



AGENDA
Special Meeting
Library Board of Trustees
Tuesday, September 12, 2017
2:00 p.m.
Library Turrentine Room

CALL TO ORDER

Roll Call: President Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Gary Knight, Trustee Mayra Salazar

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. (Refer to the last page for instructions.)

APPROVAL OF MINUTES

1. Approval of minutes from the Library Board of Trustees Meeting on August 8, 2017 and Special Meeting on August 15, 2017.

CURRENT BUSINESS

2. Review and approve revised Collection Development Policy
3. Discuss Trustees role related to California Education Code §18910

OTHER REPORTS

Deputy City Librarian report

ADJOURN

(List of Special Programs and Library Events continue on Page 2)



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Library Turrentine Room

Date & Time	Location	Event
September 11 6:00 p.m.	Turrentine Room	<i>2nd Tuesday Book Club: The Nest</i> by Cynthia D'Aprix Sweeney
September 12 7:00 p.m.	California Center for the Arts, Escondido	<i>One Book, One San Diego North</i> County Kick-Off Event RSVP required: www.kpbs.org/sandcastlenorth
September 14 3:30 p.m.	Turrentine Room	<i>Literature Comes to Life</i> (Ages 5-12)
September 16 10:30 a.m.	Turrentine Room	<i>Water Wise Landscape Design for</i> <i>Homeowners</i> (Partnership with City Utilities Department)
September 22 3:30 p.m.	Turrentine Room	<i>R.E.A.D. Middle Grade Book Club:</i> <i>Crenshaw</i> by Katherine Applegate (Ages 9-12)
September 23 1:00 p.m.	Turrentine Room	<i>Burritos & Book Club</i> (Ages 13-18)
September 26 6:30 p.m.	Turrentine Room	<i>Future Codes Club</i> Information Session (Parents & Students in grades 9-12) (Partnership with San Diego Futures Foundation)
September 29-30 10:00 a.m.	Friends Bookshop	50% off Sale
October 3 1:00 p.m.	Turrentine Room	<i>Escondido Writers Group</i>



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UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Tuesday of the month in the Library Board Room. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Tuesday	October 10, 2017	2:00 p.m.	Library Board Room
Tuesday	November 14, 2017	2:00 p.m.	Library Board Room
Tuesday	December 12, 2017	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Division Coordinator. Submit the *Speaker's Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Director of Library and Community Services/staff or scheduled on a subsequent agenda. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the Library Division Coordinator.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.



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

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

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, or in the Library Board Room while the meeting is in session.

Please Turn Off All Cell Phones While The Meeting Is In Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday & Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday, Thursday & Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.

**Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, August 8, 2017, 2:00 p.m.
Library Turrentine Room**

CALL TO ORDER: President Guiles called the meeting to order at 2:01 p.m.

Members Present: Trustees Ron Guiles, Mirek Gorny, Elmer Cameron, Gary Knight, and Mayra Salazar.

Members Absent: None.

Staff Present: Cynthia Smith, Interim Director of Library and Community Services; Joanna Axelrod, Principal Librarian; Jeffrey Epp, City Manager; Michael McGuiness, City Attorney; Sheryl Bennett, Director of Administrative Services; Joan Ryan, Assistant Director of Finance and Misty Breymeyer, Division Coordinator.

Written/Oral Communications: None.

Agenda Item #1: Approval of Minutes:

Motion by Trustee Cameron, seconded by Trustee Gorny, to approve the minutes of the July 11, 2017 meeting. Motion carried unanimously.

Current Business

Agenda Item #2: Review the City of Escondido's Response to the San Diego County Grand Jury Report Regarding Escondido Public Library

Director Smith and the Trustees reviewed the City's response to the San Diego County Grand Jury Report. The response was issued in June and made available for public review on both the City of Escondido and the San Diego County Grand Jury websites.

Trustee Cameron said he was impressed with the quality of the response to each concern within the Grand Jury report. He commended staff for their thorough research and thoughtful response.

President Guiles seconded Trustee Cameron's statement and added the Grand Jury may be interested in trying to review complaints, but generally, they don't fully understand the context of the complaint and are limited in their ability to research complicated situations.

Trustee Salazar agreed that the Grand Jury's job is tough; however, she was disheartened that City Management sent the response without allowing the Trustees

or Library staff to review the draft prior to completion and that it mentions outsourcing as an option when that topic is just now being raised for discussion.

Agenda Item #3: Library Board of Trustees Discussion on Outsourcing Escondido Public Library Services.

Director Smith communicated the background of the City's exploration of outsourcing the Escondido Public Library (EPL) to Library Systems & Services (LS&S). She spoke about the community engagement at the July 11, 2017 Board of Trustees meeting, which had 30 speakers who were unanimously opposed to outsourcing. At that meeting, the Trustees decided to discuss this topic further and made it an agenda item.

At this time, members of the audience held up various signs in support of keeping the library public.

Trustee Cameron reviewed the Trustee's bylaws and explained that they are not the final decision makers but an advisory body. He shared the Board's mission to help the public better understand the Trustee's role and their limitations in reference to making final decisions.

"The primary mission of the Escondido Public Library Board of Trustees is to be vocal and energetic advocates for the essential services that the Escondido Public Library provides to our community and to give sound and timely advice and counsel to the Escondido City Council and the Director of Library & Community Services on the development of plans, policies and programs that are responsive to community needs and desires."

President Guiles stated that the intent of the meeting was to be an example of the best use of democracy. He reminded the audience that Trustees are volunteers and in order to have an effective meeting, everyone should remain courteous.

PUBLIC COMMENTS:

Whitney McCoy of Save our Library, Escondido advocacy group, made arrangements prior to the meeting to give a 10-minute presentation on the reputation and operations of LS&S. Save our Library felt privatizing the library was a mistake, and reiterated other public comment from the July 11, 2017 meeting that Escondido has a great library which should be protected. Public libraries are not an expense but an investment that demonstrates a City's commitment to improving the lives of local residents. An American Library Association (ALA) study found for every \$1 spent, the local community receives \$5.48 in economic value, and the average American citizen pays less than \$40 in taxes for libraries per year.

A library's role is to remain unbiased, promote literacy, identify and remove barriers,

and to be a cornerstone of democracy. EPL's budget accounts for less than 3% of the City's budget. She reminded the group that LS&S does not disclose financial information relevant to the exploration and transparency of the privatization of EPL; that the company is owned by a private equity firm. Privatization is not recommended by ALA as they found operational savings are due to staff reductions and hiring lower level staff at lower salaries and benefits. All savings will not be returned to the City.

