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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, January 12, 2026
REGULAR MEETING
6:00 PM HENDERSON BRANCH LIBRARY
4805 EMERALD STREET
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, Singh, Sun, and Lefevre

2. FLAG SALUTE: Commissioner Piotrowski

3. INSPIRATIONAL MESSAGE: Commissioner Lefevre

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, January 8, 2026.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

6. ORAL COMMUNICATIONS (Limited up to a 30-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 2 minutes 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: December 8, 2025

8. ADMINISTRATIVE MATTERS

8A. ACCEPT VERBAL UPDATE ON THE HENDERSON LIBRARY

Recommendation of the City Librarian that the Library Commission accept a verbal update

on the Henderson Library.

8B. 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, February 9, 2026, at 6:00 p.m. at the North Torrance Branch Library, 3604 Artesia Boulevard, Torrance, CA 90504.



**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 6:03 PM on Monday, December 8, 2025 at the Southeast Branch Library, 23115 Arlington Avenue, Torrance CA 90501

ROLL CALL

Present: Commissioners Chatterjee, Piotrowski, Sun and Chair Lefevre

Absent: Commissioners Dojiri and Singh

Also Present: Management Aide Sophia Suh, Southeast Senior Librarian Ted Kane, Assistant City Librarian Cynthia Aguado, and City Librarian Heather Cousin

MOTION: Commissioner Piotrowski moved to approve the absences of Commissioners Dojiri and Singh. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioners Dojiri and Singh)

2. FLAG SALUTE

The Pledge of Allegiance was led by Chair Lefevre

3. INSPIRATIONAL MESSAGE

Commissioner Sun

4. REPORT ON POSTING OF AGENDA

City Librarian Cousin reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's website on Thursday, December 4, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

Commissioner Dojiri submitted an item regarding Commissions realignment that will be discussed at the upcoming City Council meeting.

6. ORAL COMMUNICATIONS

None

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: November 10, 2025

Commissioner Piotrowski stated a typo on page 2, item 8C, should read Vice Chair Singh, not Chair.

MOTION: Commissioner Chatterjee moved to approve November 10, 2025 minutes as corrected. Chair Lefevre seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioners Dojiri and Singh)

8. ADMINISTRATIVE MATTERS

8A. ACCEPT VERBAL UPDATE ON THE SOUTHEAST LIBRARY

City Librarian Cousin introduced the item.

Southeast Senior Librarian Kane gave a verbal report.

Commission discussed the item and asked questions, Southeast Senior Librarian Kane answered Commissions questions.

MOTION: Commissioner Sun moved to receive and file the verbal update on the Southeast Library. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioners Dojiri and Singh)

8B. ACCEPT AN INFORMATIONAL ITEM ON THE EXPANSION OF EXTENDED ACCESS AT EL RETIRO LIBRARY

City Librarian Cousin introduced and presented the item.

Commission discussed the item and asked questions, City Librarian Cousin answered Commissions questions.

Members of the public spoke.

MOTION: Commissioner Chatterjee moved to receive and file the informational report on the expansion of Extended Access at El Retiro Library. Commissioner Sun seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioners Dojiri and Singh)

8C. ACCEPT CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousins introduced the item.

City Librarian Cousins and Management Aide Suh presented the item.

Commission discussed the item and asked questions, City Librarian Cousin and Assistant City Librarian Aguado answered Commissions questions.

MOTION: Commissioner Piotrowski moved to receive and file City Librarian's Monthly Division report. Commissioner Chair Lefevre seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioners Dojiri and Singh)

9. COMMISSION ORAL COMMUNICATIONS

Commissioners provided final communications.

Chair Lafevre mentioned the email received regarding the proposed realignment of certain commissions, including the Library Commission, and encouraged the public to attend the meeting if they wish to be heard and also encouraged the public to attend the City Council meeting that will discuss the proposed Extended Access at El Retiro Library.

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS

None

11. ADJOURNMENT

11A. MOTION: At 6:54 PM. Commissioner Sun moved to adjourn the meeting to January 12, 2025 at 6:00 PM, at the Henderson Branch Library, 4805 Emerald Street, Torrance, CA., 90503. The motion was seconded by Chair Lafevre; a roll call vote reflected 4-0 approval. (Absent: Commissioners Dojiri and Singh)

DRAFT SUBJECT TO APPROVAL

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: ACCEPT VERBAL UPDATE ON THE HENDERSON LIBRARY

RECOMMENDATION


Recommendation of the City Librarian that the Library Commission accept a verbal update on the Henderson Library.

BACKGROUND/ANALYSIS

At the August meeting, the Commission voted to rotate its monthly meetings among the various library locations. During these rotational meetings, the Senior Librarian in charge of the location will present a verbal update about location operations.

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

Cyril Gibson, a graduate of California State University Long Beach and Long Beach City College's Library Technician Program, joined the Torrance Public Library's North Torrance team in December. Cyril, who enjoys knitting and all forms of creative art, is working as a Part Time Library Technician.

The permanent Librarian recruitment moved forward with a request for raters announced at the very end of December. It is anticipated that the first round of interviews will be held sometime in January.

The Library continues to investigate printing options.

El Retiro Library

December at El Retiro Library offered a lively mix of educational, creative, and social programming, engaging patrons of all ages and strengthening the library's role as a vibrant community hub. Some of the programs offered in December included:

- Toddler Scientist where children and caregivers explored simple hands-on science experiments
- Sensory Storytime, a welcoming, inclusive program designed for children with neuro-differences or sensory challenges.
- Middle School Mania, featuring fun card and board games in a supportive environment.
- The El Retiro Book Group's December's selection was, *By Her Own Design* by Piper Huguley
- Holiday Bingo offered a festive, social experience for the community.
- Tech Hour gave community help using digital devices and library resources
- Cineastes: A Film Lovers Club brought film enthusiasts together to discuss holiday movies

Henderson Library

Programming was key at Henderson in December with multiple fun programs.

