



**SANTIAGO
LIBRARY SYSTEM**

**Santiago Library System
Reference and Local History Committee
Special Meeting Agenda
January 9, 2023
10 a.m.-12 p.m.
Anaheim Public Library
500 W Broadway, Anaheim, CA 92805**

Call to Order

- | | |
|-----------------------|-----------|
| 1. Call to Order | Chair |
| 2. Roll Call | Secretary |
| 3. Adoption of Agenda | |

This is the opportunity for Committee members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

4. Oral Communications

Pursuant to California Government Code Section 54954.3, members of the public may address the Santiago Library System Executive Council on any matter within the jurisdiction of the Executive Council. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Santiago Library System Executive Council on specific Agenda Items before and at the time that an Item is being considered by the Executive Council. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized pursuant to California Government Code Section 54954.2(b).

New Business

- | | |
|---------------------------|-----------|
| 5. Collection Development | Committee |
| 6. Group Project | Committee |
| 7. Round Table | Committee |

Adjournment

8. Review of Action Items
9. Adjournment

March Meeting

- **March 12: SRP: Fullerton Public Library**

Notes:

OCPL

Collection Development at OCPL:

- Link to OCPL Materials Selection Policy (on our Web site): <https://www.ocpl.org/services/about-ocpl/materials-selection-policy>
- Evaluators (Librarians II) create lists of materials (based on the criteria in the policy above) for branch Librarians I to order. We order print materials from Brodart and media such as audiobooks, DVDs, and audio CDs from Midwest Tape.
- OCPL has returned to partially centralized ordering for the current fiscal year. A portion of each branch's budget goes toward the materials ordered centrally for that branch, and a portion goes to the branch itself for the branch to do its own ordering. This has decreased the length of each list that the branches order (e.g., adult fiction list, children's primary nonfiction list, etc.) and thus saves staff time at the branches.
- Branch staff order materials every other week (each ordering cycle runs Thursday through two Sundays after that Thursday).
- Digital materials are purchased centrally through Libby/OverDrive and Hoopla.
- We use CollectionHQ to help us manage the collections. Collection checks, weeding, and transfers between branches occur on a regular schedule.
- We now have Spanish "Book Clubs 2Go" as well as English "Book Clubs 2Go". Each set contains ten copies of the same book in a canvas bag. The former name of these sets was "Book Club in a Box". Some sets are just for the public to check out (and staff too for branch book clubs), and some sets are just for staff to use for branch book clubs.

Mission Viejo Library

- We are in the process of our bi-annual review of our collection development policy, where we submit edits for approval.
- Changes include:
 - removing mentions of music CDs, since they were removed from the collection in 2023 in favor of a Freegal subscription, and
 - Establishing guidelines for transferring Ready Reference materials to the general collection (e.g.: tax guides, yearly almanacs, and publications)
 - (Our small Ready Reference collection and Local History collection are the only collections that do not circulate)
- We are also considering changes to our "Patron Request for Reevaluation of Library Materials" form to make it easier for a patron to file (particularly reconsidering asking whether or not a patron read the work in its entirety).
- Adult Fiction collection Development criteria include:
 - Positive professional reviews from trade journals
 - Awards
 - Popularity/Demand
 - Genre

- Number of copies
- Community relevance
- Adult Non-Fiction also considers these criteria:
 - Timely, accurate information
 - Publication date
 - Newer edition of a continuing title
 - Local geographical/historical interest
- We keep new books in a special area for about six months before they enter the general collection.
- Besides condition and relevance, we weed books inactive for four or five years for our larger non-fiction collection. Other collections have their own parameters (fiction and biographies).

Round Table

- We will be launching a seed library in February. We'll have a Master Gardener present a talk on seed harvesting as part of the launch. A colleague and I plan to visit area libraries soon.
- We are working with the Southern California Writers Association to begin the Mission Viejo Library Writer's Group tentatively scheduled to start in March. It will involve a critique-centered monthly meeting culminating in an annual anthology publishing project.

