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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, April 13, 2026
REGULAR MEETING
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, Singh, Sun, and Lefevre

2. FLAG SALUTE: Commissioner Lefevre

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, April 9, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: March 9, 2026

8. ADMINISTRATIVE MATTERS

**8A. ACCEPT AND FILE ORAL UPDATE ON ARTIFICIAL INTELLIGENCE FROM
COMMUNITY SERVICES DIRECTOR**

Recommendation of the Acting City Librarian that the Library Commission accept and file

an oral update on artificial intelligence from the Community Services Director.

8B. DETERMINE PROCESS TO DRAFT LIBRARY COMMISSION ANNUAL REPORT FOR FISCAL YEAR 2025-2026

Recommendation of the Acting City Librarian that the Library Commission determine the process to draft the Library Commission Annual Report for Fiscal Year 2025-2026.

8C. ACCEPT AND FILE OPTIONS FOR PROVIDING A STAFF APPRECIATION EVENT AND DETERMINE EVENT MEAL OPTION AND DATE

Recommendation of the Acting City Librarian that the Library Commission accept and file options for providing a staff appreciation event and determine the event meal option and date.

8D. DISCUSS AND PROVIDE DIRECTION ON THE CONTINUED INCLUSION OF THE MONTHLY STATISTICAL REPORT

Recommendation of the Acting City Librarian that the Library Commission discuss and provide direction on the continued inclusion of the Monthly Statistical Report.

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

Recommendation of the Acting City Librarian that the Library Commission accept and file the Acting 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 May 11, 2026, at 6:00 p.m. at the West Annex Commission Meeting Room, 3031 Torrance Boulevard, 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, March 9, 2026, at the WALTERIA Branch Library, 3815 W. 242nd Street, Torrance, CA 90505.

ROLL CALL

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

Absent: Commissioners Singh and Dojiri

Also Present: Acting City Librarian Aguado
Community Services Director Ted Stevens

MOTION: Commissioner Sun moved to excuse absences of Commissioners Singh and Dojiri. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (Vice Chair Singh and Commissioner Dojiri absent).

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Sun.

3. INSPIRATIONAL MESSAGE

Commissioner Chatterjee provided an inspirational message.

4. REPORT ON POSTING OF AGENDA

Acting City Librarian Aguado reported that the agenda was posted on the Public Notice Board at 3031 Torrance Blvd, and on the City's website on Thursday, March 5, 2026.

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

None.

6. ORAL COMMUNICATIONS

Community Services Director Ted Stevens formally introduced Ms. Cynthia Aguado as the Acting City Librarian. He added that the recruitment for the City Librarian position will begin the upcoming week.

7. CONSENT CALENDAR

7A. APPROVE COMMISSION MINUTES: February 9, 2026

MOTION: Commissioner Piotrowski moved to approve the minutes of February 9, 2026, as amended. Chair LeFevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Singh and Dojiri absent).

8. ADMINISTRATIVE MATTERS

8A. VERBAL UPDATE ON THE WALTERIA LIBRARY

Acting City Librarian Aguado provided a verbal update on the Walteria Library.
No action required by commission.

8B. ACCEPT OVERVIEW AND STATUS UPDATE OF THE TORRANCE PUBLIC LIBRARY MANAGED PRINT SERVICES

Acting City Librarian Aguado provided an overview and status update of the Torrance Public Library managed print services.

Acting City Librarian reported that the library's long-standing vendor, Ventura Business Systems (VBS), terminated its services in April 2025 after it was determined that required contractual and compliance documentation was not in place.

Staff collaborated with the City's Information Technology Department to evaluate alternative vendors and service models, and additional vendor quotes have been obtained.

Funding for managed print services is being pursued through the City's budget process, with consideration during the first-quarter budget modifications. If approved, services are anticipated to resume in July 2026.

MOTION: Commissioner Piotrowski moved to accept and file the overview and status update of the Torrance Public Library managed print services. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Singh and Dojiri absent).

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

Acting City Librarian Aguado recommended that the Library Commission provide direction regarding the attendance of a Library Commissioner at the 2026 Serving with a Purpose.

Acting City Librarian Aguado noted that the conference is popular for its focus on key topics like fundraising and library advocacy.

Acting City Librarian Aguado requested that the commission evaluate whether to prioritize conference attendance or allocate the funds toward alternative initiatives.

All commissioners present indicated they are unable to attend.

MOTION: Commissioner Chatterjee moved to accept the report and instructed the commission to bypass the 2026 Serving with a Purpose. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Singh and Dojiri absent).

8D. PROVIDE DIRECTION REGARDING A STAFF APPRECIATION EVENT

Acting City Librarian Aguado recommended that the Library Commission provide direction regarding the staff appreciation event.

Acting City Librarian Aguado informed the Commission that there is currently \$1,500 in funding. She added that staff can provide meal options or other forms of acknowledgement pending the Commission's requests.

Chair Lefevre requested staff return with recommendations at the next meeting.

MOTION: Chair Lefevre moved to receive and file the report and direct staff to provide recommendations at the next meeting. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval (Commissioners Singh and Dojiri absent).

8E. ACCEPT ACTING CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Acting City Librarian Aguado presented the Acting City Librarian's Monthly Division Report.

Acting City Librarian Aguado reported that recruitment efforts are ongoing. She added that 40 candidates were interviewed over two days.

Acting City Librarian Aguado announced that the libraries are preparing for the Summer Reading program with spring programming and collection development.

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

9. COMMISSION ORAL REPORTS

Commissioners spoke.

Commissioner Chatterjee expressed concerns regarding homelessness at city libraries, specifically at the Katy Geissert Library.

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETING

Chair Lefevre requested updates from staff on the options for the staff appreciation event.

Acting City Librarian Aguado stated the Commission's annual report.

Commissioner Piotrowski requested an item on the use of artificial intelligence within the library and the city be brought back.

Commissioner Sun would requested that the monthly statistical report be included every month.

11. ADJOURNMENT

MOTION: At 6:54 p.m., Commissioner Piotrowski adjourned the meeting for Monday, April 13, 2026, 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 (Commissioners Singh and Dojiri absent).