- Winter Family Storytime sessions concluded with an average of 61 attendees per session.
- Youth Services Librarian, Lisa Gutierrez, hosted an Ornament Craft for teens and tweens.
- Mayhem in the AM book group took time for their annual holiday party with white elephant book exchange.
- The Victory Lap Audiobook Club is still growing and will hopefully increase as the weather warms up.
- The upcycled book pages program was popular with participants creating stars.
- The location held its second Puzzle-Mania program with a larger turnout.

Patrons who attended our first session in November were excited to exchange new puzzles. After exchanging puzzles, we worked on a 500-piece puzzle. They were unable to finish the puzzle but came back on Friday afternoon to not only finish that puzzle, but they wanted to start working on a second one! Because the feedback has been strong with this program, the team is considering hosting this event twice a month, starting in February.

Lisa Gutierrez, Henderson's Youth Services Librarian, retired from the Torrance Public Library with her final day on Tuesday, December 30. A longtime resident of Gardena, Lisa is no stranger to the South Bay. She is a Bishop Montgomery High School alumna, and she earned her B.S. in Mathematics and her MS in Library and Information Science from UCLA. Lisa began her career as a Youth Services Librarian in 2002 at the WALTERIA Library, having previously served as an intern at the Katy Geissert Civic Center Library.

Katy Geissert Civic Center Library

A clean water flood shut down the Library beginning December 20. A pipe in the Library's HVAC system broke spilling an estimated hundreds of gallons of water on the roof. The water then drained into the Library and overwhelmed the drainage system causing damage to ceiling tiles and rugs on the second and first floor.

Thanks to the quick work of custodial team members, the leak was quickly spotted, and the City's General Services team was able to stop the flow of water. The Library remained closed until December 29 as dehumidifiers and fans were used to remove the water and ceiling tiles and other damaged equipment was replaced.



North Torrance

December's rain brought more leaks to the library, but staff and the General Services team helped to keep the library (mostly) dry. This was helpful as staff took on multiple projects like reorganizing the DVD collection.

- It's a Wrap! program let patrons to bring in their holiday presents and wrap them away from prying eyes. Large oak tables offered plenty of space, and all supplies were provided (Thank you, Friends of the Torrance Library!).

One attendee told staff that his wife was home with his two young daughters. At the end, he said he needed to disguise his handwriting for some very special gifts. Staff provided festive writing samples in a variety of colors, and he picked his favorite. The team was very happy to be such a special part of his family's Christmas.



North Torrance's Mystery Book Club
December meeting

Southeast Library

Southeast Library had the pleasure of hosting the monthly Library Commission meeting and receiving input from several community members. Programming highlights included a recital from the students of the South Bay Guitar Academy, holiday and winter-themed crafts, and a family party to celebrate the new year. Southeast staff regretted having to inform more than 40 members of the public that Torrance Public Library is unable to provide printing facilities at this time.

Walteria

December at Walteria Library was filled with creativity, learning, and community engagement. Families and young learners enjoyed interactive and imaginative experiences:

- Family Storytime, celebrated stories, songs, and movement
- Salsa Storytime and Dance Class with Jade Opal introduced children to Latin culture through music and dance.
- Toddler Squish and Shape with Play-Doh
- Teen Zone: Diamond Art Bookmarks encouraged hands-on creativity
- Homeschool Study Hours provided a welcoming space for students to focus on schoolwork
- Family Flix: Mickey's Once Upon a Christmas and Cozy Winter Matinee: Frozen
- Craftopia resin ornament program had to pivot to marbled ornaments due to supply delays, patrons embraced the change enthusiastically.
- Tech Hour helped patrons navigate devices and library apps
- Relax & Recharge: Winter Skin Rescue provided practical, hands-on guidance for seasonal self-care.

Staff are available for questions.

