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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.

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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, SEPTEMBER 8, 2025  
REGULAR MEETING  
6:00 PM WEST ANNEX COMMISSION MEETING ROOM  
3031 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, Piotrowski, Reilly, Singh, Sun, and Lefevre

**2. FLAG SALUTE:** Commissioner Piotrowski

**3. INSPIRATIONAL MESSAGE:** Commissioner Dojiri

**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, September 4, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: August 11, 2025**

**8. ADMINISTRATIVE MATTERS**

**8A. ACCEPT VERBAL REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY**

Recommendation of the City Librarian that the Library Commission accept a verbal report from the Friends of the Torrance Library.

**8B. ACCEPT VERBAL REPORT FROM THE TORRANCE PUBLIC LIBRARY FOUNDATION**

Recommendation of the City Librarian that the Library Commission accept a verbal report from the Torrance Public Library Foundation.

**8C. APPROVE FRIENDS OF THE TORRANCE LIBRARY AND TORRANCE PUBLIC LIBRARY FOUNDATION REPORTING SCHEDULE**

Recommendation of the City Librarian that the Library Commission approve the Friends of the Torrance Library and Torrance Public Library Foundation reporting schedule.

**8D. APPROVE SELECTION OF A PROCESS TO DRAFT LIBRARY COMMISSION ANNUAL REPORT FOR FISCAL YEAR 2024-25**

Recommendation of the City Librarian that the Library Commission select a process (either the appointment of an ad hoc committee, selection of a Commissioner, or assignment to staff) to draft a Library Commission Annual Report covering the Commission's activities during fiscal year 2024-2025.

**8E. ACCEPT ANNUAL LIBRARY OVERVIEW OF THE 2025 SUMMER READING PROGRAM**

Recommendation of the City Librarian that the Library Commission accept the annual Library overview of the 2025 Summer Reading Program.

**8F. REVIEW THE TORRANCE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY AND REQUEST FOR RECONSIDERATION OF MATERIAL FORM**

Recommendation of the City Librarian that the Library Commission review the Torrance Public Library Collection Development Policy and the Request for Reconsideration of Material form.

**8G. ACCEPT CITY LIBRARIAN'S MONTHLY DIVISION REPORT**

Recommendation of the City Librarian that the Library Commission accept 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, October 13, 2025, at 6:00 p.m. at the Katy Geissert Civic Center Library, 3301 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, August 11, 2025, in the West Annex Meeting Room, 3031 Torrance Boulevard.

**ROLL CALL**

Present: Commissioners Chatterjee, Dojiri, Lefevre, Piotrowski, Singh, and Sun

Absent: Commissioner Reilly

Also Present: City Librarian Heather Cousin  
Management Aide Sophia Suh

**MOTION:** Commissioner Piotrowski moved to excuse Commissioner Reilly's absence from today's meeting. Commissioner Chatterjee seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Piotrowski.

**3. INSPIRATIONAL MESSAGE**

Commissioner Chatterjee provided an inspirational message.

**4. REPORT ON POSTING OF AGENDA**

City Librarian Cousin reported that the agenda was posted on the Public Notice Board at 3031 Torrance Blvd, and on the City's website on Thursday, August 7, 2025.

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

City Librarian Cousin introduced the new City Library Administrative Assistant, Roxanne Lockette.

**6. ORAL COMMUNICATIONS**

None.

**7. CONSENT CALENDAR**

**7A. APPROVE COMMISSION MINUTES: June 9, 2025**

**MOTION:** Commissioner Singh moved to approve the minutes of June 11, 2025. Commissioner Piotrowski seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Reilly absent and Commissioner Sun abstained).

**8. ADMINISTRATIVE MATTERS**

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

City Librarian Heather recommended that the Commission elect a Chair and Vice Chair for the Fiscal Year 2025-26.

Commissioner Lefevre was unanimously nominated and elected as the Chair.

Commissioner Singh was unanimously nominated and elected as the Vice Chair.

