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TORRANCE LIBRARY COMMISSION AGENDA
MONDAY, March 9, 2026
REGULAR MEETING
6:00 PM WALTERIA BRANCH LIBRARY
3815 WEST 242nd STREET 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, Dojiri, Piotrowski, Singh, Sun, and Lefevre

2. FLAG SALUTE: Commissioner Sun

3. INSPIRATIONAL MESSAGE: Commissioner Dojiri

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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

8. ADMINISTRATIVE MATTERS

8A. ACCEPT VERBAL UPDATE ON THE WALTERIA LIBRARY

Recommendation of the Acting City Librarian that the Library Commission accept a verbal update on the WALTERIA Library.

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

Recommendation of the Acting City Librarian that the Library Commission receive an overview and status update of the Torrance Public Library managed print services.

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

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

8D. PROVIDE DIRECTION REGARDING A STAFF APPRECIATION EVENT

Recommendation of the Acting City Librarian that the Library Commission provide direction to staff regarding a staff appreciation event.

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

Recommendation of the Acting City Librarian that the Library Commission accept 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 Monday, April 13, 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 MEETING TO ORDER

The Torrance Library Commission convened in a regular session at 6:00 PM on Monday, February 9, 2026 at the North Torrance Library Branch, 3604 Artesia Boulevard, Torrance CA 90503.

ROLL CALL

Present: Commissioners Chatterjee, Dojiri, Piotrowski, and Sun

Absent: Commissioner Singh and Chair Lefevre

Also Present: North Torrance Senior Librarian Theresa Babiar and City Librarian Heather Cousin

MOTION: Commissioner Chatterjee motioned to excuse the absence of Commissioner Singh and Chair Lefevre. Commissioner Dojiri seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Dojiri

3. INSPIRATIONAL MESSAGE

Commissioner Chatterjee

4. REPORT ON POSTING OF AGENDA

City Librarian Cousin reported that the agenda was posted on the Public Notice February 5, 2026.

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

City Librarian Cousin stated the Commissioners were given the January Statistical report, the report was unavailable at the time of posting the agenda.

6. ORAL COMMUNICATIONS

None

7. CONSENT CALENDAR

7A. APPROVAL OF MINUTES: January 12, 2026

Recording Secretary stated a clerical error on item #11, the minutes stated a 5-0 roll call vote approval, however, the minutes should have stated a 6-0 approval.

MOTION: Commissioner Dojiri moved to approve January 12, 2026 minutes as amended. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

8. ADMINISTRATIVE MATTERS

8A. ACCEPT VERBAL UPDATE ON THE NORTH TORRANCE LIBRARY

City Librarian Cousin introduced the item.

North Torrance Library Senior Librarian Babiar gave a brief presentation.

Commission discussed the item and asked questions, North Torrance Library Sr. Librarian Babiar answered Commissions questions.

No public comment.

MOTION: Commissioner Sun moved to receive and file the verbal update on the North Torrance Library. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

8B. ACCEPT VERBAL REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY

Brian Connett, Friends of the Torrance Library, gave a brief report.

Commission discussed the item and asked questions, Friends of the Torrance Library Brian Connett answered Commissions questions.

No public comment.

MOTION: Commissioner Chatterjee moved to receive and file the verbal update from the Friends of the Torrance Library. Commissioner Dojiri seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre).

8C. ACCEPT VERBAL REPORT FROM THE TORRANCE PUBLIC LIBRARY FOUNDATION

Amy Wells, Treasurer with Torrance Public Library Foundation, gave a brief report.

Commission discussed the item and asked questions, Torrance Public Library Foundation Amy Wells answered Commissions questions.

Member of the public spoke.

MOTION: Commissioner Dojiri moved to receive and file the verbal update from the Torrance Public Library Foundation. Commissioner Chatterjee seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

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

City Librarian Cousin gave a brief report and asked the Commission to provide direction regarding the attendance of a Library Commissioner at the 2026 Serving with a Purpose Conference.

