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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, February 9, 2026
REGULAR MEETING
6:00 PM NORTH TORRANCE BRANCH LIBRARY
3604 ARTESIA BOULEVARD
TORRANCE, CA 90504**

**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 Dojiri

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 5, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: January 12, 2026

8. ADMINISTRATIVE MATTERS

8A. ACCEPT VERBAL UPDATE ON THE NORTH TORRANCE LIBRARY

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

on the North Torrance Library.

8B. 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.

8C. 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.

8D. PROVIDE DIRECTION ON COMMISSIONER ATTENDANCE AT THE 2026 SERVING WITH A PURPOSE CONFERENCE

Recommendation of the City Librarian that the Library Commission provide direction regarding the attendance of a Library Commissioner at the 2026 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 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, March 9, 2026, at 6:00 p.m. at the Walteria Branch Library, 3815 West 242nd Street, Torrance, CA 90505.



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

1. CALL MEETING TO ORDER

The Torrance Library Commission convened in a regular session at 6:00 PM on Monday, January 12, 2026 at the Henderson Branch Library, 4805 Emerald Street, Torrance CA 90503

ROLL CALL

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

Absent: None.

Also Present: Henderson Senior Librarian Judy Neeb, City Librarian Heather Cousin, and Community Services Director Ted Stevens

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Piotrowski

3. INSPIRATIONAL MESSAGE

Commissioner Chair Lefevre

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, January 8, 2026.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

City Librarian Cousin introduced the new Community Services Director Ted Stevens and stated Oral Communications will now be 2 minutes per speaker and limited to a 30-minute period.

6. ORAL COMMUNICATIONS

New Community Services Director Ted Stevens introduced himself to the Commission.

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: December 8, 2025

MOTION: Commissioner Singh moved to approve December 8, 2025 minutes. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval.

8. ADMINISTRATIVE MATTERS

8A. ACCEPT VERBAL UPDATE ON THE HENDERSON LIBRARY

City Librarian Cousin introduced the item.

Henderson Library Senior Librarian Neeb gave a verbal report.

Commission discussed the item and asked questions, Henderson Library Senior Librarian Neeb answered Commissions questions.

Member of the public spoke.

MOTION: Commissioner Piotrowski moved to receive and file the verbal update on the Henderson Library. Commissioner Singh seconded the motion; a roll call vote reflected 6-0 approval.

8B. ACCEPT CITY LIBRARIAN'S MONTHLY DIVISION REPORT

City Librarian Cousin introduced and presented the item.

Commission discussed the item and asked questions, City Librarian Cousin and Henderson Library Senior Librarian Neeb answered Commissions questions.

Member of the public spoke.

MOTION: Commissioner Sun moved to receive and file City Librarian's Monthly Division report. Commissioner Chatterjee seconded the motion; a roll call vote reflected 6-0 approval.

9. COMMISSION ORAL COMMUNICATIONS

Commissioners provided final communications.

Commissioners thanked Commissioners Dojiri and Sun for attending the City Council meeting and making public comments regarding the possible Commission reorganization and thanked Commissioner Chatterjee for submitting an email regarding the reorganization.

Commissioner Piotrowski announced a Superbowl Sunday 5 and 10K run, an event put on by the Redondo Beach Chamber of Commerce.

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS

City Librarian Cousin stated Friends of the Torrance Library and Torrance Public Library Foundation are scheduled to give reports at the next Library Commission meeting in February.

11. ADJOURNMENT

MOTION: At 7:09 PM. Commissioner Piotrowski moved to adjourn the meeting to February 9, 2026 at 6:00 PM, at the North Torrance Branch Library, 3604 Artesia Boulevard, Torrance, CA., 90503. The motion was seconded by Commissioner Dojiri; a roll call vote reflected 5-0 approval.

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: ACCEPT VERBAL UPDATE ON THE NORTH TORRANCE LIBRARY

RECOMMENDATION

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

Commission Meeting of
February 9, 2026

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

At the September 2025 meeting, 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,



Heather Cousin
City Librarian

Commission Meeting of
February 9, 2026

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

At their September 2025 meeting, 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,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION

FROM: HEATHER COUSIN, CITY LIBRARIAN

SUBJECT: PROVIDE DIRECTION ON COMMISSIONER ATTENDANCE AT THE 2026 SERVING WITH A PURPOSE CONFERENCE

RECOMMENDATION

Recommendation of the City Librarian that the Library Commission provide direction regarding the attendance of a Library Commissioner at the 2026 Serving with a Purpose Conference.

BACKGROUND/ANALYSIS

At the February 2025 Library Commission meeting, Commissioners approved the attendance of Commissioner Piotrowski at the 2025 Serving with a Purpose Conference. However, he ultimately could not attend.

Registration for this year's conference opened on February 1, 2026, with an early bird price of \$75. This year's conference includes:

- Keynote speaker Amanda ReCupido, nonprofit strategic planner, who has helped clients increase fundraising and community awareness. Her website is amandarecupido.com
- This year's author is Steven Rowley. Rowley is the New York Times bestselling author of *Lily and the Octopus*. His fiction has been published in more than 20 languages, and all of his books are currently in development for feature film or television adaptation. His latest book will be available before it is officially published.

This event remains popular due to the opportunity for attendees to discuss important topics on library advocacy and fundraising with board members, friends' groups, and foundation members from across the State. Early bird pricing is in place until March 19, 2026.

