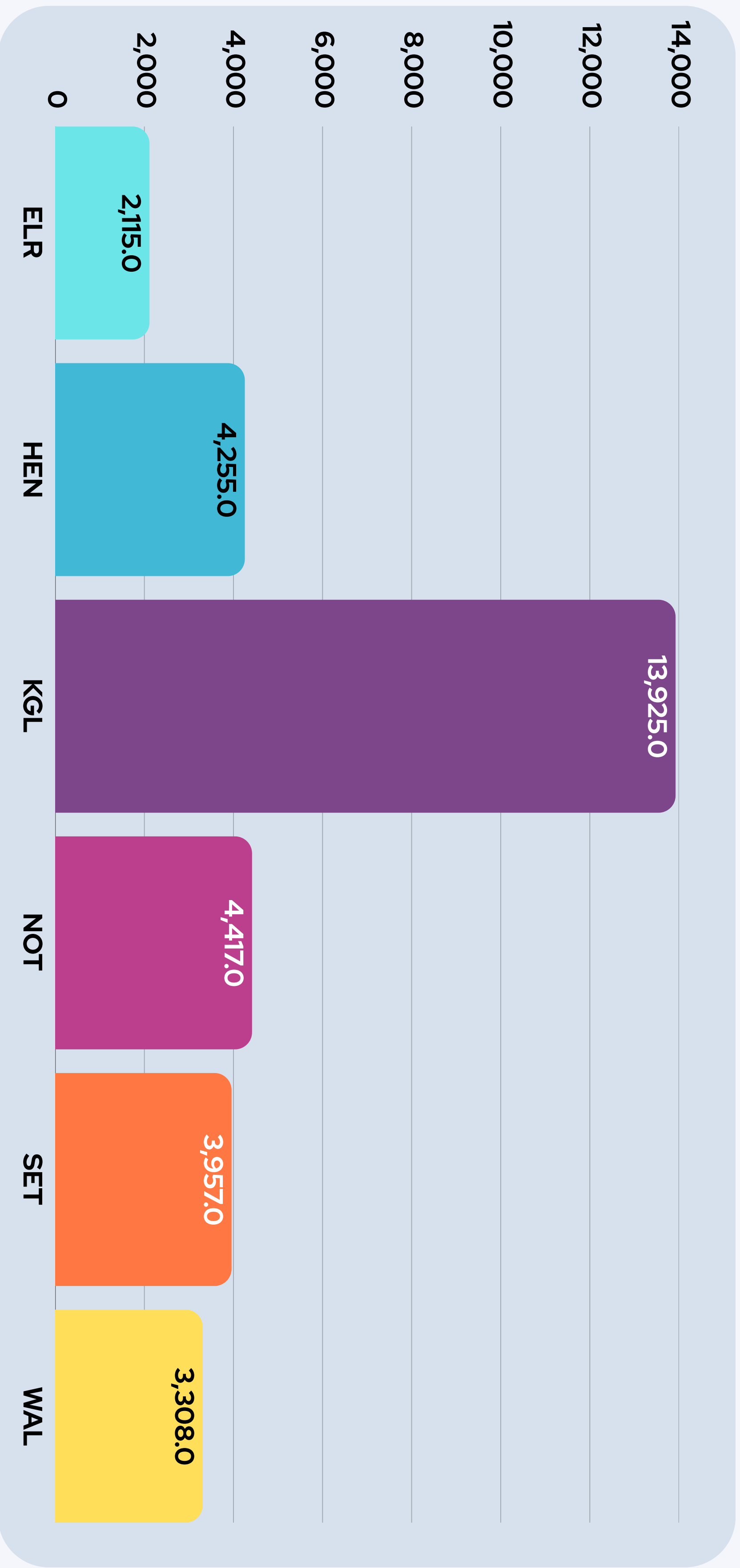
FOR THE LIBRARY COMMISSION MEETING

JULY 2025 ONLY