Commission discussed the item and asked questions, City Librarian Cousin answered Commissions questions.

No public comment.

MOTION: Commissioner Sun moved to receive and file the report on the 2026 Serving with a Purpose Conference and defer approving/selecting a commissioner to attend until the March 9, 2026 commission meeting. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

8E. PROVIDE DIRECTION ON STAFF APPRECIATION OPTIONS

City Librarian Cousin gave a brief report and asked the Commission to provide direction to staff regarding a staff appreciation event.

Commission discussed the item and asked questions, City Librarian Cousin answered Commissions questions.

No public comment.

MOTION: Commissioner Chatterjee moved to receive and file the report regarding a staff appreciation event and defer further discussion of a staff appreciation event until the March 9, 2026 commission meeting. Commissioner Dojiri seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

8F. 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 answered Commissions questions.

No public comment.

MOTION: Commissioner Sun moved to receive and file City Librarian's Monthly Division report. Commissioner Dojiri seconded the motion; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

9. COMMISSION ORAL COMMUNICATIONS

Commissioners provided final communications.

10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS

Commissioners were asking questions/discussing the printer situation at the city's libraries during the City Librarian's Monthly Report, therefore, City Librarian

Cousin suggested agendizing a discussion at a future meeting that could be a more in-depth discussion.

City Librarian Cousin asked for commissioners to volunteer for the flag salute and Inspirational message. The following Commissioners volunteered; Commissioner Sun – Flag Salute and Commissioner Dojiri – Inspirational message.

11. ADJOURNMENT

11A. MOTION: At 7:27 PM. Commissioner Sun moved to adjourn the meeting to March 9, 2026 at 6:00 PM, at the Waleria Branch Library, 3815 West 242nd Street, Torrance, CA 90505. The motion was seconded by Commissioner Chatterjee; a roll call vote reflected 4-0 approval. (Absent: Commissioner Singh and Chair Lefevre)

DRAFT SUBJECT TO APPROVAL

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

SUBJECT: ACCEPT VERBAL UPDATE ON THE WALTERIA LIBRARY

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission accept a verbal update on the Walteria 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,



Cynthia Aguado
Acting City Librarian

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

**SUBJECT: ACCEPT OVERVIEW AND STATUS UPDATE OF TORRANCE
PUBLIC LIBRARY MANAGED PRINT SERVICES**

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission accept an overview and status update of the Torrance Public Library managed print services.

BACKGROUND/ANALYSIS

At the February 9, 2026, Library Commission meeting, Commissioners requested an overview of the history and status of public managed print services. Public managed print services represent the ability of the public to print from the Library's desktop computers or from individual personal devices such as laptops or phones.

For approximately 20 years, the Library had a relationship with the vendor, Ventura Business Systems (VBS), to provide printer/copiers and the mechanisms for the public to pay for printing when using the Library's desktop computers or their personal devices. The Library also paid VBS to provide software to manage the Library's desktop computer reservation system and "print release" mechanism allowing for print jobs to be sent from devices to the printers.

VBS serviced their machines located in the six Library locations and, in exchange for this arrangement, VBS retained all printing/copying revenue.

In early 2025, staff discovered there was no existing contract or insurance on file with VBS. Under the City's procurement policies, vendors must have:

- A contract or agreement with the City
- Liability insurance
- Torrance business license when operating within the City
- Annual accounting of revenue received from transactions

In April of 2025, when notified they would need to secure these items to continue doing business with the City, VBS elected to terminate their relationship with the Library. VBS offered to continue providing the software through the City's Information Technology (IT) Department.

From April until August, Library staff worked continually with the City's IT Department to evaluate alternate vendors to provide comparable service. Staff met with vendors to explore a variety of service models, including pay-for-print or pay-for-copy models, as well as contracting local vendors such as FedEx and Postal Solutions.

VBS removed their equipment from the libraries in late August. They continued to provide software for computer reservations and releasing print jobs, working directly with the City's IT Department.

