

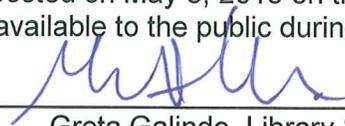
WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, May 6, 2015
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
5:30PM

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Review of Agenda
- 5) Minutes
 - a) March 18, 2015
 - b) April 1, 2015
 - c) April 15, 2015
- 6) Presentations
- 7) New Business
 - a) 3rd Quarter Statistical Report FY14/15
 - b) Literacy Symposium
- 8) Old Business
 - a) Policy Manual Review: Selection Policy
 - b) 917 Fund
 - c) American Library Conference 2015
- 9) Reports
 - a) Director
 - b) Board
 1. Individual Board Reports
- 10) Future Agenda Development
 1. Library Board of Trustees By-Laws
- 11) Adjournment

Next Meeting: May 20, 2015 4:00PM

Library Measure E Build-Out

I declare under penalty of perjury that the foregoing Agenda for the regular meeting of the Library Board of Trustees of the City of Woodland scheduled for May 6, 2105 was posted on May 3, 2015 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA, and was available to the public during normal business hours.



Greta Galindo, Library Services Director

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

MEETING OF MARCH 18, 2015

Board Members: Diane Adams, Kathy Harryman, Edgar Lampkin, Gloria U. Rodriguez,
Karen Shepard
Library Director: Greta Galindo

- 1) The meeting was called to order at 4:02 p.m. by Kathy Harryman, President.
- 2) Visitors – Retha Robertson, Vice President, Friends of the WPL
- 3) Public Comment – Retha reported that the annual Friends of the Library fundraising event, Murder Mystery Night 2015: The Carnegie Caper, will be on Fri. March 27 from 6 p.m. – 9 p.m. Diana Dearmore attended the State of the City luncheon on March 10 and was able to network and provide publicity for the FOL fundraiser. Approximately \$400 was raised at the Saturday Book Sale on March 14, and \$140 at the Thursday book sale on March 26. Deadline for articles for next newsletter is on April 23. The BOT offered to write a section of updates for the FOL Newsletters. Gloria volunteered to do the BOT update for the next newsletter.
- 4) Review of Agenda – The agenda was reviewed and approved.
- 5) The minutes for February 4, 2015 were approved with one correction. The February 18 meeting topic was the Yolo Community Foundation presentation. The minutes for February 18, 2015 were approved.
- 6) New Business
 - a. Measure E Build Out Technology Lab – Consultant, Cathy E. Sanford, and Christopher M. Brown did not attend the meeting. The City of Woodland and consultant are still reviewing consultant’s liability insurance. Concerns were expressed about the delay in getting the consultant on board. With the work that still had to be done with Measure J, Greta expressed that this delay would be fine and that the project was still within a comfortable timeline. A recommendation was made that not only the Makerspace concept be discussed but also other uses for this area. It was brought up that Makerspaces are community learning labs and could include a variety of uses and not just technology. The engagement of the community and facilitation of the stakeholders to get their ideas of what they would like to see in this learning environment will be crucial.

- b. Staff Innovation Fund Training – The Library staff has been attending workshops on grant writing to facilitate their application for the California State Library Services Technology Act Grant. The grant opportunity is for a total of \$30,000 between Yolo County Library and Woodland Public Library. The staff’s ideas for the grant include a Bike Mobile Library, which could transport books to community events and other locations where people could check out books. Other ideas for the proposal would be an extra bike to accompany the Bike Mobile Library and funds to enable the Library to collaborate with the City of Woodland’s Commit2Fit Fitness Challenge. The Library would support this challenge by providing events and activities with speakers and partnerships. The last idea was to develop a demonstration garden at the library for children. This would include the ongoing participation of the library with the Farmer’s Market. Grants will be awarded in May and funded in July, 2015.