In the last Board meeting, LS&S pointed to the County of Riverside as a successful contract in the local area, but that County transferred service to LS&S due to a financial crisis that would have closed libraries had a contract not occurred. LS&S has a material budget for Riverside that is too small for the community it serves based on an ALA survey. The survey included LS&S staff responses that confirmed ALA's concerns regarding staffing levels and qualifications, as well as on collection development and materials budgets. Based on the LS&S model at other libraries, Ms. McCoy projected how this model of operation would impact EPL. She also compared the current staffing levels of librarians with MLS degrees, and how much money was spent on youth materials between EPL, Riverside, and San Diego County libraries. In all scenarios, LS&S's Riverside County libraries were understaffed and underfunded compared to both San Diego County and Escondido Public Library.

The proposal states that LS&S can save the City \$400,000, which is only 0.0025% of the City's total budget. Ms. McCoy is frustrated the City is willing to give up operations of their Library for such a small amount. She stated the Library should not be lumped in with shopping cart removal and graffiti clean-up. Privatization will remove local funds from the local community, and give them to an out of state, for-profit company. She also repeated the Board of Trustee bylaws and urged the Trustees to formally advise the City Council against this action.

Laura Mitchell, Vista, read a letter sent to the Board of Trustees from both James Neal, ALA President, and Pam Sandlian Smith, Public Library Association (PLA) President in which they site ALA's policy against the shifting of policymaking and management oversight of library services for the public to the private for-profit sector. As the former Escondido Library Director, she never thought she would be angrier that when the City Council majority voted to close the East Valley Branch (EVB) library. She is sad and frustrated by this discussion and requested the Trustees recommend the City Council drop this idea.

Lucy Berk, Escondido, stated the Pioneer Room plays a vital role as the City's archival depository. It contains original maps, documents, photographs, and rare books. She is concerned with what would happen if a private company decides to sell the rare books for a profit. The current staff are highly trained and have recently reorganized the Pioneer Room collection and look. It would be a disaster to have it closed, privatized, or if anything else happened to it. Please keep the Pioneer Room in mind when making a decision.

Chris Nava, Escondido, emphasized the stance ALA has made in reference to

keeping public libraries public, and commented how decisions should be driven by the best interest of the community, not profits. Privatizing public entities threatens two pillars; transparency and accountability. She is concerned with the lack of transparency as City staff continue to explain this as an exploratory phase, when she has a copy of an email between two LS&S employees stating they are very close to securing a contract with the City. Escondido's Library is a service, not a business.

Anna Marie Valasco, Escondido, is a retired teacher, who loves the library. She saw the negative impact of the closure of the EVB, specifically impacting the Latino community. This is not a partisan issue; it is a money issue. Her recommendation to save money is to consider joining the County system or to look at the salaries of some City employees. Savings should come from somewhere else. Escondido cannot afford any more negative publicity. The community should control the Library; our Library is not for sale.

Barbara Letsom, Escondido, stated she has been accused of being politically manipulated by City Council members. Her response to that label is to focus on the loss of quality other outsourced libraries have experienced. She spoke about her shock and disappointment of the EVB closure. There is fear that this decision to outsource will be pushed through, like the decision to close EVB, without community input.

Heidi Paul, Escondido, shared her experience at the last book club meeting. Twenty-five people shared ideas within a fascinating exchange of *The Outliers: The Story of Success*, and gave a synopsis of the book. She commended the quality staff and dedicated volunteers at EPL, who would not work for a Maryland company. The staff are the success of this library. Great libraries like NYPL are not being outsourced.

Bob Will, Escondido, serves as the Pioneer Room Friends President. They have no interest in seeing any change in library service. The Pioneer Room is personal to this community and houses personal papers that tell of Escondido's history. Francis Beven Ryan gave us the opportunity to preserve and provide access to Escondido's history. Current management staff are interested and supportive and that's very important.

Karen Tatge, President of Escondido City Employees Association, said the association is asking the City to refrain from outsourcing. They are concerned for the employees and recognize the quality and hard work of current staff. Outsourcing is detrimental to salaries and benefits, and results in high-turnover, low wages, and causes stagnant career paths.

Lynn Lau, Escondido, says though she is not a professional in a library system, she is still angry about this discussion. As the former secretary for Trustee Cameron, he taught her to anticipate outcomes. In this case, she is anticipating the loss of morale of the Library staff, an unsuccessful bond issue for a new library, and a loss of cohesion within the community. When negotiating a new contract, she anticipates

that LS&S will charge the City and ever increasing amount. She urges the Trustees to not recommend outsourcing the library system.

Patricia Borchmann, Escondido, shared with the Board an excerpt from Participatory Budgeting Project on the democratic process which gives informational power to the public to help see how money is spent. She left information with the Division Coordinator to give to the Trustees, and will forward it to the Council prior to the next meeting. She spoke of the failures of other outsourced entities like SANDAG, and a Riverside system for collecting traffic mitigation fees to cover infrastructure.

Debbie Resler, Escondido, her family moved to Escondido fifteen-years ago and loves the sense of community and diversity in the area. The Library has done a wonderful job of meeting the various community needs. A large portion of the community needs internet access and when EVD closed, they lost that access.

Laura Hunter, Escondido, stated new information has been released since the last Board meeting, and the proposal is exceedingly weak. How can the Board make a recommendation based on generic promotional statements and a lump sum total? There are no details and it lacks how much profit will be made. The other issue is the lack of details within the cost benefit analysis. It does not show the current benefits of EPL; it only compares open hours. Nor does it calculate the potential loss of volunteer hours or donations. People do not want to volunteer or give their money to a for-profit company. Save the Council from themselves.

Brenda Townsend, Escondido, for 110 years EPL has existed. We have the same great programs they offer; we do not need them. LS&S may build vibrant libraries but we already have a vibrant library. If there were issues with how the Library is performing, Council should communicate that to Library administration.

Roy Garrett, Escondido, implored the Trustees to remember they volunteered for the position. A Trustee has a higher duty than an employee; a fiduciary duty, and high care of the Trust. You are not just volunteers, the beneficiaries of your Trust are in front of you. They are telling you without exception to stand up for them and perform the duty of your Trust.

Greg Dean, Escondido, gave thanks to the Trustees for not turning their backs on the public. He asked how many Council members it takes to ruin Escondido, and answered four. He recognized that only Council member Olga Diaz was present at the meeting. He spoke of his experience living in Southern Oregon, and how the libraries there are not renewing their contract with LS&S. The company's rating in that area is so low no other library system in that area will entertain working with LS&S. If it's not broke, don't fix it.

Georgine Tomasi, Escondido, spoke of how in the last meeting, the Trustees heard the passions of the community. She reminded them that they serve on the Board and are also members of the community. She questioned the legacy they wanted to leave and asked who would propose to get rid of a public service as good as EPL. It

compares to the Philadelphia Library as far as quality employees, services, and collections - do not destroy that.

Joan Brushee, Escondido, is a retired teacher who moved to Escondido twenty years ago. She recognized the good points made by the public already and reiterated what had been said. She has questions that need answers. This is not what Benjamin Franklin had in mind. Can any LS&S profits be used to benefit political campaigns? How is the public protected from LS&S becoming a political vehicle? How will the collections be protected from political influence? She hopes this gets resolved in a democratic way, just as Benjamin Franklin would have intended.

