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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, MAY 12, 2025  
REGULAR MEETING  
6:00 PM WEST ANNEX COMMISSION MEETING ROOM  
3301 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, Lefevre, Piotrowski, Singh, and Reilly.

**2. FLAG SALUTE:** Commissioner Reilly

**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, May 8, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: April 14, 2025**

**8. ADMINISTRATIVE MATTERS**

**8A. RECEIVE AND FILE STATE AND NATIONAL LEGISLATIVE UPDATES**

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

**8B. RECEIVE AND FILE REPORT ON UPCOMING AUTHOR EVENT ON MAY 20, 2025**

Recommendation of the City Librarian that the Library Commission receive and file information regarding the upcoming visit by authors Jerry Craft and Kwame Alexander.

**8C. 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, June 9, 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 6:13 p.m. on Monday, April 14, 2025, in the Walteria Branch Library.

**ROLL CALL**

Present: Commissioners Chatterjee, Lefevre, Piotrowski, and Singh

Absent: Chair Reilly.

Also Present: City Librarian Heather Cousin, Assistant City Librarian, Cynthia Aguado.

**2. FLAG SALUTE**

Commissioner Chatterjee led the Pledge of Allegiance.

**3. INSPIRATIONAL MESSAGE**

Commissioner Singh 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, April 10, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

City Librarian Cousin announced that Chair Reilly requested an excused absence, The Library will host an author visit featuring Kwame Alexander, May 20<sup>th</sup>, a refund is being sought for the Serving with a Purpose conference, and a reminder for the Commissioners to attend the staff appreciation breakfast on April 24<sup>th</sup>.

**MOTION:** Commissioner Piotrowski moved to excuse the absence of Chair Reilly absence and accept the other announcements. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval (Chair Reilly absent).

**6. ORAL COMMUNICATIONS**

None.

**7. CONSENT CALENDAR**

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

**MOTION:** Commissioner Singh moved to approve March 10, 2025, minutes. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Reilly absent).

**8. ADMINISTRATIVE MATTERS**

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

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

**MOTION:** Commissioner Piotrowski moved to accept and file Item 8A. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Reilly absent).

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

City Librarian Cousin presented Item 8B, providing an update on the Friends book sale and funds raised.

**MOTION:** Commissioner Chatterjee moved to accept and file Item 8B, an update on the Friends of the Torrance Public Library. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Reilly absent).

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

City Librarian Cousin presented Item 8C, providing an update on the Torrance Public Library Foundation and reintroducing President, Ms. Sunni Won.

Ms. Won discussed the Foundation's efforts to correct tax documents and ensure compliance with required documentation so that the Foundation can begin to raise funds on behalf of the Library.

**MOTION:** Commissioner Singh moved to accept and file Item 8C, an Update on the Torrance Public Library Foundation. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Reilly absent).

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

City Librarian Cousin presented Item 8D, providing an overview of recent legislation, executive orders, and budgetary items directly impacting libraries on the state and national level.

**MOTION:** Commissioner Piotrowski moved to accept and file Item 8D. Commissioner Singh seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Reilly absent).

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

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

**MOTION:** Commissioner Chatterjee moved to accept and file Item 8E, the City Librarian's Monthly Division Report. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Reilly absent).

**9. COMMISSION ORAL COMMUNICATIONS**

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

- Library presence at senior facilities

11. **ADJOURNMENT**

**MOTION:** At 7:21 p.m., Commissioner Singh moved to adjourn the meeting to Monday, May 12, 2025, at 6:00 p.m. at the West Annex Commission Meeting Room. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Reilly absent).

Draft Subject to Approval Minutes

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE STATE AND NATIONAL LEGISLATIVE UPDATES**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file the state and national legislative updates.

**BACKGROUND/ANALYSIS**

Staff continue to track legislative efforts at both the state and national levels that impact libraries. At the end of April, the US District Court for the District of Columbia temporarily halted the Trump administration's dismantling the Institute of Museum and Library Services (IMLS) and with it, the grant funding it administers.

Following the original Executive Order issued in March, half of IMLS staff were placed on administrative leave, grants administered by the agency were terminated, and Board members were dismissed. According to those who worked at the agency, even immediate reinstatement would not result in them immediately resuming their work.

The Trump Administration can and is expected to appeal the ruling. In the interim, the Administration released its budget forecast in the first week of May in which there was no funding for IMLS, effectively eliminating the agency financially.

At the State level, on May 5, the California State Library was notified by IMLS that the State's current grant for this fiscal year had been restored, and the agency intends to issue partial payment at the beginning of the next fiscal year or July 1.

