



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: NOVEMBER 9, 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 818 1243 0732 | Passcode 315519). 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 September 14, 2021

F. SPECIAL ORDERS OF BUSINESS — NONE

G. NEW BUSINESS

1. Discussion of resolution for the Library Board of Trustees to continue meeting via Zoom teleconferencing.
2. Discussion of library adult overdue fines and possible recommendation to City Council for removing adult overdue fines from the Library's fee schedule.

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: November 4, 2021
TO: Library Board of Trustees
FROM: Mark Herbert, Library Manager
SUBJECT: El Segundo Public Library and Community Services Updates

Continued Increase in Library Use Since April

Library use continues to increase and is almost back to pre-COVID closure numbers. We had 431 visitors in April, when the library reopened with limited capacity, to 10,461 visitors in October. Circulation likewise continues to rise, from 6,979 in April to 13,263 in October. The Library received an average of 1,200 reference questions per month since July.

Richmond Street Fair

Outreach staff participated in the Richmond Street Fair, maintaining a Library table during the event and handing out promotional material. Staff met with approximately 250 Fair attendees.

Storytime Updates

Outdoor storytimes continue to be a great success but staff are working on plans to return the activities back to the Community Room as Fall and Winter approach. Staff must consider how best to resume indoor presentations given that outdoor storytimes were not limited by the number of attendees. One Saturday storytime was held on October 16 and was met with enthusiastic responses from those in attendance. The next Saturday Storytime will be held November 13.

Chromebook and Mobile Hotspot Loans

The four Chromebooks and mobile hotspots have proven to be very popular; each has been checked out almost since being made available to the public and there are several holds for people waiting to use the devices.

Staffing Changes

Iris Harding joined the Library staff as the newest Library Clerk on September 28, bringing the Support Services division back to full staff. Lacey Pahl, school library assistant, gave notice and her last day to work at the library was Friday, November 5. Kristina Kora-Beckman is looking to fill four Library Assistant vacancies—one at the main library and three at the school libraries, one of

which will cover the high school library's new 3:00-6:00pm timeslot. The initial round of Library Assistant interviews took place Friday, November 5.

New Catalog Interface and State-Sponsored Databases

Mark has been working with Ebsco, a database vendor, and with the City's Information Systems staff to bring a new public catalog interface to the Library. The previous interface, called Encore, is no longer being maintained by the Library's catalog vendor, and a new interface is required. With the catalog contract ending next year, the Library will begin working on a Request for Proposal to receive vendor submissions to improve the catalog.

From the American Rescue Plan national grant, the California State Library is giving a year's worth of access to a number of educational and career online resources, including Coursera, SkillShare, LinkedIn Learning, and others. Links to these databases will soon be found on the Library's Digital Library webpage.

Upcoming Programs and Displays

Cultural Development and Communications staff continue to work on the Festival of the Holidays event, a TEDx program series, and naming an El Segundo Poet Laureate. More information will follow. Staff are considering a caroling program in December and Santa's Mailbox, sponsored by the El Segundo Woman's Club, will be present in the children's area from November 29 to December 10.

Outreach staff will be creating a display in conjunction with United Against Hate week, taking place November 14-20. Throughout November there will be displays focusing on Native American Heritage.

Dia de Los Muertos

To avoid weather damage, this year's Dia De Los Muertos community display was moved into the Library's Room of Requirement and received a lot of positive interaction from the public. Each of the orange butterflies has a hand-written message from participants to their departed loved ones.