There is currently \$1,500 in funding available in the Library Commission's budget for local meetings, conference attendance, and related expenses. These funds are also used for Commission participation in the California Library Association conference, as well as staff appreciation events. Use of these funds for attendance at the Serving with a Purpose Conference would reduce the amount available for these other activities. This information is provided to assist the Commission in considering conference attendance in relation to other potential uses of the funds.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

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

Historically, the Library Commission has sponsored a staff appreciation event. The event is not required under the City Council's charge to the Commission but was presented by Commissioners in 2022, 2024, and 2025 to acknowledge staff. Staff seek direction on whether the Commission wishes to move forward with an event or other form of 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, a variety of options for catering or other informal gathering formats are available.

If directed, staff can provide meal options or other forms of acknowledgement at the Commission's request. There is currently \$1,500 in funding available in the Library Commission's budget for local meetings and expenses. These same funds are also budgeted for other activities such as Commission attendance at events like the annual Serving with a Purpose and California Library Association conferences. Use of funds for a staff appreciation event would reduce the amount available for these other activities.

For comparison, the 2024 staff appreciation event cost approximately \$2,100. Attendance at either the Serving with a Purpose or California Library Association conference can range from a few hundred dollars to over \$1,000, depending on the conference, location, and number of Commissioners attending. These costs have been provided to assist the Commission with considering options for staff appreciation in relation to other uses of the funds.

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

January was a busy month as the Library discarded worn furniture and welcomed brand new, grant-funded furniture at five locations. Many pieces of the furniture, purchased as part of the Stronger Together grant, were carefully selected by Library staff with the recommendation of experts in the field of neurodivergence.

Such items like the chairs move to allow individuals to fidget and twist, something the former furniture did not do. The other great attribute of the furniture is that it's lightweight and mobile allowing staff to more easily reconfigure it as programming or library services needs demand. This project was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Also in January, staff were able to begin ordering as the contract amendment was finally approved with the library's book vendor. Staff are doing their best to make up for the six months they had to wait before beginning to order. Library users should find new books on library shelves in the next few weeks.

EI Retiro Library

In January 2026, EI Retiro Library hosted a wide variety of programs that reflected the branch's role as a flexible, community-centered space serving patrons at many stages of life. Programs during the month included:

- Tech Help: Adults can get help with phones tablets, and other gadgets.
- EI Retiro Book Club: Monthly book discussion.
- Sensory Storytime: an inclusive, supportive story time experience for younger children and those who may have neurodifferences.
- Toddler Scientists: caregivers and young children can explore simple experiments together.
- Middle School Mania: a structured yet relaxed opportunity to unwind, play games, and connect with peers after school.
- Puzzle-palooza: a lively, collaborative program that brought patrons together through friendly competition.

Henderson Library

Family Storytime began once again at the Henderson Library. In the absence of a permanent Youth Services Librarian since the retirement of Lisa Gutierrez, guest librarians are welcoming approximately 64 attendees for each story time session.

Youth Services Librarian Bintal Hunt-Korn of the WALTERIA Library and Youth Services Librarian Suzi Kortenkamp of the North Torrance Library have been wonderful support in presenting Family Storytime.



Some other amazing programs during the month included:

- Incredible Edible Science: Sponsored by the Friends, attendees discovered the science behind their favorite snacks.
- Snowflake crafting: participants were encouraged to create a snowflake on a paper plate and decorate the snowflake with paste, salt, and watercolors.
- Horror author Liz Kerin talked about her craft and why she loves writing horror. The Undead Bookshop, a new horror pop-up bookstore, provided support for the event.
- Puzzle-Mania: a monthly program where participants exchange puzzles, participants linger to work on and complete at least three puzzles. This program will be expanding to twice a month starting in March.



North Torrance

North Torrance Library offered:

- Mystery Book Group
- Toddlertime
- Family Storytime
- Discover Your Passion
- Mindful Moments: Journal Journeys
- Clubhouse Crafts
- Teen Zone: Club Cubed!
- Brain Games for Adults.



Staff implemented a new three-week rotating schedule to provide consistent coverage. With the addition of a new part-time Library Technician, it is anticipated, this will reduce staffing challenges and provide consistency in the location. This schedule will be evaluated after several rotations.

Facility improvements were made, which included expanding the Cozy Corner with educational toys, removing a bush blocking a parking space, and replacing all non-functioning lights.

Southeast Library



Southeast started the New Year with a kid's party hosted by Ms. Nataly and featuring a scavenger hunt and craft. Novels at Night resumed after a two-month hiatus to discuss *Evil Eye* by Etaf Rum. The duo of Bill Markus and Ian Solomon played an afternoon of standards for an enthusiastic and inquisitive audience.

Walteria

Walteria Library was lively with activity, offering engaging programs. These programs include:

- Spring Semester School Supply Swap: families were encouraged to bring school supplies they no longer needed to exchange with others
- Homeschool Study Hour: students found a dependable daytime space to focus, collaborate, and build research skills with support from a youth services librarian.
- Toddler Squish and Shape with Play-Doh: encouraging creativity, fine motor development, and social play
- Crafting Connections: DIY Family Puzzle: a creative program that invited participants to design something together and continue the experience at home.
- Tech Hour: sessions for personalized technology help
- Armchair Travelers
- Relax & Recharge
- Craftopia: Winter Resin Charms Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

ATTACHMENT A: January Statistical Report

**8F - ATTACHMENT A:
JANUARY STATISTICAL REPORT
MATERIALS AVAILABLE AT MEETING**