

The Brown Act provides an opportunity for members of the public to directly address the Library Board of Trustees. If you wish to speak regarding an agenda item on the agenda or an item not on the agenda, please submit a digital request to speak form at the following link: [In Person Public Comment - City of Escondido](#) or fill out a physical request to speak form and provide it to the clerk.

To submit comments in writing, please do so at the following link: <https://www.escondido.org/public-comment-form>. All comments received from the public will be made a part of the record of the meeting.

CALL TO ORDER

Roll Call: President Carolyn Clemens, Secretary John Schwab, Trustee Mirek Gorny, Trustee Ron Guiles, Trustee Virginia Bunnell

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item, which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on June 10, 2021.

CURRENT BUSINESS

2. Library Fine Free Proposal
3. Continuation of Automated Renewal
4. Collection Development Budget Overview FY 2021-2022
5. Review of updated Collection Development Policy/Plan
6. Monthly Trustee Reports

OTHER REPORTS

March – May 2021 Statistics Report
Library Director's Report

ADJOURN**UPCOMING MEETING SCHEDULE**

Library Board of Trustees Meetings are scheduled the second Thursday of the month in the City Council Chambers, City Hall. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	August 12, 2021	2:00 p.m.	City Council Chambers
Thursday	September 9, 2021	2:00 p.m.	City Council Chambers
Thursday	October 14, 2021	1:00 p.m.	City Council Chambers



AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas>
- In the City Clerk's Office at City Hall.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING:

Any supplemental writings or documents provided to the Library Board of Trustees regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 North Broadway during normal business hours.

Please Turn Off All Cell Phones While the Meeting Is in Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday 9:00 a.m. to 6:00 p.m.

Tuesday- Thursday 9:00 a.m. to 8:00 pm

Friday & Saturday 9:00 a.m. to 6:00 p.m.

For information about Curbside service and online programs and resources, please visit <https://library.escondido.org/>

Escondido Library Board of Trustees

Meeting Minutes

June 10, 2021

CALL TO ORDER

Members Present: President Carolyn Clemens, Secretary John Schwab, Trustee Ron Guiles, Trustee Virginia Bunnell

Members Absent: Trustee Mirek Gorny

LS&S Staff Present: Dara Bradds, Library Director

City Staff Present: Zack Beck, City Clerk; Danielle Lopez, Assistant Director of Community Services

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on May 13, 2021.

Motion: Bunnell

Second: Guiles

Vote: 4-0 (Gorny – Absent)

CURRENT BUSINESS

2. Re-opening/Full Contract Update – Library Hours Change

Motion: Clemens

Second: Schwab

Vote: 4-0 (Gorny – Absent)

3. Library Mural Update

Jack Anderson provided update on the mural.

4. Library Trust Report

Dara Bradds provided the Library Trust report.

5. Follow Up on Weeding Discussion/Collection Development Policy and Plan Review

Motion: Moved by President Clemens to have staff compile a report that provides metrics on how many physical materials have been removed from the Library within the last 6 months.

Second: Schwab

Vote: 4-0 (Gorny – Absent)

Motion: Moved by President Clemens to create a subcommittee consisting of Trustee Bunnell and Secretary Schwab to review the current weeding practices at the Library.

Second: Schwab

Vote: 4-0 (Gorny – Absent)

Motion: Moved by President Clemens to not approve the Plan Review until changes have been made by Dara Bradds.

Second: Schwab

Vote: 4-0 (Gorny – Absent)

6. Strategic Plan Committee Update

Trustee Schwab provided an update on the work of the Strategic Plan Committee.

OTHER REPORTS

February 2021 - April 2021 Statistics Report

Library Director's Report

President Clemens adjourned at 3:30 p.m. to the Special Meeting on July 15th at 1:00 p.m.

Agenda Item No. 2

Date: July 15, 2021

TO: Library Board of Trustees
FROM: Katy Duperry
SUBJECT: Library Fine Free Proposal

Recommendation:

Receive information; vote to approve Fine Free Proposal, make recommendation to City Manager

Background:

Over the past four years, there has been a growing movement among public libraries to go fine free. Numerous studies have been done across the country to look into the financial and social outcomes of this, and all have drawn the same conclusions:

- Overdue fines act as barriers to access for many members of the public, especially those from lower socio-economic backgrounds, and minority groups.
- Cities on the whole collect less than 10% of the overdue fines owed, often spending more in terms of staff time and money on postage in the collecting of these fines, than they actually receive.
- Fines contribute to negative interactions with patrons. Often staff have uncomfortable discussions with patrons that are angry or upset over fines. These patrons leave the Library with a negative image and many times we lose not only that patron but the entire family. There have been many times when staff have heard stories of parents not allowing their children to check out books because they can't afford the fines, or of children being afraid of the library because of the threat of fines. This is in direct conflict with making our Library welcoming and accessible to everyone.

It is important to understand the distinction between **overdue fines** and *lost item fees*. **Overdue fines** are the daily charges applied to items not returned by their specified due date and are the subject of this proposal. *Lost item fees* represent the charges applied to lost, damaged, or unreturned materials and would remain in place after **overdue fine** elimination.

Statistics

- From 3/17/20-12/22/20, 41,154 unique physical items circulated a total of 132,095 times. Only 360 items checked out during that time have not been returned- 8.7% of the total physical items, but only 2.7% of all the circs. That value of those 360 items totals \$6,572.95. The total cost for all 41,154 unique items is \$851,876.75, so the 360 missing items comprise about 7.7% of the total item cost.

