



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

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MEETING DATE: July 12, 2022  
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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**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                       Sara Whelan  
 Eric Hoffman                       Kristie Sherrill

## C. PRESENTATIONS

1. Introduction of Aly Mancini, new Community Services Director

**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 May 10, 2022**

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

**G. NEW BUSINESS –**

1. Selection of Nominating Committee for Library Board Officer Elections

**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:** July 7, 2022  
**TO:** Library Board of Trustees  
**FROM:** Mark Herbert, Library Manager  
**SUBJECT:** El Segundo Public Library and Community Services Updates

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### **Fine Free**

City Council approved the Fiscal Year 2022/23 budget on June 21, with the budget effective July 1. The Library officially became fine-free on July 1 as well, eliminating all new daily overdue fines. Items not returned and damaged items will still be billed for replacement. At this time the elimination of fines is not retroactive, so people owing money prior to July 1 will still be expected to pay, in a manner similar to when children's fines were eliminated.

### **Selection of Integrated Library System**

After an extensive evaluation of ILS software proposals from Innovative Interfaces, SirsiDynix, and The Library Corporation, the selection committee chose Innovative Interfaces' Polaris system as the new ILS to replace the current Sierra ILS. The selection committee, composed of library staff, one Recreation staff member, and the ITS consultant, looked at the systems' features and functionality, spoke to references, participated in vendor presentations, and reviewed costs.

### **Summer Reading Program**

Summer Reading got off to a great start with—at the time of this writing—approximately 300 participants signed up on the Beanstack app, which records reading progress and tracks readers' work toward the varying incentive levels. The 300 participants include a combination of children, teens, and adults. Staff have made lists of optional reading material for the children and teens, and all are welcome to read whatever they like to reach their reading goals.

### **Transactional Surveys**

Per City Council direction, each of the departments with public-facing desks is to make transactional surveys available to their customers. These surveys are designed to evaluate staff interaction with the public and to determine what areas need improvement. The library has five QR code surveys posted at the circulation and information desks throughout the building. There are

four questions relating to library services: 1. Between 1-10, how would you rate your interaction with library staff? 2. Please explain your answer. 3. Would you recommend these services to someone else? 4. Would you like to participate in future surveys.

### **Cultural Development and Programming Updates**

Besides the summer reading program, staff are active with the summer baby and toddler storytime sessions. The elementary school age storytimes are now called “Crafternoons” and involve crafts and other fun activities. The teens likewise have “Crafteen” visits, which involve crafts and are held at various locations, such as Stuff Pizza, as well as at the Library. Staff are developing a Teen Writing Series, which will be led by Library staff and Liz Lydic, a published author and member of the ESFD staff. Teens are invited to create a poem and “zine” to showcase the poem at ESMoA on August 11.

### **Education and Outreach Updates**

Jointly with the Cultural Development staff, the Education staff continue to run the storytimes, which are well received. To accommodate larger groups, most storytime sessions are held in Library Park and several have had 50+ attendees. The library’s first Lego Club was held at 6:00 p.m. on Thursday, June 30, with 29 kids participating and a total of 61 kids and parents present. The Library received donations of unwanted Lego pieces and those pieces were used to build devices that would allow their minifigures to live on, or escape from, a deserted island. Education and Outreach has subscribed to DEI collection analysis software, which will aid staff in evaluating strengths and weaknesses in the Library’s collections and will assist with adding inclusive materials.

### **Arts and Culture Committee Initiatives**

With the City’s budget finalized mid-June, the ACC received approval for the FY 2022/23 initiatives proposed at the April 19 City Council meeting. The initiatives include an expanded Festival of Holidays, to possibly be held in conjunction with the Tree Lighting Ceremony; a continuation of the Poet Laureate program; ongoing support for the Cultural Arts Coordinator position; a “Visual Artists in Community” program to create additional public artwork; an Arts and Culture Community Engagement Fund to develop short-term events that would not require lengthy development; “Second City Talks,” similar to TEDx presentations; and development of a one-day Art Walk event to be held in August.