Loretta McKinney, San Marcos, is the most recent retired Escondido Public Library Director, and previously the Library Director for Murrieta Public Library located in Riverside County. She is not in support of a transition to LS&S, a for-profit company. From her personal experience, she knows the community is first to suffer in search of profits. The LS&S staff do not receive the proper funds to support their community, and are first to leave when an opening comes available in a municipally-run library. There is a situation with unfunded PERS liability costs, and there should be a timeline and a master plan for addressing this issue across the City – not put on the back of a single department. The Library should not be cherry picked. LS&S does exist to fix broken libraries, but EPL is not broken. The Library is a City department – not a service within a City department the way that graffiti removal is.

Ron Kohl, Escondido asked if the contract is already approved. He stated we are dealing with liars and deceitful people trying to steal our money. This Trustees are responsible and can help prevent this. On August 3, 2017 an email from LS&S came out saying this is already a done deal. Instead he recommends privatizing the City Mayor and the City Manager.

Meryl Burke, Escondido, created a petition online a week ago and currently has over 500 signatures in support of keeping the Library public. She will be submitting a PDF copy of the petition to the Board for public record. The Council was moving towards building a new facility that would be a beacon for North County, then changed and decided to privatize the Library. The blame is with the Council not LS&S. Elections are coming up and we will not reelect you. The joined petitions are showing that thousands of people are not supportive of this decision. We will not support a new library if we do not support how the library is being run. In Jackson County, Oregon the public record shows that they will not be renewing their contract with LS&S. Don't ruin our reputation.

Jack Anderson, Escondido, is the President of the Escondido Library Foundation, but is not speaking on their behalf as they have yet to take a formal stance. Escondido is in need of an expanded library facility. In 2010, the staff planned to expand on the current site. In 2016, the Council acted to once again explore an expansion plan, but this time at Grape Day Park. Regardless of the magnitude or location, it is important for the community to be involved and support a bond measure. It concerns the Foundation greatly that the bond may be negatively affected by unintended

consequences of outsourcing, and this needs to be addressed.

Neal Hook, Escondido, said he is glad to see so many people supporting the Library in this City. He is concerned that speakers are limited to two-minutes. Even Council Member Olga Diaz was limited, but she was given more time to keep everyone informed. To the Council the Library is irrelevant because they know what is best for us. Citizens spoke out in opposition to closing EVB and they ignored us. The Library is an essential feature for everyone. The Council wants to save money yet the City Manager and City Attorney are two of the highest paid City employees. Where are the Council's priorities?

Mary Gaines, Valley Center, says though she lives outside the city, she uses the Library. As a retired public defender she has seen the benefits of public libraries first hand. Without them, her case load would be even greater because libraries provide opportunities for people who would otherwise be in the criminal justice system to improve their lives in positive ways. She is concerned about the issues of accountability and transparency. Will LS&S replace the current Board with their own Board of Directors? The City is trying to annex areas to pay for its budget. Police and Fire retire at 50 years with 100% of their salary. The volunteers provide service to the library. Without them, it will all go away. Council needs to come up with a plan to pay pensions without cutting services.

Virginia Abushanab, Escondido, is a volunteer in the Bookshop. The Friends of the Library sell about \$70,000 worth of books each year. She stated she will not work for a for-profit company. The present arrangement for Library collection budget is the City puts in \$200,000 for circulating materials, and the Friends put in \$50,000. The new company is saying they will be getting the Friends money, but there is no guarantee. The Library Director must ask each year for this, and each year the Friends Board must approve the request. Do you think this private company is going to get the same response from the Friends?

Liz White, Escondido, says she is one of the people manning the petition collection desk downstairs, where they continue collecting signatures and educating the public on what it means if this Library is privatized. She experienced people running to the table to sign this petition. Children are also signing the banner and it is filling up with support to keep the Library public. Do not forget the people who have been showing support through signatures.

Olga Diaz, Escondido City Council Member, praised the crowd for showing up at 2:00 P.M. on a Tuesday. She quoted Winston Churchill as having said that success is the ability to go from failure to failure without losing your enthusiasm. She has been opposed to this since the first time she heard of the idea on April 5, 2017, and is not sure how we ended up in this situation. She did not sign the Grand Jury response as it contained language about outsourcing. It was never the intent for the public or the Trustees to be included in this process and stated that we have had to force ourselves into the process. She does not forgive the closure of EVB. She does not trust the City Council's majority to a vote. To LS&S, if they felt they were invited, that

was not by the community; this is not supported. She supports a new, publically run library in Grape Day Park. She told the Trustees that she is a good friend to have when they need support and that they should not feel alone in opposing this proposal. She urged the Trustees to recommend Council not to go through with the privatization of the Library.

Patricia Serrano, Escondido, an immigrant living in Escondido for twenty-three years, stated this Library helped her learn to speak English. Her son is successful in life because of this Library. He went to a great college in Massachusetts because of the books in this collection. She felt the closure of EVB was an attack on her community due to its location. They closed it due to budget, but we have a surplus. The City Manager and City Attorney's salaries are disgusting. They will not be around forever, but the damage they are doing to this community is irreversible.

TRUSTEE DISCUSSION:

Board President Guiles informed the Trustees that 56 people have spoken over the course of the last two Trustee meetings; 26 today and 30 on July 11, 2017. In addition, they have received multiple emails and letters. The Trustees have patiently listened, but now it is their turn to let the public know their feelings and hopefully make a recommendation to vote before the end of the meeting.

Trustee Knight gave his appreciation for everyone speaking. In the 11 years he has been on the Board, this is the most unique opportunity to engage with the public. He clarified the he has no issues with Library operational efficiencies or outcomes. The Board did not initiate this discussion and feels the staff do an outstanding job. This is a discussion of finances. The Council appears to have gone outside the normal process of asking what is being done in other communities. A savings of \$400,000 does not come close to meeting the pension obligation. Many neighboring cities have outsourced policy to no ill effect and saved millions of dollars. He is not recommending that, but wants to know if Council has pursued that as an option. We did not request a change to how the Library is managed, so he does not want to make a change.

Trustee Salazar has been on the Board for three years. She grew up in a single-parent household in Escondido. The Library was her safe haven and she would not be sitting at this table without this Library. If it hadn't been for the Library, she would not have gone to college. She has worked in public service and knows how hard it is to manage a budget, and sometimes constituents can be wrong, but not now. This decision could have a negative effect on the community. She understands the need to figure this pension crisis out, but the Council needs to go back to the drawing board.

Trustee Gorny is in his third term on the Board. He feels the existing Library is great with professional staff and highly efficient operations. He has seen staff deal with financial difficulties in the past, yet they always pull through. Our Library is not broken and does not need to be fixed. He recommended to leave it as it is.

