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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, APRIL 14, 2025  
REGULAR MEETING  
6:00 P.M. WALTERIA BRANCH LIBRARY  
3815 W 242<sup>ND</sup> ST. TORRANCE, CA 90505**

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

**1. CALL MEETING TO ORDER**

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

**2. FLAG SALUTE:** Commissioner Chatterjee

**3. INSPIRATIONAL MESSAGE:** Commissioner Singh

**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 10, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: March 10, 2025.**

**8. ADMINISTRATIVE MATTERS**

**8A. RECEIVE AND FILE UPDATE AND OVERVIEW OF THE WALTERIA BRANCH LIBRARY**

Recommendation of the City Librarian that the Library Commission receive and file the update and overview of the Walteria Branch Library.

**8B. RECEIVE AND FILE VERBAL UPDATE ON THE FRIENDS OF THE TORRANCE PUBLIC LIBRARY**

Recommendation of the City Librarian that the Library Commission receive and file the update on the Friends of the Torrance Public Library.

**8C. RECEIVE AND FILE VERBAL UPDATE ON THE TORRANCE PUBLIC LIBRARY FOUNDATION**

Recommendation of the City Librarian that the Library Commission receive and file the verbal update regarding the Torrance Public Library Foundation.

**8D. ACCEPT AND FILE STATE AND NATIONAL LEGISLATIVE UPDATES**

Recommendation of the City Librarian that the Library Commission accept and file overview of the federal law updates.

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

Recommendation of the City Librarian that the Library Commission accept and file the City Librarian's Monthly Division Report.

**9. COMMISSION ORAL COMMUNICATIONS**

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

**11. ADJOURNMENT**

**11A.** Adjournment of Torrance Library Commission Meeting to Monday, May 12, 2025, at 6:00 p.m. in the West Annex Commission Meeting Room, 3031 Torrance Blvd, Torrance, CA 90503.



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

**1. CALL MEETING TO ORDER**

The Torrance Library Commission convened in a regular session at 6:03 p.m. on Monday, March 10, 2025, in the North Torrance Branch Library.

**ROLL CALL**

Present: Commissioners Chatterjee, Lefevre, Piotrowski, Wang, and Chair Reilly.

Absent: Commissioner Singh.

Also Present: City Librarian Heather Cousin, Administrative Assistant AJ Moultrie, and Management Aide Carlo Aguila.

**2. FLAG SALUTE**

Commissioner Lefevre led the Pledge of Allegiance.

**3. INSPIRATIONAL MESSAGE**

Commissioner Chatterjee shared an inspirational message.

**4. REPORT FROM THE LIBRARY STAFF ON THE POSTING OF THE 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 Thursday, March 6, 2025.

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

City Librarian Cousin announced that Commissioner Singh requested an excused absence.

**MOTION:** Commissioner Wang moved to excuse the absence of Commissioner Singh. Commissioner Chatterjee seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**6. ORAL COMMUNICATIONS**

None.

**7. CONSENT CALENDAR**

**7A. APPROVAL OF MINUTES: FEBRUARY 10, 2025**

**MOTION:** Commissioner Piotrowski moved to approve the February 10, 2025, minutes. Commissioner Lefevre seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**8. ADMINISTRATIVE MATTERS**

**8A. RECEIVE AND FILE UPDATE AND OVERVIEW OF THE NORTH TORRANCE BRANCH LIBRARY**

City Librarian Cousin presented Item 8A, providing an update on the North Torrance Library challenges, consistencies, programs, and improving the ease of use of the library for the public.

**MOTION:** Commissioner Chatterjee moved to accept and file Item 8A. Commissioner Wang seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**8B. RECEIVE AND FILE VERBAL UPDATE ON THE FRIENDS OF THE TORRANCE PUBLIC LIBRARY**

City Librarian Cousin presented Item 8B, introducing representative and board member of the Friends of the Torrance Library, Mr. Tony Yeh.

Mr. Yeh announced the March 21-23, 2025 book sale at the Katy Geissert Library.