The State Library's position is that without more assurance from IMLS or another federal entity, they will not make funding commitments to any programs and services that rely on federal funds. For Torrance this will eliminate:

- **California's Bookshelf and eBooks for All California:** a statewide eBook library for California
- **California Libraries Learn:** professional development and leadership training for library workers
- **California Revealed:** digitization and preservation services and online access to archival materials
- **Public Library Staff Education Program:** tuition reimbursement for library workers studying to become librarians.
- **Building Community-Based Summers:** training and resources for library staff presenting summer reading programs

- **Networking California Library Resources:** including the Get Involved volunteer engagement project and Volunteer Match subscriptions, the Public Library Directors Forum, access to the New York Times and CalMatters for Learning, listservs used by the library community to share information and resources, and an AI Collaborative helping to ensure that California libraries are prepared to take advantage of the opportunities and address the challenges presented by AI.

State Librarian, Greg Lucas announced, via email on May 6, that the State Library remains committed to assisting libraries and staff with finding funds to assist with projects and programs previously funded through IMLS.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE REPORT ON UPCOMING AUTHOR EVENT MAY 20, 2025**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file report on the upcoming visit to the Katy Geissert Civic Center Library by authors Jerry Craft and Kwame Alexander.

**BACKGROUND/ANALYSIS**

In early April, Torrance Public Library Foundation President, Sunni Won, connected Library staff with representatives for multi-award winner and *New York Times* best selling author, Kwame Alexander. Alexander and writing partner, Jerry Craft, himself a *Times* best selling author and winner the Newbery, Kirkus, and Coretta Scott King Award, are currently on a tour promoting their latest collaboration, *J vs. K*.

As a result of this successful conversation, the Torrance Public Library and Torrance Public Library Foundation are proud to present an evening with both authors at the Katy Geissert Civic Center Library on Tuesday, May 20, at 6:30pm. The author talk will be followed by a book signing with books available for purchase through Pages Bookstore.

The book itself is a hilarious illustrated story featuring two talented fifth graders going head-to-head in a competition for the ages. This epic match-up celebrates comics, creativity, and the magic of collaboration.

To promote the event, staff have sent flyers (see attachment A) to students in the Torrance Unified School District, to all homeowner's associations, posted the event on the City's digital signage, on all social media platforms, and on the Torrance City Newsletter.

Registration is required for the event through the City's rec.us platform – a first for a Library event. While up to 200 can fit in the Library's Meeting Room, staff hope to test the capacity (and equipment) by using the Polly Watts Story Theater as an overflow space where the public can view the program, if needed.

Staff are available for questions.

Respectfully submitted,

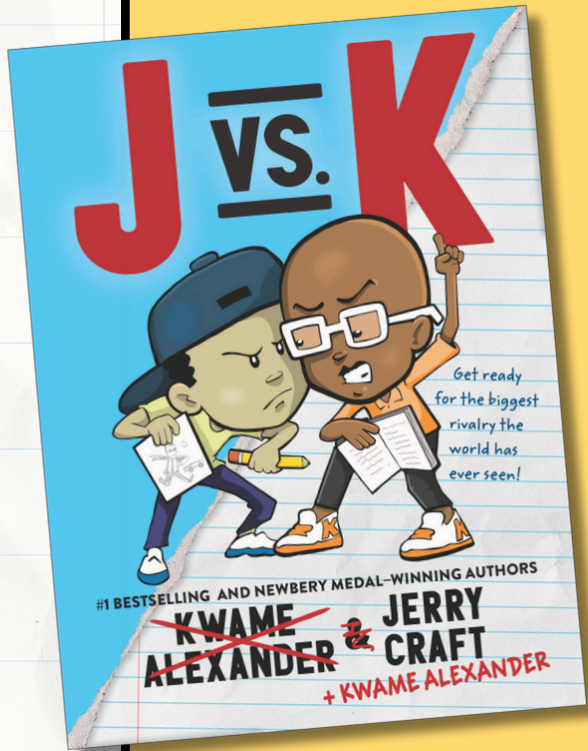


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Heather Cousin  
City Librarian

ATTACHMENT A

Torrance Public Library and Torrance Public Library Foundation Present



# AUTHOR EVENT & BOOK SIGNING

**Tuesday, May 20, 2025**  
**6:30 p.m. | 3301 Torrance Blvd.**

Real-life rivals and bestselling authors are visiting the Katy Geissert Civic Center Library to discuss their latest book, *J vs. K*. Please call (310) 618-5950 with any questions regarding the event.

**SCAN TO RSVP**

[bit.ly/jvsk-torrance](https://bit.ly/jvsk-torrance)



**Registration is required** due to limited seating. Participants who preorder the book will pick it up at the event. **Preorder the book** at Pages: A Bookstore.

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a bookstore

Meet #1 New York Times Bestselling Authors

**KWAME  
ALEXANDER**



**JERRY  
CRAFT**



**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

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

**Staffing and Administration**

Maureen Baez was selected to fill the full-time Library Technician vacancy in Technical Processing. Ms. Baez is a 25-year member of the Library team and brings with her a wealth of experience. Ms. Baez has worked at several locations in the system and her most recent assignment was at the Henderson Branch Library.