- Of the 70,197 patrons at Escondido Public Library, 16,658 have overdue fines on their accounts- 24% of our total users.
- 3,947 patrons (24% of those who have overdue fees) owe \$15 or more, meaning their card is blocked and they are unable to check out items.
- According to the [United States Census Bureau](#), the median income for Escondido in 2019 was \$64,038 per household. Of Escondido zip codes, 92025 has the lowest median income per household, at \$38,828. 5,216 patrons who owe overdue fees (32%) live in the 92025 zip code.
- 3,009 patrons (18% of those who have overdue fees) owe less than \$1, and we typically never see that money.
- The average amount each patron owes is \$7.60.
- Accumulation of any fines from overdue materials often leads to people no longer using the Library. Once a patron reaches a \$15.00 threshold on fines, they are blocked from checking materials out of the library. Analysis of fines shows that the majority of patrons with blocked accounts are in 92025 and 92027 zip codes. In fact, nearly 62% of blocked patrons (who owe over \$15 in overdue fines) are from these zip codes.

Recommended Policy

The ultimate goals for Escondido Public Library are to eliminate barriers to usage for all patrons, increase access to materials, increase circulation of materials and recover materials. In order to achieve these goals, the following policy is recommended:

Patrons may check out items for the following checkout periods:

- Books, music, and books on CD- 21 days
- Feature Films and documentaries- 7 days
- DVD TV Shows- 14 days

If no one has placed a hold on the item, it will automatically renew on its due date. Items can be renewed three times.

At 30 days past the due date, the item will be marked as “lost.” At this time, the patron’s card will become blocked from checking out new physical materials until the item is returned, or the replacement cost (amount the Library paid for the book stated in the item record) and processing fee (\$5) are paid.

The patron will have one year from the “lost” date to return the item in good condition. If the patron tries to return the item within that period and it is damaged, **or** it is more than one year past the “lost” date, the patron **must** pay the replacement cost and processing fee in order to use their card again.

If the patron pays the replacement cost and processing fee, but then later finds the lost item and returns it in good condition within one year of the lost date, the library will refund the replacement cost and processing fee.

If the patron account balance reaches or exceeds \$100, their balance will be transferred to the City’s Collections Department for collection 30 days after they are billed, and more fees will be incurred according to the City’s collection policy. Once a patron has been sent to Collections, in addition to blocking physical item checkout, their card will no longer be usable for computer usage or digital resource usage until they have settled with the Collections Department.

Notices

If the patron has an email address on file, they will receive “almost due” notifications three days before their item is due. They will also receive automated renewal emails if their items are automatically renewed.

Patrons will receive notices by either phone, text, or email (depending on the preferences they have set) at 7, 14, and 21 days past the item’s due date. At 30 days, they will receive a bill that specifies the cost to replace the outstanding items and their processing fees, as well as notification that they will be unable to use their card to check out items until they return the billed item or pay the bill. The bill will also include verbiage indicating that the patron will be sent to Collections after 30 days of the billing date if their balance is \$100 or more and they do not return the item(s) or pay the bill.

Agenda Item No. 3

Date: July 15, 2021

TO: Library Board of Trustees
FROM: Katy Duperry
SUBJECT: Continuation of Automated Renewal

Recommendation:

Receive information; vote to approve continuation of automated renewal

Background:

In July 2020, the Board voted to turn on automated renewal for Library checkouts during the pandemic as a way to help patrons and staff during the COVID-19 closure. This service has been incredibly well received by patrons and the Library would like to continue offering it, now that we have returned to normal operations.

The system automatically renews items on their due date for an additional loan period, up to 3 times, if no one is on hold for the item. This lessens the accrual of overdue fees and gives patrons more time to use the item before it needs to be returned.

Agenda Item No. 4

Date: July 15, 2021

TO: Library Board of Trustees
FROM: Katy Duperry
SUBJECT: Collection Development Budget Overview FY 2021-2022

Recommendation:

Receive information

Background:

Please see the 2021-2022 Collection Development Budget on next page.



Escondido Public Library

MEETING AGENDA
Library Board of Trustees
*****Special Meeting*****
Thursday, July 15, 2021
1:00 p.m.
City Council Chambers

Library:	Proposed Allocations				Database/Platform Fees Breakdown				Dollar Amounts				Notes			
	Database/Platform fees				Databases AS				40,700.00				Ancestry/Ataz/Chilton/Ebsco/Pronunciator/Novelist Select/CloudLibrary Platform/CloudLink/Biblioboard/Niche Academy			
	YS eBooks				Databases YS				5,100.00				ComicsPlus and Tumblebooks			
	Teen eBooks				Hoopla				22,500.00				Hoopla is a digital streaming service the Library subscribes to. It allows for instant, simultaneous access to over 900,000 eBooks, eAudiobooks, streaming movies, TV shows, and music for all ages.			
	eBooks								68,300.00							
	eAudiobooks															
	Local History															
	Literacy															
	YS Periodicals															
	Periodicals															
	Adult Reference															
	Adult Fiction															
	Adult Nonfiction															
	Adult GN															
	Large Print															
	Juv Fiction															
	Juvenile Nonfiction															
	Juv Board Book															
	Juv Easy Reader															
	Juv Picture Book/EZ															
	Juv GN															
	YA Fic															
	YA NF															
	YA GN															
	Adult DVD															
	Juv DVD															
	Adult Audiobooks															
	Juv Audiobooks															
	Spanish Adult Fiction															
	Spanish Adult Nonfiction															
	Spanish Juv															
	Spanish AV DVDs															
	Spanish AV Audiobooks															
	Other Languages												Japanese, Korean, Vietnamese, Farsi, Mandarin			
	Other															
	YS Discretionary								5,000.00							
	TOTAL								238,050.00							