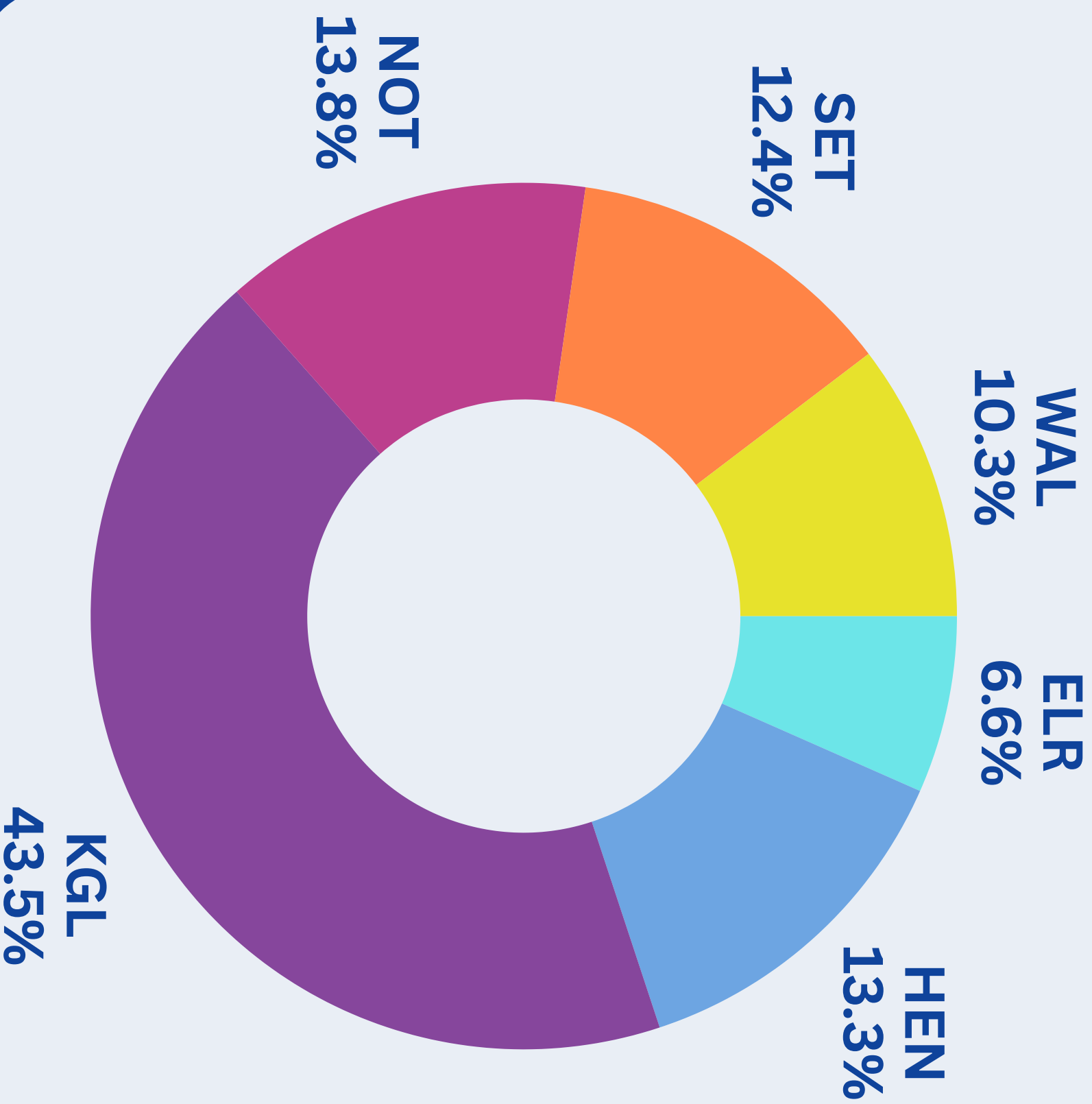
ATTACHMENT A

Visits/Door count*