Trustee Cameron stated he wears two hats; one as a longtime Trustee, and one as the President of the Friends of the Library for the last 15 years. He has spent a lot of time volunteering to help raise money for the important things within the library. The Friends has a Board of Directors which represents the volunteers and over 250 paying members. Volunteers enjoy being here and seeing the work going on daily. The Friends for the last three or four years have raised \$75,000 each year. The priority is not to pay for operational needs, but specifically programs for children, books for children, and programs free to the community. The Friends do not have an official position at this time, but it is on the agenda for their meeting the following morning. He looks forward to the discussion and hopeful the Council will move ahead with the new library project. One concern he has is that if we need to build a new library, will there be support? We need a new library, not a community that says wait. He knows they are willing to support a new library, but not sure about a bond. It takes two-thirds approval to pass a bond. The board will come up with a recommendation soon for the Council.

President Guiles has been thinking about the advantages and disadvantages of this subject for the last month. The City is right to look at any potential cost savings, but \$400,000 is insignificant. He stated he is there to represent the people of Escondido to the Council. The advantage of LS&S was to open on Sundays, but after speaking with the Library Director it was found the Library can be opened on Sundays without increasing staff. Staff should be congratulated on hiring bright, highly qualified staff. He is concerned about losing those staff as a result of this uncertainty. He is concerned about losing community support for a bond measure if this continues longer. He is an advocate for building a new library on property owned and controlled by the City and explained how long and drawn out the process was when Farr Elementary school had to use the process of eminent domain to secure private property for an expansion. President Guiles continued there are not many things in a community that everyone agrees on. In all the public feedback received, only one person said they were in favor of outsourcing. If this was a broken system, he would be in favor of bringing LS&S in, but rather feels we have a fabulous Library. With privatization, his concern is limited public control. He is looking forward to using the community's passion and energy to pass a bond. We need to be thinking at this time of what outsourcing will do to our community. We need 66% to pass a bond and cannot possibly be successful with any organized opposition. Outsourcing would leave the same kinds of injuries in this community that the closure of EVB has left. He encouraged the Board to make a motion.

ACTION TAKEN:

Motion by Trustee Salazar, seconded by Trustee Knight to oppose outsourcing the Escondido Public Library. Motion carried unanimously.

President Guiles suggested a subcommittee of Trustees prepare a letter to send to the City Council and to schedule a special meeting for next Tuesday, August 15, 2017 to review the letter and make final recommendations. Everyone agreed.

OTHER REPORTS:

Cynthia Smith, Interim Director of Library & Community Services, updated the Trustees that the very successful Summer Reading Challenge ended July 31, 2017 and alerted the Board that the Collection Development Policy would come before the Board for review in September.

Next Meetings:

Special Meeting – August 15, 2017
Monthly Trustee Meeting - September 12, 2017

ADJOURNMENT:

Moved by Trustee Cameron, seconded by Trustee Gorny, to adjourn the meeting at 3:57 p.m. Motion carried unanimously.

Ron Guiles, President, Library Board of Trustees/M. Breymeyer, Division Coordinator

**Escondido Public Library Board of Trustees
Special Meeting
Board Meeting Minutes
Tuesday, August 15, 2017, 2:00 p.m.
Library Turrentine Room**

CALL TO ORDER: President Guiles called the meeting to order at 2:00 p.m.

Members Present: Trustees Ron Guiles, Mirek Gorny, Elmer Cameron, and Mayra Salazar.

Members Absent: Trustee Gary Knight

Staff Present: Cynthia Smith, Interim Director of Library and Community Services; Joanna Axelrod, Principal Librarian; and Misty Breymeyer, Division Coordinator;

Written/Oral Communications: None.

Current Business

Agenda Item #1: Review and finalize a letter to the City Council opposing the privatization of the Escondido Public Library

Director Smith read the staff report and gave the floor to President Guiles who gave background on how the letter was crafted and the purpose behind various statements. He proceeded to read the draft to the group asking the Board members to provide feedback and concerns along the way.

Trustees agreed to keep the highlighted section regarding the Library staff proposal to add Sunday hours.

Trustees discussed how to make the letter available to the public, and requested that Library staff ask the City Manager to place it on the City's website.

President Guiles stated he would read the letter to the City Council at the August 23, 2017 meeting and asked for Director Smith to coordinate requesting extra time for to read the full letter.

ACTION TAKEN:

Motion by Trustee Gorny, seconded by Trustee Salazar, to approve the letter with discussed changes to the City Council opposing the privatization of the Escondido Public Library, and to have President Guiles read the letter at the August 23, 2017

City Council meeting. Motion carried unanimously.

Division Coordinator Breymeyer will create a final copy of the letter for signatures from present members and send copies to the Trustees and City Manager's Office for the City Manager, Mayor, and City Council Members.

Director Smith will write to Trustee Knight to inform him of the approved letter and make arrangements to secure his signature. She will also email the City Manager the final digital version requesting that it be shared with City Council Members, that the letter be placed on the City's website for public viewing, and that President Guiles receive extra time to read the letter in its entirety at the City Council meeting.

Trustee Guiles will read the letter to the City Council at their August 23, 2017 meeting.

OTHER REPORTS:

None at this time.

Next Meetings:

Monthly Trustee Meeting - September 12, 2017

ADJOURNMENT:

Moved by Trustee Cameron, seconded by Trustee Gorny, to adjourn the meeting at 2:47 p.m. Motion carried unanimously.

Ron Guiles, President, Library Board of Trustees/M. Breymeyer, Division Coordinator

Library Board of Trustees
Escondido Public Library
239 South Kalmia Street, Escondido, CA 92025
Phone: 760-839-4601
library@escondido.org

August 15, 2017

To: Mayor Sam Abed; Deputy Mayor John Masson; Councilmember Ed Gallo;
Councilmember Olga Diaz; Councilmember Michael Morasco

From: Library Board of Trustees

Subject: Recommendation Regarding Outsourcing of the Escondido Public Library to Library
Systems & Services

Dear Escondido Mayor and Councilmembers,

The Library Board of Trustees bylaws state the primary mission of the Trustees is to be a vocal and energetic advocate for the essential services the Escondido Public Library (EPL) provides to our community, hearing the concerns of Escondido residents, and providing timely advice to the Escondido City Council. The Trustees have accepted the responsibility of following these bylaws and the trust you have placed in us.

During the process of considering the possible outsourcing of library services, the Board listened to a presentation from Library Systems & Services (LS&S), received and read 64 letters & emails from community members, and heard 58 community members speak directly to the Board during the last two Trustees meetings, which were attended by over 250 citizens. We also received an 81-page petition with 1,000 signatures, and a separate online petition containing 576 signatures opposing outsourcing EPL. In all communications received from Escondido citizens, one person had been in favor of outsourcing our library while all others were opposed.

Considering all of this community input, the Library Board of Trustees have come to the following conclusions:

1. LS&S would save approximately \$400,000 per year in operating costs as estimated by the City of Escondido's Finance Department.
2. LS&S would open our Library on Sundays.
 - a. Library Administration has also studied the possibility of increasing hours and presented a strategic plan to the City Manager, where the Library would be open additional hours throughout the week, including on Sundays, without increasing staff.
3. The EPL will lose talented staff due to both outsourcing and uncertainty.