Agenda Item No. 5

Date: June 10, 2021

TO: Library Board of Trustees
FROM: Dara Bradds
SUBJECT: Collection Development Policy and Plan Review

Recommendation:

Receive information; vote to approve Collection Development Policy and Plan

Background:

After the last Library Board of Trustees meeting, Library management staff made the edits to the Collection Development Policy and Plan requested at the last meeting. Please see the following pages.

COLLECTION DEVELOPMENT POLICY

Purpose and Scope

The Collection Development Policy guides the selection and evaluation of materials and resources that meet the current and anticipated needs of Escondido's community.

The primary responsibility of Escondido Public Library is to serve the citizens of Escondido by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems and enriching the quality of life for all community members.

Public libraries' standards nationwide, budget parameters and space availability influence the Library's policy. Access to specialized and comprehensive collections that exist elsewhere in the greater San Diego area may be provided through interlibrary loan and direct referral.

Escondido Public Library offers a broad choice of circulating print and non-print materials that are selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. These items come in a variety of formats such as traditional print, large print, audiobooks, eBooks, on-line resources and e-Audiobooks. The Library's local history archive, the Pioneer Room, provides a non-circulating collection of materials relating to the history of Escondido.

Philosophy of Selection

In support of its mission, Escondido Public Library fully endorses the principles documented in the *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements of the American Library Association. These three documents can be accessed online through the following links:

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

The Library upholds the right of the individual to secure information even though the content may be controversial, unorthodox, or unacceptable to others. Race, nationality, religion, gender, gender identity, sexual orientation, and political/social view will not be used as criteria for exclusion of materials. Materials available in the Library present a diversity of viewpoints enabling citizens to make the informed choices necessary in a democracy.

Responsibility for Selection

Under the general supervision of the Library Director, the Supervising Librarians are responsible for the collection development process. ~~They work closely with the LS&S Centralized Collection Development staff to~~ is responsible for identifying titles for acquisition. ~~Exceptions to this are eMaterials, periodicals, and Pioneer Room materials~~ are acquired completely by local Library Staff, which are chosen by the Director or designee. All library staff and members of the public are encouraged to recommend titles for purchase. Those recommendations will be evaluated by Supervising Librarians using the same selection criteria as general purchases. An electronic resources committee recommends resources for purchase.

Up for review by the Escondido Public Library Board of Trustees ~~June 10, 2021~~ July 15, 2021

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below.

An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information or format
- Representation of diverse points of view
- Relationship to existing materials in collection
- Readability or ability to sustain interest
- Appropriateness of subject to the age and/or level of the intended audience
- Reputation of the author, publisher, producer, illustrator, or artist
- Creative, literary, or technical quality
- Physical condition
- Accuracy and authentication
- Critical assessments in a variety of professional journals and attention in media
- Circulation as monitored through the Library's ILS
- Cost and availability
- Relationship to materials in other area libraries
- Local emphasis
- Multiple copies of materials are purchased in response to user demand as evidenced by the number of holds, anticipated popularity, and monitoring of the collection.

* For selection criteria relating to the Pioneer Room, the Library's local history archive, see the Pioneer Room Collection Development Policy.

Website Content

Through its website, Escondido Public Library directs users to informational resources on the Internet that complement, enhance, and sometimes parallel, resources housed in the Library collection.

- **Scope and Breadth** – A limited number of links are made to internet sites based on the informational needs of the community, areas of emphasis in the collection, and local areas of interest. A particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities. Links may also be made to sites created by for-profit organizations when they meet selection criteria and informational needs.
- **Selection Criteria** – Criteria for selecting sites include authority, coverage, accuracy and relevance, quality of information, organization, currency, and ease of use. Links to sites are made selectively based on the scope of the Library's website and will be deleted or removed when they are outdated or superseded by newly identified sites.

Purchase Suggestions

The Library strongly encourages input from the community concerning the collection. A suggestion procedure enables Library patrons to request that a particular item be purchased. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically

added to the collection. Purchase suggestions help the Library develop collections which serve the interests and needs of the community. Suggestions are made online through the Library's website. Suggestions for items that have not yet been published will not be accepted.

Gifts and Donations

Escondido Public Library accepts gifts for the collection that fall within needed subject categories as determined by the Library Director or designee and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- Donations accepted by Escondido Public Library are considered the property of the City of Escondido;
- The Library makes the final decision on the use or other disposition of the gift and determines the conditions of display, housing, and access to the materials;
- The Library reserves the right to refuse an offered donation. All donated materials must be in good condition and free of dirt, mold, moisture, and pests;
- Donations to the Pioneer Room require a completed Escondido Public Library Deed of Gift form available from Pioneer Room or Library Administration staff;
- Monetary gifts to the collection are always welcome and may be designated as memorials;
- Monetary donations are accepted in lieu of newspapers and magazine subscriptions;

Collection Maintenance

Maintenance of the Library's collection through constant re-evaluation by Library staff ensures its usefulness and relevancy to the community. This evaluation depends on the staff's professional expertise in assessing the needs of the community and the content of the collection. Materials that are outdated, have had little use, or are in poor physical condition are considered for withdrawal from the collection.