At that time, Library staff were advised that the Information Technology Department would be requesting funds to support public managed print services in their budget during the first quarter budget modifications. These discussions took place in early September.

Library staff have continued to advocate within the Community Services Department for funding public managed print services. Staff gathered additional vendor quotes and were able to make another appeal during the Department's annual budget request. Ideally, we would like the core service to be reinstated as soon as possible. However, since this service was bundled with the rest of the Department's requests, it is likely that public managed print services will return in July, if the budget is approved by Council.

Library staff continue to tabulate questions, complaints, and concerns from the public about the lack of printing and copying in the libraries. The response has been considerable and has negatively impacted Library visits, with patrons choosing to go to other libraries for printing, copying, and ultimately, library services.

Staff are available for questions.

Respectfully submitted,



Cynthia Aguado,
Acting City Librarian

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

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

RECOMMENDATION

Recommendation of the Acting 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 2026 Library Commission meeting, Commissioners approved bringing this item back for consideration at their March meeting as not all Commissioners were present to vote.

In February of 2025, the Library Commission approved Commissioner Piotrowski to attend the 2025 Serving with a Purpose Conference. However, due to a variety of circumstances, Commissioner Piotrowski ultimately could not attend.

Registration for this year's conference, "Excellence Begins with the Essentials; Helping Your Boards SOAR!" opened on February 1, 2026, with an early bird price of \$75. The conference is scheduled for Thursday, May 14, 2026. 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 used for Commission participation in the California Library Association conference, as well as staff appreciation events. 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,



Cynthia Aguado,
Acting City Librarian

TO: LIBRARY COMMISSION

FROM: CYNTHIA AGUADO, ACTING CITY LIBRARIAN

**SUBJECT: PROVIDE DIRECTION REGARDING STAFF APPRECIATION
EVENT**

RECOMMENDATION

Recommendation of the Acting City Librarian that the Library Commission provide direction to staff regarding a staff appreciation event.

BACKGROUND/ANALYSIS

At the February 9, 2026, Library Commission meeting, Commissioners requested this item be brought back before the Commission so that all Commissioners could consider the information.

Historically, the Library Commission has sponsored a staff appreciation event with various themes – such as National Library Workers’ Week, Summer Reading Celebration, etc. The event is not required under the City Council’s charge to the Commission but was undertaken by Commissioners in 2022, 2024, and 2025. 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 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,



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

February was a busy month for the Library! Human Resources continued moving forward with the Librarian recruitment. The external raters interviewed approximately 40 candidates over a two-day interview process. We are currently waiting for the protest period to conclude so that we may schedule internal interviews for six librarians. We are also in conversation with Human Resources to launch a Senior Library Page recruitment.

City Librarian Cousin announced her departure from the Torrance Public Library on February 17, 2026; she has taken a Library Director position with the City of Carmel. The Community Services Director is pursuing the City Librarian recruitment which will be followed by the Assistant City Librarian recruitment, a position that has been vacant over two years.

All of our libraries have been busy with Spring programming and collection development as they plan for the upcoming Summer Reading Program.

Katy Geissert Civic Center Library

Technical Processing Staff reported the submission of over 80 orders to our materials vendors, Ingram and Midwest Tape. We anticipate an abundance of materials to arrive soon.

Adult and Youth Librarians were busy conducting a variety of programs from craft programs (Victoria Puzzle Cards, Faux Stained Glass) to Library n Concert and a virtual presentation: From Chuckwagons to Food Trucks: The History of Food on Wheels in America. Storytimes continued the ever-popular Toddlertime and Babytime. Families and youth were also invited to join the West High Stemsters to learn about momentum and history; participate in a Creative Writing Workshop, and experience Family Fun Friday.

EI Retiro Library

In February 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.

Special youth programs for the month included Valentine Games where youth joined us for silly games and a scavenger hunt, and Glitter Slime, where participants of all ages created their own glitter slime. Paint by Numbers offered adults an opportunity to explore their creative side.

