



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

April 21, 2025
Agenda Item No. 5

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
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TITLE: Library Materials Selection

ABSTRACT:

The goal of the Newport Beach Public Library is to provide a balanced, well-rounded collection on a wide variety of topics of interest to our community, regardless of the medium. To achieve this goal, staff use an assortment of different collection development tools, including Newport Beach Public Library Policy NBPL 2, *Collection Development Policy* to help guide purchasing decisions.

DISCUSSION:

Patrons drive the Library's selection process. Selectors look at circulation statistics to determine which subject matters are the most popular to ensure the Library is up to date on the highest demand titles while still maintaining items in various subject matters, ensuring a broad collection with something for everyone. Patrons make recommendations for purchase through the website and in person, and the selectors evaluate and add these items on a weekly basis. Selectors also rely upon professional reviews, publicity and advertising, current events, curriculum needs, and literary prizes to assist in selecting items for the collection.

In accordance with Library Policy NBPL 2, *Collection Development Policy*, patrons have the right to request an evaluation of library resources by completing Attachment I of the policy. Library staff will evaluate the material in question and a recommendation will be provided by the Library Services Director in writing to the patron. Any unresolved concerns shall be referred to the Board of Library Trustees for final decision.

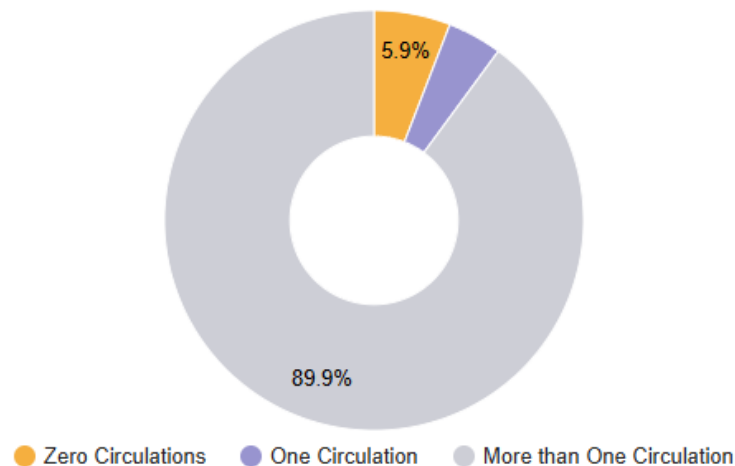
Collection HQ: The Library implemented Collection HQ in March 2019. Collection HQ is a powerful tool that provides rich data to help libraries better allocate funds. Collection HQ also makes suggestions for purchase based on lending patterns and comparing the collection to similar sized libraries. Collection HQ allows selectors to see which areas of the collection are "understocked", meaning selectors should concentrate on buying more items for those collections.

Collection HQ recommends that less than 10% of a library's collection be in "collection check", meaning it has not circulated in more than four years. Newport Beach is well below that 10% mark. As of March 2025, the Library has 2.92% in collection check, down from 6.29% in January 2025.

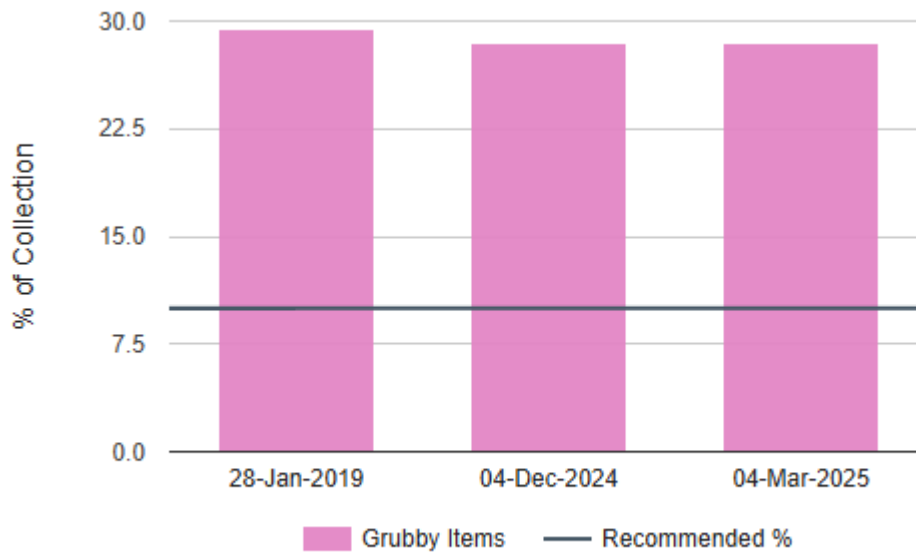
“Dead” items are items that have not circulated in over a year. For some collections this is a very short timeframe in which to judge titles. Selectors are evaluating these titles regularly to determine their useful lifespan.



“Dead on Arrival” refers to the number of times an item circulates the first year after it is added to the collection. It is considered “dead on arrival” if it has circulated only once or not at all. The Newport Beach Public Library has around 10% of “dead on arrival” items as of September 2024. Selectors are diligently working to ensure that items being purchased are relevant to our community and are being used and enjoyed.



“Grubby” items have circulated more than 40 times. Collection HQ recommends replacing these heavily used items with newer and more current items. Selectors evaluate each grubby item to determine if they need to be replaced due to condition. The percentage remains largely unchanged from December 2024, slightly under 30%. Many of our heavily circulated items continue to be in good condition thanks to careful handling by our patrons so we are fortunate that we can keep these items on the shelf longer than anticipated.



The following slide, provided by Collection HQ, shows how Newport Beach compares to peer libraries in Southern California as well as across the country (peer libraries are of a similar population).

Peer Comparison - Performance

	March 2025 Newport Beach Public Library	Southern Californian Peers	National Peers
Circulations (total number of uses last 12 months)	872,229	548,668	527,767
Turnover (average uses per items last 12 months)	3.7	2.3	2.7
Collection Check % (not changed status in 4 years – requires audit)	1.1%	7.5%	4.6%
Dead % (not changed status in 1 year – requires attention)	32.9%	38.7%	29.1%
Dead On Arrival % (added 6-18 months ago, but <2 circ's)	9.8%	23%	17.8%
Outdated Stock % NF (5 years since publication)	72.7%	75.1%	62.9%
Grubby Items % (more than 40 uses in lifetime)	38.5%	20.9%	16.8%

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).