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**Minutes of the Regular Meeting
Of the Board of Library Trustees
August 3, 2015**



TRUSTEES PRESENT: Betsy Megas, Peter Yoon, Ashish Mangla, Kathy Watanabe, Barbara Vance

EXCUSED ABSENCE: None

STAFF PRESENT: Hilary Keith, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration
Ellen Paul, Program Coordinator, Adult Services

MEMBERS OF
THE PUBLIC: Tracy Wingrove, Executive Director of Library Foundation and Friends
Robert Fitch

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Megas called the meeting to order at 6:36 p.m.

II. MINUTES OF THE JUNE 1, 2015 MEETING

Chair Megas asked for comments or corrections to the minutes of the June 1, 2015 Board of Library Trustees meeting. Finding a minor correction, Trustee Mangla made a motion to accept the minutes as amended, seconded by Trustee Yoon. The motion passed unanimously.

III. CORRESPONDENCE

A. Email from Sandy Rich

The City Librarian shared an email from former Library Board Trustee Sandy Rich with the Board.

B. Letter from California Senator Wieckowski

The City Librarian shared a letter from Senator Bob Wieckowski and the award received by Board Trustee Peter Yoon at the Annual Asian Pacific American Heritage Leadership Awards Ceremony held in Union City on June 12, 2015.

IV. GIFTS

A. Library Foundation

Tracy Wingrove, Executive Director of the Library Foundation and Friends, reported on revenue and funding activities, including the receipt of \$15,000 from the Superbowl 50 Fund. A motion was made by Trustee Vance and seconded by Trustee Watanabe that the Board accept the \$15,000.00. The motion passed with a unanimous vote. Ms. Wingrove reported that the Foundation would be funding the entire \$40,000.00 for the Summer Reading Program

this year. Adding Northside Library has added more children and families that participate in the program. The Local History Pavilion has received a new book scanner with feeder. The Technology Center on the first floor will receive an upgraded projector plus six (6) iPad and and GoPros. The Foundation will be funding the Northside 1 year anniversary party and the Mission Library 60 Years Anniversary party.

B. Adult Collection Refresh Project

Ellen Paul, Program Coordinator for Adult Services, presented an overview of the Adult Collection refresh project. During Ellen's statistical review of the collection she noted that it was aged and that past funding had not kept up with the need to renew. Circulation statistic revealed the circulation of adult materials comprised only 36% of the total circulation at the Central Park library when the California average is 60%. Academic research suggests that the greatest single contributing factor to a collections circulation success is its age. The newer a collection is the more it will circulate. Ellen explained that this does not mean that the library doesn't own copies of Wuthering Heights because they were published more than five years ago, it does mean, however that the library's copy of Wuthering Heights has been bought within five years and is in good shape.

Ellen further explained that fifty percent of the Adult Collection at the SCCL is over 10 years old with 20 to 25% under five years old. Examining the non-fiction collection more closely, 40% of the collection has not circulated in five years and 15% has not circulated in three years. The average non-fiction book on our shelves is 12 years old. When the two year stock turnover rates are analyzed, we can clearly see that the SCCL collection follows the trend of academic literature. Books that are newer than five years old are five times more likely to circulate than books older than five years. Ellen extrapolated on why this trend may be true. First, people prefer books that are clean, undamaged and attractive to those with ripped covers, layers of dust and broken bindings. Second, the information contained in a non-fiction book that is more than five years old may no longer be accurate. As an example, Ellen showed a book Buying a House on the Internet that was published in 1999 that held no references to modern mechanisms of internet house-sales.

Ellen also extrapolated on the CD collection. The circulation rate of the CD collection was much better than the non-fiction collection but it is still an aged collection. The average age of the CD collection was 9 years old. Similar to the non-fiction collection, when the two year stock turnover rates is examined, we can see that items that are newer than 5 years old are twice as likely to circulate as items that are older than five years. Finally, the CD collection has the added problem that the materials are so popular that they have become damaged. Ellen reported that 40% of the CD collection has circulated more than 80 times and is likely scratched and potentially un-playable.