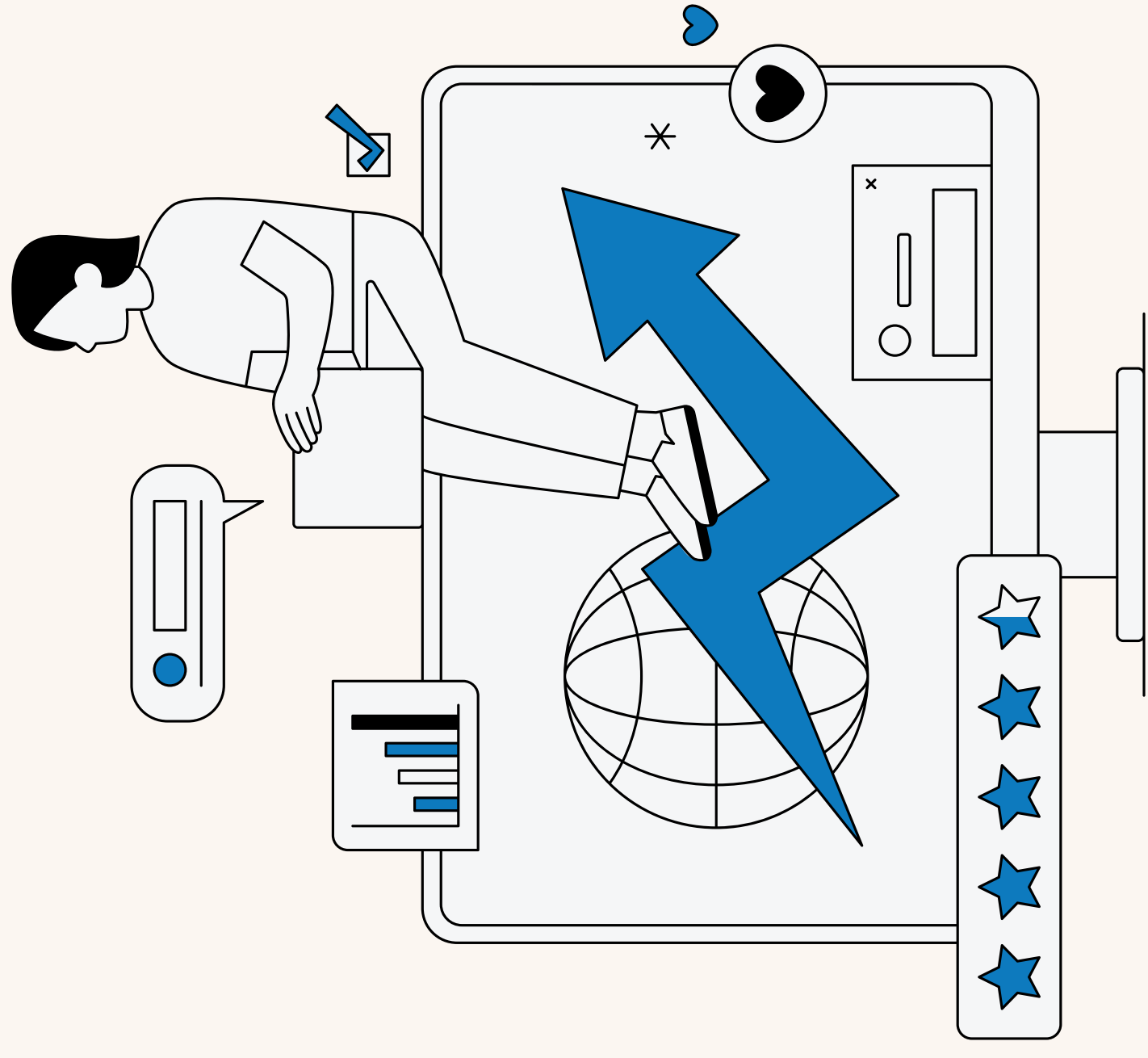
Respectfully submitted,

Heather Cousin
City Librarian

Torrance Public Library

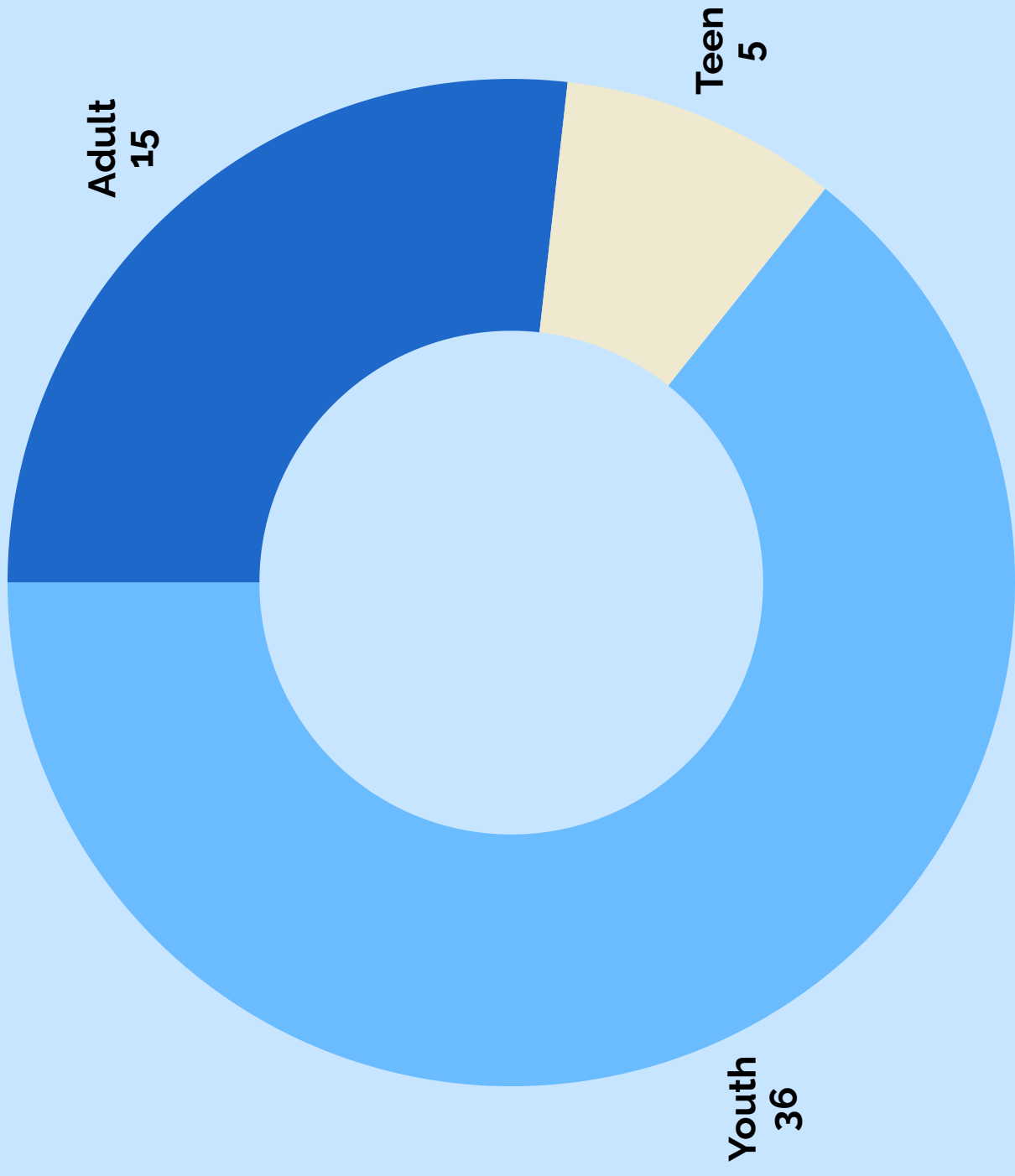
December Statistical Repport