**MOTION:** Commissioner Piotrowski moved to nominate and approve Commissioner Lefevre for Chair. Commissioner Chatterjee seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

**MOTION:** Commissioner Chatterjee moved to nominate and approve Commissioner Singh for Vice Chair. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

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

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

**MOTION:** Vice Chair Singh moved to approve the Library Commission annual rotational meeting schedule. Commissioner Sun seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

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

City Librarian Cousin introduced Management Aide, Sophia Suh, who presented the Library Annual Statistical Overview for Fiscal Year 2024-2025. She noted that the data provided represents only a portion of the broader picture of library activity. The report encompassed all six library branches and covered the period from July 1, 2024, through June 30, 2025. It included statistics on visits (door counts), program attendance, circulation of both physical and virtual materials, and use of extended Access services at the Retiro Library.

According to the report, July was the busiest month, followed closely by June. El Retiro Library recorded the highest program attendance among all branches.

**MOTION:** Commissioner Piotrowski moved to receive and file the library annual statistical overview for fiscal year 2024-2025. Vice Chair Singh seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

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

Management Aide Suh discussed the plans for National Library Card Sign-Up Month. This year's theme is "One Card, Endless Possibilities". To go along with the theme, she created a garden concept for local promotion.

Staff will take part in several events to promote the library and encourage sign-ups, including the Farmer's Market, a "Build your Own Gardening Kit" event, Madrona Marsh: Nature Storytime, and Back-to-School Night events.

**MOTION:** Vice Chair Singh moved to receive and file the promotion of the national library card sign up. Commissioner Chatterjee seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

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

City Librarian Cousin presented the City Librarian's Monthly Division Report.

City Librarian Cousin announced that the Administrative Division, in coordination with the Community Services Department, is currently working on the major budget process.

City Librarian Cousin reported that efforts are ongoing to recruit and hire staff to fill several vacant positions.

City Librarian Cousin highlighted various programs and events taking place across the library branches.

**MOTION:** Commissioner Piotrowski moved to receive and file City Librarian's monthly division report. Vice Chair Singh seconded the motion; a roll call vote reflected 6-0 approval (Commissioner Reilly absent).

**9. COMMISSION ORAL REPORTS**

None.

\*Commissioner Reilly walked in at 7:00 p.m.

**10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETING**

- Commissioner Piotrowski requested a status update on receiving communications from the Youth Council.
- Vice Chair Singh requested an update on the Little Libraries.
- Chair Lefevre requested a quarterly presentation from the Friends of the Library Foundation.
- City Librarian Cousin reminded the Commissioners about the need to discuss the completion of the Commission Annual Report.

**11. ADJOURNMENT**

**MOTION:** At 07:16 p.m., Commissioner Dojiri adjourned the meeting for Monday, September 8, 2025, at 6:00 p.m. in the West Annex Meeting Room, 3031 Torrance Boulevard. Vice Chair Singh seconded the motion; a roll call vote reflected 7-0 approval.

Commission Meeting of  
September 8, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: ACCEPT VERBAL REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission accept a verbal report from the Friends of the Torrance Library.

**BACKGROUND/ANALYSIS**

Earlier this year, the Library Commission requested periodic updates on the operational status of the Friends of the Torrance Library ("Friends"). This verbal report serves as an update on the latest events with the Friends of the Torrance Library.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

Commission Meeting of  
September 9, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: ACCEPT VERBAL REPORT FROM THE TORRANCE PUBLIC LIBRARY  
FOUNDATION**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission accept a verbal report from the Torrance Public Library Foundation.

**BACKGROUND/ANALYSIS**

Earlier this year, the Library Commission requested periodic updates on the operational status of the Torrance Public Library Foundation ("Foundation"). This report serves as an update regarding the Torrance Public Library Foundation.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: APPROVE FRIENDS OF THE TORRANCE LIBRARY AND TORRANCE PUBLIC LIBRARY FOUNDATION REPORTING SCHEDULE**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission approve the Friends of the Torrance Library and Torrance Public Library Foundation reporting schedule.