To combat some of these problems, a proposal was submitted to the City Manager for \$300,000 to upgrade the collection. The City Manager granted the proposal and wrote the additional \$300,000 into the city's 5 year budget plan. This year the \$300,000 is being spent to refresh the non-fiction, fiction, paperback, CD and DVD collections.

Ellen reported that the library will add approximately an additional 8,000 items to the non-fiction shelves. These items will focus on areas of 'how-to' instruction and community needs in the following sections: Computer science, personal finance, real estate and home buying, personal law, education and test prep, science, math, engineering, medicine, business

management, accounting and finance, job and career assistance, language-learning, travel, and how to write, draw, paint, photograph, and play instruments.

She also reported that about 2,400 items were to be added to the fiction and paperback collections. In fiction, the library will be replacing or adding additional titles of classic literature to meet the needs of school children. In paperbacks, the library will be replacing popular materials that are tattered from continued use.

Finally, an additional 2,500 items will be added to the DVD and CD collections to replace popular materials that are worn out and add additional new materials to the shelves.

In all, between the collection refresh project, the adult services regular budget and the grants from the Friends and Foundation the Adult Services department anticipates the addition of approximately 25,500 items to the shelves this fiscal year. With this project the library hopes to lower the average age of their collection and thereby increase their circulation rates.

In order to make room for all of these new items on the shelf, the library has started a weeding project. The Adult Services department started by examining the Santa Clara Library collection against the industry standards for collections as outlined in the book CREW (Continuous Review, Evaluation and Weeding): A Weeding Manual for Modern Libraries authored by the Texas State Library and Archives. CREW outlines weeding standards for each individual sections of the collection with different weeding parameters for each. Ellen explained that when the adult collection was held up to the standards of CREW that industry standard would suggest that the library weed 60,000 items from our nonfiction collection. Ellen stated that the library was not going to take that extreme approach but the numbers did expose the severity of the situation.

Instead of going by CREW, Ellen said that she sat down with each adult services librarian to set individualized weeding parameters for each section of the collection taking into account the age of the collection, the circulation rates, the amount of items to be added in the upcoming year, the availability of items at other libraries and within our own collection and the content of the material.

Once materials have been weeded they are given to the Friends and Foundation. The Foundation looks at each item and determines whether they can sell it on Amazon, at one of their book sales or to Better World Books. All of the money raised from the books comes back to the library.

Ellen reported that the new books were beginning to be ordered and that weeding was currently going on. New materials should be arriving in the fall.

Board members had the following suggestions: Sometimes there is only one book on a subject and it should be kept. Every book should be reviewed for value before pulling from the collection and possibly repurposed. Keep the collection the current size. Any pulled materials should be scanned to see if they are sellable on Amazon; advertise books that are not circulating and put them in public displays. Trustee Mangla suggesting collaborating with local schools and teachers to find out what books they are using in classes to base purchases partially on school curriculums, he also suggested having short programs for adults and kids to present good books that the public doesn't know about. Chair Megaw reported that she is looking forward to displaying some of our new books.

Robert Fitch, member of the public, offered these suggestions: Promote older books to get people interested in older authors. Involve patrons of the library in the selection process. Use a gimmick such as “Vote off the Island Table” to present a book and have patrons vote. Old books offer different perspectives. Prepare lists of materials that will be discarded and let the public know ahead of time what the library is planning on doing and let them present suggestions about what to do.

Trustee Vance said that this is not a new process, that lack of funding and other events happened for an extended period of time that caused serious neglect of the collection and now we’re trying to get back on track. We fell off the wagon and now we’re getting back on it.

V. PUBLIC PRESENTATIONS

A. Library Foundation

See IV Gifts, A. Library Foundation

VI. OLD BUSINESS

A. Mission Renovation

The City Librarian reported that a request for proposal will be sent out to architects in one week.

