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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.

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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, JUNE 9, 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 Chatterjee

**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, June 5, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: May 12, 2025**

**8. ADMINISTRATIVE MATTERS**

**8A. RECEIVE AND FILE VERBAL REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY**

Recommendation of the City Librarian that the Library Commission receive and file a verbal report from the Friends of the Torrance Library

**8B. RECEIVE AND FILE VERBAL REPORT FROM THE TORRANCE PUBLIC LIBRARY FOUNDATION**

Recommendation of the City Librarian that the Library Commission receive and file a report from the Torrance Public Library Foundation.

**8C. RECEIVE AND FILE VERBAL REPORT ON THE HISTORY OF THE TORRANCE PUBLIC LIBRARY**

Recommendation of the City Librarian that the Library Commission receive and file a verbal report from Librarian Michael George regarding the history of the Torrance Public Library.

**8D. RECEIVE AND FILE REPORT ON THE TORRANCE PUBLIC LIBRARY SUMMER READING PROGRAM**

Recommendation of the City Librarian that the Library Commission receive and file a report regarding the 2025 Summer Reading Program.

**8E. RECEIVE 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, July 14, 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 6:00 p.m. on Monday, May 12, 2025, in the West Annex Commission Meeting Room 3031 Torrance Boulevard Torrance, CA 90503

**ROLL CALL**

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

Absent: Commissioner Singh.

Also Present: City Librarian Heather Cousin.

**MOTION:** Commissioner Piotrowski moved to excuse the absence of Commissioner Singh. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Singh absent).

**2. FLAG SALUTE**

Commissioner Reilly 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, May 8, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

City Librarian Cousin noted that statistics were provided in the report for the Commission's reference.

**6. ORAL COMMUNICATIONS**

None.

**7. CONSENT CALENDAR**

**7A. APPROVAL OF MINUTES: APRIL 14, 2025**

**MOTION:** Commissioner Lefevre moved to approve the April 14, 2025, minutes. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Singh absent).

**8. ADMINISTRATIVE MATTERS**

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

City Librarian Cousin presented Item 8A, providing State and Federal updates regarding Museum and Library services.

Commissioner Chatterjee inquired on how much federal funding would be lost. City Librarian Cousin stated that she will research.

Commissioner Lefevre suggested that the Commission generate a letter of unanimous support for the State Library and advocacy for restoration of funds.

**MOTION:** Commissioner Piotrowski moved to receive and file State and National Legislative Updates, Item 8A. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Singh absent).

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

City Librarian Cousin presented Item 8B, noting that Sunni Won of the Torrance Library Foundation assisted in arranging an author event and book signing of *J vs. K* by Kwame Alexander and Jerry Craft on Tuesday, May 20, 2025 at the Katy Geissert Library.

**MOTION:** Commissioner Chatterjee moved to receive and file Item 8B. Commissioner Lefevre seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Singh absent).

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

City Librarian Cousin presented Item 8C, providing the Librarian's Monthly Division Report.

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

**9. COMMISSION ORAL COMMUNICATIONS**

Commissioner Piotrowski announced the Armed Forces Parade and 5K on Saturday, May 17, 2025, and announced that the annual reading of the names will take place on Memorial Day, Monday, May 25, 2025, at the Veteran's Memorial at 2:00 p.m.

Chair Reilly stated that the Red Cross moved to Crenshaw Boulevard and West Artesia Boulevard and that the grand opening was held in April 2025.

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

- Operational Assessment and Study for the Library
- Quarterly visits from the Foundation and Friends of the Library

**11. ADJOURNMENT**

**MOTION:** At 6:49 p.m., Commissioner Lefevre moved to adjourn the meeting to Monday, June 9, 2025, at 6:00 p.m. at the West Annex Commission Meeting Room. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (Commissioner Singh absent).

Commission Meeting of  
June 9, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE VERBAL REPORT FROM THE FRIENDS OF THE  
TORRANCE LIBRARY**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and a verbal report from 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"). 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  
June 9, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE VERBAL REPORT FROM THE TORRANCE PUBLIC LIBRARY FOUNDATION**

**RECOMMENDATION**

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

**BACKGROUND/ANALYSIS**

Earlier this year, 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,



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Heather Cousin  
City Librarian

Commission Meeting of  
June 9, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE VERBAL REPORT ON THE HISTORY OF THE  
TORRANCE PUBLIC LIBRARY**

**RECOMMENDATION**

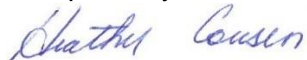
Recommendation of the City Librarian that the Library Commission receive and file the verbal report on the history of the Torrance Public Library.