**BACKGROUND/ANALYSIS**

At the August 2025 Library Commission meeting, Commissioners requested staff review the frequency with which the Friends of the Torrance Library (Friends) and Torrance Public Library Foundation (Foundation) reported updates to the Commission and develop a routine schedule for updates.

Staff reviewed Library Commission agenda from fiscal year 2024-2025 and found that the topic of the Friends and Foundation or their funding items were frequently addressed. Below is a list of dates:

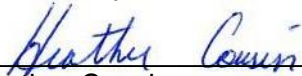
January 2024	Foundation Funding	January 2025	Friends and Foundation Funding Update
March 2024	Friends Funding	February 2025	Foundation Update
April 2024	Friends Funding	March 2025	Friends Funding Update
May 2024	Foundation Funding	April 2025	Friends and Foundation Funding Update
June 2024	Friends Funding	June 2025	Friends and Foundation Funding Update

With both organizations developing robust fundraising and outreach campaigns and to maximize the Commission's time, staff propose the following quarterly update schedule to ensure that the informational needs of the Commission are met. It's anticipated that both organizations would resent at the same Commission meeting:

- January
- April
- June
- September

Staff are available for questions.

Respectfully submitted,

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

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: APPROVE SELECTION OF A PROCESS TO DRAFT LIBRARY COMMISSION ANNUAL REPORT FOR FISCAL YEAR 2024-2025**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission select a process (either the appointment of an ad hoc committee, selection of a Commissioner or assignment to staff) to draft a Library Commission Annual Report covering the Commission's activities during fiscal year 2024-2025.

**BACKGROUND/ANALYSIS**

Each year the Library Commission is responsible for presenting an Annual Report to the City Council. The report may be drafted by a single commissioner or an ad hoc committee.

Staff can provide minutes and reports for any Commission meetings, and any other information, as requested. Staff will format the report, as necessary, for presentation to the Council, schedule and process the Council item for a date approved by the Commission, and provide proofreading and fact checking as needed.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**

**FROM: SOPHIA SUH, MANAGEMENT AIDE (INTERN II)**

**SUBJECT: ACCEPT ANNUAL LIBRARY OVERVIEW OF THE 2025 SUMMER READING PROGRAM**

**RECOMMENDATION**

Recommendation of the City Librarian that the Commission accept the annual Library overview of the 2025 Summer Reading Program.

**BACKGROUND/ANALYSIS**

Spanning from June 16 to August 3 with over 4.3 thousand participants, the 2025 Summer Reading Program proved itself to be another major success for the Torrance Library branches. Led by library staff and heavily supported by former management aide Carlo Aguila, this year's theme revolved around the American Library Association's slogan: "Level Up at Your Library!" Our branches spun this motto into a fun video game concept, which paved the way for countless exciting programs and library decor that welcomed all ages.


At the same time, library-goers were encouraged to participate in an annual Bookmark Design Contest, which reflected the themes of the Summer Reading Program. After thorough review of each submission, library staff and administration chose the final contestants for each age category and invites the Commission to select the three winners.

Compared to last year's Summer Reading Program, the library has seen an increase in participants, as well as overall positive response from the public. The program not only brings loved ones together by encouraging productive and wholesome competition but also pushes the library to adapt to persistent modern advancements. As it utilizes digital resources like Beanstack to involve as many community members as possible, the library continues to expand its accessibility while adapting to constant technological developments.

We sincerely appreciate the Friends and the Foundation of the Torrance Public Library for heavily sponsoring the events within our program and for allowing the library to be a safe haven for Torrance residents. We look forward to sharing more with you as we prepare for another successful Summer Reading Program in 2026.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

ATTACHMENT A: Summer Reading Program 2025 KPI

**8E - ATTACHMENT A:**  
**Summer Reading Program 2025 KPI**  
**MATERIALS AVAILABLE AT MEETING**

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: REVIEW THE TORRANCE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY AND REQUEST FOR RECONSIDERATION FORM**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission review the Torrance Public Library Collection Development Policy and the Request for Reconsideration of Material form.