By Sophia Suh for the Library Commission
1/12/26



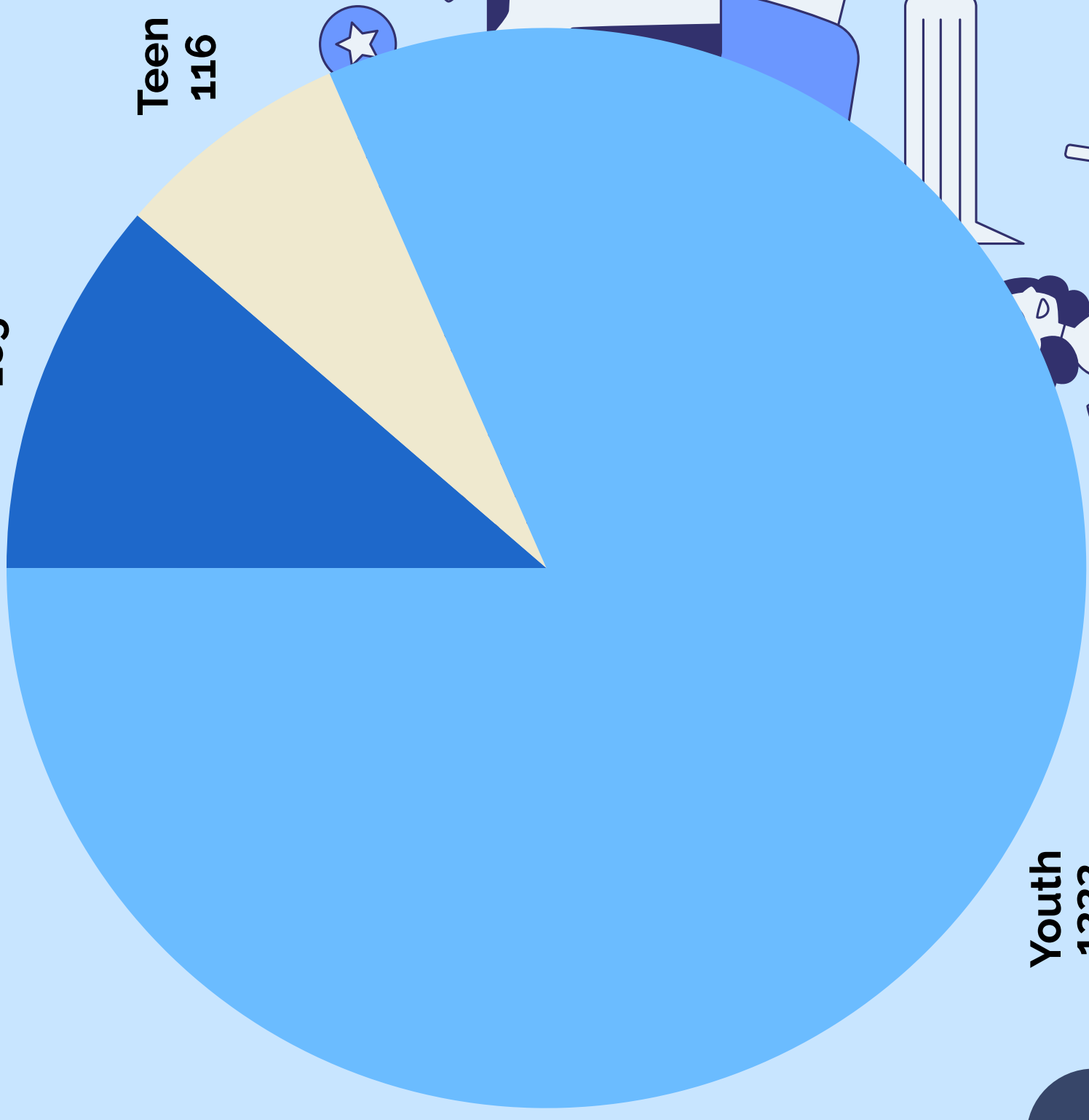
Programming

Programs Offered by Age



Dec: Total of 56 programs with 1,634 attendees
Nov: Total of 59 programs with 1,676 attendees