Deselecting Library Materials

Library materials are deselected (often referred to as "weeded") for one or more of the following reasons:

- Availability of information locally or digitally
- Duplication
- Subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Insufficient use
- Research value
- Preservation and storage costs

Replacement

Replacement of deselected materials is not automatic. Library staff assess the need for replacing materials that are damaged, deselected, or otherwise lost. The decision to replace is influenced by:

- Availability of copies through other libraries
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area

- Cost and availability to purchase

Request for Reconsideration

Library patrons who recommend the review of appropriateness or removal of a particular item in the Library collection may request and submit a *Statement of Concern about Library Resources* form available on the Library's website at www.escondidolibrary.org/reconsideration. The form will be reviewed by the Library Director or designee and staff in relation to the Library's mission, vision, and values, and the selection criteria in this *Collection Development Policy*. An evaluation of review materials submitted by the patron and staff will be made in accordance with the *Reconsideration of Library Materials Policy* which is listed below and can be viewed on the Library's website. A response will be made by the Library Director or designee within 21 days of receiving the formal objection.

Reconsideration of Library Materials Policy

Recognizing the importance of intellectual freedom, the Escondido Public Library Board of Trustees fully supports the American Library Association's *Library Bill of Rights* and the Association's *Freedom to Read and Freedom to View Statements* and has adopted them as official Library policy.

Reading is a private activity, and individuals must examine materials as to suitability for their own purposes and make their own decisions to read or not to read particular items.

As part of its mission to provide ready access to the wide diversity of ideas and information, the Library strives to collect materials that provide a variety of viewpoints on issues and subjects. It recognizes that some of these may be controversial and that any given item may offend some members of the community. Selection of materials is not made on the basis of anticipated approval or disapproval, but on the basis of the principles and guidelines stated in the *Collection Development Policy*. Likewise, the library will not eliminate items purchased under due consideration solely because they displease a particular individual or group.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from physical damage or theft.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that books may come into the possession of children, and only parents may restrict access for their own children.

The Escondido Public Library welcomes suggestions for purchase and will research and consider any such suggestion. Purchase suggestions can be made online at www.escondidolibrary.org/purchasesuggestion.

Patrons may raise an objection to an item in the library's collection. If a complaint cannot be resolved informally, after the complainant has talked with a librarian and has seen the *Collection Development Policy*, the following procedure will be used to consider the opinions of those persons in the community who are not directly involved in the selection process.



1. The Library's department heads and administrators will assist patrons in accessing the *Statement of Concern About Library Resources* form at www.escondidolibrary.org/reconsideration.
2. The Library Director or designee shall review the submitted form with the Library's management staff for reevaluation of the material in question. The management staff shall recommend disposition to the Library Director or designee within ~~30~~21 days.
3. The challenged material will not be restricted during the reconsideration process.
4. The management staff will have an initial meeting to:
 - Review copies of the completed *Statement of Concern About Library Materials* form.
 - Review copies of the challenged material, as available.
 - The management staff will make its recommendation and draft a response with the Library Director who will review it and send it to the complainant.
5. If not satisfied with the decision, the complainant may appeal to the Escondido Public Library Board of Trustees, which has the authority to elevate the decision to the Escondido City Council.

Revision of Policy

This *Collection Development Policy* will be periodically evaluated by the Library Director or designee and staff. Revision occurs to maintain a timely and relevant policy. The *Collection Development Policy* must be approved by the Library Board of Trustees in order to be adopted.

Up for review by the Escondido Public Library Board of Trustees ~~June 10, 2021~~ July 15, 2021

**Escondido Public Library
Collection Development Plan
Statement of Purpose**

This document serves as a guide and plan for those who are responsible for developing and managing the collection at the Escondido Public Library (EPL). This document supports the library in its mission, vision, values and philosophy, defines the scope and purpose of the collection, and guides collection work of the library.

A collection development plan doesn't replace the judgment of staff (who are required to meet professional collection development competencies) responsible for the selection of library resources. It does:

- Provide a written framework for planning, building, selecting and maintaining the library's collection in a cost-effective and user-relevant manner.
- State priorities and indicated boundaries to assist staff in choosing, maintaining and evaluating the collection to best meet the needs of the community while maintaining budgetary responsibility.
- Describe how materials for the library are selected, evaluated and deselected.
- Inform the public about the principles of material selection and the use of criteria for selection and removal of materials.

Collection Development

Responsibility for Selection

Under the general supervision of the Library Director, the Supervising Librarians are responsible for the collection development process. They work closely with the LS&S Centralized Collection Development staff to identify titles for acquisition. eMaterials, periodicals, and Pioneer Room materials are acquired completely by local Library Staff. All library staff and members of the public are encouraged to recommend titles for purchase. Those recommendations will be evaluated by Supervising Librarians using the same selection criteria as general purchases. An electronic resources committee recommends resources for purchase.