7) Old Business

- a. Leake Center Opening Date – On April 1, 2015 the Leake Center will open for reservations. There will be a press release and the information will be on the Library website. Karen volunteered to be at the Leake Center Opening.
- b. Library 917 Fund – The BOT continues to research the feasibility of establishing a fund for the Library with the Yolo Community Foundation using the Library 917 funds. This will be discussed at the next 2 x 2 meeting with the City. Karen and Gloria will be the BOT representatives at that meeting.

8) Reports

- a. Director – The interviews for the Children’s Librarian are proceeding well. On March 6, the Library staff attended the Rexpo (Woodland Community Service’s Dept Summer Recreation Program Expo) and had a prime location where they were able to give out information about the summer reading program and also distribute 400 books. The staff will continue to attend the Food Truck Mania and at the last event the character “Olivia the Pig” was on hand to distribute books. In the May Friday Art Walk children will be the focus. In the June Friday Art Walk there will be a literacy fundraiser with “Paint Girl’s Night Out”. The tickets will be \$40. The Library is participating with the Woodland Farmers Market by providing a storytelling corner. Rhea Fabricante, Teen Librarian, has been at the secondary schools once a week giving away books and art supplies. This Saturday, March 21, there will be a Teen Advisory Board Training. Over 100 teens have applied to be on the Board but only 40 teens will be selected. Hopefully, a teen representative will also attend the BOT meetings. A photo op was suggested for all of the Library Staff. Greta will provide a directory of the Library staff to the BOT. Trina Camping, Family Literacy Coordinator, is attending a Family Literacy Conference in Texas. The BOT was invited to attend the 2015 American Library Association (ALA) Annual Conference which will be held on June 25 –to June 30, 2015 in San Francisco.
- b. Board - Edgar reported that on April 29 the Yolo County Office of Education at the First Annual Literacy Symposium will be bringing civic leaders, administrators, city and county board members and other agencies together to address the issue of literacy

in Yolo County. The following four key issues will be discussed: Literacy by the 3rd Grade, Nutrition, Parent Engagement and Summer Learning. Plaza Comunitaria, which is a program developed through INEA, an adult education program developed in Mexico, will be brought to Woodland through the collaboration of YCOE and the Woodland Public Library. This program promotes and develops literacy services from primary to secondary education. Gloria reported that the Día de los Niños annual event will be on Friday, April 24, 2015 at Ferns Park from 3 p.m. – 6 p.m. There will be many city of Woodland organizations participating, including the Woodland Public Library.

9) Future Agenda Development

1. Library Board of Trustees By-Laws

10) Adjournment – The meeting was adjourned at 5:45 p.m.

Next Meeting: April 1, 2015, 5:30 pm.

Respectfully submitted by Gloria Ulloa Rodríguez

Respectfully submitted
Gloria Ulloa Rodriguez, Board of Trustees

APPROVAL OF MINUTES
Agenda Item No. 5b
Library Board of Trustees Meeting 05/06/2015

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTTEES MINUTES
MEETING OF APRIL 1, 2015

Board Members: Diane Adams, Kathy Harryman, Karen Shepard, Edgar Lampkin
Library Director: Greta Galindo
Absent: Gloria Rodriguez

- 1) The meeting was called to order at 5:32 p.m. by Kathy Harryman, President
- 2) Visitors – Retha Robertson, Vice President, Friends of the WPL Library
- 3) Public Comment – None
- 4) Review of the Agenda – The agenda was reviewed and approved.
- 5) The minutes of March 18, 2015 will be forthcoming.
- 6) Presentation:
Teen Librarian Rhea Fabricante gave an update of events and activities she is coordinating. These include weekly outreach to Douglass and Lee Middle Schools and Woodland and Pioneer High Schools. A Teen Advisory Board has been selected. Goals include building leadership and public speaking skills. There has been contact with Outreach Services at UC Davis. A packet of photos of events and activities was presented to the Board.
- 7) New Business:
 - a) The Board reviewed the schedule for the American Library Association conference in June. Several Board members will attend as well as Library director and staff.
 - b) Board by-laws – the Board will review our by-laws at the May 20th workshop meeting in preparation for possible revisions.
- 8) Old Business
 - a) Measure E update – The contract has been finalized for the consultants who will assist with the planning and public outreach process for the build-out of the space adjacent to the Leake Room Center. The consultant(s) will attend the April 15th BOT meeting.
 - b) Library 917 Fund – This issue will be discussed at the next City Council/BOT 2 X 2 meeting. Edgar made a motion that a sub-committee be appointed to develop talking points before that meeting. The motion was approved.