Attendance by Age

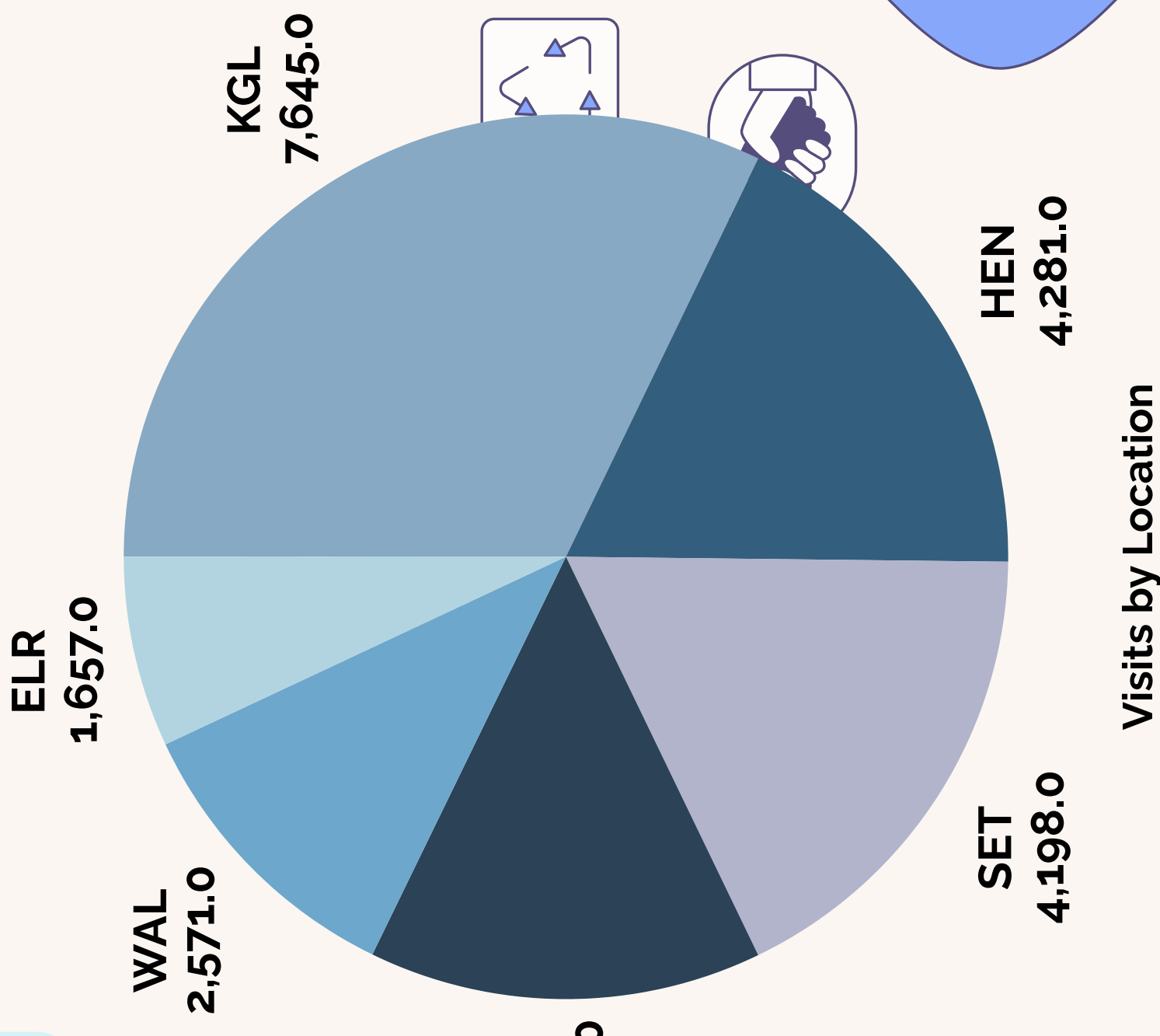
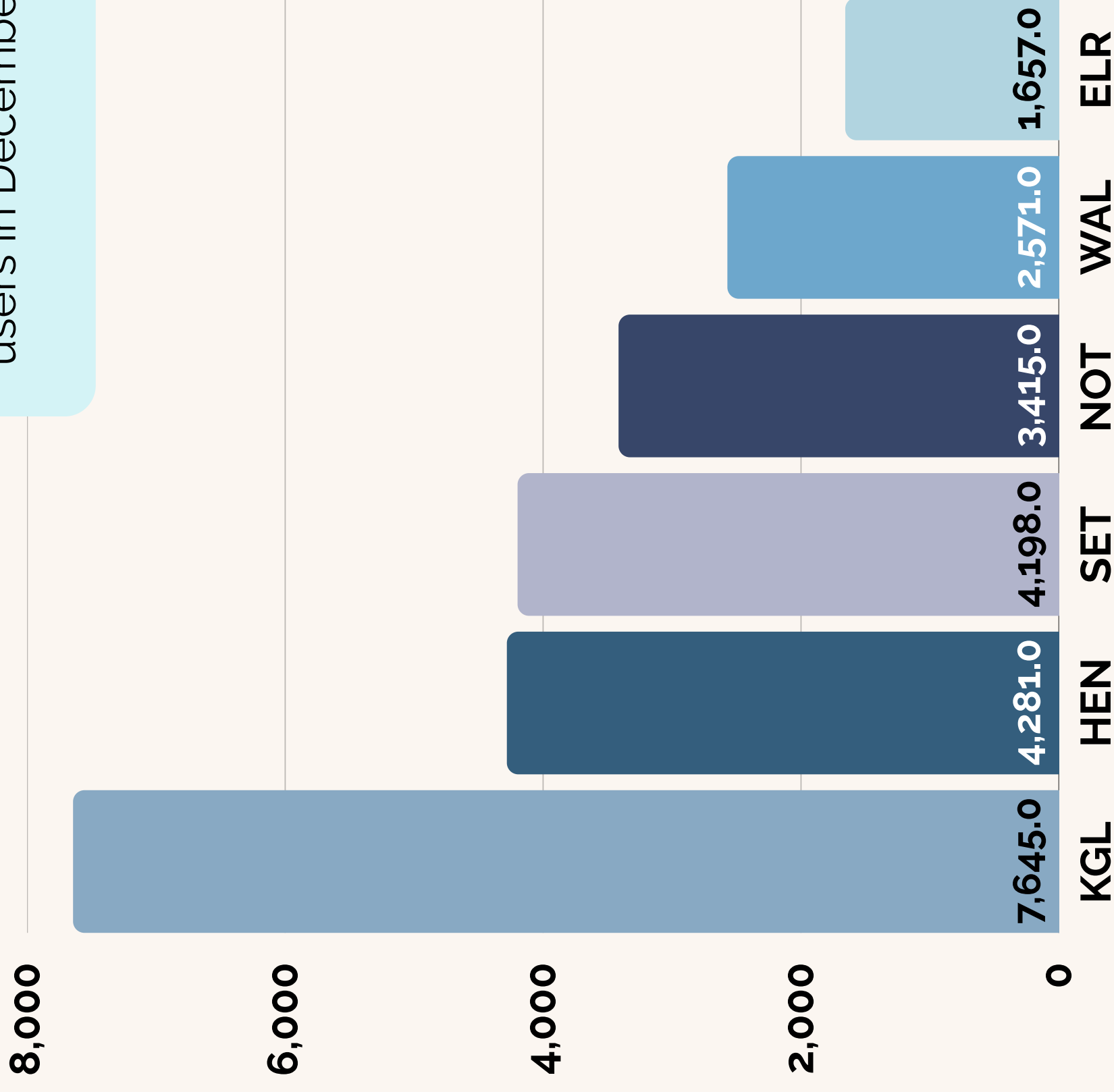


