



AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
THURSDAY, MAY 10, 2018
6:00 PM

CALL TO ORDER

CITIZEN'S OPEN FORUM Individuals requesting to speak during Citizen's Open Forum will be required to complete a "REQUEST TO SPEAK FORM" and present it to the Secretary of the Library Board prior to commencement of the meeting. Speakers are limited to three minutes. The purpose of this item is to allow citizens an opportunity to address the Library Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No deliberation or comments will be made with regard to citizen comments and no formal action can be taken by the Library Board on items that are not posted on the agenda.

REPORTS FROM STAFF

1. Director's Report and update on upcoming events

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of March 8, 2018

UNFINISHED BUSINESS

1. Discussion and possible action on proposed revision of the Watauga Public Library's Material Selection Policy.

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Zolaina R. Parker, City Secretary for the City of Watauga, do hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on May 4, 2018, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Zolaina R. Parker
Zolaina R. Parker, City Secretary, TRMC





AGENDA MEMORANDUM

DATE: May 2, 2018
TO: Library Board Members
FROM: Zolaina Parker, City Secretary, TRMC
SUBJECT: Minutes of Regular Meeting of March 8, 2018

BACKGROUND/INFORMATION:

The Minute Draft from the March 8, 2018 Regular Meeting are included for review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Approve the Minutes presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Minutes Draft

REVIEWED BY:

Lana Ewell

Created -

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
7105 WHITLEY ROAD
THURSDAY, MARCH 8, 2018
6:00 P.M.**

Members present:

Kip Woodruff	Chairperson
Henrietta Egenti	Vice-Chairperson
Carol Coy	Secretary
Mark Taylor	Member
Lori Murray	Member
David Villafuerte	Member

with

Sharon Subjeck, absent without notice.

and

Lana Ewell	Library Director
------------	------------------

CALL TO ORDER

Chairperson Woodruff called the meeting to order at 6:00 p.m.

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

1. Director's Monthly Report for March 2018 and update on upcoming events

Lana Ewell, Library Director provided the monthly reports for March 2018 an update on upcoming events.

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of November 9, 2017

Secretary Coy made a motion to approve the Minutes of the November 9, 2017 Regular Meeting. Vice-Chair Egenti seconded the motion. The motion carried unanimously.

UNFINISHED BUSINESS

1. Discussion and action on proposed revision of Watauga Public Library's Vision Statement

Member Taylor made a motion to approve Option Number 1 as to the Vision Statement. Vice-Chair Egenti seconded the motion. The motion carried unanimously.

NEW BUSINESS

1. Discussion and action on proposed revision of Watauga Public Library's Material Selection Policy

Secretary Coy made a motion to table the item. Member Villafuerte seconded the motion. The motion carried unanimously.

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:52 p.m.

APPROVED: this ____ day of _____, 2018.

SIGNED: this ____ day of _____, 2018.

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Carol Coy, Secretary



AGENDA MEMORANDUM

DATE: May 2, 2018

TO: Library Board Members

FROM:

SUBJECT: Discussion and possible action on proposed revision of the Watauga Public Library's Material Selection Policy.

BACKGROUND/INFORMATION:

This policy was last reviewed in 2011. At a Library Staff Meeting this policy was selected for review and updating. Language regarding audiovisual materials, and the elimination of "Pamphlets" needed to be addressed. Discussion with the Library Board in the March meeting has resulted in an addition outlining the review sources used by Librarians in the selection of materials, and supportive statement regarding diversity in the document as a whole.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Approval of the proposed policy.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Current Material Selection Policy
2. Draft Material Selection Policy

REVIEWED BY:

Lana Ewell

Created -



Material Selection Policy

Policy Statement

The purpose of this policy is to provide guidelines for the consistent and orderly selection of materials and to inform the public of the principles used in making selection decisions. The material resources of Watauga Public Library will be collected, preserved, organized and disseminated according to the following principles, policies and criteria:

I. Principles

1. Final responsibility and authority for selection rests with the Library Director who will operate within the framework of this policy. Any library staff member who is involved in the selection process will operate under the delegated authority of the Library Director.
2. The Library will attempt to provide books and other materials on the basis of their informational, recreational, cultural and educational value for all members of the community it serves. No item is ever included or excluded merely because of the race, nationality, sexual orientation, gender or political or religious views of the author.
3. The Library holds that the selection of reading materials is a purely individual matter. Citizens are free to reject for themselves materials of which they do not approve, but no one can restrict the freedom of use and access for others.
4. Responsibility for children's reading rests with their parents and/or legal guardians. The Library and its associated authorities do not serve in loco parentis.
5. Selection of library books and other library materials will not be inhibited by the possibility that material may inadvertently come into the child's possession.
6. The presence of a book or other material in the Library does not indicate an endorsement of its contents by the Library.

7. The Library cannot take responsibility for ensuring that the intellectual content of materials is verifiable, right, true, or guaranteed to be harmless to members of the community.
8. No person will be denied the right of access to and use of material because of origin, race, age, gender, sexual orientation or religious/political views.
9. The principles of the freedom to read are reaffirmed in the selection and access to all library materials.
10. The library will support and uphold the principles contained in the American Library Association's Library Bill of Rights, Freedom to Read, and Statement of Professional Ethics and the Texas Library Association's Intellectual Freedom Statement. These documents are a part of this selection policy and are included at the end of this policy.

II. Selection of Materials

1. It is the aim of Watauga Public Library to provide all citizens with a well-balanced collection of materials for interest and information. Materials acquired will meet high standards of quality in content, expression and format.
2. Selection includes both the decision to add materials to the collection and the decision to retain materials already included in the collection.
3. Selection is based on the merits of a work in relation to the needs and interests of the citizens of Watauga. Every effort will be made within the limitations of budgetary constraints and material availability to provide materials representing all points of view.
4. The Library will avoid unnecessary duplication of materials already included in the existing collection of materials or which are available elsewhere in the community.
5. The Library does not purchase textbooks.

6. Materials may be recommended for purchase by Watauga card holders and must meet the same criteria as any other material as stated in this policy.
7. All acquisitions, whether purchased or donated, will be considered in terms of the following criteria:
 - Contemporary significance or permanent value
 - Accuracy
 - Author's reputation and significance as a writer
 - Relation of work to existing collection
 - Scarcity of information in the subject area
 - Availability of material elsewhere in the area
 - Local interest
 - Reputation of publisher or producer
 - Appearance of title in reputable bibliographies and indexes
 - Potential of item to provide incentive to read
 - Historical value
 - Readability or visual appeal
 - Style
 - Intent or purpose of the author or artist
 - Quality
 - Popular demand

III. Policy by Format

1. Audio-Visual Materials - AV materials will be selected using the same criteria as for books. In addition, non-book materials will also be judged on technical quality.
2. Periodicals - Periodicals will be selected that supplement the book collection, provide recreational reading, and provide the staff with sources of professional reading and book selection aids. The same criteria used to select books will be used to select periodicals with emphasis on community need, interest and current events.

Current

3. Newspapers - Newspapers will be selected that provide a source of current news coverage, provide a source of recreational reading, meet community need, and provide a source of information on local history.
4. Electronic sources - Electronic sources include, but are not limited to CD-ROM, DVD products, downloadable media and online databases. Electronic sources will be selected using the same criteria as for books. In addition, electronic sources will be judged on:
 - Suitability of the content and search capabilities for the library's users
 - Frequency of updating
 - Time span covered by an index
 - Compatibility with equipment already owned by the library
 - System requirements
 - Reliability and support services offered by the vendor
 - Existence of licensing restrictions
 - Purchase and on-going maintenance costs
 - Level of instruction required for efficient and effective use by library's users
5. Pamphlets - Pamphlets will be selected using the same criteria as books. They will be selected to supplement the book collection by providing information on current subjects not readily available in book form. Pamphlets will also be used to provide information in subject areas that experience heavy but short term demand. Emphasis for selection will be on social, community and health services and information. The issuing agency will always be clearly identified.
6. Equipment - Equipment is purchased by the library for special use, for library programming and for library staff use. The following criteria will be used to purchase equipment:
 - Quality of workmanship
 - Ease of operation
 - Durability
 - Ease of maintenance and repair