Commission Meeting of
April 13, 2026

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

**SUBJECT: ACCEPT AND FILE ORAL UPDATE ON ARTIFICIAL INTELLIGENCE FROM
COMMUNITY SERVICES DIRECTOR**

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission accept and file an oral update on artificial intelligence from the Community Services Director.

BACKGROUND/ANALYSIS

At the February meeting, the Commission inquired about the use and/or impacts of artificial intelligence as it pertains to the Torrance Public Library. As the City of Torrance governs the Torrance Public Library, the Community Services Director, Ted Stevens, volunteered to present an oral update following a scheduled discussion on artificial intelligence among the Executive Management Team.

Staff are available to answer questions.

Respectfully submitted,



Cynthia Aguado
Acting City Librarian

Commission Meeting of
April 13, 2026

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

SUBJECT: DETERMINE PROCESS TO DRAFT LIBRARY COMMISSION ANNUAL REPORT FOR FISCAL YEAR 2025-2026

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission determine the process to draft the Library Commission Annual Report for Fiscal Year 2025–2026.

BACKGROUND/ANALYSIS

Each year the Library Commission is responsible for presenting an Annual Report to the City Council.

Staff request that the Commission determine the process to draft the Annual Report for Fiscal Year 2025–2026, including whether the report will be prepared by a designated 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 City Council, schedule and process the item for a date approved by the Commission and provide proofreading and fact checking support, as needed.

Staff are available for questions.

Respectfully submitted,



Cynthia Aguado
Acting City Librarian

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

SUBJECT: ACCEPT AND FILE OPTIONS FOR PROVIDING A STAFF APPRECIATION EVENT AND DETERMINE EVENT MEAL OPTION AND DATE

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission accept and file options for providing a staff appreciation event and determine the event meal option and date.

BACKGROUND/ANALYSIS

Historically, the Library Commission has sponsored a staff appreciation event to acknowledge Library staff. These events have typically been catered breakfasts or lunches. At the March 9, 2026, Library Commission meeting, the Commission directed staff to provide recommendations for a staff appreciation event. In response to the Commission’s direction, staff obtained meal options from multiple vendors.

There is currently \$1,500 available in the Library Commission’s budget for local meetings and expenses. The meal options fall within this budget. A summary of these options is provided below, and additional menu details are included in the attachment.

Vendor	Continental Breakfast	Full Breakfast
Apple Spice Rancho	\$618.13	\$741.76
Corner Bakery Cafe	\$390.50	\$539.50
Lisa’s Bon Appetit	\$533.84	\$962.75
Truxton’s American Bistro	\$667.07	\$1,026.38

Staff request that the Commission determine the meal option and the date for the event. Staff will proceed with coordinating the event based on the Commission’s direction.

Staff are available for questions.

Respectfully submitted,



Cynthia Aguado
Acting City Librarian

ATTACHMENT A: Staff Appreciation Options Detailed Menu Descriptions

LIBRARY COMMISSION - STAFF APPRECIATION OPTIONS DETAILED MENU DESCRIPTIONS

Vendor	Continental Fare	Full Breakfast
Apple Spice Rancho		
	Continental Breakfast (variety of pastries-muffins, turnovers, Danish, bagels & cream cheese, fruits, coffee, assorted juices)	All American Breakfast (scrambled eggs, bacon, sausage, breakfast potatoes, muffins, fresh sliced fruit, water, juices, coffee)
	\$618.13	\$741.76
Corner Bakery Cafe		
	Breakfast basket (variety of muffins blueberry, chocolate, cranberry orange cinnamon etc., variety of bagels, croissants, cinnamon cake) Mini muffin bites Fresh fruit tray	The Big Scramble (scrambled eggs, bacon, sausage, bagel, round croissant) Breakfast wraps (3 choices – bacon, sausage, avocado) Small Fruit Tray
	\$390.50	\$539.50
Lisa's Bon Appetit		
	Individually wrapped burritos (bacon, sausage, veggie) with salsa Individually wrapped Vegan burritos (tofu, potato, spinach) Fruit salad Water, one gallon orange juice, paper goods/utensils	Quiche (two types - Monterey Ortega chilies and cheese, spinach & mushroom) Scrambled eggs, bacon, sausage, potatoes O'Brien Individual Vegan burritos Fruit salad Water, one gallon orange juice, paper goods/utensils
	\$533.84	\$962.75
Truxton's American Bistro		
	Continental Breakfast (variety of bagels, muffins, Danishes with jams, whipped cream cheese) Fruit salad Low fat yogurt, granola, berries Orange juice (3 gal), paper goods, utensils	French toast Classic-scrambled eggs, bacon, roasted potatoes Fruit salad Orange juice (3 gal), paper goods, utensils
	\$667.07	\$1,026.38

Commission Meeting of
April 13, 2026

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, CITY LIBRARIAN

**SUBJECT: DISCUSS AND PROVIDE DIRECTION ON THE CONTINUED INCLUSION
OF THE MONTHLY STATISTICAL REPORT**

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission discuss and provide direction on the continued inclusion of the Monthly Statistical Report.

BACKGROUND/ANALYSIS

At the March 9, 2026, Library Commission meeting, Commissioners shared differing perspectives about the Monthly Statistical Report. One perspective was that preparing the report requires considerable coordination and data compilation by staff. Another perspective was that the report provides helpful, ongoing insight into Library activity and trends.

Staff request that the Commission discuss and provide direction on whether to continue including the Monthly Statistical Report. Staff remain committed to supporting the Commission's information needs and will proceed with preparing—or not preparing—the Monthly Statistical Report based on the Commission's direction

Staff are available for questions.

Respectfully submitted,



Cynthia Aguado
Acting City Librarian

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

SUBJECT: ACTING CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Staffing and Administration

March continued to be a busy month for the Library! Our Library Community Room is under renovation, so our Administrative Assistant has been focused on relocating all of the reservations to alternate locations throughout the City Campus. As far as staffing, the Library supervisors conducted internal interviews for the librarian class, and supervisors are in the process of contacting references.