Library Visits

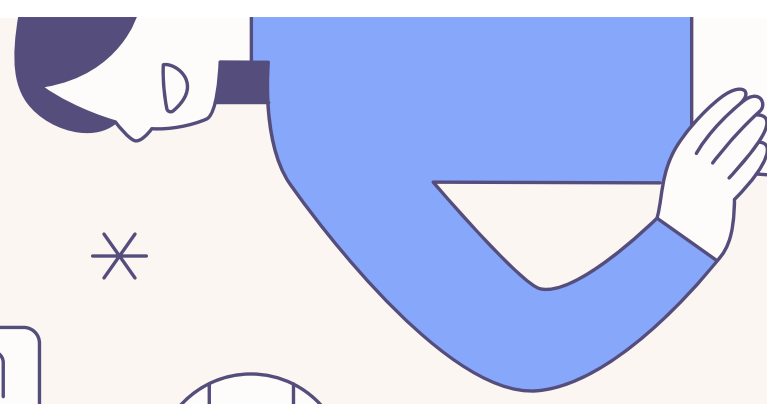
EXTENDED ACCESS

70 Extended Access users in December

Door Count

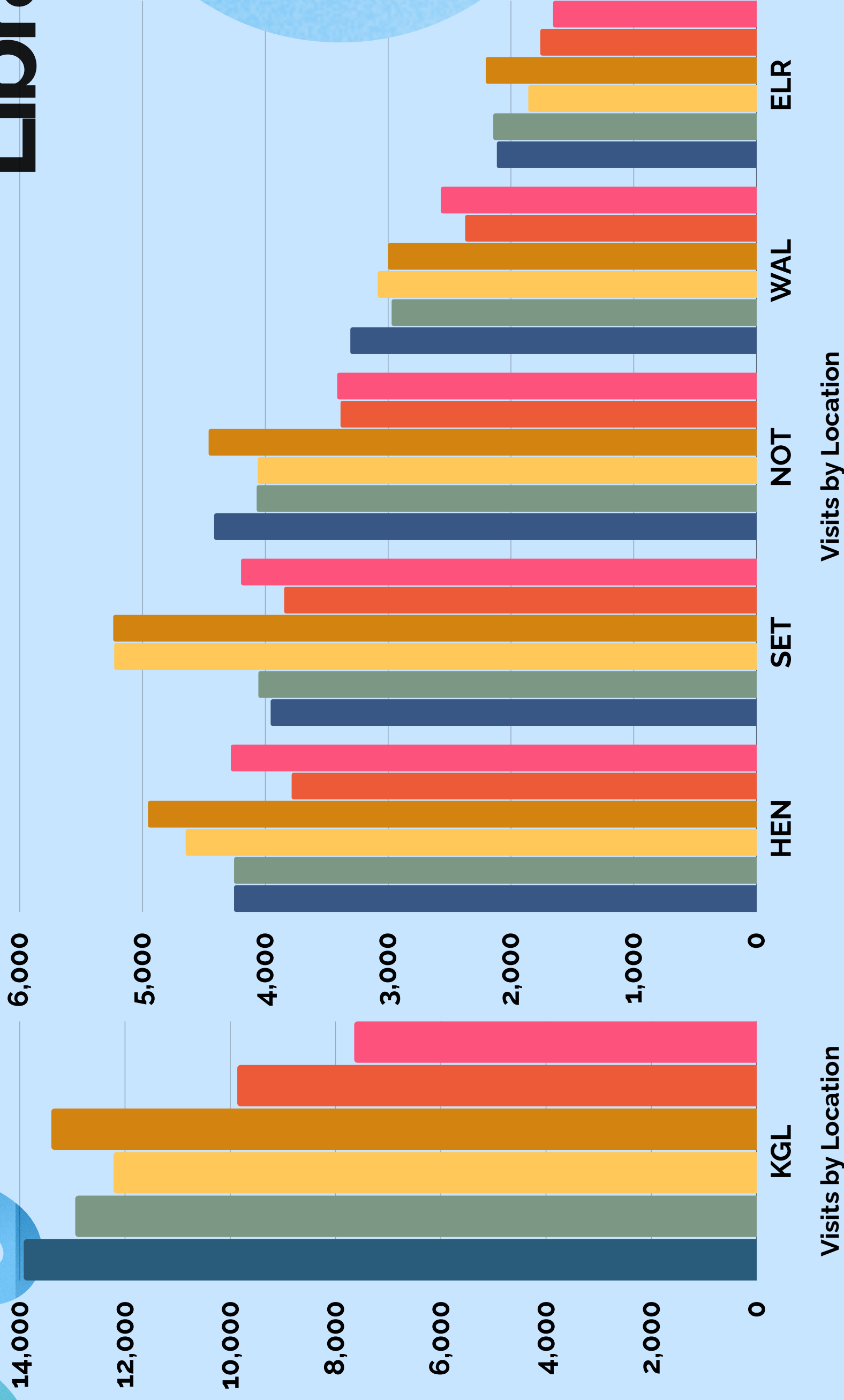


Visits by Location



Door Count (July -- December)
 Jul Aug Sept Oct Nov Dec

Month-to-Month Library Visits



Due to an HVAC issue, the KGL branch was closed from 12/20 - 12/26 as maintenance was completed.