4. Escondido will lose community support for both the Library and the City as indicated by the overwhelming input from the citizens who communicated with us.
5. Escondido could lose a high degree of local control over the operation of our Library.
6. Escondido will most likely lose our chance to build a new library on the City campus of Grape Day Park. It is extremely difficult to pass a bond measure at 67%, even if you have no organized opposition. With a disgruntled population created by this proposal it would be next to impossible for a bond to pass.
7. EPL has generated a great deal of civic pride. In 2016, an average of 1,366 patrons visited the library daily. These people are very passionate about our Library and of Escondido; some of this will naturally be lost if we change to LS&S. Due to the fact that so many people are involved, you cannot equally compare this type of outsourcing to other City services like graffiti removal, pavement maintenance, or landscaping.
8. Privatizing EPL may jeopardize volunteer and public monetary support. Many citizens have stated they would no longer financially support, or volunteer, for a for-profit company. In 2016, EPL had 218 individuals volunteer with a total of 29,080 hours of support in the form of various operational tasks, fundraisers, events, and within the five support groups. Based on the recommended value per hour provided by grantspace.org, this equates to a value of \$701,991 worth of effort potentially compromised should LS&S take over management operations.
9. The City is in danger of losing the support of the Friends of the Library organization, who annually raise \$75,000 in the Bookshop. This helps to pay for free public programs, and books and materials for children and adults. Additionally, this may impact the total Friends of the Library membership, which currently consists of 282 individuals.

In conclusion, the Trustees all want a positive image for the City of Escondido. We want Escondido to be a very welcoming community. EPL has been a significant part of this positive culture for a very long time. A City campus at Grape Day Park, that includes a new library, would greatly enhance community pride. It appears that by outsourcing our public library to LS&S we would potentially risk giving up too many positives in order to save a small percentage of Escondido's budget.

At the last Board of Trustees meeting, on August 8, 2017, the Trustees voted unanimously against the proposal to outsource the Escondido Public Library to LS&S. We have done our due diligence by listening to the public and therefore recommend the Escondido City Council reject this proposal.

In the interest of transparency, we would like to request the City post this letter on the City's website under the Current Issues/Public Library Services link.

Sincerely,



Ron Guiles
Library Board of Trustees, President



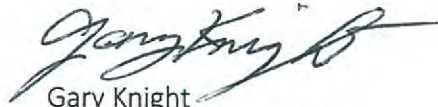
Mayra Salazar
Library Board of Trustees, Secretary



Elmer Cameron
Library Board of Trustees



Mirek Gorney
Library Board of Trustees



Gary Knight
Library Board of Trustees

CC: City Manager, Jeffrey Epp
Interim Library & Community Services Director, Cynthia Smith
Principal Librarian, Joanna Axelrod
Board of Trustees President, Ron Guiles
Board of Trustees Secretary, Mayra Salazar
Trustee, Elmer Cameron
Trustee, Mirek Gorney,
Trustee, Gary Knight



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: September 12, 2017

TO: Library Board of Trustees
FROM: Joanna Axelrod, Deputy City Librarian
SUBJECT: Library Collection Development Policy: Recommended Revisions

Recommendation:

Review/Approve

Background:

Library policies are reviewed periodically by Library Administration and professional staff to ensure they are up-to-date, clear, concise, and serve their intended purpose. The *Collection Development Policy* is intended to guide the selection and evaluation of materials and resources that meet the current and anticipated needs of Escondido's community. The policy directly relates collection development to the Library's mission, vision, and values statements, and it defines the scope and standards of the various collections. The policy also establishes roles and responsibilities for materials selection and defines a process for addressing patron questions and concerns.

Track changes could not be used due to the extensive reorganization of the document, so for the sake of comparison, a copy of the current policy (approved in 2012) and a copy of the revised policy with comments indicating changes are included in this agenda for review and approval.

The current Collection Development Policy is accessible on the Library's website <https://library.escondido.org/about>, in the Library Administration Office, and at all public Information Desks. Upon approval, the revised edition will be made available at all of these locations.



ESCONDIDO PUBLIC LIBRARY POLICY

EXISTING COLLECTION DEVELOPMENT

Mission Statement

The Escondido Public Library's mission is to enrich, empower, and educate our community through universal access to quality resources, services, and programs.

Escondido Public Library's Guiding Principles Are To:

- **Create Readers**
Introduce children and adults to the joys and rewards of reading and using the public library and meet their need to perform essential daily tasks.
- **Build Successful Enterprises**
Provide tools and knowledge that business owners and managers need to develop and maintain strong, viable organizations.
- **Connect With Others**
Provide a place and a forum for people to communicate and interact with others in the pursuit of knowledge and ideas.
- **Promote Cultural Awareness**
Celebrate our community's diverse cultures and provide a bridge to a dynamic future.
- **Satisfy Curiosity and Learn**
Fulfill residents' appetite for information about popular cultural and social trends, and their desire for satisfying recreational experiences and life-long learning.
- **Make Informed Decisions**
Meet the need for information and answers to questions on a broad array of topics related to work, school, personal life, business, and consumer needs.
- **Create Information Literacy**
Address the need for skills related to finding, evaluating, and using print, media, and computer information effectively.
- **Discover Our Heritage**
Address the desire of residents to know and better understand personal and community heritage.

Purpose of Escondido Public Library's Collection Development Policy

This Collection Development Policy is intended to guide, given budgetary and space limitations, the selection and evaluation of materials and resources that anticipate and meet the needs of Escondido's community. This policy directly relates collection development to the Library's mission

statement and guiding principles, and it defines the scope and standards of the various collections. This policy also establishes roles and responsibilities for materials selection and defines a process for addressing patron questions and concerns.

As the community changes, the Library reassesses and adapts its collections to reflect new and differing areas of interest and concern, technology, and information formats.

Community

The City of Escondido, founded in 1888, is a vibrant and growing community with a population of over 147,000 inhabitants. The community is characterized by a large number of organizations, civic engagement, a growing business base, and a tradition of interest in art and culture. Individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds.

Familiarity with the community and its changing demographics is essential to selecting materials for the Library. Knowledge of the community enables the Library to better serve its users by developing collections that reflect the changing interests and composition of the City of Escondido and its sphere of influence.

Philosophy of Selection

In support of its mission, the Escondido Public Library fully endorses the principles documented in the *Library Bill of Rights* and the *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/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

<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. Materials available in the Library present a diversity of viewpoints enabling citizens to make the informed choices necessary in a democracy.

Scope of the Collection

The primary responsibility of the 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 to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater San Diego area. Access to these collections may be provided through cooperative networking, interlibrary loan, and direct referral.