Library staff promoted the library, its resources, services and Needs Assessment at the Cherry Blossom Festival. As part of the Needs Assessment Pop Up, festival attendees were invited to place a wish for the library on the library's wish tree. Library IQ and Citywise, the Needs Assessment consultant, will use the information to curate community needs and wants. Our Leadership Team has been diligently working together to develop and implement our All Ages Summer Reading Program, "Plant a Seed, Read!" which runs June 8- August 15, 2026. They have created the marketing materials, participation pieces, and they are currently exploring the decorations, staff and public incentives.

Katy Geissert Civic Center Library

Technical Processing Staff have reported that materials, both print and audio-visual, have begun arriving. Staff have received approximately 30 boxes and anticipate over 60 more within the week.

Adult and Youth Librarians worked to relocate their programs so as to minimize any potential cancellations. They posted announcements about venue changes via social media and email blasts. The Library in Concert featuring The South Bay Strummers was extremely popular while caregivers continued to inquire about storytimes during the two week break.

El Retiro Library

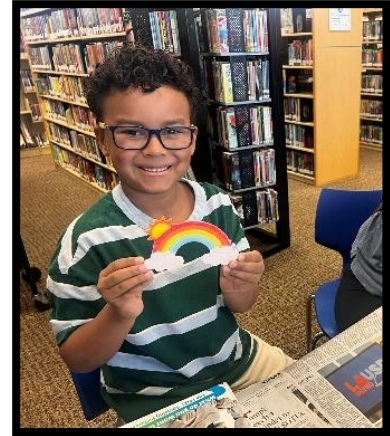
March 2026 at El Retiro Library was such an engaging and rewarding month, with programs that really created space for connection, creativity, and meaningful interaction across all age groups. Library staff facilitated the El Retiro Book Group, where both regulars and new participants shared perspectives. During Tech Hour, staff worked side by side with patrons, offering patient, individualized support that helped demystify technology and build confidence. Craftopia: Corkboard String Art offered a relaxed, welcoming space to create and connect, and Concert Corner featuring opera singer Kaylee Watts filled the space with music and a shared sense of joy. We were also excited to welcome our new Temporary Adult Services Librarian, Jose Bojorquez, who has already made a great impact with his energy and expertise.

Our youth and family programs brought much life into the building. Sensory Storytime offered children the freedom to engage in whatever way worked best for them, whether that meant sitting quietly, moving around, or expressing themselves loudly and joyfully. Toddler Scientists was full of

curiosity and hands-on exploration, and Magician Alex Kazaam brought a lot of laughter and excitement into the room. These programs created a space that felt active and inclusive; it was a great reminder of how meaningful it is to create opportunities for our community to connect, learn, and just enjoy being in the library.

Henderson Library

In March, Henderson Library held three engaging programs for youth: a craft session, a family movie screening, and an afternoon of board games and puzzles. We also offered the Spring Sand Craft program, where participants decorated colorful spring-themed icons using colored sand. For adults, our puzzle exchange program expanded to twice monthly, encouraging more community participation. The Mystery Book Group welcomed four new attendees, bringing fresh perspectives and lively discussion to the group.



North Torrance Library

North Torrance Library welcomed March with a lively lineup of programs and engaging activities for all ages. A variety of programs serving children, teens and adults were hosted throughout the month, featuring:

- Toddlertime – March 2, 9, and 30
- Family Storytime – March 7 and 14
- Celebrate the Festival of Colors – Holi – March 3
- Smart Gardening Workshop – March 7
- Mystery Book Group – March 7
- Mindful Moments – Woven Wonder – March 10
- Clubhouse Crafts – End of the Rainbow – March 12
- Teen Zone: Club Cubed! – March 18
- Brain Games for Adults – March 26

Program highlights included celebrating the Festival of Colors – Holi event on March 3, where participants enjoyed music, crafts, and a vibrant celebration welcoming the spirit of spring, love, and renewal. The Smart Gardening Workshop also saw strong engagement, with participants actively sharing their gardening experiences. Toddlertime continued to provide an engaging early literacy experience for children and their caregivers.



In anticipation of the arrival of new items, Adult DVDs and youth international materials are being weeded to prevent overcrowding and maintain a balanced, accessible collection. Outreach and engagement efforts included a visit from kindergartners and first graders from Playhouse School on March 11, as well as a March 23 visit from students from Edison Elementary School, who selected materials for their newly formed book group. Staff member Theresa Babiar also continued participating in systemwide Summer Reading Program planning efforts.

Southeast Library

March came in like a lion and kept on roaring with a full slate of programs and activity at Southeast Library. There were two well-attended musical performances for adults featuring bassist Stephan Crump and violist Nicki Chen, respectively, each in solo recital. The first concert was presented in partnership with Angel City Jazz, who brought a number of fresh faces to the library to listen alongside our regular audience members. Both events were enhanced with materials acquired through grant funding. Mr. Crump was inspired by the pre- and post-show music played on records and audio equipment from the grant-funded Music Lab. Both events benefited from the more mobile, concert-friendly seating made possible thanks to the furniture acquired through the Stronger Together grant.



An all-ages audience experienced a behind the curtain glimpse into the world of *Avatar: The Way of Water* with a presentation by Chris Cornejo, a character director, on the film. Crafts included a multi-media sakura project that helped adult crafters get ready for the Cherry Blossom Festival, and a youth craft focused on mushrooms. The month concluded with a mid-week gentle yoga program.

Park Services continue beautifying the landscape, improving the overall library experience for visitors and the community.

Walteria Library



March 2026 was such an energetic and rewarding month at Walteria Library. Library staff sparked thoughtful, lively conversations in the Armchair Travelers Book Group and offered patient, one-on-one help during Tech Hour. There was also a lot of joy in our creative programming, Craftopia: Rock Photo Stand gave people the chance to slow down, make something with their hands, and connect with each other in a relaxed, welcoming space. The energy carried through our youth, teen, and family programs, and the building truly felt alive. Library staff encouraged creativity and problem-solving in the After-School Build Lab, embraced the fun (and mess!) of Toddler Squish and Shape, and created space for teens to unwind with Paper Marbling. BARK Reading to Dogs continues to be one of those quietly powerful programs—seeing kids gain confidence in such a supportive environment is always a highlight. Families came together for Family Flix and enjoyed something a little different with Concert Corner: Bagpipes.