B. Mission Library – 60 Years Celebration October 2015

The Mission Library staff is planning programs for their 60 days to the 60th anniversary party. There will be a 50’s theme, the gazebo will be decorated, and a sock hop and parade around the circle are planned as part of the festivities. Programs for the event will be sent to Board members. Mission Library is coming back to life.

C. Carpeting – Possible Library Closure Dates

The City Librarian reported that, because of fumes from the new carpet and installation materials, the library will be closed for two weeks and reopen the second of January 2016. A “popup library” will provide limited library services during the closure. The agenda report awarding the installation contract will be approved at the August 18, 2015 City Council meeting.

D. Re-opening with New Refreshed Collection and Carpet

Discussed in “C.” above.

E. CIP Appropriations

Discussed at last Board meeting. Nothing new to report.

VII. NEW BUSINESS

A. Fine Free for Juvenile Materials

The City Librarian proposed that juvenile materials be fine free and asked for comments from the Board. Board members responded with the following comments: As a goodwill gesture, we could only bill for lost items, not late items. Trustee Watanabe stated that fines could be waived so many times, and then start collecting. Trustee Mangla stated that the policy should remain the same – that kids need to learn responsibility and should have fines so they

understand the importance of following rules. He said if books are checked out on your card, keep a list of them and always renew the ones you want to keep on time. The City Librarian stated the importance of getting books into the hands of children, but many parents limit access for their children because they want to avoid late fees. Trustee Mangla suggested collecting statistics from other libraries about fines on juvenile materials. The City Librarian stated that the current policy does provide a revenue stream.

B. Re(a)d Zone Grant

One Hundred (100) children from low-income families participated in the Library's summer reading program as a result of Read Santa Clara's family literacy outreach efforts. Most of these programs were for the Migrant Ed Preschool Program.

C. New Assistant City Librarian

Paul Sims from the Mountain View Library has been selected as the new Assistant City Librarian.

D. Northside Community Room and Study Room Policy

Staff at the Northside Library would like to modify the "Policy for Use of Group Study Rooms at Central Park Library", and the "Policy for Use of Library Community Rooms" to reduce the number of times these resources can be used by the public. Several groups in the Northside Library area schedule the rooms frequently, limiting library programming. Trustee Mangla said he didn't see a need for the branch libraries to have different rules than the main library. The rest of the Board members agreed, stating that it seemed Northside staff would benefit from more advance planning of their programs so scheduling patron programs would not be a problem.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – April, May, June 2015

These reports will be reviewed at the next Board meeting.

B. Activities

The City Librarian announced that three murder mystery authors will present a "Sisters in Crime" program, discussing their books.

C. Personnel

The City Librarian stated that two new Library Assistant I's will be hired to replace Justin Wasterlain (Central) and Duy Tran (Northside). Justin Wasterlain was promoted to Librarian I in Adult Services. The new person for Northside is not final yet.

IX. MATTERS OF TRUSTEE INTEREST

Trustee Mangla suggested a discussion about the Library's periodicals at the next Board meeting in October 2015. He also suggested discussing library card renewals and the length of time between renewals. Some research could be done prior to the meeting to determine other library practices. Should patron records be purged if cards are not used for 3 years?

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

None

XI. CALENDAR

- A. No Board of Library Trustees Meeting in September 2015
- B. Monday, September 7, 2015 – Labor Day – City Holiday – Library Closed
- C. Wednesday, September 9, 2015 – Admission Day – City Holiday – Library Closed
- D. Monday, October 5, 2015 – Board of Library Trustees Meeting – 6:30p.m. – Board Room

XII. ADJOURNMENT

There being no further business, Trustee Mangla made a motion to adjourn the meeting at 8:15 p.m. to Monday, October 5, 2015 in the Central Library Board Room, with a second from Trustee Vance. The motion passed with a unanimous vote.

Respectfully submitted,

Elizabeth Megas for *Elizabeth A. Megas*
Kathleen Watanabe
Secretary to the Board of Library Trustees