**BACKGROUND/ANALYSIS**

The California Freedom to Read Act (AB 1825) sponsored by Assemblymember Al Muratsuchi requires that every California library jurisdiction receiving state funding establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026.

Earlier this year, Library staff submitted the Torrance Public Library's current collection development policy to the State Library for review. As a result, staff were instructed to make changes to the current policy which is attached. Those changes are highlighted in yellow. The text comes directly from the language in the law and does not change the collection development policy or library operations.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

ATTACHMENTS: A: Torrance Public Library Collection Development Policy  
B: Torrance Public Library Request for Reconsideration Form



# TORRANCE PUBLIC LIBRARY

## Collection Development Policy

Library Commission Reviewed: 9/8/2025

### PURPOSE

The purpose of the Torrance Public Library Collection Development Policy is to guide the staff in their decision-making and inform the public of the principles on which the library bases materials selection and collection maintenance decisions.

### COLLECTION DEVELOPMENT PHILOSOPHY

The Torrance Public Library provides equitable access to an assortment of circulating print, non-print, and electronic materials that are selected to support an independent, literate, and informed community and satisfy a variety of tastes, reading levels, languages, and interests. The Torrance Public Library celebrates diversity and aims to connect and strengthen our community through knowledge, growth, and inclusion.

### Intellectual Freedom

The Torrance Public Library supports the principles documented in the Library Bill of Rights, Diverse Collections, Freedom to Read and Freedom to View statements of the American Library Association. These four documents can be accessed online through the following links:

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

The California State Law, AB 1825, passed in 2024, "California Freedom to Read Act" requires the following statements be included in public library collection development policies:

1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in collection and as a whole.
4. The right of the public to receive access to a range of social, political, aesthetic, and moral and other experiences is acknowledged.

The Torrance Public Library upholds the right of the individual to access information

**ATTACHMENT A**

even though the content may be controversial, unorthodox, or unacceptable to others. Library materials stimulate and widen interests, inform, broaden perspectives, support recreational reading, lead to an appreciation of literature, and reflect the world's diversity, enabling citizens to make the informed choices necessary in a democracy. Race, nationality, religion, gender, sexual orientation, and political/social views do not serve as criteria for excluding materials.

Exposure of content to minors rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of minors. Parents or legal guardians are responsible for restricting access to materials and content.

### **SCOPE**

The Library collections include information in multiple formats and represent the diverse viewpoints and interests of the Torrance Community. Library staff continually evaluate the collection and patron needs to ensure relevance, accessibility and alignment with the policy.

## **SELECTION AND MANAGEMENT OF THE COLLECTION**

### **Responsibility**

Under the general supervision of the City Librarian, librarians and collection development staff are responsible for identifying and selecting/deselecting materials for acquisition and withdrawal. All stakeholders are encouraged to recommend materials to be added to the collection. All recommendations are evaluated using the same criteria as general purchases.

### **Selection Criteria**

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all the criteria to be added to the collection.

- Cost
- Popular interest
- Space availability
- Currency of information, material, or format
- Contemporary significance or permanent value
- Contribution to the diversity and scope of the collection
- Circulation as monitored through the automated system
- Local significance of the author, subject or creator of the work
- Availability through resource sharing, such as Interlibrary loan, or other local libraries
- Critical assessments in a variety of professional journals, with awards, merits and attention in media

### **Library of Things**

The Torrance Public Library may provide access to tools, technology, and other objects, extending the Library's existing community resource sharing approach to other items.

## **Additional Selection Criteria for Library of Things**

- Ease of use
- Sustainability
- Liability concerns
- Staff resources and ongoing maintenance

## **Digital Collections**

The Torrance Public Library Digital Collection includes databases, eBooks, and other downloadable and streaming content. The Digital Collection is updated as new formats and products become available. These services are continuously evaluated based on usage and costs.