Mr. Yeh stated that book sales are the main source of income for the Friends of the Torrance Public Library and that with Discovery Books no longer available to recycle books to generate revenue, the source of income for the Friends has decreased.

Mr. Yeh suggested that the Library reach out to additional avenues for funding.

**MOTION:** Commissioner Piotrowski moved to accept and file Item 8B, an update on the Friends of the Torrance Public Library. Commissioner Lefevre seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**8C. RECEIVE AND FILE VERBAL UPDATE ON THE TORRANCE PUBLIC LIBRARY FOUNDATION**

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

Ms. Won stated that the Torrance Public Library Foundation consists of five members and that the Board is eager to work with City Librarian Cousin in fundraising efforts.

**MOTION:** Commissioner Lefevre moved to accept and file Item 8C, an Update on the Torrance Public Library Foundation. Commissioner Chatterjee seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**8D. ACCEPT AND FILE OVERVIEW OF THE HUMAN LIBRARY PROJECT**

City Librarian Cousin presented Item 8D, introducing Management Aide Carlo Aguila.

Management Aide Aguila provided an overview and information on the Human Library Project.

**MOTION:** Commissioner Piotrowski moved to accept and file Item 8D. Commissioner Wang seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**8E. RECEIVE AND APPROVE THE ATTENDANCE OF A LIBRARY COMMISSIONER AT THE 2025 SERVING WITH A PURPOSE CONFERENCE**

City Librarian Cousin presented Item 8E.

Chair Reilly volunteered in place of Commissioner Piotrowski to attend the 2025 Serving with a Purpose Conference.

**MOTION:** Commissioner Chatterjee moved to have Chair Reilly attend the 2025 Serving with a Purpose Conference. Commissioner Lefevre seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**8F. PROVIDE DIRECTION ON STAFF APPRECIATION OPTIONS**

City Librarian Cousin presented Item 8F, providing options for the Commission's consideration regarding the Staff Appreciation event.

**MOTION:** Commissioner Piotrowski moved to have the Staff Appreciation event not exceed the amount of \$1,200.00 for the date of Thursday, April 24, 2025. Commissioner Wang seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

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

City Librarian Cousin presented Item 8G, providing the monthly division report.

**MOTION:** Commissioner Lefevre moved to accept and file Item 8G, the City Librarian's Monthly Division Report. Commissioner Wang seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**9. COMMISSION ORAL COMMUNICATIONS**

Commissioner Piotrowski announced that a servicemember on the Torrance Names on the Wall Project will be honored on the Torrance YouTube channel.

Commissioner Wang noted that she will be absent for the April 2025 meeting.

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

- Youth Council Update
- Status of Little Library (Paradise Park)

**11. ADJOURNMENT**

**MOTION:** At 7:34 p.m., Commissioner Lefevre moved to adjourn the meeting to Monday, April 14, 2025, at 6:00 p.m. at the Walteria Branch Library. Commissioner Piotrowski seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Singh absent).

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE UPDATE AND OVERVIEW OF THE WALTERIA BRANCH LIBRARY**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file the update and overview of the Walteria Branch Library.

**BACKGROUND/ANALYSIS**

The Walteria Branch Library is one of the cities oldest, having been established in 1937. Moving twice before occupying its current location in a building that is a duplicate of the Henderson Branch Library, Walteria, like Henderson, was also part of the Los Angeles County Library system. When the City created the Torrance Public Library system those buildings were incorporated into the program, without expansion.

Although small, given the population that surrounds it, the Walteria Branch provides a diverse mix of programming and collections for the community. Thanks to floating collections, interlibrary loans, and a robust collection development schedule library customers can get virtually anything they need at Walteria.

The Walteria team has also developed a fun calendar of adult, teen, and youth programs including everything from movie musical sing-a-longs to teens teaching tech programs for adults. With something for everyone, the Branch has stayed true to its literacy roots while still attracting new library users.

Over several years, there have been a variety of leadership structures established at the library. Most recently, after evaluating usage statistics, management of Walteria was combined with El Retiro Branch Library, which is staffed on a part-time basis. This shared management better enables staff to move between branches to cover absences and vacations, and allows for more collaboration between the two geographically close locations.