The ultimate authority and responsibility for the selection of Library materials rests with the Library Director or designee, who delegates selection to the library staff.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information or format
- Representation of diverse points of view
- Relationship to existing materials in collection
- Readability or ability to sustain interest
- Appropriateness of subject to the age and/or level of the intended audience
- Reputation of the author, publisher, producer, illustrator, or artist
- Creative, literary, or technical quality
- Physical condition
- Accuracy and authentication
- Critical assessments in a variety of professional journals and attention in media
- Circulation as monitored through the Library's ILS
- Cost and availability
- Relationship to materials in other area libraries
- Local emphasis
- Multiple copies of materials are purchased in response to user demand as evidenced by the number of holds, anticipated popularity, and monitoring of the collection.

Acquisition of Materials Based on the Needs/Wants of Library Users

Local users are encouraged to submit purchase suggestions which are granted so long as the materials satisfy the selection criteria.

The Collection

Adults

Fiction – The Library's adult collection includes a wide variety of fiction representing diverse genres and significant works of the past. The Library makes every effort to acquire fiction, which is

Up for review by the Escondido Public Library Board of Trustees ~~June 10, 2021~~ July 15, 2021

representative of the cultures and diverse community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Non-fiction – The Library aims to acquire materials that provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes the use of materials that:

- Address contemporary issues
- Provide self-help information
- Nourish intellectual, aesthetic, creative, and spiritual growth
- Facilitate continuing education
- Enhance job-related knowledge and skills
- Increase knowledge of affairs of the community, the country, and the world
- Support business, cultural, recreational, and civic interests in the community
- Represent a variety of viewpoints

Children and Young Adult/Teen – The Library maintains two collections, one for children ages birth – 6th grade and one for teens in grades 7-12. These collections provide materials to encourage lifelong reading habits for newborns, preschoolers, students in grades K-12, parents, and adults working with children. The collections provide fiction and non-fiction materials in a variety of formats to satisfy and stimulate their informational, educational, cultural, and recreational needs. Items in the children's collection reflect a strong emphasis on picture books, easy readers, fiction, non-fiction, and media. Teen materials are primarily high interest, high circulating items. Materials are selected with regard to the stages of emotional and intellectual maturity of youth using professional review media.

- Materials in the youth collections supplement resources in school libraries, but are not intended to support all aspects of school curricula or homework assignments.
- Parents, legal guardians, and caregivers are solely responsible for reviewing, limiting, or supervising their child or teen's access to Library materials.

Media – The Library maintains a media collection in a variety of formats including, but not limited to, DVDs/Blu-Rays and audiobooks. The DVD collection is comprised of works of film, music, theater, television, and documentaries representing a wide range of genres. It is essential for staff to monitor technological developments in media formats, so that wise and cost-effective collection decisions are made for the community.

Graphic Novels – The Library maintains graphic novel collections for juveniles, teens and, adults. Graphic novels encourage new and reluctant readers while satisfying the growing popularity of illustrated books. Selection of print and electronic graphic novels follows the same criteria as other Library collections.

Large Print – The major emphasis of this collection is popular fiction and high interest non-fiction.

Newspapers and Magazines – The Library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. This collection supplements the book collection by providing up-to-date information and consists of diverse publications of interest to the community.

- Journals which are highly technical or scholarly are generally not included in the print collection. Online databases supplement the print collection offering a wide variety of searchable publications that include more technical or detailed articles. In addition to magazines, the collection includes newspapers published locally and significant national newspapers. Back issues of magazines circulate. Current and back issues of many titles are available in the Library's online magazine database.

Paperbacks – The Library maintains an uncatalogued paperback collection, acquired from donations, to provide recreational reading in popular areas of interest.

World Language Materials – The Library is committed to developing and maintaining Spanish and other world language collections that address the needs of a diverse population. The Library maintains an extensive collection of Spanish language materials aimed at meeting the recreational and informational needs of the local Spanish-speaking community. Resources include books, magazines, newspapers, and other media formats for children and adults, including a language learning database.

Local Authors – The Library maintains titles that are written by local authors as a special collection. Whether purchased or donated, these titles are evaluated based on standard collection development guidelines.

Government Documents – The Library collects documents from the City of Escondido and local Environmental Impact Reports (EIR). City documents are generally retained for five years in the Library's reference collection. The City of Escondido maintains copies of record per City's record management policy.

Online Databases – Online databases extend the collection by providing timely and versatile access to information. Many of the databases contain specialized information not found in the Library's print collection or unavailable in print format. Some databases duplicate print sources, which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to Library users.

Reference Collection – The Library maintains a reference collection, which is used to answer questions and to serve the informational needs of Library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a variety of topics. These materials are non-circulating in order to be readily available to all patrons.

Professional Reference Collection – The Library maintains a reference collection for professional development. The collection is comprised of books and professional journals selected to cover a broad range of library issues, trends, and news. This collection is for internal staff use and does not circulate for public use.

Literacy Materials – The literacy collection provides material in print and electronic formats to support the Library's Adult Literacy Services program. Workbooks, textbooks, and manipulative teaching aids comprise a large portion of the collection and provide strong support for instruction. Fiction and non-fiction titles, including graphic novels, are selected for high interest/developing reading levels and emphasize practical subjects of interest to adults.

Up for review by the Escondido Public Library Board of Trustees ~~June 10, 2021~~ July 15, 2021

Textbooks – Adult textbooks are occasionally acquired when needed to provide broad or introductory coverage in various subject areas. Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Library does not collect textbooks required for school curricula.