## **Websites and Online Content**

Through its website, the Torrance Public Library directs users to informational resources on the Internet that complement, enhance, and, in some cases, parallel other resources in the library collection.

Links may be made available to internet sites based on the informational needs of the community, areas of emphasis in the collection, and local areas of interest. The focus shall be on selecting sites created by governmental, educational, and non-profit entities free of registration or charge.

Criteria for selecting sites include authority, coverage, accuracy and relevance, quality of information, organization, currency, and ease of use. Links to sites are made selectively based on the scope of the Library's website and will be deleted or removed when they are outdated or superseded by newly identified sites.

As new resources become available via the Internet, similar print resources in the collection will be evaluated for retention.

## **Purchase Suggestions**

The Torrance Public Library strongly encourages input from the community concerning the collection. The Suggestion for Purchase Form enables Library patrons to request that a particular item be purchased for the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically obtained. Purchase requests help the Library develop collections which serve the interests and needs of the community. Patrons may make suggestions online through the [Suggestion for Purchase Form](#) or directly with staff.

## **Donated Materials and Gifts**

Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as purchased materials. All donations must be in in good condition and free of odor, mold or other damage. Donations are evaluated by the Friends of the Torrance Library for their disposition. When appropriate, donations may be added to the library collection.

Monetary gifts are welcome and may be designated as memorials.

## **Deselection**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the availability of the item via Interlibrary Loan or other local area libraries. Staff review the collection regularly to maintain its vitality and usefulness to the community.

The sale or reallocation of withdrawn items will be carried out in the manner most advantageous to the Torrance Public Library.

## **Withdrawal of Library Materials**

The following criteria are used in selecting materials for withdrawal. An item need not meet all the criteria to be withdrawn from the collection.

- Space availability
- Currency of format
- Damage or poor condition
- Number of copies in the collection
- Accuracy and timeliness, supersession
- Availability at other libraries and online
- Relevance to the needs and interests of the community
- Current demand and frequency of use as monitored through the automated system

## **RECONSIDERATION OF LIBRARY MATERIALS**

### **Request for Reconsideration**

The library strives to collect materials that provide a diverse variety of viewpoints on issues and subjects. It recognizes that some of these may be controversial and have the potential to offend.

Selection of materials is not made on the basis of anticipated approval or disapproval, but on the basis of the principles and guidelines stated in the Collection Development Policy. Likewise, the library will not eliminate items purchased under due consideration solely because they might displease a particular individual or group.

Library patrons wishing to recommend removing a particular item in the Library collection may submit a [Request for Reconsideration Form](#) online or directly with staff. The City Librarian or designee and staff will review the materials in relation to the Library's Collection Development Policy. The City Librarian will respond to the request within 30 days of receiving the form.



# TORRANCE PUBLIC LIBRARY

## Request for Reconsideration of Material

Library Commission Reviewed: 9/8/2025

If you wish to request reconsideration of library resources, please complete this form and return it to any Torrance Public Library staff member for submission to the City Librarian.

The City Librarian or designee and staff will review the material in relation to the Library's Collection Development Policy. The City Librarian will respond to the request within 30 days of receiving the form.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Or an organization or group? \_\_\_\_\_

Name of organization or group: \_\_\_\_\_

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### 1. Resource on which you are commenting:

- a. Book/eBook \_\_\_\_\_
- b. Magazine \_\_\_\_\_
- c. Newspaper \_\_\_\_\_
- d. Digital Resource \_\_\_\_\_
- e. Movie/Video \_\_\_\_\_
- f. Audio Recording \_\_\_\_\_
- g. Other \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

**2. What brought this resource to your attention?**

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**3. Have you examined the entire resource? If not, what sections did you review?**

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**4. What concerns you about the resource?**

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**5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?**

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**6. What action are you requesting the committee consider?**

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**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: CITY LIBRARIAN'S MONTHLY DIVISION REPORT**

**Staffing and Administration**

The Administrative team began interviewing Temporary Appointment Librarians while waiting for approval for the posting of the permanent Librarian recruitment, which came on August 25 when the request to recruit was approved by the Civil Service Commission. A temporary appointment with the City permits an individual to work for up to six months in a position if they meet the minimum qualifications and are selected after participating in an interview process.