In the City's Capital Improvement budget, approximately \$10 million has been earmarked to replace and build both the Walteria Branch Library and Community Center in the 2026 fiscal year. In advance of this project, community input will be sought.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

Commission Meeting of  
April 14, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE VERBAL UPDATE ON THE FRIENDS OF THE  
TORRANCE PUBLIC LIBRARY**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file verbal update on 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") and the Torrance Public Library Foundation ("Foundation"). 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  
April 14, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE VERBAL UPDATE ON THE TORRANCE PUBLIC LIBRARY FOUNDATION**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file the verbal update regarding the Torrance Public Library Foundation.

**BACKGROUND/ANALYSIS**

Earlier this year, the Library Commission requested periodic updates on the operational status of the Friends of the Torrance Library ("Friends") and 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: ACCEPT AND FILE STATE AND NATIONAL LEGISLATIVE UPDATES**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission accept and file overview of State and National Legislative updates.

**BACKGROUND/ANALYSIS**

In the past four months, multiple legislative efforts have been launched at the state and federal level impacting libraries. These efforts range from an attempt to reorganize the California Library Services Board (CLSB) to the elimination of the Institute of Museum and Library Services (IMLS).

**State**

In February, Assemblymember Gregg Hart introduced legislation, the California Library Services, Equity in Opportunity Act. The bill was later withdrawn after lobbying efforts by the California Library Association (CLA) and public library directors.

However, it's worth noting that if enacted it would have dismantled the California Library Services Act (CLSA). The CLSA, in place since the 1960s, established the CLSB which serves as a governing authority overseeing the activities of the State Library and State Librarian. AB 1185 also sought to end or significantly scale back the cooperative system by which public libraries currently receive many services such as shared electronic resources, delivery services, and management of grants from the IMLS and State of California.

While in previous years, there have been changes to the authorizing legislation, such as when provisions were removed that required cooperatives provide "second level reference services", those changes were made in consultation with public libraries and CLA. This legislation was introduced without prior consultation with library directors or CLA.

**Federal**

**Executive Order**

On March 14, President Trump issued an Executive Order that among many items, eliminated the IMLS. The organization is responsible for dispersing funds budgeted by Congress to State Libraries for grants to support library services. California would have received over \$15 million dollars in funds this year.

Since the announcement, State Library staff issued a list of programming and support that will be eliminated, unless Congress restores funding. The services and resources currently provided statewide by the State Library that will be discontinued as of July 1, 2025, include:

- Funds to add titles to California's Bookshelf and statewide access to the materials. California's Bookshelf has thousands of eBooks and eAudiobooks in multiple genres and over 20 languages and is available through the Palace app.
- Subscriptions to the New York Times
- Free access to Cal Matters for Learning
- Free access to continuing education and leadership opportunities for library staff through California Libraries Learn (CALL)
- Resource guides, collections of books, and training for staff to support summer reading programs
- Subscriptions to ProLiteracy and Change Agent, and training and resources for local library literacy programs
- Subscriptions to VolunteerMatch, and support for recruiting, training, and working with volunteers
- Free access to PolicyMap, mapping and data analytics tool, and training for staff in collecting and using data
- Preservation and digitization services for your collections, training for library staff, and support for setting up memory labs

#### E-Rate funding

The Supreme Court is currently considering a case, Federal Communications Commission v. Consumers' Research, that could end the Universal Service Fund and with it, public library's access to E-Rate funds. E-Rate funds subsidize telephone service, internet, and other related services for public schools, libraries, and rural communities.

In Torrance, currently, the E-Rate subsidy enables the Torrance Public Library to provide high-quality, high-speed access to internet services and WiFi connections at each of the Library's six locations. The public use these connections to attend school, do research, work remotely, and entertain themselves.

If the Court sides with the plaintiffs, internet fees will likely jump to over half a million dollars per year for the Library. Staff continue to monitor the proceedings.