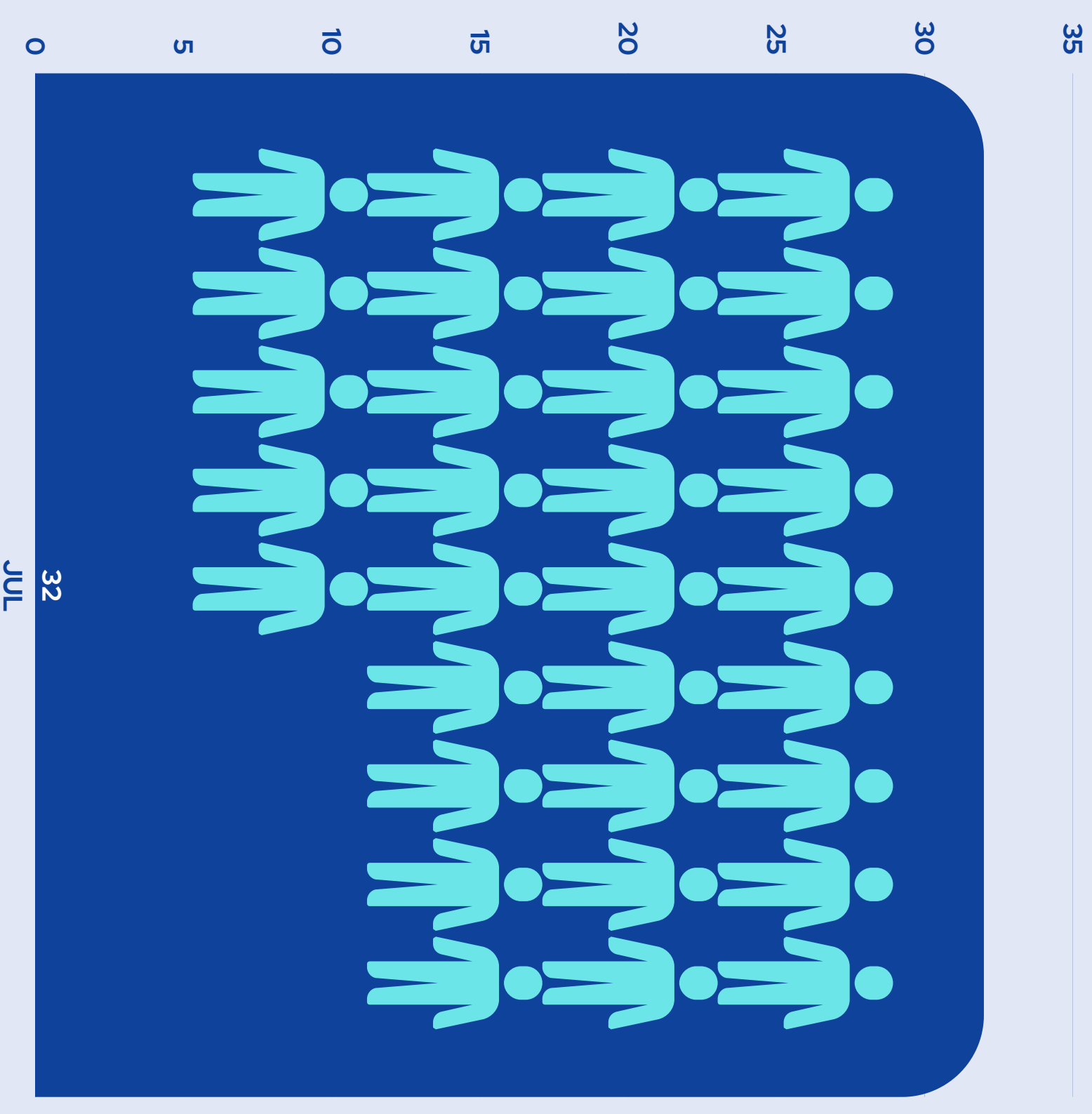
*EXTENDED ACCESS INCLUDED



BRANCH TOTALS:



EXTENDED ACCESS:

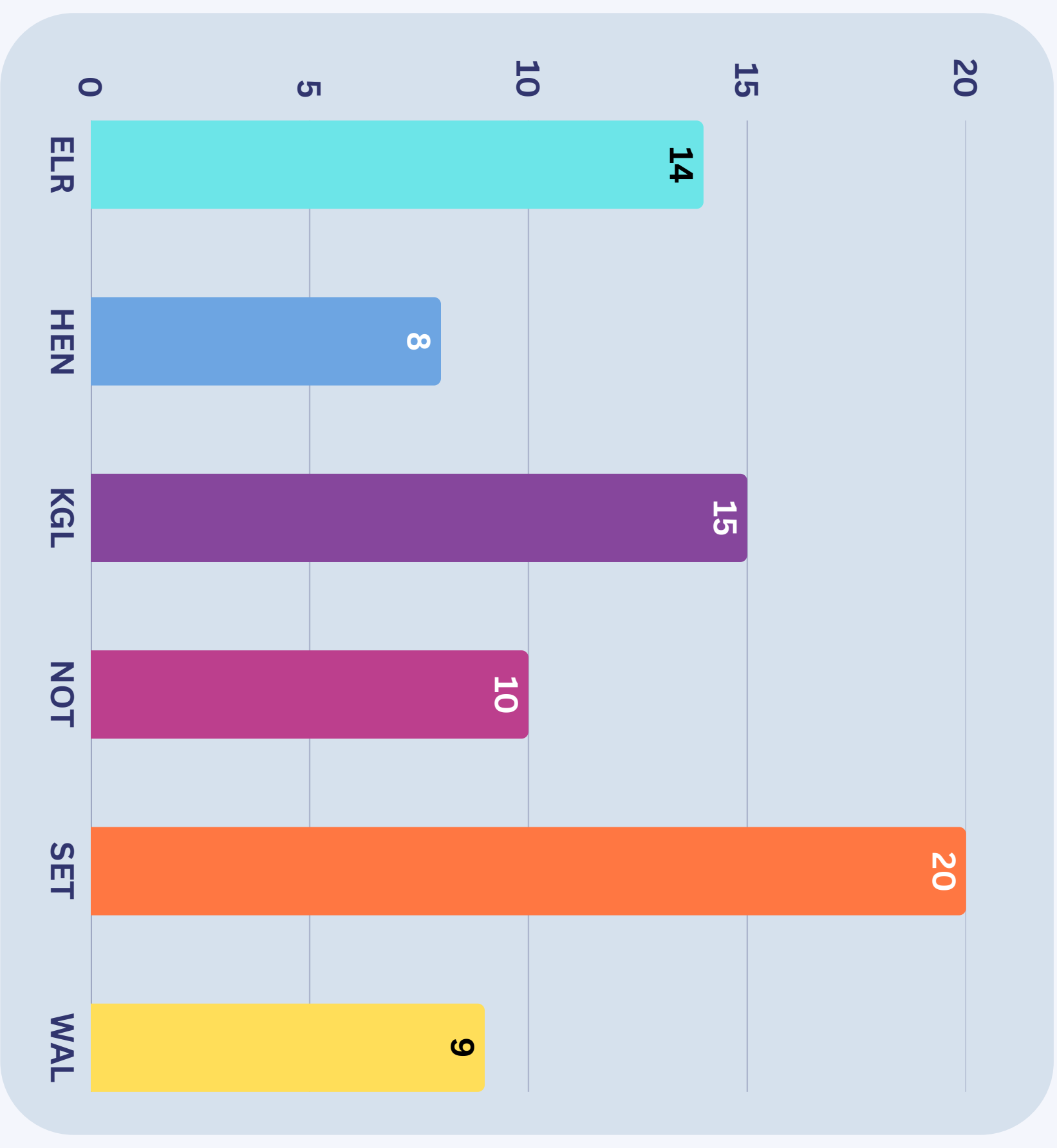
