



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: July 11, 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

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.

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

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Carol Ericson | <input type="checkbox"/> Janice Merva | <input type="checkbox"/> Sara Whelan |
| <input type="checkbox"/> Eric Hoffman | <input type="checkbox"/> Kristie Sherrill | |

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 May 9, 2023

F. SPECIAL ORDERS OF BUSINESS – NONE

G. NEW BUSINESS –

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

H. UNFINISHED BUSINESS –

1. Mishia Jennings' response to Board Member Eric Hoffman's question about moving 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.

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, May 9, 2023

A. CALL TO ORDER

Board President Kristie Sherrill called the meeting to order at 6:03 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Eric Hoffman, 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 March 14, 2023.

MOTIONED by Carol Ericson and SECONDED by Eric Hoffman to approve the minutes.
MOTION CARRIED 4-0.

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.

Library Manager's Report —

- a) The library continues to have two full time staff members out on leave. Temp Charelize Vazquez is helping through the end of June. Aly Mancini and the department's Administrative staff have moved to the Checkout Building and Aly's office will be repurposed to a dedicated staff meeting room. The small study room near the Circulation Desk will rotate between a study room and an art exhibit.
- b) A collection challenge was brought before City Council at the April 4, 2023, meeting. The complainant questioned some material's content and its accessibility in the children's area. Aly Mancini spoke to Council, stating that the library's mission is to provide a diverse selection of material. Library staff are addressing the complaint by placing signage about parental responsibility in the children's area, "Young Adult" stickers on some of the material, and adding an acknowledgement statement on library card applications. A separate request for information regarding new children's titles since January 2023 was received via email.
- c) Work began on "profiling" data for migration to the library's new catalog system. This included setting borrowing and customer use parameters.
- d) Various programs have taken place since the last Board meeting, or are planned for the near future: poetry reading at the Old Town Music Hall, a trip for older adults to the Getty museum, a fall prevention workshop, mother and daughter tea and poetry, this year's Book Buzz Tea, the Summer Reading Program for adults and children, and moving storytimes back indoors.
- e) Richmond Street Library staff are again giving storytimes in the library after a lengthy period when they had to share their space with the TLC program due to building repairs. Center Street Library staff used mobile carts to take storytimes to classes while the library was used for testing. The High School Library hosted the Poet Laureate for a pizza and poetry program. The Lego Club is back to full capacity, with 65 in attendance at the April 27, 2023 program.

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) Joanne Gen reported that the high school library has been used for quiet individual and group study, as a staff meeting place, for Coffee with the Principal as well as career day, a place to go when there isn't a class substitute, standardized testing, and more.
- b) The El Segundo Education Foundation is offering a fee-based Summer Academy for middle school and elementary school students. Students from both schools can participate in camps and classes. The high school is offering Credit Recovery Summer School for students who receive a D or F in any of their core classes.
- c) Middle School and college prep high school students can select a title of their own choice for the summer reading requirement. There are additional requirements for the assignment.
- d) The last day of the school year is June 9.

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 – As Reported by Brenda Ross

The Friends participated in the Main Street Fair, selling DVDs, children's books, and cookbooks. The sale totaled \$396. The Friends' Business Meeting will be May 18 and the group will be discussing next fiscal year's budget.

b. History Committee Report

Nothing to report.

L. BOARD MEMBER COMMENTS —

Kristie Sherrill asked what the year's term is and what the process is should a board member miss three meetings. Kristie will check with Mishia Jennings.

Eric Hoffman asked if there can be some flexibility in the meeting dates if members can't attend the regularly scheduled dates. Although it is believed that the meeting dates are set, Kristie will check on this with Mishia Jennings as well.

Janice Merva stated that the Craft N Chat programs are fun.

M. ADJOURNMENT —

The meeting was adjourned at 6:34 PM.

COLLECTION DEVELOPMENT POLICY [DRAFT 6.9.23]

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.

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.

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

Responsibility for materials selection is divided among Library staff, who make their selections after reviewing professional journals, magazines, newspapers and other standard review sources. Ultimate responsibility for materials selection rests with the Library Manager who operates within the framework of policies approved by the Library Board of Trustees.

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 8th 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 the Senior Librarian for Education and Outreach 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 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.

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.

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.