

**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT PROFILE
FY 2018-2019**

MISSION STATEMENT: The El Segundo Public Library is a civic and cultural hub for information and innovation where big (and small) ideas take off. We maintain comfortable, safe, and welcoming public and school libraries and connect people of all ages to information, experiences, and ideas to help them learn and be successful.

ADMINISTRATION: Oversees the operations of the Main Library and four school libraries and provides direction and resources for continual improvements in library services, programs, and facilities based on community input and in collaboration with the Friends of the Library, Library Board of Trustees, Arts and Culture Advisory Committee, El Segundo Unified School District (ESUSD), and other partners.

SUPPORT SERVICES: Oversees the ordering, cataloging, processing and circulation of all print, audiovisual, and electronic resources for the Main Library and four school libraries. Coordinates the use of the library's meeting room and conference room for individuals and organizations. Helps maintain the library's facilities and technology.

YOUTH SERVICES: Supports children's educational development by providing a wide-ranging collection of books and other materials to meet varying needs and interests as well as staff assistance in locating and using resources in the Main Library and four school libraries in coordination with ESUSD. Provides ongoing and special library programs for youth throughout the year, including toddler and preschool storytime, a popular Summer Reading Program, library tours and class visits, and science and art activities for elementary and middle school students.

TEEN/ADULT SERVICES: Cultivates the library as a center for learning by providing effective delivery of materials and information through an established collection of reliable print resources and web-based technologies. Conducts enriching literary and cultural programs in the library and beyond, provides computer and Internet instruction, offers Literacy Volunteer Training, coordinates the use of library study rooms, and offers outreach services in the community. In coordination with the Friends of the Library, provides access to the History Room Archives and Photograph Collection.

ACCOMPLISHMENTS IN FISCAL YEAR 2017-2018:

- Over 165,000 books and other items were borrowed from the Main Library and four school libraries, (including 7,222 eBooks – an 8% increase from last year), 5,100 children, teens, and adults attended library programs, over 18,400 people utilized library meeting and study rooms, 14,723 users accessed the library's wireless network, and customers logged 13,503 hours on the library's public computers.
- Over 9,700 items were added to the library's collection.
- Twenty public computers were replaced and upgraded to provide customers with improved functionality, speed, and Internet access. An upgrade to the online catalog also was completed allowing customers to search the catalog, eBooks collection, and databases at the same time.
- Produced a Centennial Author Fair with over 40 authors and 800 attendees as well as an interactive historic printing press demonstration by The International Printing Museum.
- Other programming highlights included over 700 children and 90 adults participating in the library's Summer Reading Programs, new computer classes and one-on-one troubleshooting for mobile device users, a six-month concert series featuring jazz, country, and cultural music, and a co-sponsored event with the El Segundo Museum of Modern Art entitled "The Ruins of Time: Lost Libraries of the Silk Road."

- A new partnership with local businesses - *Show Your Library Card and Save* - encourages library card holders to shop locally to receive discounts and other perks.
- A Capital Improvement Project was initiated and funded to increase seating and connectivity on the first floor of the Main Library. When completed, new tables with charging stations and up to 52 chairs will provide an additional area in the library for reading, studying, and group projects.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2018-2019:

- Complete Capital Improvement Project to expand library seating and connectivity.
- Upgrade technology for better customer service – In addition to the Citywide projects to redesign the website and improve wireless network capabilities, implement self-checkout, wireless printing, public scanning, online booking of the library's meeting room and conference room, and expanded eBook and digital photography collections.
- Provide high quality library programming for all ages, including Summer Reading Programs for children, teens, and adults, Author Fair, Concerts in the Library, art activities and exhibits, cultural programs with community partners, computer classes, and more.
- Expand programming, outreach, and facilitation based on input provided during a series of community conversations planned by the library around town this year.
- Form a Teen Advisory Board and develop additional community service opportunities for teens and adults at the library.
- Participate in the Book to Action Program sponsored by the California Center for the Book.
- Investigate ways to remove barriers to library access for customers, including reviewing policies, fees, hours, services, staffing, collection, and facility. Update procedures as needed based on community needs.
- Submit a cost analysis for expansion of library hours for Library Board of Trustees and City Council consideration.
- Develop a multi-year Strategic Plan for the El Segundo Public Library in partnership with the Library Board of Trustees and Friends of the Library.
- Help develop a Public Art Work Plan in coordination with the Arts and Culture Advisory Committee.