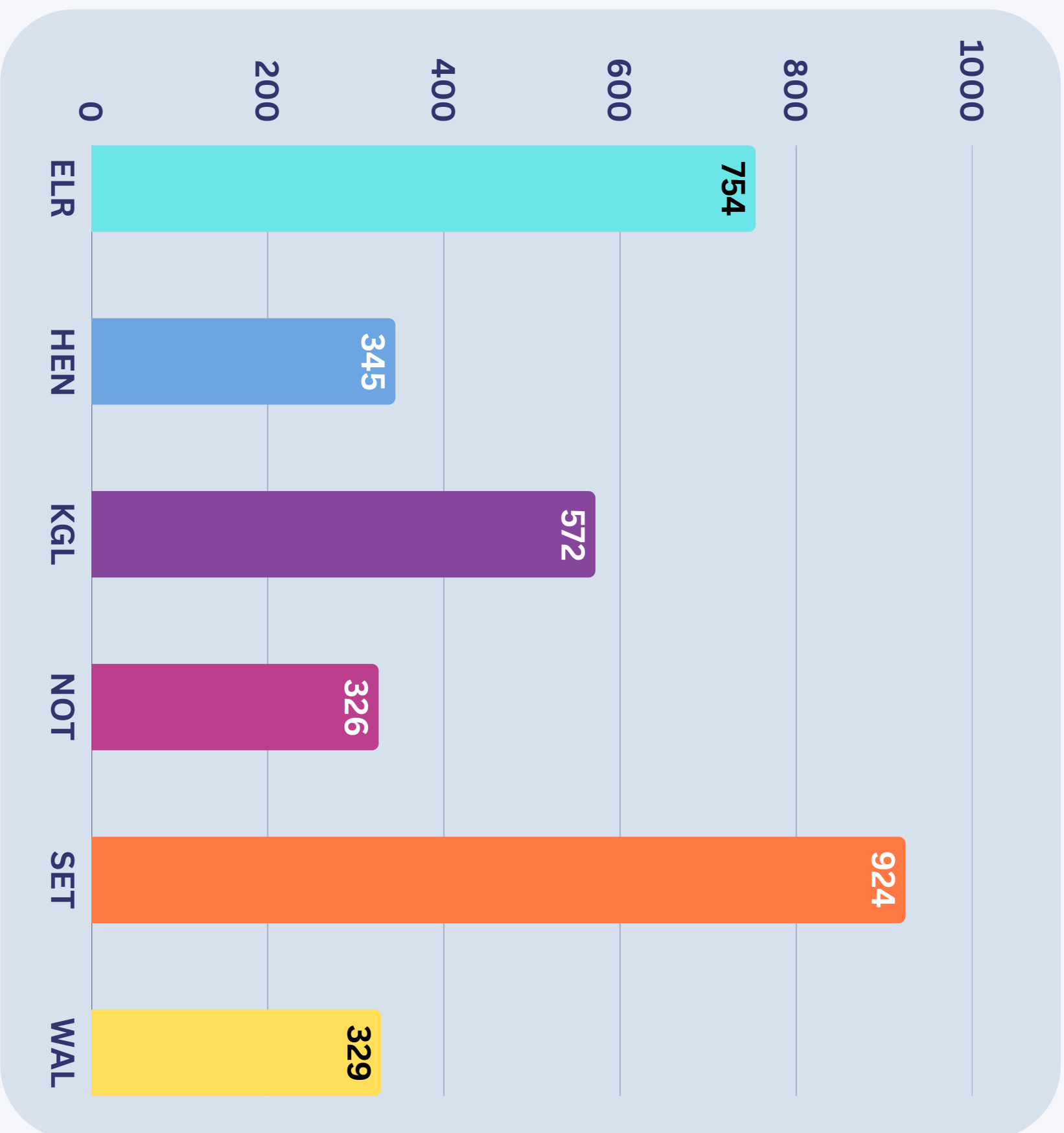