9) Reports

- a) Director – Greta has been approached about having the utility box in the Library Rose Garden painted by the City’s public art program. Estimate is \$2,000. The Board approved use of 917 funds with the caveat that Greta will try to secure funding from other sources first.

10) Future Agenda Development

Library Board of Trustees By-Laws – Review to begin on May 20th.

- 11) Adjournment – The meeting was adjourned at 6:55 p.m. Next meeting April 15, 2015 4:00 p.m.

Respectfully submitted

Diane Adams, Board of Trustees

Policy Manual Review: Selection Policy

WOODLAND PUBLIC LIBRARY SELECTION POLICY

Vision Statement

The Woodland Public Library embraces the diversity of the community and provides a central resource for information, learning, recreation and enrichment. Its broad goal is to offer opportunities for all people to participate fully in a rapidly changing world.

To achieve this vision, the Woodland Public Library Strategic Planning Committee recommends that the Woodland Public Library:

- Make basic library services readily available to the community.
- Build alliances with the schools to deliver enriched services to the children of Woodland.
- Provide a broad range of reliable information to the community.
- Become a key focus of access to information technology resources in the community.
- Build stronger community ties by enabling remote access to the library.

From the 1996 Strategic Plan

Mission Statement

In accordance with the mission stated by the American Library Association, the Woodland Public Library seeks to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all. (Woodland Public Library Policy Handbook, 1995 revision)

Service Goals

The staff developed goals, measures, and activity sets to improve services to the underserved populations. The goals are:

1. Woodland children from birth through age 12 and their adult caregivers will have a year-round library program that develops their reading readiness and reading skills.
2. Hispanic families will feel welcomed and find library materials, programs, and services to meet their needs.
3. Woodland Teens will perceive the library as a cool place.

4. Seniors will find the public library a key resource for information, education, recreation, and community connection.

* From the 2002 Needs Assessment and Service Plan

In consideration of the Woodland Public Library vision, mission, and service goals as well as local community needs, the Woodland Public Library collection offers a wide range of materials for users of all ages, all educational levels, and all socioeconomic backgrounds.

Guiding Principles for Selection

The primary guiding principles for selection are stated in the Policy Handbook (1995 revision, 2006 update, V. Intellectual Freedom).

- It is the library's mission to build a collection that includes materials and information on current and historical issues, presenting a wide range of views.
- The library makes its collections and services equally available to every member of the community the library serves.
- The library challenges attempts to limit free expression of ideas or access to those ideas. The library has adopted the "Library Bill of Rights" (Appendix A), "Free Access to Libraries for Minors" (Appendix B) and "Access to Children and Young People to Videotapes and Other Nonprint Formats" (Appendix C). (Woodland Public Library Policy Handbook, 1995 revision, 2006 update, V. Intellectual Freedom).
- The collection of books and other materials is in support of the mission and goals of the library.
- No book and/or library materials shall be excluded because of the race, nationality, or the political, religious, or social views of the author.
- The Board believes that censorship is a purely individual matter and declares that, while everyone is free to reject for himself or herself such materials which the individual does not approve, he/she cannot exercise this right of censorship to restrict the freedom to read of others.
- Responsibility for the reading of minors rests with their parents or local guardians. The library does not act in place of parents. Selection of material will not be restricted by the possibility that these materials may come into the possession of minors.
- All materials added to the collection, whether purchased, requested, or **donated**, are considered in terms of the city library's needs and professional standards of evaluation. Those standards include diversity, quality, timeliness, accuracy, cost, and popular appeal. Selection sources include publishers' catalogs, library review journals, patron requests, and staff suggestions.
- In selecting materials to suit a variety of tastes, differing viewpoints will be included. It should be clearly understood that the library does not endorse opinions expressed in the materials which are selected.
- Professional library staff makes selections in a manner based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

Selection must be inclusive rather than exclusive. Variety and balance of opinion are sought whenever available.