With the approval of a permanent Librarian recruitment, it may still take up to four months to complete the process of recruiting and interviewing before successful candidates are hired, which is why Temporary Appointment candidates are so important to ensure adequate staffing.

The second step of the part-time Library Technician recruitment was successfully completed with outside panels narrowing the list of candidates. The next step in the process is for Library staff to interview and select candidates from the current list to fill the current vacancies.

On August 28, the Library's public copier/printing vendor removed their machines from the Library's six locations. The vendor, Ventura Business Systems has been a long-time provider of pay-per-print services at the Library but discontinued the service stating declining revenue. Staff have been working with the City's Information Technology team to interview alternative vendors and intend to restore service as soon as possible.

**El Retiro Library**

El Retiro Library staff and patrons were sad to see the Summer Reading Program end on August 16. Final story times and programs were well attended and lots of fun! On August 2nd, cellist, Hope Easton performed, engaging the patrons, who requested more concerts at El Retiro.

The library's all-ages Game On!: Penny Boats program lead by Librarian, Cameron Jappe, challenged attendees to construct boats strong enough to both float and with as many pennies they could hold. Following Summer Reading, staff are now preparing for Library outreach at area schools and gearing up for their Fall programs, including introducing some new movie themed offerings for adults.

**Henderson Library**

The annual Summer Reading Program was a success. The final program - The Wacko Show - was held outside in Victor Park. There were 146 attendees who were happily entertained while sitting in the shade. The team has started weeding the audiobooks, which helped create more room for the adult biographies. Now that school is back in session, Youth Services Librarian, Lisa Gutierrez, is busily scheduling school visits to promote the library and Library Card Sign Up Month!

**Katy Geissert Civic Center Library**

The Circulation Department continues to assist patrons with registering for library cards, updating their accounts, and checking out library materials. Additionally, Pages continue to discharge library materials and shelve those items promptly so that they are available patrons find and check out with ease.

**North Torrance**

The team had a wonderful finish to the Summer Reading program, continuing to welcome a wide variety of performers and presenters, including violinist Myroslava Khomik and home economist, Shawna Holman.



Weeding began on the juvenile fiction collection, a routine task to ensure the currency, comprehensive nature, and space for the collection. Staff are using the two-week window without programming following the Summer Reading Program to shelve, shift, and otherwise maintain the collection.

**Southeast Library**

August is a month of transition, with Summer Reading reaching its finale mid-month and giving way to the annual migration of students from Adams Elementary, Hull Middle, and Torrance High Schools back to Southeast Library as TUSD begins a new academic year.

Guitarist Nate La Pointe was the final live performer of SRP, and he captivated a multigenerational audience with an afternoon playing songs associated

with the Grateful Dead and exploring their backstories. Young patrons enjoyed creating a lei while watching the modern Disney classic, Lilo and Stitch.



**Walteria**

Walteria concluded summer reading with a packed program calendar. In the last week of Summer Reading, the team hosted a Balloon Tower challenge, Magic with Zany Zoe, and a Role Playing Game workshop. The programming welcomed community members of all ages to play, engage, and learn new skills. Leading up to September, the team is planning outreach to local schools and prepping a passive Fall Leaf activity, where patrons will decorate and cut out a leaf handprint to decorate a paper tree.

Staff are available for questions.

Respectfully submitted,

*Heather Cousin*

Heather Cousin  
City Librarian

ATTACHMENT A: Library Statistics

**8G – ATTACHMENT A: Library Statistics  
MATERIALS AVAILABLE AT MEETING**