Program Attendance



BY LOCATION

Programs Hosted

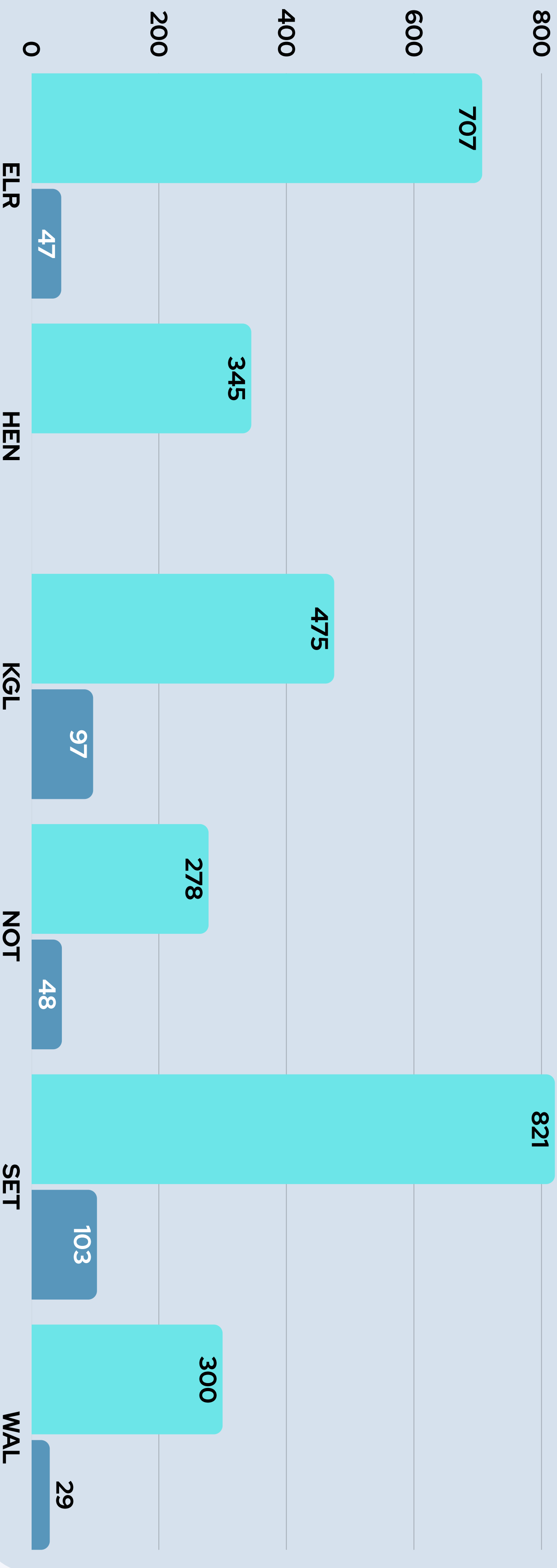


Program Attendance