Current

- Manufacturer's reputation
- Portability
- Approval of City IT department

IV. Gift and Memorial Policy

The selection of gifts shall be governed by the same principles and criteria used to select materials purchased for the Library. Gifts will be accepted on behalf of the Friends of Watauga Library that are determined to meet the purposes and needs of the Library in accordance with the Library's stated selection policy. The Library will not estimate the value of the material donated.

The use or disposition of all gift materials shall be at the discretion of the Library Director and his/her delegates. They will make the final decision on the acceptance, use or disposition of the gift.

The Library retains unconditional ownership of the gift. Conditions cannot be imposed on any gift after it has been accepted by the Library. The Library reserves the right to decide how the material will be displayed, housed and made accessible.

The Library will not accept on loan or deposit any books or other materials which are not gifts, except those which are intended for limited display.

The Friends of Watauga Public Library accept donations of money on behalf of the Library for the purchase of new books and other materials in memory of a relative or friend. Name plates will be provided by the Library and an acknowledgment letter will be sent to the donor.

V. Patron Complaint Policy

It is the policy of WPL to treat all complaints concerning materials in a uniform manner. A library user may request reconsideration of library material already added to the collection by completing the proper form provided by the Library.

The Library Director and two staff members will independently review and evaluate the material and a decision will be made within thirty days. The complainant will be informed of that decision, along with the reasons for it in writing.

If the question is not resolved, an appeals process will include first, the Library Board and then, if necessary, the Watauga City Council. The laws governing questionable materials are subject to interpretation by the courts. The Library is not a judicial body. Therefore, challenged material will not be removed from the collection for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after an independent determination by a judicial officer in a court of competent jurisdiction, and only after an adversary hearing, in accordance with well-established principles of law, shall have ruled against the material.

VI. Weeding Policy

Materials which no longer meet the stated objectives of the Library will be withdrawn using accepted professional practices at the discretion of the Library Director and in accordance with all relevant provisions of the Library's governing body.

Materials which will be considered for removal from the collection include:

- Items that are physically worn out or damaged
- Materials that contain obsolete information
- Editions which have been superseded
- Duplicate copies of titles which are no longer popular
- Materials that are no longer of interest to the community as evidenced by lack of checkout within a specified time period

Materials withdrawn from the Library's collection shall be forwarded to the Friends of the Watauga Library for disposition through book sales. Materials too badly damaged to be sold may be discarded by the Library Director and assigned staff.

The Friends of the Watauga Library maintain an ongoing "Book Nook" sale room to raise funds for the Library. In addition to the materials withdrawn from the Library collection, these book sales include gift materials accepted on behalf of the Friends that are not added to the Library's collection (See Section IV above). Items that have been

Current

donated/discarded may be given to area organizations with permission of the director.

Approved by the Library Board: 12-2-93

Revised by the Library Board: 9-19-96

Revised by the Library Board: 03-11-04

Approved by City Council: 03-22-04

Revision approved by the Library Board: 05-19-11

Approved by City Council: 06-27-11



Material Selection Policy

Policy Statement

The purpose of this policy is to provide guidelines for the consistent and orderly selection of materials and to inform the public of the principles used in making selection decisions. The material resources of Watauga Public Library will be collected, preserved, organized and disseminated according to the following principles, policies and criteria:

I. Principles

1. The Watauga Public Library is committed to serving a diverse population without imposing personal preferences of staff in the selection process. Final responsibility and authority for selection rests with the Library Director who will operate within the framework of this policy ensuring that the collection maintains diversity and offers various opinions and viewpoints. Any library staff member who is involved in the selection process will operate under the delegated authority of the Library Director.
2. The Library will attempt to provide books and other materials on the basis of their informational, recreational, cultural and educational value for all members of the community it serves. No item is ever included or excluded merely because of the race, nationality, sexual orientation, gender or political or religious views of the author.
3. The Library holds that the selection of reading materials is a purely individual matter. Citizens are free to reject for themselves materials of which they do not approve, but no one can restrict the freedom of use and access for others.
4. Responsibility for children's reading rests with their parents and/or legal guardians. The Library and its associated authorities do not serve *in loco parentis*.
5. Selection of library books and other library materials will not be inhibited by the possibility that material may inadvertently come into a child's possession.

6. The presence of a book or other material in the Library does not indicate an endorsement of its contents by the Library.
7. The Library cannot take responsibility for ensuring that the intellectual content of materials is verifiable, right, true, or guaranteed to be harmless to members of the community.
8. No person will be denied the right of access to and use of material because of origin, race, age, gender, sexual orientation or religious/political views.
9. The principles of the freedom to read are reaffirmed in the selection and access to all library materials.
10. The Library will support and uphold the principles contained in the American Library Association's Library Bill of Rights, Freedom to Read, and Statement of Professional Ethics and the Texas Library Association's Intellectual Freedom Statement. These documents are a part of this selection policy and are included at the end of this policy.

II. Selection of Materials

1. It is the aim of Watauga Public Library to provide all citizens with a well-balanced collection of materials for interest and information. Materials acquired will meet high standards of quality in content, expression and format. **Review sources for materials include but are not limited to:**

Library Journal
BookList
Kirkus Reviews
School Library Journal
BookLinks

2. Selection includes both the decision to add materials to the collection and the decision to retain materials already included in the collection.
3. Selection is based on the merits of a work in relation to the needs and interests of the citizens of Watauga. Every effort will

be made within the limitations of budgetary constraints and material availability to provide materials representing all points of view.

4. The Library will avoid unnecessary duplication of materials already included in the existing collection of materials or which are available elsewhere in the community.
5. The Library does not purchase textbooks.
6. Materials may be recommended for purchase by Watauga card holders and must meet the same criteria as any other material as stated in this policy.
7. All acquisitions, whether purchased or donated, will be considered in terms of the following criteria:
 - Contemporary significance or permanent value
 - Accuracy
 - Author's reputation and significance as a writer
 - Relation of work to existing collection
 - Scarcity of information in the subject area
 - Availability of material elsewhere in the area
 - Local interest
 - Reputation of publisher or producer
 - Appearance of title in reputable bibliographies and indexes
 - Potential of item to provide incentive to read
 - Historical value
 - Readability or visual appeal
 - Style
 - Intent or purpose of the author or artist
 - Quality
 - Popular demand

III. Policy by Format

1. Audio-Visual Materials - ~~AV materials will be selected using the same criteria as for books. In addition, non-book materials will also be judged on technical quality.~~
Audio-Visual materials including Books on CD, Music CDs, and DVDs will be selected using the same criteria as for books. The decision to provide a specific format, or eliminate one, is based upon technological trends and needs of the Library community.
2. Periodicals - Periodicals will be selected that supplement the book collection, provide recreational reading, and provide the staff with sources of professional reading and book selection aids. The same criteria used to select books will be used to select periodicals with emphasis on community need, interest and current events.
3. Newspapers - Newspapers will be selected that provide a source of current news coverage, provide a source of recreational reading, meet community need, and provide a source of information on local history.
4. Electronic Resources - Electronic sources include, but are not limited to CD-ROM, DVD-products, downloadable media and online databases. Electronic sources will be selected using the same criteria as for books. In addition, electronic sources will be judged on:
 - Suitability of the content and search capabilities for the library's users
 - Frequency of updating
 - Time span covered by an index
 - Compatibility with equipment already owned by the library
 - System requirements
 - Reliability and support services offered by the vendor
 - Existence of licensing restrictions
 - Purchase and on-going maintenance costs
 - Level of instruction required for efficient and effective use by library's users