Overall, this month was a great reminder of why library work matters—creating space for connection, learning, and just a little bit of joy in people’s days.

Staff are available for questions.

Respectfully submitted,

A handwritten signature in blue ink that reads "Cynthia Aguado".

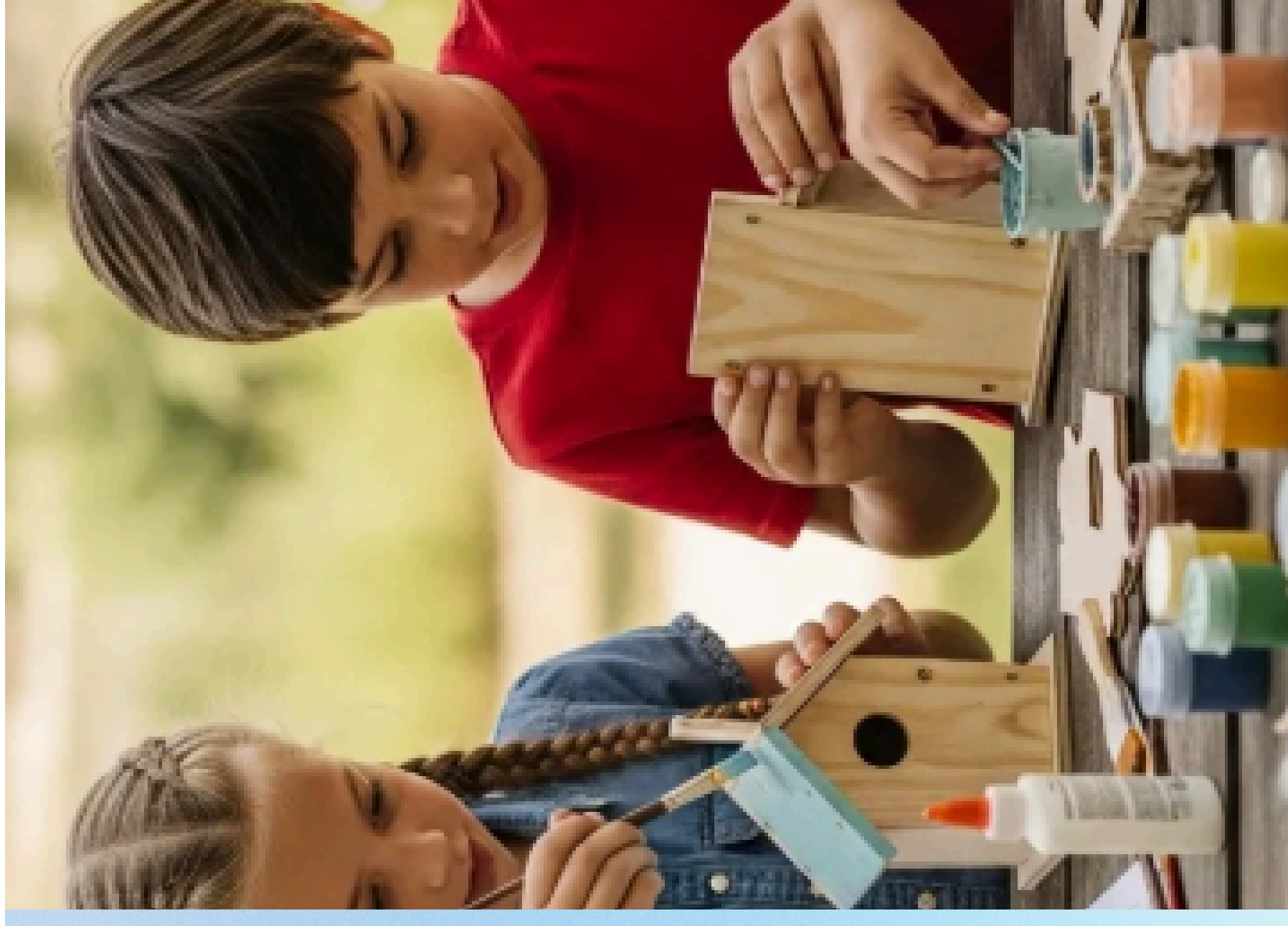
Cynthia Aguado,
Acting City Librarian

ATTACHMENT A: March Statistical Report

Torrance Public Library

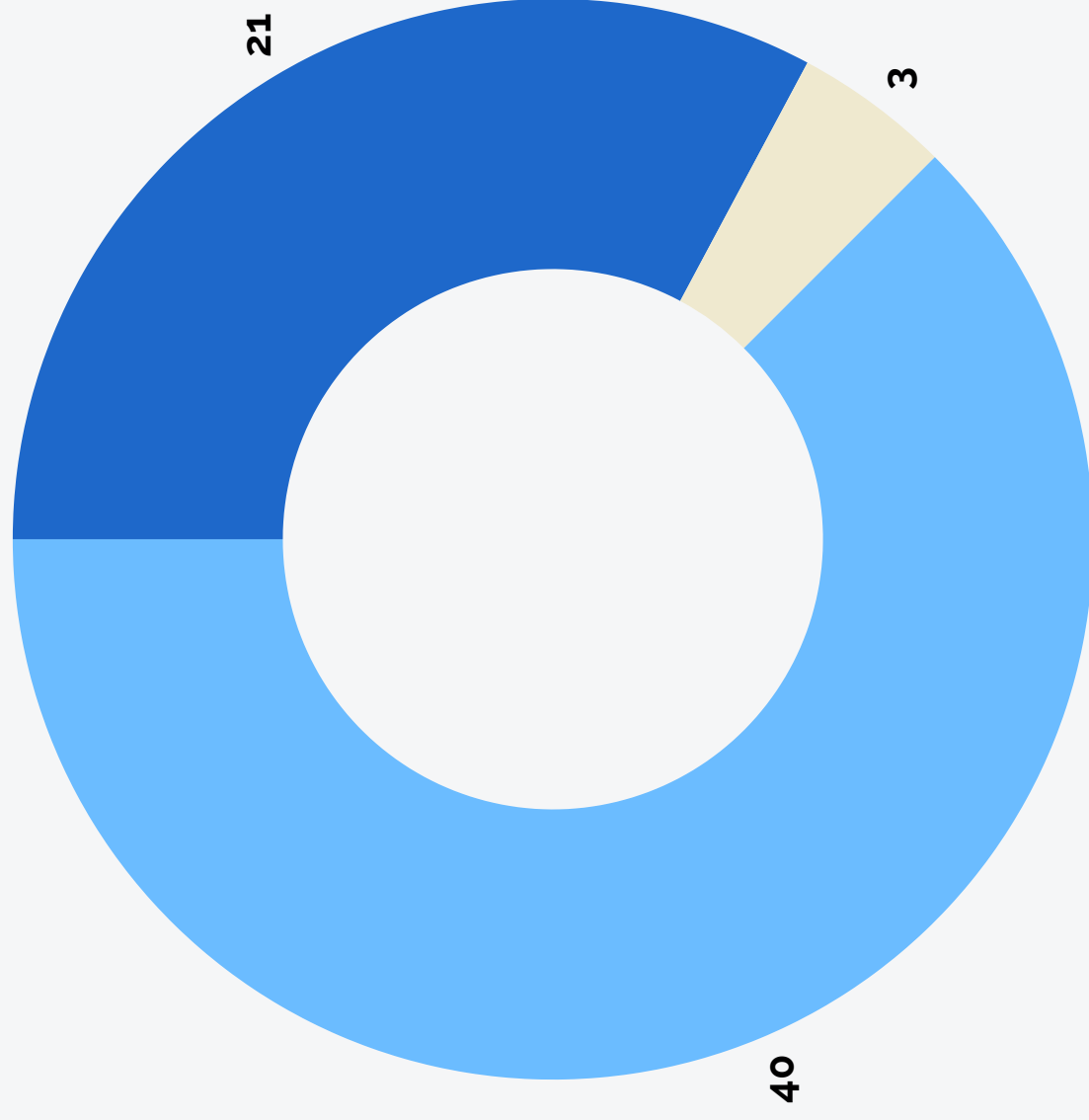
March Statistical Report