Ongoing programs during February included:

- Tech Help: Adults can get help with phones and tablets, and other gadgets.
- EI Retiro Book Club: Monthly book discussion.
- Sensory Storytime: An inclusive, supportive story time experience for young children, including those who may benefit from a more sensory-friendly environment.
- Toddlertime Wednesdays: Storytime and activities for toddlers and their caregivers.
- 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.
- BARK: Reading to Dogs where readers build literacy skills and gain confidence by reading aloud to certified therapy dogs
- The Cineastes: A Film Lover's Club

Henderson Library

While February may have been a short month, it was still a busy month for the Henderson Library.

For Adult Services, February started with a highly engaging Creative Journaling Workshop program presented by Torrance artist Amelia Haru. Participants were encouraged to let loose their creativity with no expectations and discover their personal artistic style using everyday art supplies such as crayons and colored pencils. While the program was marketed for adult participants, there were some middle grade participants who joined the fun with their parents. The art created was fun and vibrant.



For Youth Services, we held a Teen Diamond Painting program. Diamond painting is a paint-by-numbers activity using wax and small colored plastic diamond shaped materials. As the kits were large, participants were able to take their projects home to finish their masterpieces later. On Friday, February 27, we hosted a class visit for students from St. James Catholic School where students were given the opportunity to explore the library and ask the Senior Librarian multiple questions about how a library works.

North Torrance Library

February was full of fun activities at the North Torrance Library! North Torrance hosted the February Library Commission Meeting, showcasing the library and sharing a presentation of *"Things They Didn't Teach You in Library School"* - highlighting the challenges, funny moments, and rewards of serving a diverse and devoted clientele.

Youth Services Librarian Suzi Kortenkamp continued delighting her Toddlertime and Family Storytime audiences with special activities tied to books about Yetis, which led to participants creating their own paper plate faces, complete with eyes, nose, a big mouth, and horns! During a different session, they reenacted the story of *Frank and Bert* by Chris Naylor-Ballesteros, searching through the youth section and following yarn to find the hidden bear! In another session, they used rhythm sticks to mimic the footsteps of a billy goat from a featured book.

The February 19 Clubhouse Craft featured National Whale Month, and participants created their own ocean scene in a bottle. The social media post for this event went viral - receiving tens of thousands of hits and resulting in an overflow of over 100 patrons visiting from multiple surrounding cities.

Torrance Police Department joined us on February 24th for an e-Bike Safety discussion, with an audience ranging from young students to teens to parents. It was a positive, timely program!

Other programs included:

- Mystery Book Group on February 7th
- Mindful Moments Wishing Wands on February 10th
- North High School's Club Cubed on February 18th
- Glowing Glass Bead Vases on February 21st
- BARK: Reading to Dogs on February 25th
- Brain Games for adults on February 26th.

Through all these activities, staff continued to provide excellent customer service, keep the library tidy, the materials clean and in order, and offer engaging displays on interesting topics – thank you, Cyril, Dayna, Jay, Natalie, Ramón, and Suzi! We look forward to seeing what March will bring!

Southeast Library

Southeast Library was busy with programs and fun! Southeast Library's Senior Librarian Ted Kane continued to host the Watercolor Wednesdays and Southeast Sessions for adults and families, while our temporary Youth Librarian Nataly Martinez presented storytimes, including a bilingual storytime, along with FingerGym. She also hosted the TeenZone series which included a screening of The Rescuers, a Mythos Book Club, and an afternoon of games and puzzles.

Walteria Library

Walteria Library was lively with activity, offering engaging programs. The February programs included adult Craftopia and Tech Hour and youth storytimes, Homeschool Study Hour, Teen Zone and Family Flix.

Staff are available for questions.

Respectfully submitted,



Cynthia Aguado,
Acting City Librarian

ATTACHMENT A: February Statistical Report

**8E - ATTACHMENT A:
FEBRUARY STATISTICAL REPORT
MATERIALS AVAILABLE AT MEETING**