- This Board defends the principles of the freedom to read and declares that whenever censorship is involved, no book or other library material shall be removed from the library save under the orders of a court of competent jurisdiction.

Responsibility for Selection

Books and/or library material selection is and shall be vested in the Library Services Director and, under Director's direction, such members of the professional staff as are qualified by reason of education and training. The Board of Trustees is responsible for the oversight of collection development and maintenance and is informed of current acquisitions on a quarterly basis. Therefore, any book or library material so selected shall be held to be selected by the Board.

The professional staff shall select materials either to be purchased or to be removed, but it is part of the Board's oversight of library operations to be ultimately responsible for the overall quality and adequate subject coverage of the collection. An inventory shall be maintained by library staff to assist the Board of Trustees in this duty.

Selection Criteria

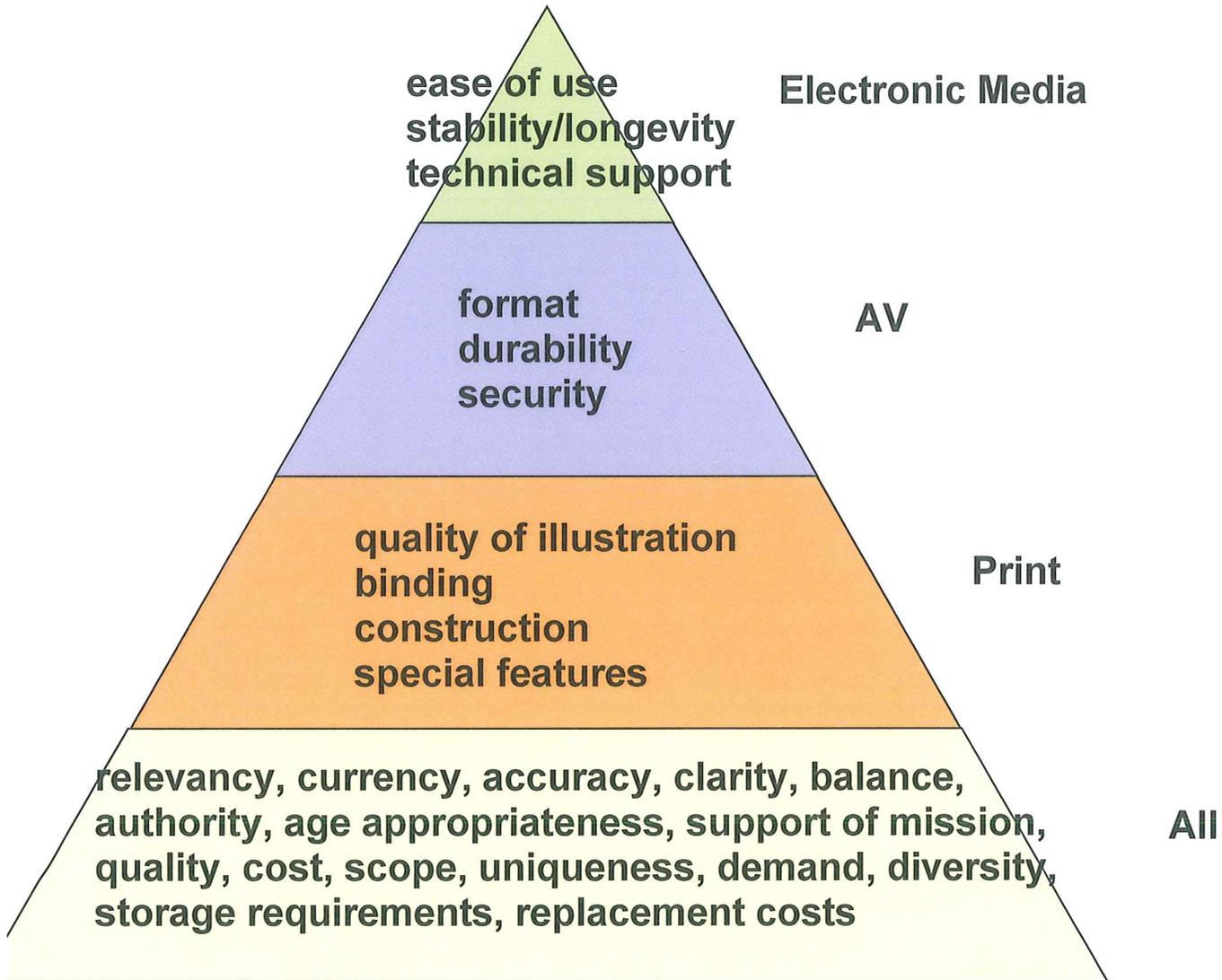
The materials selected for the Woodland Public Library will be chosen to enhance the vision and mission of the library and the service goals chosen in the community. The following criteria are guidelines to assist the library staff in selecting materials that are of quality and quantity, so as to serve a diverse community. Other criteria that will be considered are timeliness, accuracy, cost, and popular appeal. Materials will be chosen to suit a variety of tastes and differing viewpoints. It should be clearly understood that the library does not endorse opinions expressed in the materials which are selected. Professional staff of the library will make selections in a manner based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Selection must be inclusive rather than exclusive. Variety and balance of opinion are sought whenever available. Selection of material will not be restricted by the possibility that these materials may come into the possession of minors. Responsibility for the reading of minors rests with their parents or local guardians. The library does not act in place of parents.