Newport

1. Collection Development policy update.
 - a. The Board of Library Trustees is working on an appeals process. Prior to 2023 NBPL had only ever had one appeal of a director's decision.
 - b. The appeals process now has a form and the timing and language of the proceedings are being worked out.
 - c. Patrons will receive notification of an option to appeal with every director's decision letter.
2. The Newport Beach Lecture Hall
 - a. The Newport Beach City Council came to an agreement with the Newport Beach Library Foundation on the funding of the Lecture Hall.
 - b. The Lecture Hall will be named the Witte Lecture Hall, not the Witte Library Lecture Hall.
 - c. The City will be responsible for running and maintaining the facility, not the library.
3. Balboa Branch remodel
 - a. The Balboa Branch on the Balboa Peninsula will be remodeled. Initial plans are being presented to the public.
 - b. Construction is estimated to begin in December 2025.
4. Looking forward:
 - a. The Central Library's 20th anniversary is July 2024. Programming and outreach will be created around it.
 - b. Seed Library is set to launch at Mariner's branch in April 2024.

Orange

Collection Development

- OPL's system is divided amongst divisions (Children/Teen and Adult purchases). Purchases are made weekly by Technical Services staff.
- Librarians oversee the selection of most material within each division, including FIC and NF books, and special collection items. Some Library Assistants have the responsibility to select other items with smaller budgets, like DVDs and CDs. For all carts, the highest ranked Division Librarian reviews each cart order for appropriateness and quality before purchase. Division managers oversee the budget.
- Staff use review media, bestseller lists, patron requests, holds lists, Baker & Taylor recommendation lists, and more to determine purchase selections.

Round Table

- Adult programming has slowed down for Spring and Summer due to staff leaves. Only our regular recurring programming with continue: book clubs, technology classes, ukulele practice group, etc.
- We are applying for the Lunch at the Library grant again this year.
- The Taft Branch Library is operating under reduced hours from January to June 2024 (10:00 a.m. – 5:00 p.m. on Mondays – Saturdays).
- Our Library Director retired in December. No updates yet on what's happening next but our Assistant Director Amy Harpster is currently Acting Director.
- Question: How does the committee want individual libraries to handle updates to the SLS Directory?

Yorba Linda

Collection Development

Follow the crew method.

In adult services, full-time librarians as well as part-time librarian assistants are assigned collection(s) and select and deselect. The bulk of the collection development is done by full-time staff, and part-time staff members have a collection or two they are responsible for.

We use Baker and Taylor 365 for the bulk of our ordering. We also order from Midwest Tape, Ingram, Blackstone, Gale, Penworthy, and Amazon. We do a mix of preprocessing with Baker and Taylor and Midwest as well as in-house processing. The decision on what to have preprocessed versus in-house is made by our Senior Librarian in charge of collection management across all departments. We also use McNaughton to fill in high-hold items to reduce hold lists. Our hold ratio for print materials is 5 to 1. For deselection, we have a bi-annual weeding cycle, where each collection is touched every other year. The year a collection is not touched a dead list is completed. Items are considered dead if they have not circulated within the last two years. Lists are run through Horizon, with set prompts.

New Books are set to new for 11 months. Book displays are done monthly.

We added lawn games to our Library of Things collection including cornhole, ladder toss, lawn bowling, etc. as part of the Parks Grant to encourage outdoor play. These are the newest items added to our LOT collection.

Roundtable

Started our new reading program, Travel the World: Book by Book. Using Beanstack, adults and teens play bingo. Each square has a different continent or choose your own destination. After completing a row or column they win a small prize, and after blackout which equals two books from each continent and two destinations of their choosing, participants receive a raffle entry into a \$100 Amazon gift card.

Finishing up the LSTA Parks Grant with Stargazing for Beginners, DIY Winter Wonderland, and Hiking 101.

Blind Date with a Book begins on Thursday, February 1.

