



# CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

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MEETING DATE: November 14, 2023

MEETING TIME: 6:00 p.m.

MEETING PLACE: El Segundo Public Library  
Sue Carter Community Room  
111 W. Mariposa Avenue  
El Segundo, CA 90245

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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.

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**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.

## A. CALL TO ORDER

## B. ROLL CALL

Carol Ericson  
 Eric Hoffman

Janice Merva  
 Kristie Sherrill

Barbara Yatabe

## C. PRESENTATIONS –

1. Introduction of Barbara Yatabe, new Library Board member.
2. Demonstration of the Library's new Vega Discover online catalog.

**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 12, 2023**

**F. SPECIAL ORDERS OF BUSINESS – NONE**

**1. NEW BUSINESS – NONE**

**G. UNFINISHED BUSINESS –**

**1. Approval of the revised Library Collection Development Policy draft.**

**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: \_\_\_\_\_



**MINUTES  
LIBRARY BOARD OF TRUSTEES  
MEETING**

**TUESDAY, September 12, 2023**

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**A. CALL TO ORDER**

Board President Kristie Sherrill called the meeting to order at 6:01 p.m.

**B. ROLL CALL**

Board Members Present:

Carol Ericson, Janice Merva, Kristie Sherrill

City Staff:

Mark Herbert, Library Manager

**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).**

None

**E. APPROVAL OF MINUTES**

**1. Approval of minutes for May 9, 2023.**

MOTIONED by Carol Ericson and SECONDED by Janice Merva to approve the minutes.  
MOTION CARRIED 3-0.

**F. SPECIAL ORDERS OF BUSINESS**

NONE

**G. NEW BUSINESS**

**1. Review of the revised Library Collection Development Policy draft.**

Mark Herbert presented a copy of the Library's Collection Development Policy Draft for Board Member review. Prior to this draft, the most recent approved version dates back to 1996. The new version will address current trends in library acquisitions and also address collections challenges when they occur. The Board recommended moving the paragraph

order under the Digital Collections heading. The next step, with Board approval, would be to forward the draft to the City Attorney for review.

MOTIONED by Janice Merva and SECONDED by Carol Ericson to approve the draft for further review by the City Attorney. MOTION CARRIED 3-0.

## **H. UNFINISHED BUSINESS**

### **1. Mishia Jennings' response to Board Member Eric Hoffman's question about moving meeting dates.**

Kristie Sherrill reported that, per Eric Hoffman's inquiry, she asked Mishia Jennings if Library Board meeting dates could be moved if members could not attend the regularly scheduled meeting. Mishia responded that yes, meetings can be moved, but must be posted as special meetings. Board members discussed the possibility of moving meeting dates at members' request but feel that meeting dates should remain fixed, as other City committees do not change their meeting dates.

## **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.**

#### **Library Manager's Report —**

- a. Recreation, Parks and Library Administrative staff have moved to the checkout Building and Arcia Hester, Recreation Superintendent, is currently occupying Aly Mancini's former office in the Library. Cultural Arts Coordinator Sam Lee left for a position in Culver City. Two part time library assistant positions were approved for the new budget and staff are working to fill the positions. Ben Taniuchi is returning to Support Services to help perform cataloging.
- b. Work continues on the new online catalog system. The library has been ahead of schedule for most of the project. Data migration will take place from September 20 to September 28, with "offline" checkouts available.
- c. Julie Todd was on leave for a month. The library celebrated its Diamond Jubilee throughout the month of August with events that included making birthday cards and scrapbook pages, a presentation on the library's history, and an "Open House" on August 26 with music, refreshments, unveiling of the 75<sup>th</sup> anniversary library card, and more.
- d. The Summer Reading Program had 491 participants..
- e. The Poetry Writing workshop continues through October. Artist Jovi Schnell completed her Artist in Residence mural work and it is hanging above the study rooms across from the adult information desk.
- f. Storytimes have continued to be very popular. They are currently on hold until October and will resume with a ticketing system.
- g. The youth non-fiction collection continues to be updated, making room for new titles. Recently the Children's Library held a mystery craft bag event—kids showing their library cards would receive one mystery bag, left over from the summer programs.