Library Commission
4/13/26



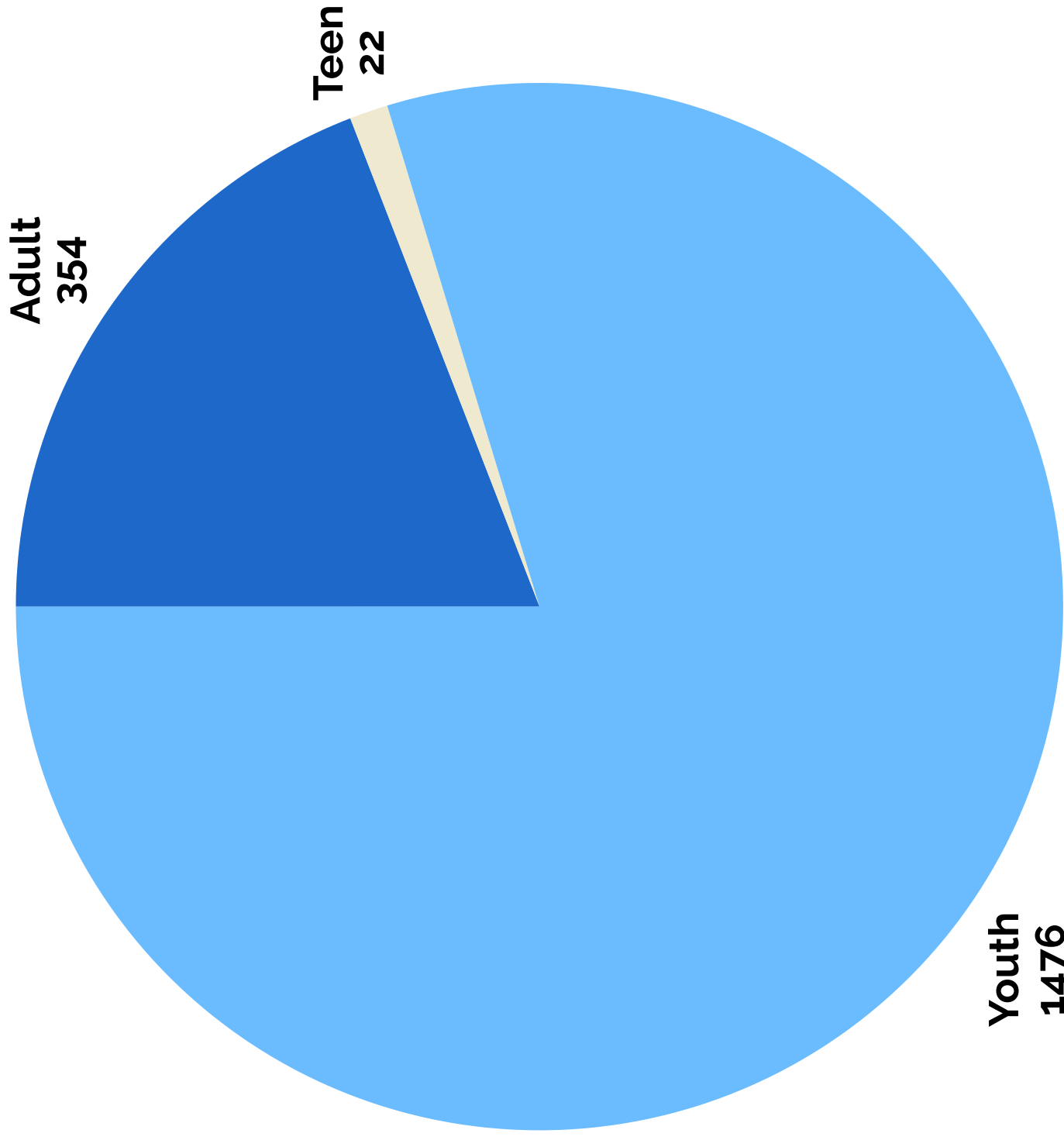
Programming

Programs Offered by Age

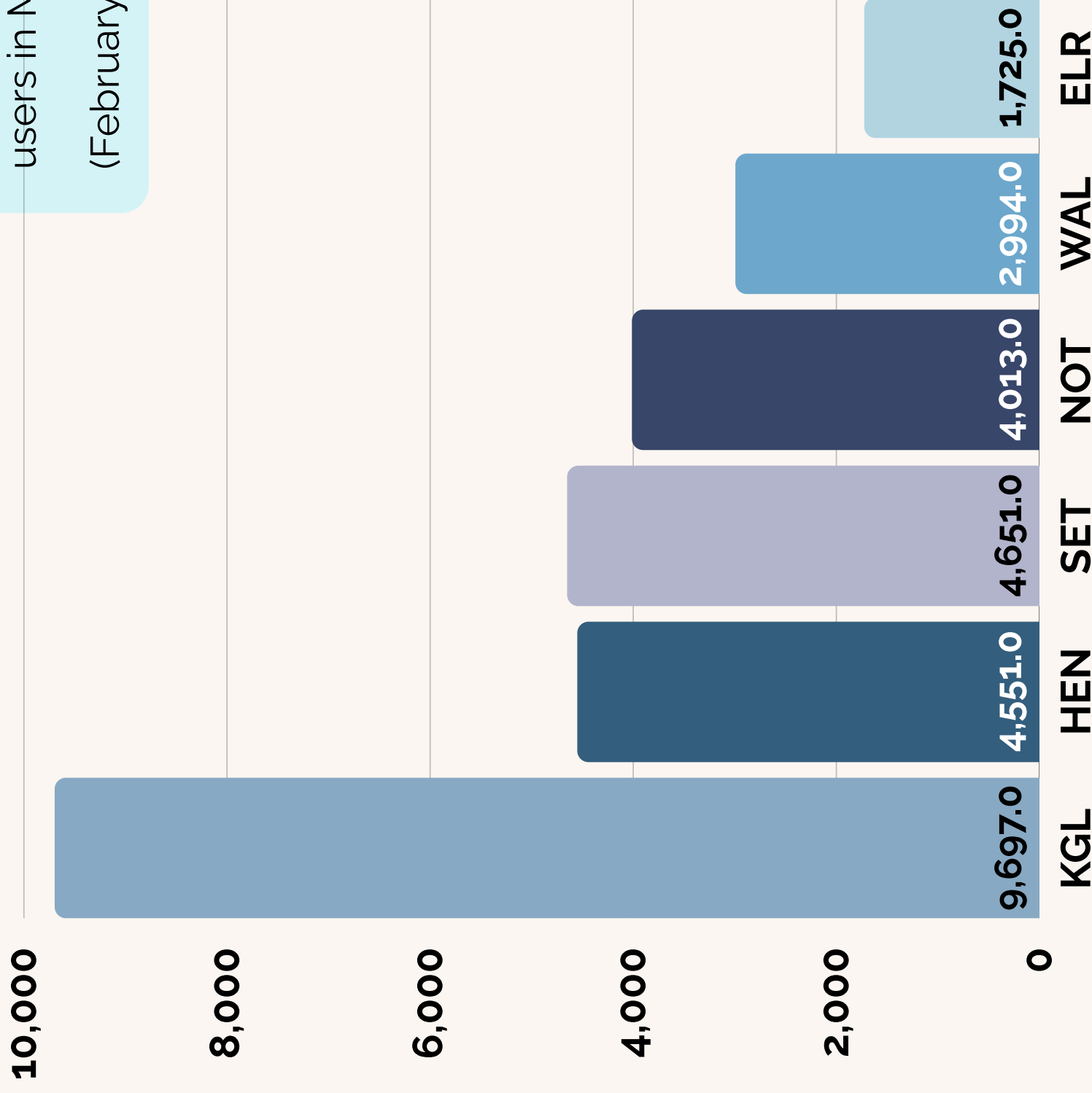


Feb : Total of 66 programs with 2,197 attendees
Mar: Total of 64 programs with 1852 attendees