**BACKGROUND/ANALYSIS**

Earlier this year, the Library Commission requested Michael George, City of Torrance employee, Torrance Public Librarian, and frequent collaborator with the Torrance Historical Society make a presentation on the history of the Library and the projects he has participated in. This is that presentation.

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 REGARDING THE TORRANCE PUBLIC LIBRARY SUMMER READING PROGRAM**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file the overview of the 2025 Summer Reading Program.

**BACKGROUND/ANALYSIS**

Summer reading programs began over 150 years ago as a way to encourage those children not needed for farm or factory work to continue reading during the summer months. ([ALA Resource Guides, 2025 https://libguides.ala.org/summer-reading/benefits](https://libguides.ala.org/summer-reading/benefits)). Since that time, library programs, have enlarged to include readers and non-readers alike and participants of all ages, ensuring that everyone can have a positive experience at the library.

The Torrance Public Library’s all-ages Summer Reading Program runs June, July, and August and everyone can participate – enjoying entertaining performances, enriching programs, and earning prizes for reading, listening, and watching, the library’s collections and programs.

With funding from the Friends of the Torrance Library, the 10-week program starts June 9 and ends August 16. This year’s theme is Level Up at Your Library and the team has developed a Summer full of events around a gaming theme including:

- Minecraft building and coding programs
- Giant puzzle days
- Magic and DJ programs
- Crafts with a video game theme and more!

When participants read a minimum of 16 hours, they receive any of the carefully selected prizes and if participants read, watch, or listen an additional 8 hours, they can select a bonus prize – a second pick of the original selections. This year’s prizes include:

Stuffed Bulldog toy    Mug    Dart Board    Pixel Duck    Stadium tote    New book

During the Summer Reading Program the team also runs the Bookmark Contest for children, teens, and adults.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**

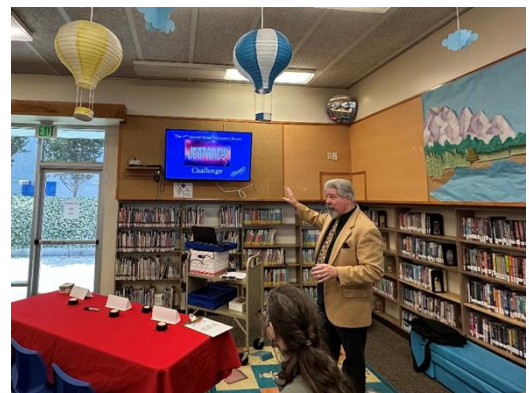
**FROM: HEATHER COUSIN, CITY LIBRARIAN**

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

**Staffing and Administration**

The Administrative team said farewell to its newest team member, Administrative Assistant, AJ Moultrie. In early May, AJ left to pursue other opportunities. Carlo Aguila, Management Aide Program participant continued his work across the City, leading the Summer Reading Team as they finished their preparations for a fantastic program.

Staff initiated the Library Technician and Librarian recruitments. There are currently two part-time Library Technician vacancies and two full-time and one part-time Librarian vacancies. One full-time Librarian vacancy is bittersweet as long-time Librarian Michael George retired in May. Michael will return for a few programs over the summer.



Michael George hosts a Jeopardy qualifier.

Due to ongoing leaves, vacations, and staff absences, the North Torrance Library delayed opening on May 23. Staff have developed strategies to manage the unusually high absenteeism including using temporary appointments and

move ups whenever possible and delayed opening as a last resort. Staff continue to explore other options until vacancies are filled.

**EI Retiro Library**

Cameron Jappe, previously of Southeast Library, began his temporary six-month appointment as the part-time Adult Services Librarian at EI Retiro Library. Just one day later, he co-led the EI Retiro Book Group discussion of *The Measure* by Nikki Erlick, which sparked rich philosophical dialogue among attendees.

A program highlight of the month was *Crafting Connections: Resin Bookmarks*. This hands-on event drew creative participants of all ages who used dried flowers, resin, and UV lights to craft beautiful floral bookmarks.