**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.**

**School District Librarian's Report—**

- a. There are new administrators at each of the schools.
- b. Construction is on-going across the district. The Middle School gym, science lab, music room, and renovated Bulldog Hall have been completed and are being used. The High School band building, CBI classroom, and concessions buildings are to be completed in a year's time. At Richmond Street, the six-classroom building work continues next to the school library. Classes have to change their route to the library and deal with the noise. The building was scheduled to be ready for this school year.

**K. REPORTS — FRIENDS OF THE LIBRARY**

- 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**

Nothing to report.

**b. History Committee Report**

Nothing to report.

**L. BOARD MEMBER COMMENTS —**

Kristie Sherrill reported that the main Street Fair, sponsored by the Kiwanis, will be September 30 and everyone is welcome to attend.

**M. ADJOURNMENT —**

The meeting was adjourned at 6:35 PM.

# COLLECTION DEVELOPMENT POLICY [DRAFT 9.13.23]

## **Statement of Policy**

The Collection Development Policy serves to guide staff in the selection and retention of materials for the El Segundo Public Library, inform the public about the Library's philosophy for selection and collection maintenance, and to defend intellectual freedom.

The library provides access to a diverse, inclusive array of information via physical materials, online databases, interlibrary loan of materials from other libraries and access to the Internet.

The City of El Segundo is comprised of people with varied needs and interests. Recognizing the varied tastes, backgrounds and abilities of the public served, the guidelines are also based on the long-established principles of the Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement as adopted by the American Library Association. [link to docs for web version]. As a defender of intellectual freedom, the Library will adhere and support these principles.

The Library strives to select well written and authoritative materials to represent all sides of an issue. The library user must determine for oneself items of interest or value. It is not the Library's purpose to advocate moral, religious, or political points of view or to censor materials that some find objectionable.

The Library supports the position that while anyone is free to reject for oneself material that does not meet with an individual's approval, one person cannot exercise this right to restrict others' freedom to read. Parents and legal guardians have the responsibility to monitor the use of Library materials by their children, and the Library encourages parents to play an active role in their children's Library use until the parent feels their child is ready to select their own materials.

The Library supports the philosophy stated in Article II of the American Library Association's Library Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

The Library welcomes expressions of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection. Patrons raising questions regarding library materials may complete a Request for Reconsideration of an Item in the Collection form.

## **Collection Objectives**

The El Segundo Public Library provides a contemporary, relevant collection of materials in a variety of formats to meet the informational, educational and recreational needs of its diverse community. The Library strives to meet these needs within the limitations of space, staffing and budget.

The Library is a popular materials collection with added breadth and depth in the area of local history. Materials and formats are not maintained past their relevance. This ensures a collection of current interest to our patrons. Textbooks and materials of a highly technical or specialized nature more appropriate for research or special libraries are generally excluded from the collection.

### **Responsibility for Selection**

Ultimate responsibility for materials selection rests with the Library Manager who operates within the framework of policies approved by the Library Board of Trustees. The Library Manager delegates and divides responsibility for materials among Library staff, who make their selections after reviewing professional journals, magazines, newspapers and other standard review sources and considering public recommendations. Materials will not be excluded or removed because of the writer's race, sex, or nationality or their political or religious views.

### **Materials Selection Guidelines**

Collection development is based on these specific criteria:

- Community needs, interests, and demands
- Significance and compatibility of the work to the collection
- Recommendations of reviews from professional journals or publications of national reputation
- Reputation and qualifications of the author, illustrator, publisher, or producer
- Availability of other information on the subject
- Literary, artistic, historical, scientific, or intellectual merit
- Suitability of format
- Price and availability for purchase
- Author or creator already has popular works in the collection
- Significance of the author's work to the El Segundo area
- Suitability of subject and style to intended audience

The importance or weight of each of these factors will vary from one acquisition to another, others may be considered, and materials for adults, teens, and children will each be judged differently.