As a municipal library, the Escondido Public Library places major emphasis on providing information. It offers a strong reference collection of print, non-print, and internet-based resources that support an extensive reference service. A broad choice of circulating print and non-print materials are selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Library's Pioneer Room provides an archive of materials relating to the City of Escondido's history.

Responsibility for Selection

The authority and responsibility for the selection of Library materials rests ultimately with the City Librarian. Under the City Librarian's direction, selection is delegated to the professional Library staff. Staff members and the general public are encouraged to recommend materials for consideration.

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
- Representation of diverse points of view
- Relationship to existing materials in collection
- Readability or ability to sustain interest
- Appropriateness of subject to the age of the intended audience
- Reputation of the author, publisher, producer, or illustrator
- Creative, literary, or technical quality
- Accuracy and authentication
- Critical assessments in a variety of professional journals and attention in media
- Format and ease of use
- Circulation as monitored through the Library's automated system
- Cost and availability
- Relationship to materials in other area libraries
- Local emphasis

Recommendations for Purchase

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 by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Purchase requests help the Library develop collections which serve the interests and needs of the community. Suggestions can be made online through the Library's website or by submitting a *Purchase Request* form, available at public service desks.

Request for Reconsideration

Library patrons who recommend the review of appropriateness or removal of a particular item in the Library collection may submit a *Statement of Concern About Library Resources* form. The form will be reviewed by the City Librarian and staff in relation to the Library's mission statement 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*. A response will be made by the City Librarian within 21 days of receiving the formal objection.

Gifts

The Escondido Public Library accepts gifts for the Library's collection that fall within needed subject categories as determined by the City Librarian and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use or other disposition of the gift.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.

Monetary gifts to the collection are always welcome and may be designated as memorials.

- Donations of money designated for the periodical collection are accepted in lieu of actual subscriptions. These contributions can offset the high cost of periodical subscriptions and maintain their continuity from year to year.
- Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.

Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by the number of reserves, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and nonfiction titles, the Library tries to maintain a ratio of one copy for every five reserves placed.

The Collection

- **Adults**

Fiction – The Library's adult collection includes a wide variety of contemporary works of fiction representing diverse genres, international works of fiction, classics, and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Nonfiction – The Library aims to acquire materials which 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
- Present different viewpoints on issues

- **Art Work** – The Escondido Public Library possesses a small non-circulating collection of paintings and art prints which may be on display throughout the Library. The library does not actively collect or solicit art work. However, donations may be accepted in accordance with the Library's *Acquisition and Display of Art in the Library Policy*.
- **Escondido History (Pioneer Room Archive)** – The Library places a high priority on acquiring information and resources for researchers about Escondido, past and present. As a local archive, the Pioneer Room is a non-circulating reference collection of material that primarily reflects the City's history, heritage, and cultural development.

The Escondido collection, housed in the Pioneer Room archive, consists of print and non-

print materials. The book collection contains available historical and descriptive works about Escondido and Escondidoans.

The archive acquires current and past city-issued documents and materials that may be augmented with reports, agendas, newsletters, and minutes from City Council acquired for public review.

The archive maintains a collection of Escondido newspapers on microform, supported by a topical file of news clippings and scrapbooks. The Library acquires current newspapers and periodicals about Escondido, a representative selection of magazines published in Escondido, and many newsletters and other publications issued by local organizations. It may also collect maps, pamphlets, sheet music, and selected ephemera of local significance.

Non-print materials include Escondido-related films, videos, sound recordings, slides, art works, and posters. Escondido photographs may be added to the collection when donated.

The archive selectively accepts gifts of manuscripts, collections of papers, memorabilia, or three-dimensional materials, particularly when the material relates to Escondido's founding families, the City of Escondido, and its official functions.

- **Foreign Language Materials** – The Library is committed to developing and maintaining a Spanish and foreign language collection that addresses 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.

Additional languages that have limited collections in both fiction and nonfiction books include Japanese, Chinese, Korean, and Vietnamese. The Library also maintains a few classic titles in French and German.

- **Genealogy** – The genealogy collection is a self-service reference collection made available for users at various stages of researching family history. It has been primarily developed through donations with ongoing contributions by the Escondido Genealogical Society. The Pioneer Room purchases basic how-to-do-it resources, standard reference items and indices, and handbooks on family research for various ethnic groups. Other materials, such as family histories and regional guides, are acquired as gifts.
- **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. Documents are reviewed and, if deemed historically significant, transferred to the Pioneer Room archive.

EIRs may be of ephemeral and/or peripheral interest to the Escondido community. Weeding and retention of EIRs is done on an individual basis, as is the decision to catalog a report. The decision to add an item to the catalog is based upon whether a publication is in final version or draft format and whether it is of more than a passing interest to patrons.

- **Large Print** – The large print book collection meets the needs of an increasing number of patrons who are not able to comfortably read books in standard-sized print. The major emphasis of the collection is popular fiction, including mysteries and westerns, along with high interest nonfiction such as biographies and health-related materials.
- **Literacy Materials** – The literacy collection provides written material in a variety of formats to support the Library's adult literacy services program. Materials used for adult tutoring and workbooks comprise a large portion of the collection and provide strong support for instruction. Other materials, both fiction and nonfiction, are selected for high interest/developing reading levels and emphasize practical subjects of interest to adults.
- **Local Authors** – The Library welcomes the addition of titles that are written by local authors and these are maintained as a special collection. Whether purchased or donated, these titles are evaluated based on the established collection development guidelines.
- **Media** – The Library maintains a media collection in a variety of different formats including, but not limited to, videos, audio, electronic games, and digital multimedia. This collection is comprised of works of film, music, theater, television, and documentaries representing a wide range of genres including classics as well as important contemporary and foreign works. It also includes nonfiction materials, local archival photos, and Library-created digital content.

Audio books covering popular fiction, nonfiction, classics, and language instruction are also an important part of the collection.

The Library must continually assess new technology information formats, particularly in audio and visual electronic media, and evaluate the capabilities and enhancements offered in conjunction with existing formats. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the local community. When deciding whether to replace or augment existing formats with new media, the following factors are considered:

- User demand and popular trends
 - Anticipated improvements in information storage and retrieval
 - Quality of the product
 - Ease of use
 - Equipment requirements
 - Space limitations
 - Cost
 - Staff involvement for processing, maintenance, and training
- **Online Research Resources (Databases)** – Online research resources (often referred to as 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.
 - **Paperbacks** – The Library maintains an uncataloged paperback collection to provide recreational reading in popular areas of interest. The collection duplicates many cataloged books including best sellers, classics, and works of perennially popular authors. All items in

this collection are selected from donated paperbacks.

- **Periodical Collection** – The Library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the Library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diverse publications in fields which are of interest to the community. It includes Spanish language publications as well as basic and popular reading magazines.

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 with articles in abstract and full-text format. Online database resources may include journals and periodicals 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 online magazine database.