Attendance by Age



March Door Count

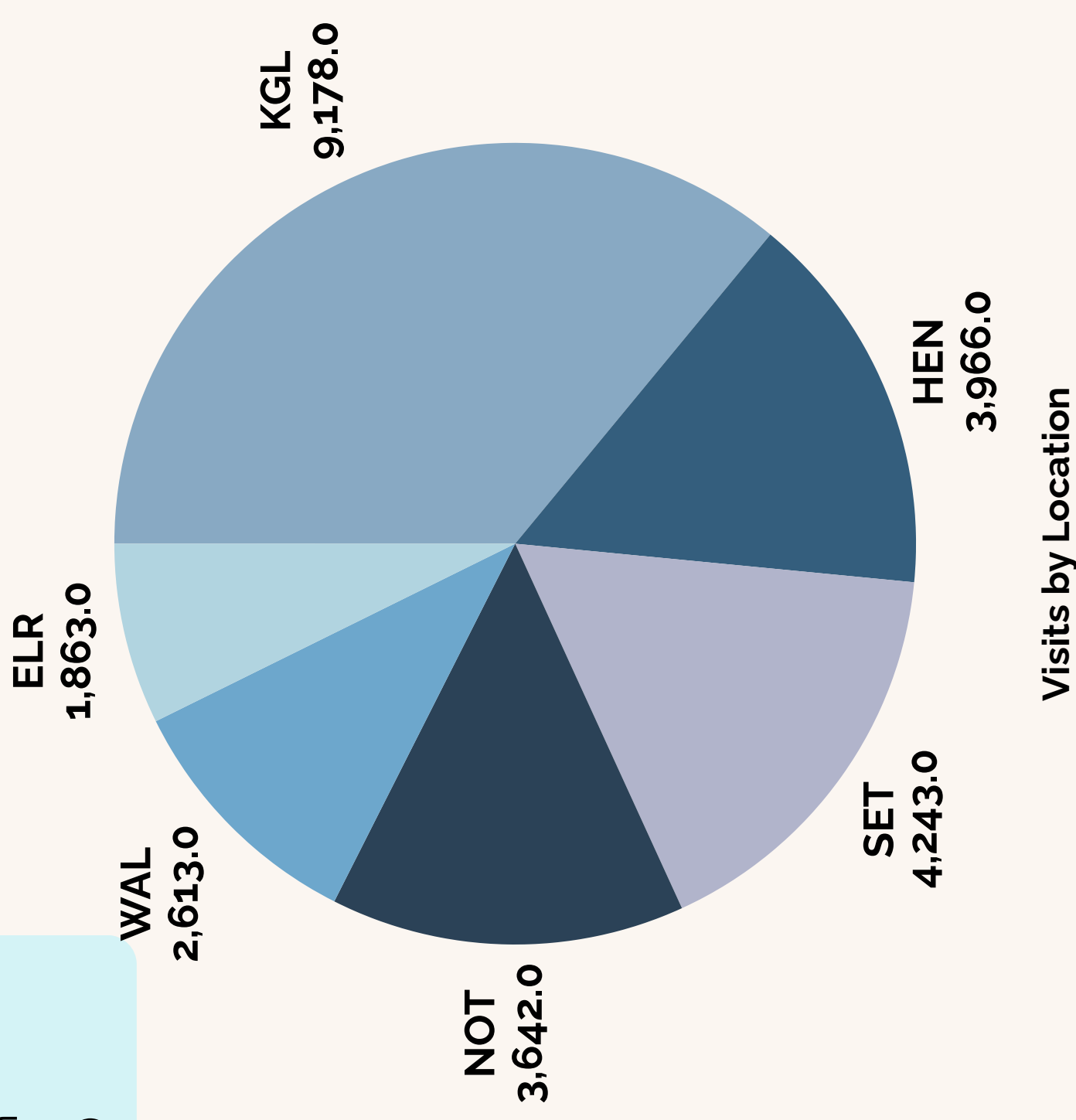


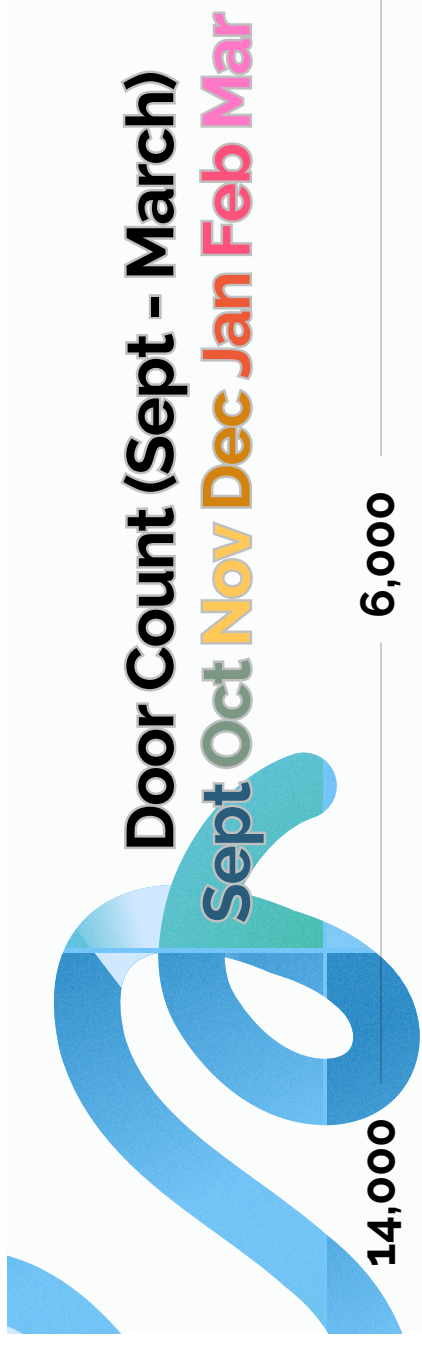
EXTENDED ACCESS

107 Extended Access users in March

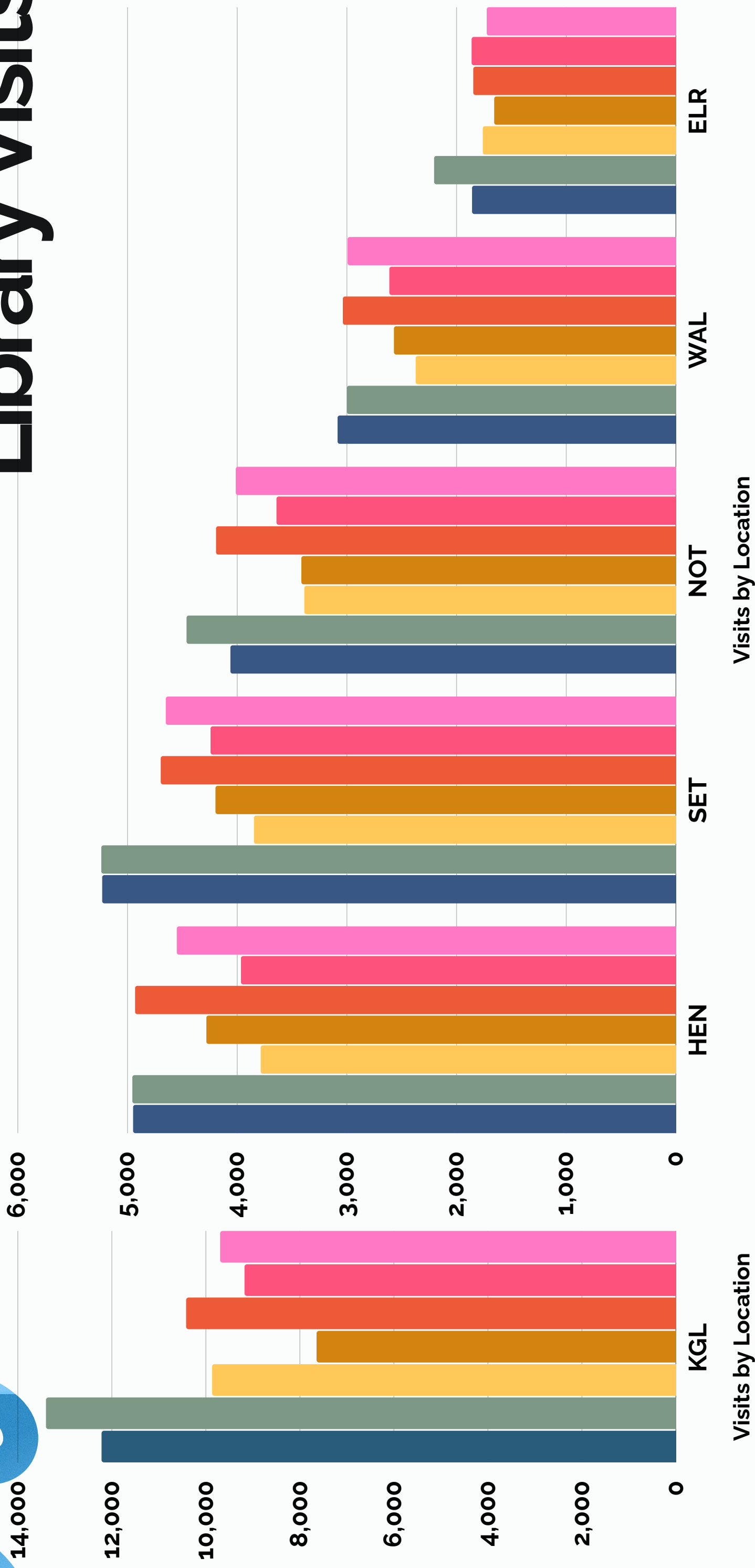