BY AGE*

● YOUTH ● ADULT



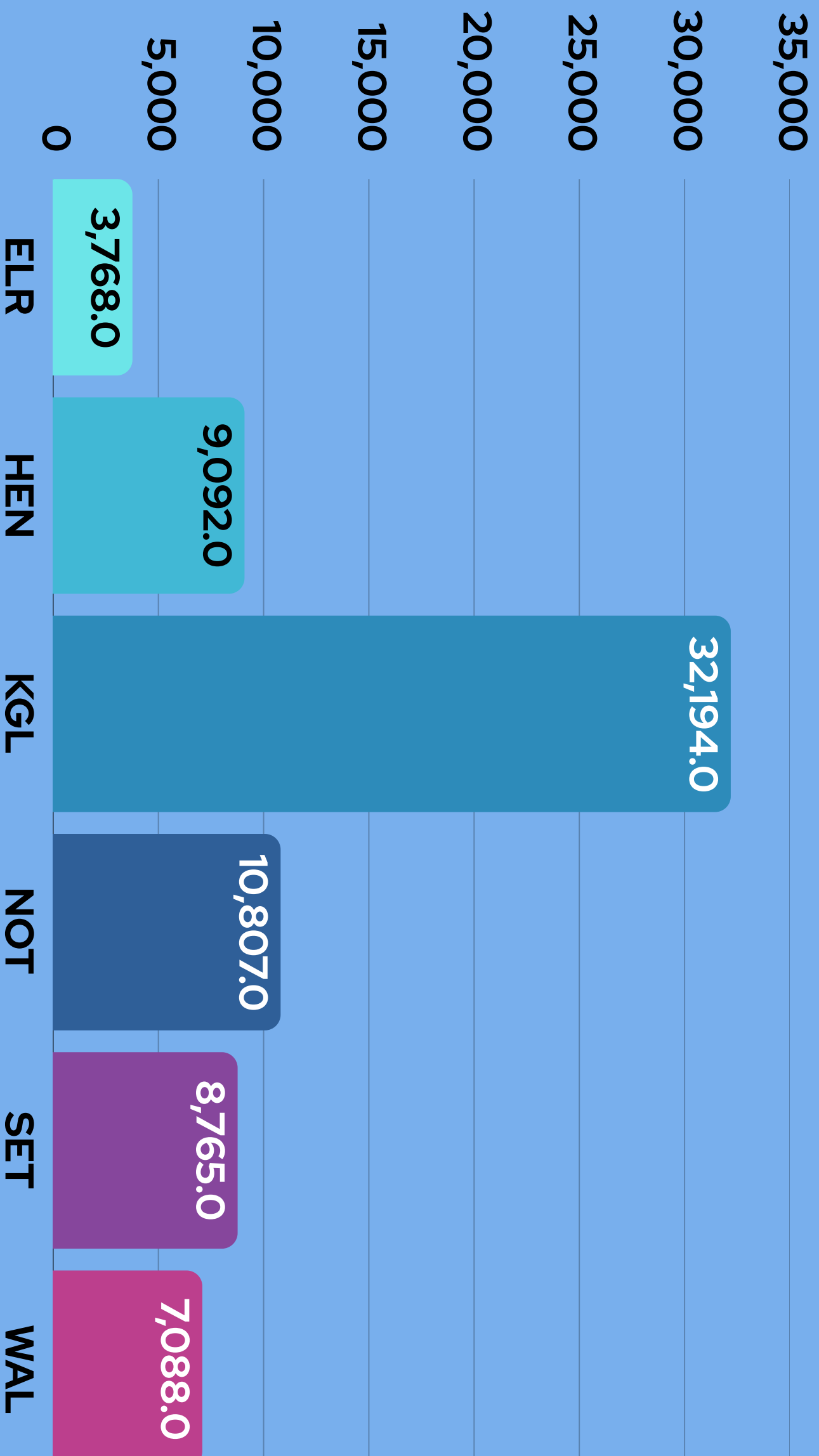
*NO TEEN PROGRAMS HOSTED FOR THE MONTH OF JULY.†A