Collection Maintenance

Collection maintenance is an ongoing part of the conscientious evaluation of collections by professional librarians and is undertaken with as much care and consistency as the initial selection of materials. Collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community.

This evaluation is done on an ongoing basis and depends on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are deselected from the collection.

- **Deselecting Library Materials**

Library materials are deselected (often referred to as “weeded”) for one or more of the following reasons:

- Availability of information locally or digitally
- Duplication
- Subject matter is no longer timely, accurate, or relevant age
- Damage or poor condition
- Insufficient use
- Research value
- Preservation and storage costs

- **Replacement**

Replacement of deselected materials is not automatic. Library staff assess the need for replacing materials that are damaged, deselected, or otherwise lost. The decision to replace is influenced by:

- Availability of copies through other libraries
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability to purchase

Hold Ratios

Hold ratios are used to determine when additional copies of an item should be purchased so as to reduce unnecessarily long wait times. When the ratios exceed 5 holds per 1 copy of the item, additional copies are purchased.

Deselection Plan

The library implements continuous collection maintenance with the following plan:

- Deselect any circulating item that hasn't checked out in three years (books) or two years (media) with the exception of special items like local history or series titles.

- When appropriate, deselected items are donated to the Friends of the Library (FOL) 501c3 organization to be sold through their used book shop. Proceeds from the used book shop support library programs and services.
- Target items for replacement with high circulation numbers
 - 1) Books over 50 circs
 - 2) Audiobooks over 100 circs
 - 3) DVDs over 200 circs
 - 4) Review retention rates for magazines
- Review physical locations of collection and examine current turnover rate per collection for possible relocation or different marketing of this area of the collection.
- Second Chance Reports: Run quarterly for targeted weeding section. Run a list of items that are two years old or newer, but haven't circulated in one year.
- Deselecting Report: Run monthly for targeted weeding section. Run a list of items that haven't circulated in three years (books) or two years (media). These items are pulled and weeded by library staff.

Collection Analysis Plan

Collection maintenance is an ongoing part of the conscientious evaluation of collections by professional librarians and is undertaken with as much care and consistency as the initial selection of materials. Collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community.

Escondido Public Library reviews reports drawn from Polaris' evidence-based analytics tool, LibraryIQ, to create a better, more relevant collection, as well as spend collection development funds more wisely. Centralized Selection staff works with Library staff to create targets for each area of the collection and then Centralized Selection staff will monitor performance of the materials received. To support Selection even further, Centralized Selection staff will use Evidence-based Selection Planning (ESP) to create selection lists. The performance of these tools will be monitored by Centralized Selection Staff, the Library Director and designated staff.

Pioneer Room

Pioneer Room (Local History Archive) – Escondido Public Library's Pioneer Room is the primary historical research center for the community of Escondido. The Pioneer Room identifies, collects, preserves, and provides access to a non-circulating collection of records, manuscripts, and other significant resources of enduring historical, legal, administrative, and fiscal value. Documents, photographs, and other reference materials are available for researching a variety of local history topics, including historic homes and properties, biographies on people and families local to Escondido, and events pertaining to the history and development of Escondido and the surrounding region.

Scope of Collection

The Pioneer Room maintains a collection of Escondido newspapers on microform, supported by a topical file of news clippings and scrapbooks. The Library also acquires current newspapers and
Up for review by the Escondido Public Library Board of Trustees ~~June 10, 2021~~ July 15, 2021

periodicals about Escondido, a representative selection of magazines published in Escondido, and many newsletters and other publications issued by local organizations. The Pioneer Room may also collect selected ephemera of local significance. Non-print materials include Escondido-related visual and sound recordings, slides, art works, and posters.

- Materials in the collection cover the time period after the discovery of California by the Spanish through present day. Archival holdings pertaining to pre-contact American-Indian culture, represented by drawings or photographs of the non-sacred inscriptions, which represent the historical record of indigenous culture, may also be considered.
- The collection may include materials that preserve the histories of the City of Escondido; Escondido Public Library; local clubs, organizations, schools, churches, businesses, and institutions; local customs and culture, and important local events and people.
- The Pioneer Room collects primary and secondary materials that document the history of the founding/pioneer families and other individuals who have contributed to the development of Escondido and the surrounding region to assist present and future residents in the pursuit of their family histories. This could include the history of families and/or individuals who were born or who lived in Escondido but became prominent elsewhere.
- The primary focus is on materials pertaining to early Escondido pioneers, the early Spanish and Mexican settlers, present-day community leaders, and the American Indians of the area.

The secondary focus is on the collection of materials representing Escondido and the surrounding region. Migration patterns throughout the state of California may also be included.

- The Pioneer Room selectively accepts gifts of manuscripts, collections of papers, memorabilia, or photographs, particularly when the material relates to Escondido's founding families, the City of Escondido, and its official functions. Donations to the Pioneer Room require a completed Escondido Public Library Deed of Gift form which can be obtained from Pioneer Room or Library Administration staff. Artifacts will not be collected.