(February = 74)

Feb. Library Visits

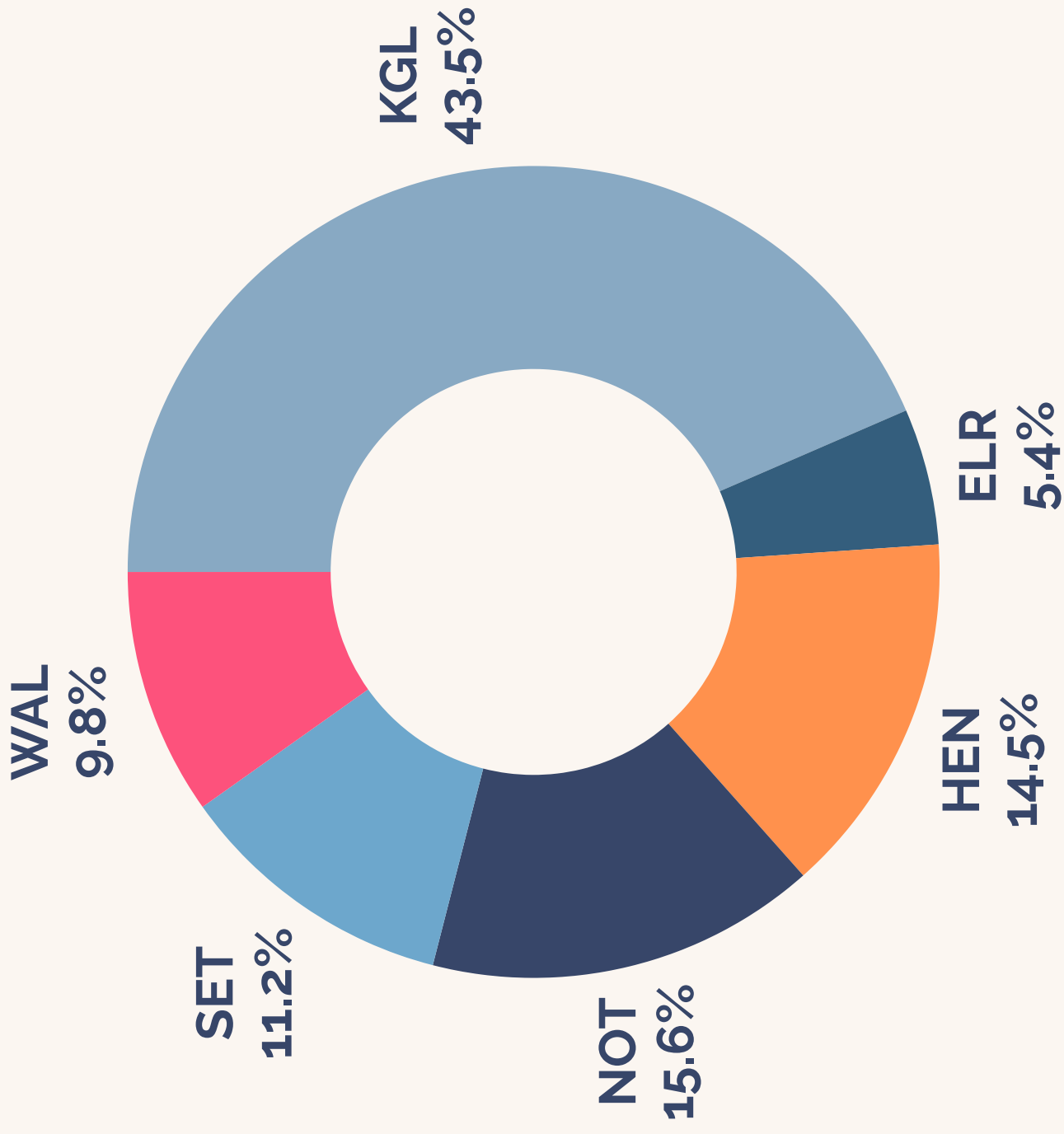




Month-to-Month Library Visits



February Monthly Totals by Branch



March Circulation

Physical Items
57,507 total items checked out