With Ms. Baez's reassignment to Technical Processing, this left a full-time vacancy at Henderson Branch Library. In accordance with the Torrance Library Employee Association Memorandum of Understanding, an intradepartmental recruitment was established, and Arthur Esqueda was selected to fill that position. Mr. Esqueda joined the City in 2024 as a part-time Library Technician and has a background in high demand retail settings having worked in the Starbucks at Disneyland as well as for the Los Angeles County Public Library. Mr. Esqueda was previously based at the Southeast Branch Library.

With the departure earlier this year of a part-time Librarian, El Retiro had a vacancy to fill. Staff made a temporary appointment, promoting Library Technician, Cameron Jappe. Mr. Jappe, who joined the City in 2024, as a part-time Library Technician, has a master's in library science and previously worked as an archivist at the Academy of Motion Picture Arts and Sciences. When starting with the City, Mr. Jappe was based at the Southeast Branch Library.

To assist with staffing vacancies at Southeast Branch, staff are being moved up from the Katy Geissert Civic Center Library while a recruitment to fill the vacant Library Technician position progresses.

**Outreach**

Staff attended the Torrance Department of Child and Family Services resource fair and provided information about services and programs to service providers early in the month. Then they were double booked *on a Sunday* attending both the Recreation Division's Splash into Spring event and the Connections for Children Family Learning Festival and Resource Fair. Both events were extremely well attended, and staff got a chance to meet both local families and those from out of the area.

Staff reported a big increase in attendance at the twice monthly Family Storytime done in partnership with Connections for Children following the event. Staff also took time out to honor the Library's volunteers at the annual Volunteer Week Celebration Dinner. Everyone from the Friends to homework helpers were represented, well fed, and celebrated at this evening event at the Toyota Meeting Hall.

**El Retiro Library**

El Retiro Library presented a dynamic slate of programs in April. The Book Group discussed *Something in the Water: A Novel* by Catherine Steadman, prompting an animated discussion around the story's themes and characters. The program highlight was Toddler Scientists on April 25, where young learners explored fun experiments like Walking Rainbows and Elephant Toothpaste.

For Earth Day, the team hosted Crafting Connections: Nature Stamped Totes which drew creative participants of all ages, who used fresh flowers and mallets to imprint designs onto canvas tote bags. The event was full of laughter and enthusiasm. Through its eclectic mix of programs and strong community ties, El Retiro Library continues to inspire curiosity, hands-on learning, and creativity for patrons of every generation.

**Katy Geissert Civic Center Library**

Technical Processing is in the end of fiscal year crunch period. In the month of April, the team ordered over 3,300 titles in books, DVDs, book on CDs, and received over 1,300 items. They have started receiving the Summer Reading prizes, including very nice camping-style mugs, cute beany dogs and free books!

**Southeast Branch Library**

In addition to showers, April brought several educational and entertaining programs to Southeast Library. Highlights included a performance by Americana artists Rick Shea and Tony Gilkyson, a family-friendly afternoon of poetry and drama with the Shakespeare Center of Los Angeles, and a live family matinee broadcast from San Francisco featuring Grupo Falso Baiano.



A scheduled collaboration on cancer research with the National Institutes of Health and Torrance Memorial Hospital for Citizen Science Month had to be canceled when funding for NIH grants was frozen earlier in the year.

Staff were able to commemorate the monthlong celebration with a terrarium craft for youth and adults using air plants. Recurring programs continue to be popular, including the largest audience for the Novels at Night book group since before the pandemic.



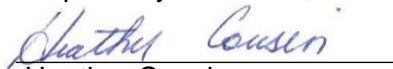
**Walteria**

The team continues to enrich the community with a vibrant range of programming. Families had a special treat with Learn Science with Dan Charlin, where retired engineer Dan Charlin demonstrated exciting physics concepts, eliciting gasps from the audience when he used a hair dryer to launch a roll of toilet paper overhead.

Ballet Storytime with Ballerina Opal offered a graceful blend of literature and performance, as Ms. Opal read *Big* by Vashti Harrison and performed a ballet demonstration that delighted attendees. Adults of all ages were also invited to drop in for Tech Hour, where library staff provided personalized tech support. These programs are just a few of the team’s ongoing commitment to accessible learning, cultural enrichment, and multigenerational fun.

Staff are available for questions.

Respectfully submitted,

A handwritten signature in blue ink that reads "Heather Cousin". The signature is written in a cursive style and is positioned above a horizontal line.

Heather Cousin  
City Librarian

ATTACHMENT A: Library Statistics

**STATISTICS TO BE PROVIDED AT THE MEETING**