



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: January 12, 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 972 0051 0942 | Passcode 609882). Members of the Public may provide comments electronically by sending them to Executive Assistant Jessie LeMay (jlemay@elsegundo.org/310-524-2770), with a limit of 150 words and accepted up 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
- David Jonta
- Janice Merva

- Kristie Sherrill
- Sara Whelan

C. PRESENTATIONS

1. Cultural Development and Communications Update

Senior Librarian Julie Todd presents the new logo for the Community Services Department, introduces Book to Action 2021 featuring The Nature Fix by Florence Williams, shares other library programming updates, and provides public art status reports for City and partner projects.

2. Education and Outreach Update

Senior Librarian Kristina Kora-Beckman presents the El Segundo Public Library's 2021-2022 Racial Equity Plan, forthcoming digital resources upgrades, elementary and middle school library updates, and Children's Library reorganization efforts.

Supporting Documentation

1. El Segundo Public Library's 2021-2022 Racial Equity Plan Summary

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 November 10, 2020

F. SPECIAL ORDERS OF BUSINESS — NONE

G. NEW BUSINESS — NONE

H. UNFINISHED BUSINESS — NONE

I. REPORT — COMMUNITY SERVICES DIRECTOR (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: _____

El Segundo Public Library's 2021-2022 Racial Equity Plan – Summary

Racial Equity Team

Lead: Kristina Kora-Beckman

Collection: Cathie (youth) & Kristina (adults)

Programming: Adriana & Julie

Other: Kristen Morell (training) & Kristina (outreach)

Schools: Samantha Gutierrez

Goals

- Promoting diversity, inclusion and equity in our collections, services, and facilities to help build a healthy and resilient El Segundo community.
- Educating staff and providing spaces for discussion about racial equity and how it affects our work.
- Raise awareness about the dangers of hate and the need for respect and civil discourse.
- Identify and establish relationships with partner community members and organizations to help with our work.

Recommendations

We recommend a two phased approach to first bring ESPL up to current standards and respond to community requests, then build on that groundwork with additional programming and partnering with identified individuals and groups within the El Segundo community.

Phase 1: DEI Updates (1/1/21-6/30/21)

We will focus on updating our collection, programming and other areas including signage and staff development to create a foundation upon which to build a deeper and more expansive racial equity engagement with community partners in future phases.

- *Collection:*
 - Continue to diversify the collection to include more diverse and inclusive characters, experiences and authors. We are also updating titles from YT/TZ, health, psychology, biography, cultural & religious holidays sections.
 - Promote these titles using the library's many marketing outlets.
- *Programming:*
 - Incorporate monthly cultural focus outlined in CDC programming schedule in Get Lit videos and Craft n Go pickups as appropriate.
 - Explore programming that meets the needs of autistic patrons and their families and consider adding a monthly cultural focus program.
 - For teens, create a teen LGBTQ resource page and prepare for teen book discussion group in Phase 2.
- *Other:*
 - Promote diversity, equity and inclusion in our spaces with added signage at front door and in youth area.
 - Establish a monthly Lunch and Learn series with staff to educate and provide a space for dialog about diversity, equity, inclusion and racial equity and how it affects our work.
 - Identify and establish community partnerships by attending DEI commission and applicable ESUSD meetings, reading past meeting minutes, reaching out to community groups to learn about the work they do and identify areas of potential partnership.

Phase 2: Racial Equity Focus (6/30/2021-6/30/2022)

Based on the data and relationships identified in Phase 1, we will execute the plan, including establishing teen book discussion group, continuing staff education and dialog series, and continuing to diversify and update the collection at main and school libraries. In spring 2022, we will identify future goals to address in coming years and modify existing plan as needed.



**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT**

DATE: January 7, 2021
TO: Library Board of Trustees
FROM: Melissa McCollum, Community Services Director
SUBJECT: El Segundo Public Library and Community Services Updates

COVID-19 Update

The Los Angeles County Health Officer Order remains in effect as long as the State Public Health Officer's Regional Stay-at-Home order applies to the Southern California region. Additional staff members are working remotely at this time. Library to Go continues, but the situation is dynamic and service adjustments will be made if necessary.

Community Services Department Mission, Values, and Logo

A new Community Services Department logo, mission statement, and values were created to reflect the merger of the El Segundo Public Library and Recreation Division. The department's cultural arts efforts also are reflected in the design adapted from the previous Recreation and Parks Department logo.



Mission Statement: The El Segundo Community Services Department strives to be the heart of community wellbeing by connecting people of all ages to engaging experiences, information, and new ideas within our libraries, parks, and recreation facilities.

Values: Community, Diversity, Fun, Lifelong Learning, Innovation, Integrity, Quality, Teamwork, and Tradition

Library Manager and Cultural Arts Coordinator Recruitments

Recruitments for Library Manager and Cultural Arts Coordinator should move forward in February 2021.

Recreation and Parks Needs Assessment Request for Proposals (RFP)

The City Council authorized staff to conduct a Recreation & Parks Needs Assessment prior to renovating the El Segundo Teen Center. The Community Services Department in coordination with the Public Works Department issued a Recreation & Parks Needs Assessment Request for

Proposals (RFP) on December 10, 2020. Proposals are due January 21, 2021. The scope of services for the project will include the following components:

- Public Engagement & Visioning
- Recreation & Parks Trend Analysis
- Recreation Programming Analysis
- Assessment & Conceptual Visions (special attention to Teen Center/Skate Park Complex, Recreation Park facilities, and ADA accessibility)
- Funding & Fiscal Analysis
- Implementation Strategy for short (5 years), medium (10-15 years), and long-term (20 years) project and program goals

Although the El Segundo Public Library is not part of the needs assessment, the project will help the Community Services Department better understand current community needs, address aging infrastructure, serve as a planning document for capital projects, help prioritize needs, and ensure support for the City of El Segundo parks and recreational facilities for years to come. More information about the RFP is available at <https://www.elsegundo.org/home/showpublisheddocument?id=2948>.

Holiday Celebrations

The El Segundo Public Library helped community members celebrate the holidays last month. Highlights included a virtual holiday party that attracted over 75 Zoom connections and featured an evening of storytelling, music, art, and more. Over 200 “cheer kits” filled with songs, crafts, and snacks were picked up via Library to Go in advance of the program.

Community Services collected over 200 letters for Santa at the library and Rec Park. Kids that included addresses received handwritten responses. In addition, more than 1000 holiday greetings were collected at the library at the request of Senior Housing Board President Paul Lanyi for the residents of Park Vista.

Residents and visitors enjoyed festive decorations in Library Park, in front of the library, and in the Children’s Library Windows as well. The decorated gazebo and creative Ugly Sweaters crafted for the Children’s Library display by staff and community members were especially popular.

A special Wishing Tree in Library Park also was appreciated by the El Segundo community. Dozens of residents left wishes for 2021, including “I wish to hug my grandparents again,” “I wish for a new job,” “I wish that my family is safe and COVID ends,” and “I wish for 1 more dog.”



HAPPY HOLIDAYS!
EL SEGUNDO
PUBLIC LIBRARY