Selection of library materials will not be limited by the possibility that children may inadvertently come in contact with them. The Library does not act in loco parentis and is not responsible for inadvertent viewing at the library.

The library does not disseminate particular beliefs or views, nor does the selection of any book imply endorsement of an author's viewpoint. Within the framework of the Library Bill of Rights and the Freedom to Read statements adopted by the American Library Association, it provides resources where an individual can examine different points of view and make educated and informed decisions.

Library materials will not be marked nor identified to show approval or disapproval of the contents, and no item will be sequestered.

### **Donations**

The Library only accepts materials in usable condition. All donations become the sole property of the El Segundo Public Library upon receipt and cannot be returned. The Library reserves the right to decide whether donated items are added to the collection and to determine the conditions of display, storage and access.

All donations added to the collection must meet the same selection criteria as purchased materials. Donations not added to the collection are given to the Friends of the El Segundo Public Library for sale. Proceeds from the Friends directly benefit the Library.

### **Collection Maintenance**

To maintain the quality and relevance of the collection, the Library regularly withdraws materials that are worn, outdated, superseded, or obsolete. Space limitations require that duplicate copies no longer in demand also be discarded.

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines
- Another library system could better provide the item or a comparable item in the future

### **About the Collections**

#### **Books**

The adult fiction collection consists of a wide variety of contemporary fiction from all genres, international works in English translation, and classic literature, with emphasis on new popular and bestseller titles. The adult nonfiction collection contains works that provide basic knowledge on essential or intriguing topics and consists of works written for a general readership.

#### **Periodicals**

The periodicals collection consists of current, popular titles for the purpose of responding to the community's informational, education, and recreational needs. Newspapers collected includes



major local newspapers (e.g. The Daily Breeze), regional newspapers (e.g. The Los Angeles Times), and major national newspapers (e.g. The New York Times).

### **Youth Collection**

The youth collection provides materials to satisfy the informational, recreational, cultural, and educational needs of children, from birth to 8<sup>th</sup> grade. Materials are selected with regard to the stages of emotional and intellectual maturity of children.

### **Teen Zone Collection**

The teen collection supports the recreational needs of high school age teens (grades 9-12) and includes popular reading titles as well as school-assigned titles.

### **School Library Collections**

The City of El Segundo partners with the El Segundo School District to administer the four school libraries. Selection of materials for the school libraries is coordinated by Senior Librarian staff with input from Library Staff assigned to School Library locations and the El Segundo School District Librarian [for high school].

### **Local History Collection**

Maintained by the Friends of the El Segundo Public Library, the El Segundo Local History Collection includes historical photographs, City Directories, early editions of the El Segundo Herald, vertical clipping files, Californiana, and a variety of other El Segundo memorabilia since the incorporation of the City in 1917. Acquired mainly through donations, these documents have been organized and arranged in a separate room so that they are easily accessible to the public and are available to view by appointment. The Library does not attempt to serve as the City archive.

### **Digital Collections**

The electronic resources collection includes online subscription databases, downloadable audiobooks, downloadable electronic books (eBooks), streaming media, and authoritative links to Internet information. The Library favors electronic sources which are device and platform neutral, which use open and/or public file formats, and which support the traditional legal principles of first sale and fair use.

The Library offers access to a collection of historic El Segundo images. The collection is primarily acquired through donations. Historic materials may be digitized and included in the Library's online digital collections.

### **Audiovisual**

The audiovisual collection includes digital video discs (DVDs), audio compact discs (CDs), and unabridged audiobooks on CD (BOCD). Emphasis is on current popular titles, established artists, and educational interest topics. Audiovisual materials complement the Library's other collections and public programs.