5. ~~Pamphlets – Pamphlets will be selected using the same criteria as books. They will be selected to supplement the book collection by providing information on current subjects not readily available in book form. Pamphlets will also be used to provide information in subject areas that experience heavy but short term demand. Emphasis for selection will be on social, community and health services and information. The issuing agency will always be clearly identified.~~
6. Equipment - Equipment is purchased by the Library for special use, for Library programming and for Library staff use. The following criteria will be used to purchase equipment:
 - Quality of workmanship
 - Ease of operation
 - Durability
 - Ease of maintenance and repair
 - Manufacturer's reputation
 - Portability
 - Approval of City IT department

IV. Gift and Memorial Policy

The selection of gifts shall be governed by the same principles and criteria used to select materials purchased for the Library. Gifts will be accepted on behalf of the Friends of Watauga Library that are determined to meet the purposes and needs of the Library in accordance with the Library's stated selection policy. The Library will not estimate the value of the material donated.

The use or disposition of all gift materials shall be at the discretion of the Library Director and his/her delegates. They will make the final decision on the acceptance, use or disposition of the gift.

The Library retains unconditional ownership of the gift. Conditions cannot be imposed on any gift after it has been accepted by the Library. The Library reserves the right to decide how the material will be displayed, housed and made accessible.

The Library will not accept on loan or deposit any books or other materials which are not gifts, except those which are intended for limited display.

The Friends of Watauga Public Library accept donations of money on behalf of the Library for the purchase of new books and other materials in memory of a relative or friend. Name plates will be provided by the Library and an acknowledgment letter will be sent to the donor.

V. Patron Complaint Policy

It is the policy of the Watauga Public Library to treat all complaints concerning materials in a uniform manner. A Library user may request reconsideration of Library material already added to the collection by completing the proper form provided by the Library.

The Library Director and two staff members will independently review and evaluate the material and a decision will be made within thirty days. The complainant will be informed of that decision, along with the reasons for it in writing within 30 days.

If the question is not resolved, an appeals process will include first, the Library Board and then, if necessary, the Watauga City Council. The laws governing questionable materials are subject to interpretation by the courts. The Library is not a judicial body. Therefore, challenged material will not be removed from the collection for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after an independent determination by a judicial officer in a court of competent jurisdiction, and only after an adversary hearing, in accordance with well-established principles of law, shall have ruled against the material.

VI. Weeding Policy

Materials which no longer meet the stated objectives of the Library will be withdrawn using accepted professional practices at the discretion of the Library Director and in accordance with all relevant provisions of the Library's governing body. During any weeding process staff will ensure that the collection still maintains diversity and represents various viewpoints on issues of general and common concern.

Materials which will be considered for removal from the collection include:

- Items that are physically worn out or damaged
- Materials that contain obsolete information
- Editions which have been superseded
- Duplicate copies of titles which are no longer popular
- Materials that are no longer of interest to the community as evidenced by lack of checkout within a specified time period

Materials withdrawn from the Library's collection shall be forwarded to the Friends of the Watauga Library for disposition through book sales. Materials too badly damaged to be sold may be discarded by the Library Director and assigned staff.

The Friends of the Watauga Library maintain an ongoing "Book Nook" sale room to raise funds for the Library. In addition to the materials withdrawn from the Library collection, these book sales include gift materials accepted on behalf of the Friends that are not added to the Library's collection (See Section IV above). Items that have been donated/discarded may be given to area organizations with permission of the director.

Approved by the Library Board: 12-2-93

Revised by the Library Board: 9-19-96

Revised by the Library Board: 03-11-04

Approved by City Council: 03-22-04

Revision approved by the Library Board: 05-19-11

Approved by City Council: 06-27-11

Revised by the Library Board: __-__-__

Approved by the City Council: __-__-__