Visits by Location

Visits by Location

Monthly Totals by Branch:

WAL

10.9%

SET

12.2%

NOT

15.5%

HEN

15.1%

ELR

6.3%

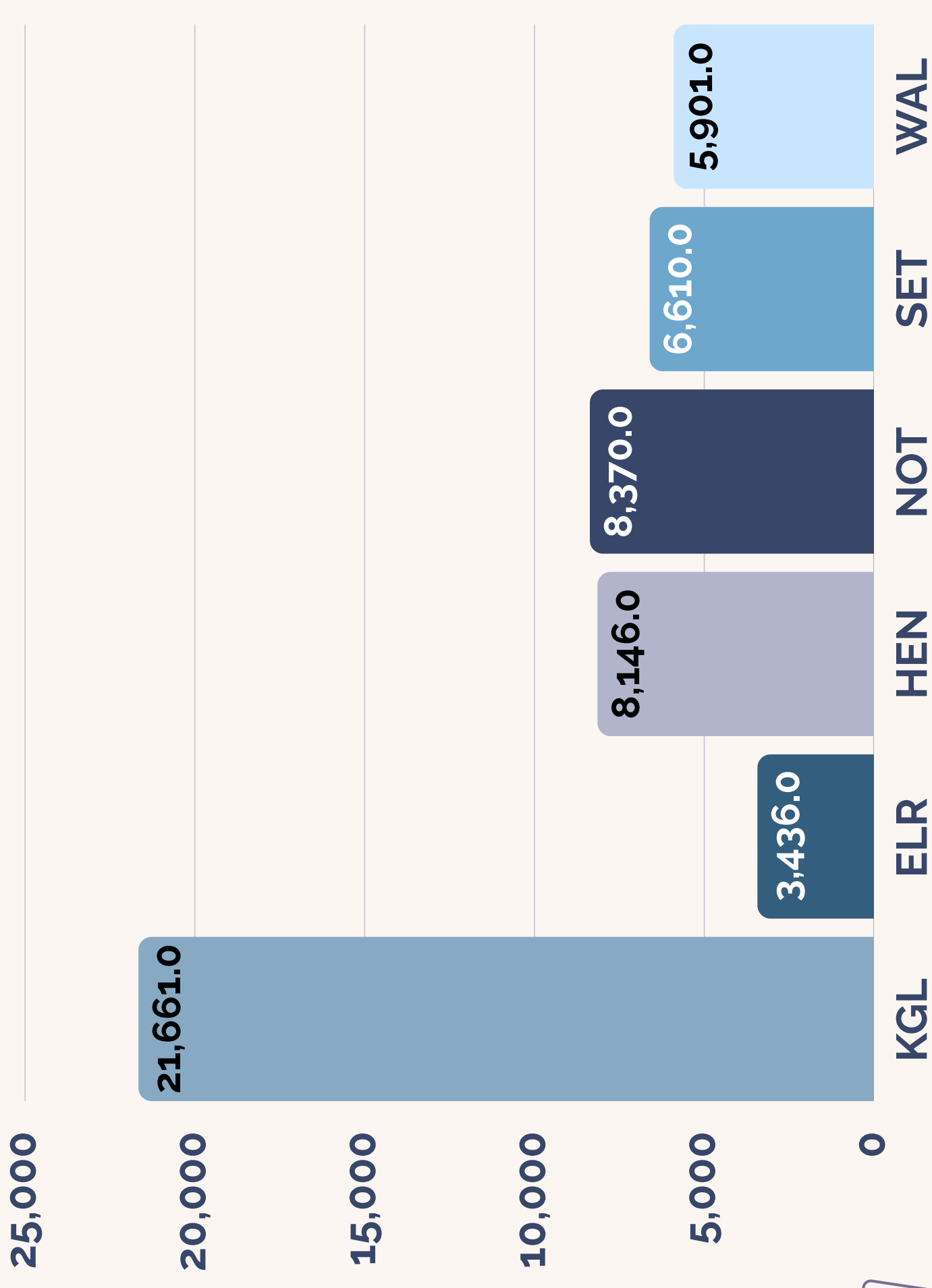
KGL

40%

Circulation

Physical Items

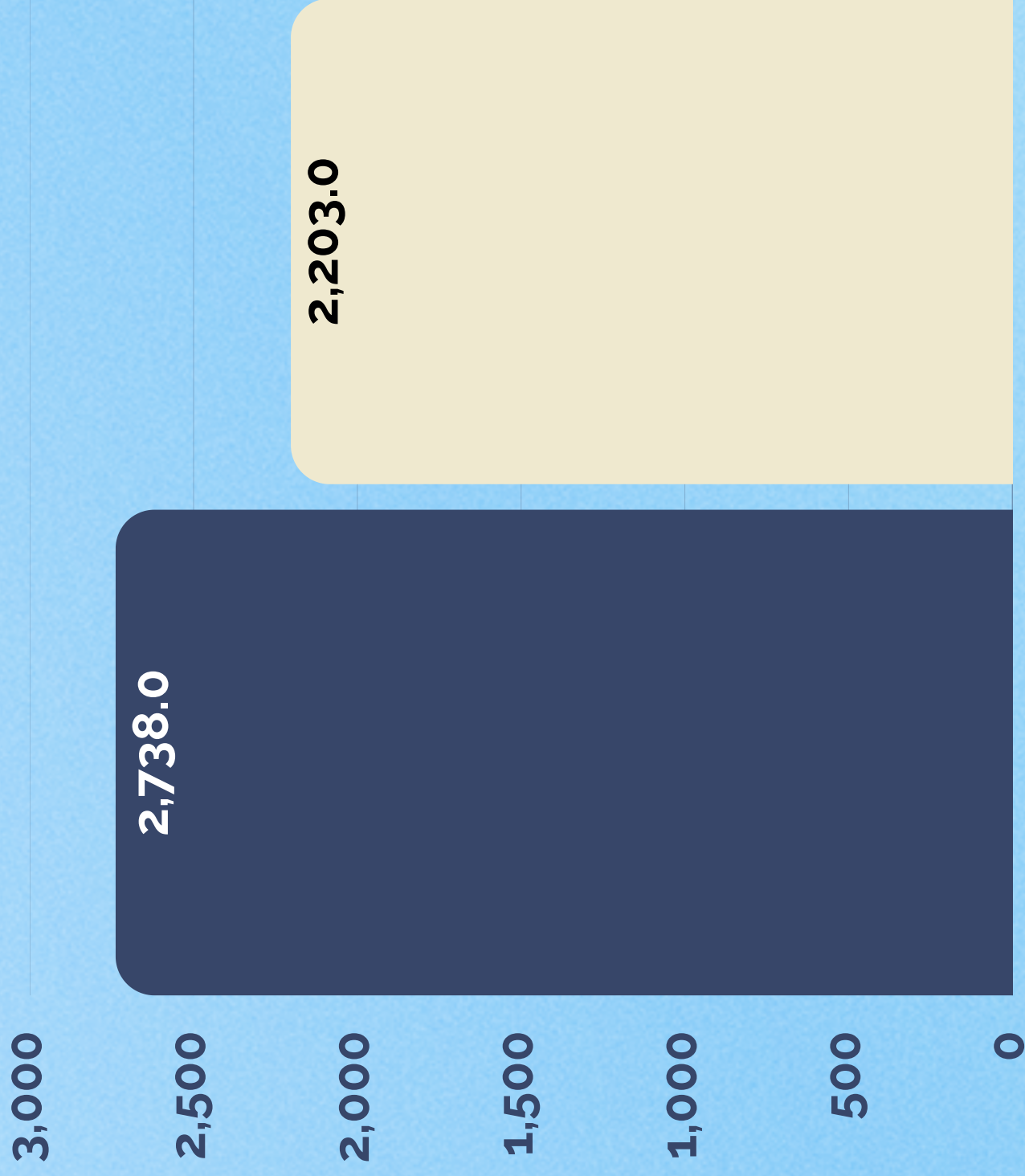
54,124 total items checked out