- **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.
- **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 noncirculating in order to be readily available to all patrons. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.
- **Textbooks** – The Library does not purchase textbooks but attempts to acquire current copies used in public schools through donations or directly from the school districts. Access to a selection of textbooks for middle and high school students is available in the Teen reference section and for elementary school students in the Children's reference section. These textbooks do not circulate. The collection is limited to EUSD and EUHSD with some additional textbooks available online through a link on the Library's website.

Adult textbooks are occasionally acquired when needed to provide broad or introductory coverage in various subject areas.

- **Youth Collection** – 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 nonfiction materials in a variety of formats to satisfy and stimulate their informational, educational, cultural, and recreational needs. Materials are selected with regard to the stages of emotional and intellectual maturity of youth using professional review media and other selection tools.

Items in the children's collection for youth ages birth – 6th grade are designated "Juvenile" and reflect a strong emphasis on picture books, easy readers, fiction, and nonfiction.

A collection for teens has been established to satisfy the needs of patrons in grades 7-12. It is a transitional assemblage for readers moving from the children's to the adult collection. These are primarily high-interest, high-circulating browsing items and are designated "Teen".

A resource collection for story times and programs is developed for staff use. Materials include books with finger plays, songs, crafts, library skills, pop-up books, flannel board stories, as well as duplicate copies of picture books. This non-circulating collection is housed in the Children's Office. Resources in this collection are cataloged and may be made available upon request for use within the Library.

Materials in the youth collections supplement resources in school libraries but are not focused to support all aspects of school curricula or homework assignments.

Parents, legal guardians, and care-givers are solely responsible for reviewing, limiting, or supervising their child or teen's access to Library materials.

Collection Development on the Web

Through its website, the 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.

Collection Maintenance

Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily 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 withdrawn from the collection.

Withdrawing Library Materials

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

- Availability of information in other places or formats

- Duplication
- Obsolescence: subject matter has been superseded or is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

Replacement

Replacement of withdrawn materials is not automatic. It is the responsibility of the Library staff to assess the need for replacing material that is damaged, withdrawn, or otherwise lost from the collection. 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

Revision of Policy

This Collection Development Policy will be periodically evaluated by staff and revised as time and circumstances require. The Collection Development Policy must be approved by the Library Board of Trustees in order to be adopted.



ESCONDIDO PUBLIC LIBRARY POLICY

REVISED COLLECTION DEVELOPMENT

Purpose of Escondido Public Library's Collection Development Policy

The Collection Development Policy is intended to guide the selection and evaluation of materials and resources that meet the current and anticipated needs of Escondido's community. The policy directly relates collection development to the Library's mission, vision, and values statements, and it defines the scope and standards of the various collections. The policy also establishes roles and responsibilities for materials selection and defines a process for addressing patron questions and concerns.

As the community changes, the Library reassesses and adapts its collections to reflect new and differing areas of interest and concern, technology, and information formats.

Philosophy of Selection

In support of its mission, Escondido Public Library fully endorses the principles documented in the *Library Bill of Rights* and the *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, 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.

Scope of the Collection

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 to enrich the quality of life for all community members.

Standards of public libraries nationwide and the parameters of budgets 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, books on CD, eBooks, and eAudiobooks. The Library also offers a strong reference collection of print and

Commented [JA1]: The document overall was streamlined and shortened to 7 pages to improve readability and access for the public. The Mission Statement, Guiding Principles, and Community sections from the 2012 document were removed. A separate document and section of the Library's website will include the updated Mission, Vision, and Values information as they are the umbrella that guides and informs all policies – not just Collection Development.

Commented [JA2]: This section is the same with the exception of the inclusion of this highlighted sentence.

Commented [JA3]: Information about the various formats was included.

online resources that support reference services. The Library's local history archive, the Pioneer Room, provides a non-circulating collection of materials relating to the history of Escondido.

Responsibility for Selection

The ultimate authority and responsibility for the selection of Library materials rests with the Library Director or designee, who delegates selection to the professional library staff (librarians & archivist).

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
- ♦ Availability of physical space
- ♦ 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.

Commented [JA4]: This section is the same with the addition of the following:

- Currency of format
- Appropriateness of subject to the age and/or level of the intended audience
- Physical condition
- Circulation as monitored through the Library's ILS
- 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.

This last criteria came from the Duplication of Material section in the 2012 document.

* For selection criteria relating to the Pioneer Room, the Library's local history archive, see page 5.

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 representative of the cultural and ethnic 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

Commented [JA5]: This section was re-ordered to place information most often sought by the public at the beginning of the list.

- Represent a variety of viewpoints

- ♦ **Youth Collection** – 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, and video games. This collection is comprised of works of film, music, theater, television, and documentaries representing a wide range of genres. An Adult music CD collection is maintained through donations. 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.

Commented [JA6]: This section was streamlined

- ♦ **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.

Commented [JA7]: This section was added.

- ♦ **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.

Commented [JA8]: Renamed in lay terms for clarity.

- 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.

- ♦ **Foreign Language Materials** – The Library is committed to developing and maintaining Spanish and foreign 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.

- ♦ **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.
- ♦ **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.
- ♦ **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.

Commented [JA9]: This section was expanded to include details on the Scope of the Pioneer Room collection and Selection Criteria specific to the Pioneer Room.

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 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
 - Physical space

- ♦ **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.

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.

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- ♦ **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 requests help the Library develop collections which serve the interests and needs of the community. Suggestions are made online through the Library's website.

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;
- ♦ Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.

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. Those

materials determined to no longer be of value are withdrawn from the collection.

♦ **Withdrawing Library Materials**

Library materials are withdrawn (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
- Space limitations
- Insufficient use
- Research value
- Preservation and storage costs

Commented [JA11]: These two were added.

♦ **Replacement**

Replacement of withdrawn materials is not automatic. Library staff assess the need for replacing materials that are damaged, withdrawn, 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 from Information Desk staff. The form will be reviewed by the Library Director or designee and staff in relation to the Library's mission statement 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 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.

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.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: September 12, 2017

TO: Library Board of Trustees
FROM: Joanna Axelrod, Deputy City Librarian
SUBJECT: Discussion of California Education Code §18910

Recommendation:

Review/Discuss

Background:

The attached California Education Code §18910 establishes the parameters and responsibilities for Library Board of Trustees groups across the state of California. The Trustees will review the Code and discuss their role.

§ 18910

GENERAL PROVISIONS

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Section

- 18916. Quorum.
- 18917. President.
- 18918. Record of proceedings.
- 18919. Rules, regulations and by-laws.
- 18920. Administration of trusts; receipt, holdings and disposal of property.
- 18921. Officers and employees.
- 18922. Purchase of personal property.
- 18923. Authority to purchase real property, and to erect or rent and equip building.
- 18924. State publications.
- 18925. Exchanging with other libraries; nonresident borrowing.
- 18926. Incidental powers of board.
- 18927. Annual report to legislative body and to State Librarian.

Article 2 was enacted by Stats.1976, c. 1010, § 2, operative April 30, 1977.