Santa Ana

Collection Development

- 4 full-time librarians order Fiction, Nonfiction, and Spanish material.
- Selection lists are created in Brodart and sent to the principal librarian for approval.
- There is an ordering timeline that was created by our technical services dept to submit orders.
- Material that is not available through Brodart, we order through Amazon or Barnes & Noble.
- Staff are currently happy using Collection HQ and TLC reports to manage and maintain collections.
- They are using the CREW method and a combination of reports to weed the collections.
- Currently staff is weeding and replenishing the collection in preparation for the upcoming renovation project.

Round Table:

- The main library is scheduled to close for the renovation project this summer.
- Programs continue to be successful for all ages.
- Segerstrom partnership has launched and patrons are attending programs.
- We continue our partnership with the senior centers.
- We are hosting author Carolyn Huynh at the first Tet Festival for Santa Ana.

Placentia

Collection Development: Placentia uses Baker and Taylor. In the past we have used their first look carts to help selectors make decisions. We are currently working with Baker and Taylor for them to curate carts for our selectors, with the intention that the selectors do a cursory glance to make sure all is in order and then send to technical services for ordering. We are currently working with Baker and Taylor and our selectors to fine tune this work flow. When selecting we rely on professional reviews and popularity. We use Collection HQ for grubby, DOA and other weeding projects. We tend to weed aggressively as we are a small library and space is limited. Most of our books come pre-processed, however we do process some materials. The technical services librarian provides monthly reports for selectors so see where they are in their spending, what items are missing, long/lost overdue, etc, so help us maintain our collection.

Round Table: Our Foundation is fundraising with a Taylor Swift theme and this spring we will be doing a number of programs around Taylor Swift to help promote our foundation.

Huntington Beach

Collection Development

- F/T Librarians are all assigned areas of the collection to maintain and order for although a few part-time staff support collection development in different ways
- Book orders submitted monthly but no fixed deadline each month
- Orders get reviewed by designated Admin librarians (Seniors and Principal Librarian)
- Order books from Brodart & Midwest and standing orders for Large Print and Westerns
- The Collection Development team meets almost every month
- New books displayed for about 12 months
- HBPL has zipbooks grant – Librarians review zipbooks to assess adding them to the collection or not.
- Patrons can make book requests through our website

Round Table

- HBPL doing a program, Around the World in 80 Days, to promote engagement online and with our digital resources. Humphry the squirrel going to different locations during the first 80 days of the year. Each week, new clue posted on social media.
- HBPL will do a Love your Library open house showcasing services across our system.
- HBPL is getting more State Parks backpacks

Adjournment

10. Review of Action Items

11. Adjournment

*****CERTIFICATION OF POSTING*****

I, Amy Crepeau, Chairperson for the Santiago Library System Reference and Local History Committee, hereby certify that the Agenda for the September 12, 2023, meeting of the Santiago Library System Reference and Local History Committee was posted on August 31, 2023.

Amy Crepeau, Chairperson

From: [Lopez, Patricia](#)
To: [Lori Graver](#)
Cc: [Christine Powers](#); [Sternberg, Brian](#)
Subject: Reference Committee Agendas and Minutes
Date: Saturday, February 17, 2024 3:36:29 PM
Attachments: [SLS Notes For Jan. 2024.docx](#)

Good Afternoon,

Attached are the minutes for the Reference Committee for Jan. 9, 2024

Patty Lopez

Principal Librarian, Adult Services
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<https://www.santa-ana.org/library>

Begin forwarded message:

From: Lori Graver <lgraver@socallibraries.org>
Date: February 14, 2024 at 3:27:04 PM PST
To: "Sternberg, Brian" <BSternberg@santa-ana.org>
Cc: Christine Powers <cpowers@socallibraries.org>
Subject: RE: Reference Committee Agendas and Minutes

Yes, that would be perfect. Thanks, Brian,

L

From: Sternberg, Brian <BSternberg@santa-ana.org>
Sent: Wednesday, February 14, 2024 1:40 PM
To: Lori Graver <lgraver@socallibraries.org>
Cc: Christine Powers <cpowers@socallibraries.org>
Subject: RE: Reference Committee Agendas and Minutes