ToddlerTimes continue to grow in popularity. Families arrive early with picnic blankets, strollers, and sippy cups in tow, eager to enjoy stories and songs led by beloved Mr. Matthew.

Storytime at EI Retiro Library.



### **Henderson Library**

Henderson Library continues to welcome large numbers of participants to its various programs and even hosted a qualifier of the 2nd Annual Great Torrance Public Library “Jeopardy” Challenge! The team continues to offer the popular Mayhem in the AM book club and their very popular story times.

### **Katy Geissert Civic Center Library**

Authors Jerry Craft and Kwame Alexander presented a fun filled, thoughtful author event at Katy Geissert to an audience of over 80 children, teens, and adults. Promoting their recent collaboration, *J vs. K*, the duo talked about everything from where they get their ideas to how they decide who writes what in their popular books.



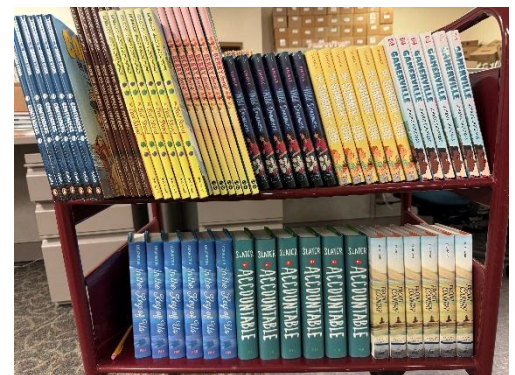
Following the presentation, the authors took questions from the audience and stayed to sign books. This was the first event sponsored by the new Torrance Public Library Foundation and partnering with Pages Bookstore. From the surveys received everyone was extremely pleased with the event and has asked when the next event will be held.

Technical Processing crunch time is here. In the first two weeks of May, the Library received over 2,000 books. Then, in the last two weeks of May another 50 large boxes of books arrived. The team also began processing the First partner’s book club grant materials.



Launched by Jennifer Siebel Newsom, in partnership with the California State Library, the First Partner’s Book Club is an

initiative to encourage children to read all year long. As a result of this program, the Torrance Public Library like other public libraries, has received sets of children’s books to check out.



Books from the First Partner's Book Club.

### **North Torrance Library**

With two staff currently on long-term leaves of absence, North Torrance has relied on the ability of other locations to “donate” staff. One staff member is currently on a move up, taking on the duties of one of the staff on leave, making it possible to continue the programming and services normally expected from the Youth Services Librarian.



Youth Services Librarian (Move Up)  
Jay Shimamoto leads story time.

In May, the team hosted story times and class visits and also performed a significant and much needed weeding project. The team discarded over 100 books on CD, freeing up shelf space that can be used for other items.

Library Technician, Matthew Hughes accepted a position with Los Angeles Public Library in early May. While the team was sorry to see Matthew go, they are eagerly awaiting the outcome of the ongoing recruitment.

### **Southeast Library**

Southeast Library welcomed youth novelists, Alyssa Villaire, Tracy Badua, and Van Hoang. A selection of students from the South Bay Guitar Academy, led by instructor Alexander Milovanov and ranging in age from 9 to 90, performed a classical guitar recital. With summer right around the corner, Southeast hosted several classes for their final visits of the school year.

### **Walteria**

Children experienced a unique blend of literature and sound during a music-focused program featuring *Braveship*, led by author and musician Matt Cook. Attendees listened to evocative tracks and engaged in thoughtful conversation about how music can stir emotions, evoke memories, and inspire movement.

*Fungi Fun* offered families an opportunity to explore the fascinating world of mushrooms. Participants were captivated by the diverse shapes, textures, and colors of fungi while learning about their ecological roles and everyday uses in a hands-on setting.

Sustainability took center stage during *Plastic Free Living*, a resource-rich session that introduced attendees to eco-conscious alternatives and local sources for plastic-free goods throughout Torrance and LA County.

Rounding out the month, *Tech Hour* offered adults personalized digital support. Library staff provided tailored assistance with a wide range of tech questions—from mastering smartphone basics to troubleshooting everyday computer issues.

Through its inventive and inclusive programming, Walteria Library remains a trusted space for lifelong learning, environmental awareness, and intergenerational engagement.

Staff are available for questions.

Respectfully submitted,

Heather Cousin

City Librarian

ATTACHMENT A: Library Statistics (Available at the Meeting)