§ 18910. Appointment of board of trustees

The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor, president of the board of trustees, or other executive head of the municipality, with the consent of the legislative body of the municipality.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27351 (Stats. 1959, c. 2, p. 1461, § 27351). Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1.

Educ.C.1943, § 22212 (Stats.1943, c. 71, p. 738).

Notes of Decisions

Management and control of library 1

1. Management and control of library

In proceedings to determine the right to manage and control a public library, it appeared that, prior to March 28, 1878, there had been a private voluntary association which had established and maintained in L. a library for the use of its members, and in 1874, Stats.1874, p. 274, an act was passed providing for the establishment of a public library in L., and by its provisions the library was controlled by nine regents,

who were elected by the city council, and on March 28, 1878, the act was repealed by the city charter, and the mayor and council were constituted trustees of the library, and on March 28, 1878, the city council elected a board of regents, and April 6th the board duly organized, and the same day the library association made over to the public library thus organized all the books belonging to the association, this library did not come under Stats.1880, p. 231, which put in the charge of trustees therein provided for all libraries established by authority of that act. *People v. Howard* (1892) 29 P. 485, 94 C. 73.

§ 18911. Term of office and compensation

The trustees shall hold office for three years. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter.

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§ 18914

The legislative body of the municipality may, by ordinance, provide for the compensation of such trustees; provided that the respective compensation for such trustees shall not exceed fifty dollars (\$50) per month.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27352 (Stats. 1959, c. 2, p. 1461, § 27352, amended by Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1).
1974, c. 509, p. 1188, § 1).

Educ.C.1943, § 22213 (Stats.1943, c. 71, p. 738).

Notes of Decisions

Discharge 1
Extension of term 2

2. Extension of term

Trial court's extending terms of incumbent members of board of library trustees by approximate length of time trustees were deprived of their offices by city's unlawful action was a reasonable means of rectifying wrong caused by city and was not an abuse of discretion. Friends of Library of Monterey Park v. City of Monterey Park (App. 2 Dist.1989) 259 Cal.Rptr. 358, 211 Cal.App.3d 358.

1. Discharge

City council could not discharge board of library trustees without cause or hearing. Friends of Library of Monterey Park v. City of Monterey Park (App. 2 Dist.1989) 259 Cal.Rptr. 358, 211 Cal.App.3d 358.

§ 18912. Eligibility of men and women

Men and women are equally eligible to appointment as trustees.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27353 (Stats. 1959, c. 2, p. 1461, § 27353). Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1.

Educ.C.1943, § 22214 (Stats.1943, c. 71, p. 738).

§ 18913. Vacancies

Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27354 (Stats. 1959, c. 2, p. 1461, § 27354). Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1.

Educ.C.1943, § 22215 (Stats.1943, c. 71, p. 738).

§ 18914. Monthly meetings

Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

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Stats.1901, c. 170, p. 558, § 4, amended by
Stats.1905, c. 292, p. 296, § 1; Stats.1909, c.
481, p. 824, § 1.

§ 18919. Rules, regulations and by-laws

The board of library trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27360 (Stats. 1959, c. 2, p. 1462, § 27360). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22221 (Stats.1943, c. 71, p. 738).

Cross References

Violation of rules, regulations or bylaws, penalty, see Education Code § 18960.

§ 18920. Administration of trusts; receipt, holdings and disposal of property

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27361 (Stats. 1959, c. 2, p. 1462, § 27361). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22222 (Stats.1943, c. 71, p. 738).

Cross References

Foundations for institutions of arts and sciences, see Education Code § 21140 et seq.

Notes of Decisions

Funds donated to city 1

1. Funds donated to city

Stats.1901, p. 557, c. 170, providing for the establishment of free public libraries and reading rooms, creating a board of trustees, and

prescribing their duties, did not embrace the construction of a library to be erected with funds donated to a city unless the gift by its terms and conditions, either expressly or by proper implication, so provided. Board of Library Trustees of City of Hanford v. Board of Trustees of City of Hanford (1908) 84 P. 227, 2 C.A. 760.

§ 18921. Officers and employees

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library; determine the number of and appoint all officers and employees, and fix their compensa-

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tion. The officers and employees shall hold their offices or positions at the pleasure of the board.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27362 (Stats. 1959, c. 2, p. 1462, § 27362). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22223 (Stats.1943, c. 71, p. 739).

Cross References

Civil service, see Government Code § 45002.

Notes of Decisions

Civil service 2
Employees' status 1

2. Civil service

A library employee was an employee of the city, and subject to its civil service ordinance, by virtue of provision therein that it shall be applicable to all employees of the city, even though the ordinance did not specifically designate library employees, and Gov.C. § 45002 provided for separate designation of library employees. City of Ukiah v. Board of Trustees of Municipal Library of City of Ukiah (1961) 15 Cal.Rptr. 811, 195 C.A.2d 344.

1. Employees' status

Under Educ.C.1959, § 27362 and §§ 27301, 27360, 27368, 27401, 27402, 27453, and 27455 and Gov.C. §§ 45002, 45005, a municipal library, although autonomous as to its internal operations, was not independent of the city and its employees were city employees. City of Ukiah v. Board of Trustees of Municipal Library of City of Ukiah (1961) 15 Cal.Rptr. 811, 195 C.A.2d 344.

§ 18922. Purchase of personal property

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27363 (Stats. 1959, c. 2, p. 1462, § 27363). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22224 (Stats.1943, c. 71, p. 739).

§ 18923. Authority to purchase real property, and to erect or rent and equip building

The board of library trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27364 (Stats. 1959, c. 2, p. 1462, § 27364). Educ.C.1943, § 22225 (Stats.1943, c. 71, p. 739).

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Stats.1901, c. 170, p. 558, § 5, amended by
Stats.1909, c. 481, p. 824, § 1.

§ 18924. State publications

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27365 (Stats. 1959, c. 2, p. 1462, § 27365, amended by Stats.1901, c. 170, c. 558, § 5, amended by Stats.1909, c. 481, p. 825, § 1. 1959, c. 1214, p. 3300, § 1).

Educ.C.1943, § 22226 (Stats.1943, c. 71, p. 739).

Cross References

Distribution of state publications, see Government Code §§ 9791, 14900 et seq.

§ 18925. Exchanging with other libraries; nonresident borrowing

The board of library trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the board may prescribe.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27366 (Stats. 1959, c. 2, p. 1462, § 27366). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 825, § 1.

Educ.C.1943, § 22227 (Stats.1943, c. 71, p. 738).

§ 18926. Incidental powers of board

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27367 (Stats. 1959, c. 2, p. 1462, § 27367). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 825, § 1.

Educ.C.1943, § 22228 (Stats.1943, c. 71, p. 739).

§ 18927. Annual report to legislative body and to State Librarian

The board of library trustees, or if there is no board of trustees, then the administrative head of the library shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the board of trustees or administrative head of the library, contain such statistical and