Circulation

Virtual Items

● E-BOOKS ● E-AUDIO

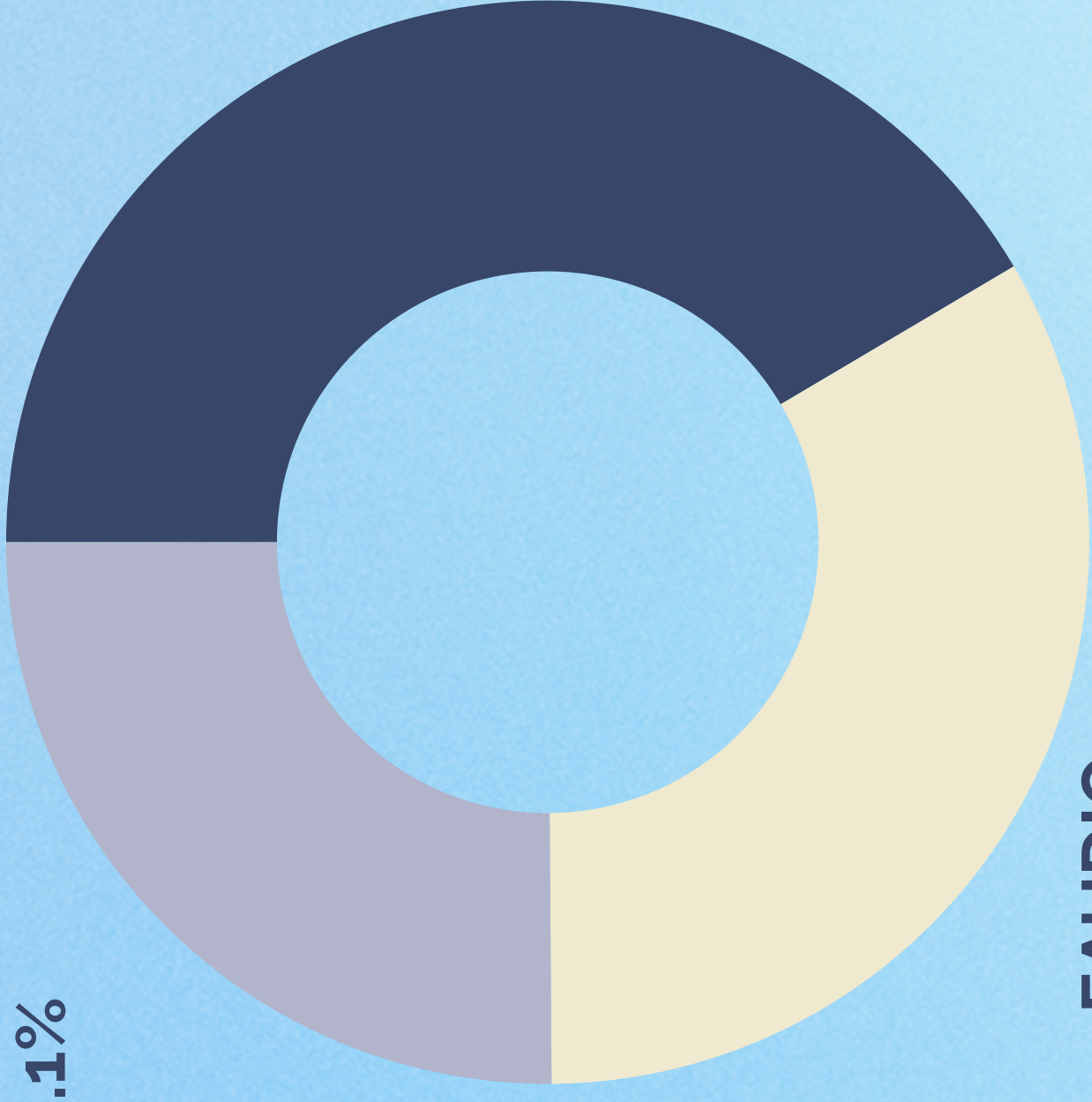


ALL E-ITEMS CHECKED OUT

E-BOOKS: E-COMICS, HOOPLA, & OVERDRIVE
E-AUDIO: HOOPLA & OVERDRIVE
6,598 total items checked out

EMAGAZINES

25.1%



EBOOKS
41.5%

EAUDIO

33.4%