



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: September 14, 2021

MEETING TIME: 7:00 p.m.

MEETING PLACE: ZOOM MEETING

DUE TO THE COVID-19 EMERGENCY,
THIS MEETING WILL BE CONDUCTED
PURSUANT TO THE GOVERNOR'S
EXECUTIVE ORDER N-29-20.

How Can Members of the Public Observe and Provide Public Comments?

Residents are strongly encouraged to participate remotely in the virtual Library Board of Trustees Meeting via Zoom (Meeting ID 838 2855 8925 | Passcode 678760). Members of the Public may provide comments electronically by sending them to Library Manager Mark Herbert (mherbert@elsegundo.org), with a limit of 150 words and accepted until 30 minutes prior to the meeting. The emails will be read to the Library Board of Trustees during public communications and are subject to disclosure under the Public Records Act.

Additional Information

The Library Board of Trustees, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Library Board of Trustees, and items listed on the Agenda during the **Public Communications** portion of the meeting. The time limit for comments is five minutes per person, maximum 30 minutes.

Before speaking to the Library Board of Trustees, please state: your name, residence, and the organization you represent, if desired. Please respect the time limits.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CALL TO ORDER

B. ROLL CALL

Carol Ericson
 Janice Merva

Kristie Sherrill
 Sara Whelan

C. PRESENTATIONS — NONE

D. PUBLIC COMMUNICATIONS (Related to City Business only and for which the Advisory Committee is responsible – 5 minutes per person; 30 minutes total).

E. APPROVAL OF MINUTES for July 13, 2021

F. SPECIAL ORDERS OF BUSINESS — NONE

G. NEW BUSINESS — NONE

H. UNFINISHED BUSINESS — NONE

I. REPORT — LIBRARY MANAGER (No Board Action Required)

1. Discussion of Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and Other Items Related to the Administration of the El Segundo Public Library, School Libraries, and Recreation Division.

J. REPORT — SCHOOL DISTRICT LIBRARIAN (No Board Action Required)

1. Report on the School Libraries, including those at El Segundo High School, Center Street School, Richmond Street School, and El Segundo Middle School.

K. REPORTS — FRIENDS OF THE LIBRARY (No Board Action Required)

1. Report on Book Sales, Donations, History Committee Activities, Special Events and Other Items Related to Friends of the Library Business
 - a. President's Report
 - b. History Committee Report

L. BOARD MEMBER COMMENTS —

M. ADJOURNMENT —

POSTED BY: _____

DATE: _____

TIME: _____



**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT**

DATE: September 9, 2021
TO: Library Board of Trustees
FROM: Mark Herbert, Library Manager
SUBJECT: El Segundo Public Library and Community Services Updates

Installation of a New Water Bottle Refilling Station

Public Works received a grant to install a second water bottle refill station, this one located adjacent to the Community Room entrance.

Staff Outreach at City Events

Education and Outreach staff attended several of the Concerts in the Park events, the National Night Out program, and the Middle School open house nights. Combined, they met with approximately 350 people to discuss library services and handed out around 70 new library cards to incoming middle school students.

Summer Program Summary

The adult, teen, and children's summer reading programs had 635 participants who read for a total of 263,949 minutes. Similar to last year, participants signed up and recorded their reading activities through Beanstalk, receiving online certificates and other prizes from local businesses. Other summer highlights included the Art in the Time of COVID art reception, the Summer Reading Book Buzz Tea, an author talk featuring J. Ryan Stradal, distribution of 689 Craft N' Go kits, and more.

Chromebook and Mobile Hotspot Loans

Kristina Kora-Beckman, in coordination with the Friends of the Library, has acquired four laptops and four mobile hotspots for the recent Chevron grant. A borrower acknowledgement form has been approved by the City Attorney's office and the devices should soon be available for borrowing. The laptops are in the library catalog and are ready for loaning to the public.

Art + Dine

The Art + Dine series took place from 7:00-10:00 p.m. each Friday during the month of August and showcased different artists and styles while they performed their work in front of diners at the 200 block of Richmond Street. Over 115 people engaged with the artists.

Staffing Changes

The Support Services division is in the process of hiring a new library clerk, a position previously filled by Linda Collins, who left to move to Texas. The Outreach and Education division is resuming its search to fill two part time library assistant positions at the schools and one at the main library.

New Recreation Needs Assessment Survey

A second Recreation Park needs assessment survey was opened on September 1 and it will remain available for completion through September 15. Paper copies are available at Recreation facilities and at the Library. Participants could also meet with City staff to discuss the survey at the September 9 Farmer's Market.

Utility Box Wraps

The Centennial utility box wrap project was completed at the end of August. Three utility boxes on Main Street were covered with El Segundo historical images and a fourth box was covered with a reproduction of the Library's "Portals to Memory" mural. Each wrap includes descriptive text to highlight the importance of the images depicted on it.

New Programming and Offerings

Looking for new ways to engage the community, the Cultural Development and Programming division is working on new programs including a knitting circle, a radio broadcast reproduction, and making board games available at the three north tables Monday through Thursday, from 9:00am to 1:00pm. The Room of Requirement has been reopened with a theme of "Gratitude," and includes prompts for visitors to write why they are grateful after this long year. Storytimes will resume and remain outside as long as the weather permits.