Respectfully submitted,



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Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

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

**Staffing and Administration**

In March, Library staff continued to work on the Library budget for the next fiscal year and close out items for the current fiscal year. Due to changes in the City's procurement processes, it takes longer to process some purchase orders and requisitions. Thanks to staff's persistence and flexibility, purchases are still moving forward.

Early in the month, the Community Services team met with the Finance Department to discuss the proposed budget for 2025-26. Staff offered an overview of increased needs given cutbacks at the state and federal level as well as the limited grant funding offered by the Torrance Friends of the Library. The final vote on the City's budget is expected in June.

Interviews were held for the full-time Library Technician position in Technical Services at Katy Geissert. That vacancy that was left vacant due to a retirement. Adhering to the process outlined in the Torrance Library Employee Association Memorandum of Understanding, placement of a current staff member in that vacancy will likely lead to additional vacancies among full- or part-time Library Technicians.

**Outreach**

Staff continued to meet with their Librarian counterparts at West High School. Covering topics such as the State mandated universal card and ways to bring TUSD and the Torrance Public Library closer together, the meetings are expected to continue with a full in-service/mixer planned at some point in the future.

Staff attended the Harbor Regional Center Early Start Graduation Event, providing information about library programs and services and distributing hundreds of Summer Reading Program Save the Date cards. The following week, staff also participated in the South Bay Cities Council of Governments General Meeting in Carson, distributing information about the City of Torrance, Community Services programs, and the Library. Possibly the most fun event, this year's Cherry Blossom Festival, also had a Library booth, well-staffed by Library team members.

**Henderson Branch Library**

The Henderson team continues to offer great service as they look forward to Spring and the upcoming Summer Reading Program. During March, they welcomed many families during their board game bonanza, made paper plate leprechauns, and screened the film Peter Rabbit 2 during their Thrilling Thursday movie series.

In addition to the great homegrown programs, the team also welcomed multitalented performer, Christopher Yates and his Rock and Roll Circus. The whole family enjoyed some high-flying routines and audience participation.

**Katy Geissert Civic Center Library**

It's time for the great Torrance Jeopardy contest, again! Staff from the Katy Geissert Civic Center Library are making their way around the City hosting games of Jeopardy with a Torrance theme. The finals will be held at the Katy Geissert Civic Center Library in May.



"Teen Zone" programs included "STEAM Experiments: Capillary Action and Walking Water," planned by Youth Services Librarian Victoria Valverde, adapted and set up by Senior Library Technician Hailey Giczy, and hosted by Reference Librarian Phil Ross on a Tuesday afternoon. Expecting science career-minded high schoolers, Phil had to adapt his presentation on the fly when the only youth who showed up were five- to ten-year-olds, with their parents who apparently wished to give their youngsters an extreme head start learning college prep-level concepts.

The Friends book sale was the most popular of the events hosted at the Library with lines around the building on all three days. The Friends were very pleased with the turnout.



Technical Processing is increasingly busy as the Summer approaches. The team finished processing the Sensory Backpacks, which are proving to be very popular as every kit has been checked out at least once, after just one month on the shelf. Along with processing many new titles this month, the Team is also gearing up for Summer Reading by processing additional copies of extremely popular series like the perennial favorite, *Harry Potter*.

### **North Torrance Branch Library**

The North team welcomed the chilly start of Spring with butterfly crafts after seeing the metamorphosis of several caterpillars. The team participated in



Staff continue to demonstrate their flexibility as they fill in where needed with one staff member currently on move up. The team has also continued to provide fun and engaging programs like their ongoing chess events.

**Southeast Branch Library**

Southeast patrons chilled to a set of ambient music from DJ T-Kay and learned and practiced watercolor techniques in their inaugural Watercolor Wednesday program. This will be a recurring event and has already proved popular with adults. Teens learned how to make braided bracelets, and their two weekly story times with Miss Judy remain standing room only events.



Staff are available for questions.

Respectfully submitted,

  
Heather Cousin  
City Librarian

ATTACHMENT A: Library Statistics