Circulation

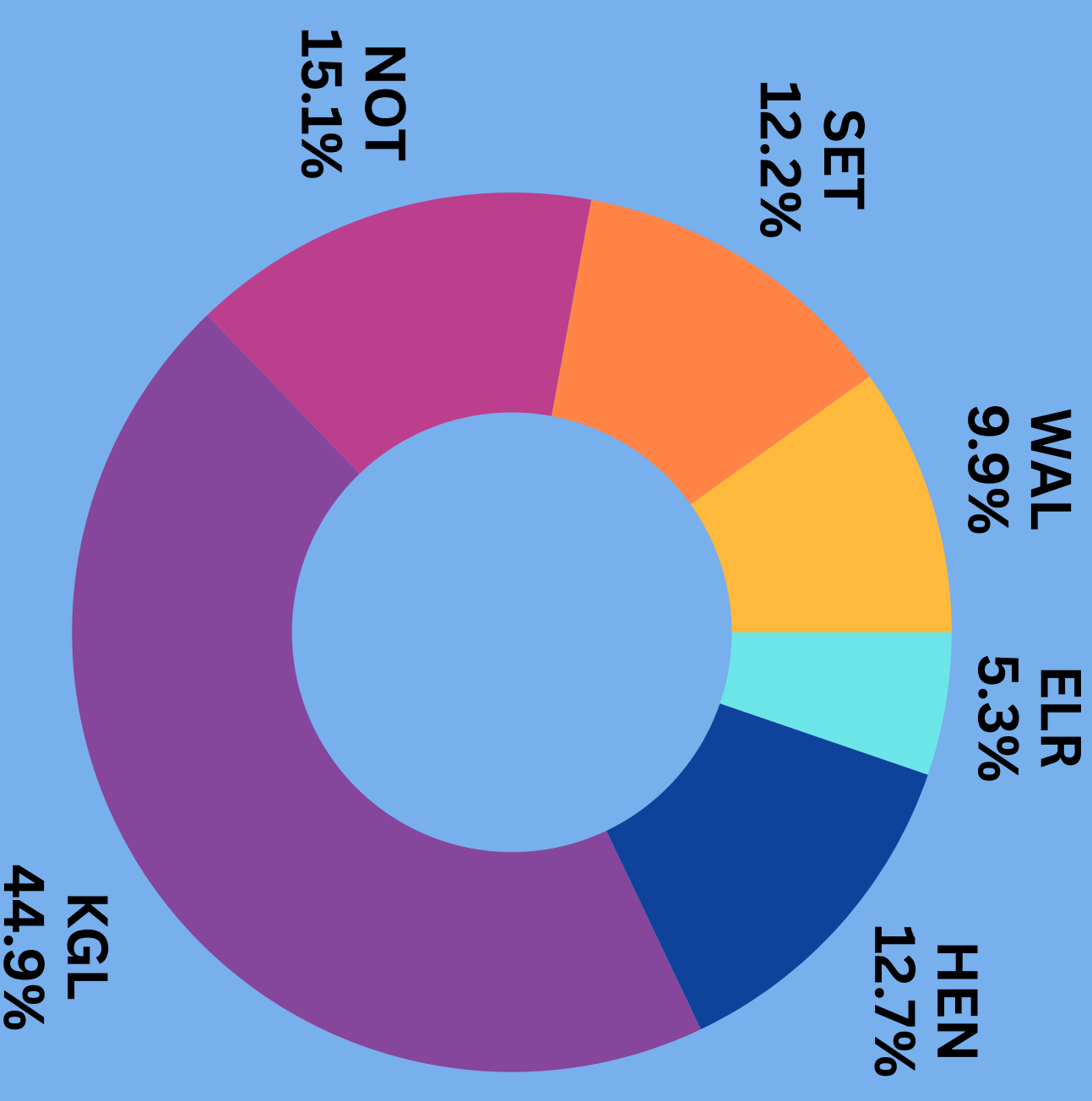
PHYSICAL ITEMS

71,714 total items checked out

Monthly Totals*:



Branch Totals for JULY:



Circulation

E-BOOKS & E-CONTENT FOR THE MONTH OF JULY

E-BOOKS: E-COMICS, HOOPLA, & OVERDRIVE E-AUDIO: HOOPLA & OVERDRIVE