Selection Criteria

The following considerations are used to evaluate materials for inclusion in the Pioneer Room collection:

- Relevance to Escondido history
- Authenticity
- Cost to preserve, process, house, and provide access
- Restrictions by donor
- Availability of metadata, including description of event/place/object, and identifying names of persons involved
- Provenance
- Security to store and display materials
- Non-duplication of material
- Physical condition

Gifts and Donations

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Escondido Public Library accepts gifts for the collection that fall within needed subject categories as determined by the Library Director or designee and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- Donations accepted by Escondido Public Library are considered the property of the City of Escondido;
- The Library makes the final decision on the use or other disposition of the gift and determines the conditions of display, housing, and access to the materials;
- The Library reserves the right to refuse an offered donation. All donated materials must be in good condition and free of dirt, mold, moisture, and pests;
- Donations to the Pioneer Room require a completed Escondido Public Library Deed of Gift form available from Pioneer Room or Library Administration staff;
- Monetary gifts to the collection are always welcome and may be designated as memorials;
- Monetary donations are accepted in lieu of newspapers and magazine subscription

Agenda Item No. 6

Date: June 10, 2021

TO: Library Board of Trustees

FROM: Dara Bradds

SUBJECT: Monthly Trustee Reports

Recommendation:

Receive information and vote to approve updating Board agenda

Background:

As a means of promoting engagement and enhancing the role of Board members as library advocates, staff recommend adding a section to the monthly Board meeting agenda where Trustees will report out on their library interactions over the past month. Examples could include but are not limited to formal and informal speaking engagements, sharing social media content, encouraging a neighbor to sign up for newsletter, attendance at library programs, downloading eMaterials, researching in the Pioneer Room, attending a Literacy event, or other activities demonstrating use of or advocacy for library services.



Escondido Public Library

MEETING AGENDA
Library Board of Trustees
*****Special Meeting*****
Thursday, July 15, 2021
1:00 p.m.
City Council Chambers

Monthly Library Board of Trustees Statistics				
CIRCULATION:				
Physical Materials (Books, media, museum passes, laptops)	33,471	31,393	34,875	
eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,181	5,826	6,410	
Total Circulation	39,652	37,219	41,285	
Holds Satisfied	2,638	3,251	4,130	
INTER-LIBRARY LOANS:				
ILLs Checked Out	15	7	7	
POPULATION & BORROWERS:				
Total Registered Borrowers	70,827	70,559	70,291	
REFERENCE QUESTIONS:				
Total Reference Transactions	4,738	4,916	4,973	
LIBRARY SERVICES:				
Public Service Hours	200	208	216	
Library Visits	9,455	9,726	9,203	
ELECTRONIC SERVICES:				
Users of Public Internet Computers	1,276	1,169	1,216	
Wireless Sessions	3,591	*3251	3,546	
Number of Website Visits (website+catalog)	16,457	15,859	17,525	
VOLUNTEERS:				
Total Volunteers	89	83	56	
Total Volunteer Hours	778	511	284	
PROGRAMS:				
Kids # of Live, Virtual Programs	9	8	13	
Kids Live, Virtual Program Attendance	107	77	163	
Kids # recordings of program content	13	10	15	
Kids # views of recorded program content	488	543	921	
Teen # of Live, Virtual Programs	1	1	1	
Teen Live, Virtual Program Attendance	7	7	6	
Teen # recordings of program content	0	1	1	
Teen# views of recorded program content	0	135	117	
Adult # of Live, Virtual Programs	26	22	17	
Adult Live, Virtual Program Attendance	277	311	255	
Adult # recordings of program content	6	7	5	
Adult # views of recorded program content	159	172	99	
Total Outreach	4	7	2	
Total Outreach Attendance	34	111	64	
Total # of Live, Virtual Programs	36	31	31	
Total Live, Virtual Program Attendance	391	395	424	
Total # recordings of program content	19	18	21	
Total # views of recorded program content	647	856	1,137	

Director's Report

June highlights for Escondido Public Library included disseminating 430 craft kits from the Youth Services Department. This included 25 kits for babies, 60 for kids, 45 for tweens, 100 for teens, and 200 for our All Inclusive Art Club.

The Tween R.E.A.D. Book Club was special this month because Heather Fawcett, author of *Ember and the Ice Dragons* joined us for the book discussion. We had eight readers attend and ask great questions that the author was pleased to answer.

Over the course of four Saturday afternoons, Deep Dive: Artist, Hayao Miyazaki, hosted 10 students where artist Autumn Sno discussed the history of Miyazaki, his style and settings of his art. The clear and relaxed manner they presented was well received by the students and the parents who were close by.

Our Adult Services Department collected entries for the Third Annual Writing Competition in June, which will be reviewed in the weeks ahead. Our 2nd Saturday Concert on June 12 with local singer and guitarist Rhea was a great success with 127 views. We also had our first seed pick up program, giving out 41 packages in the first day! Our Artsy Adult Craft kit started pick-ups on June 30 and has already given out 45 kits. Our Backyard Birding program on June 29th had 32 attendees.

* Starting with this Strategic Plan Chart, I will highlight new milestones in bold font.

GOALS	OWNER	MILESTONES	JUNE
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Seed Swap, Artsy Adult Crafts, and Backyard Birding Club
Provide programs for people out in the community- not just in the library	Katouzian, Wood	In Progress	Storytime @ SDCCM, Facebook Live
Provide programs where views and opinions can be shared	Katouzian, Wood	In Progress	Writing Competition with Escondido Writers Group
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Weekly Social Media updates on the library Mural
CONNECT- through outreach			
Support education through partnership with local schools	Katouzian, Wood	In Progress	Local schools have been using Hoopla in curriculum planning for easy access to resources.
Support the arts through partnership with California Center for the Arts	Katouzian, Wood	In Progress	We are working with area groups to share our programs and stream through each other's social media to expand our audiences.
Support community events through continued partnership with Escondido Arts and City of Escondido	Katouzian, Wood	In Progress	

CONNECT- through in library programming			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Planning for in person programs in August
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Planning for in person programs in August
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	We are reaching out to all of our RLSC members to renew and update our membership after COVID.
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	Career Program, now offering Brainfuse's JobNow and VetNow online resources
INSPIRE			
INSPIRE- quiet study through inviting space			
Reconfigure first floor to support quiet tutoring and group and individual study	Bradds	In Progress	Received estimate for new shelving and in the process of trying to secure funding.
INSPIRE- productivity through efficient space for meetings and business			
Enhance business center with technology, books and electronic resources.	Katouzian	In Progress	This is part of monthly book ordering considerations
Provide quiet space for remote workers, small business and entrepreneurs	Bradds, Katouzian	In Progress	We are no longer limited in building capacity, allowing more people to return to the building for quiet space.
Install additional power outlets	Duperry	Complete	
INSPIRE- through excellent collection			
Increase investment in eBooks and eAudiobooks	Katouzian, Woods	Complete	We will continue to focus on developing the eMaterials collections; we have more than doubled financial allocation for these materials for the FY 20-21.
Provide career growth materials	Katouzian	In Progress	We continue to work with the Adult School
Expand virtual library via improved website	Duperry	Complete	The website was updated in 2020
Invite business community to provide and attend programs	Katouzian	In Progress	We continue to work with the Adult School

Provide accredited online high school diploma program	Bradds, Wood	In Progress	Working with the Adult School
Analyze collection performance and weed as appropriate	Katouzian, Wood	Complete	We finished weeding and inventory during closure
INSPIRE- through support to school communities			
Offer programs that provide opportunities for students	Wood	On Hold	We need to communicate with schools to determine if this program can continue in 2021.
Provide books, publications and materials that support home school curricula	Wood	In Progress	Purchased subjects for curriculum in science, STEM, history, and several biographies for elementary grades
INSPIRE- new skills through basic emerging technology			
Support staff competency through training and tools to better assist patrons	Bradds, Guiles	In Progress	Three staff are working toward their MLIS. The next graduation should be in the Fall of 2021.
Support technology learning by offering open lab time	Duperry, Katouzian	In Progress	
Support access by providing ability to print from mobile devices	Bradds, Duperry	Completed	.
GROW- services for patrons of all educational and socioeconomic levels			
GROW- Services to nonusers			
Continue to provide access to government services	Katouzian, Wood	In Progress	We provided Tax Document pick up in July and served as a ballot drop off location for the 2020 election.
Provide programs to help immigrants acclimate	Wood	In Progress	LLC currently has 107 students. Eleven are new since July.
Continue English language tutoring	Wood	In Progress	LLC continues to work with learners virtually and stay on schedule.
Continue to focus on materials in Spanish and other languages	Katouzian	In Progress	We have orders in for other language materials, but we are waiting for publishers to provide materials.
GROW- services to low-income patrons			
Remove fees to check out DVDs and books on CD	Guiles, Schwab, Bradds, Duperry	Complete	
Provide early literacy programs at WIC Offices	Wood	On Hold	We will revisit this in future reopening phases.

GROW- services beyond EPL's neighborhood			
Provide library services outside downtown	Katouzian, Wood	In Progress	Our Author chats have been viewed throughout the country and been mentioned in Publisher's Weekly
Action Step/ Kaizen Events (Any action whose output is intended to be an improvement to the existing process)			
Provide quality storytimes, training and materials to children, parents and caregivers	Wood	In Progress	Storytimes for all ages are streamed online and stored for watching in YouTube
Provide quality literacy and STEAM programs	Wood	In Progress	Virtual Lego program
Teach how to find, evaluate and use information	Katouzian, Wood	In Progress	We have offered this through virtual reference
Provide healthy learning and social opportunities for middle grade students	Wood	In Progress	Cathy has a hosted several virtual teen challenges online as part of the SRAC
Provide engaging life skills programs for teens	Wood	In Progress	Cathy created a "How to Journal" tutorial and streamed it on Facebook.

Improvement Priority Title: Key Areas of Operational Quality Improvement

Core Objective: Sustain and improve quality library service to patrons through excellent patron service, outreach, collections, programs, marketing, technology and facilities.

Action Step / Kaizen Events (Any action whose output is intended to be an improvement)

Management Owners: Dara Bradds, Katy Duperry, Dan Wood, Azar Katouzian, Ron Guiles, Mirek Gorny, Elmer Cameron, John Schwab, Carolyn Clemens Trustees

"Complete" = Action Step is Complete

"In Progress" = progress being made toward completion

"On-Target" = Action Step on-target

"Past Due" = Action Step is behind original plan. New date should be in "Planned Dates" field with original planned date reflected in Timeline fields (shading of cells). Provide descriptive remarks if appropriate. Ex. "delayed due to supplier problem", "quality defect causing delays", etc.

Core Objective: Sustain and improve quality library service to patrons through excellent patron service, outreach, collections, programs, marketing, technology and facilities.