Overall Selection Criteria and Impact of Material Type

The collection is the heart, as well as the face, of the library. Selection, in tandem with weeding, ensures that the library's collection is healthy, vital, and serviceable for the community. Although there is a great deal of consistency in the overall criteria used to evaluate and select all materials, specific types of criteria require additional evaluation considerations. Criteria that are applicable to all types of materials include relevancy, currency, accuracy, clarity, balance, authority, age appropriateness, support of library's mission, quality, cost, scope, uniqueness, demand, storage requirements, and replacement costs. Print materials may call for the application of additional criteria such as quality of illustration, binding, construction, and special features. When evaluating audio visual media, format, durability, and security are factors for consideration. Electronic media calls for consideration of the ease of use, the stability, and/or

longevity of the type, location and/or content as well as the availability and quality of technical support. Figure 1 provides a visual overview of selection criteria by collection type.

Figure 1: Selection Criteria Pyramid for Material Type



Overall Criteria for Selection

- Purpose: Overall purpose and its direct relationship to the vision, mission, and goals of the library.
- Reliability: Accurate and authentic.
- Quality: Writing and/or production of merit (reputable authors, publishers, producers or illustrators). In addition, the library collects self-published material upon request or to represent alternative opinion.

- Treatment: Clear, comprehensible, skillful, well-organized, appeal to diversity of the community. The library is committed to providing a balanced collection and access to diverse opinions.
- Technical Production: audio and/or visual clear and well crafted
- Construction: durable, manageable, attractive.
- Special Features: useful illustrations, photographs, maps, charts, graphs, etc.
Possible Uses: recreational, informational, educational and/or business support, professional development, support of lifelong learning, and enhancement of literacy skills.

Note: Gift items will be judged for inclusion in the collection by the same selection criteria as purchased materials.

Procedures for Selection of Material

The professional staff will use any or all of the following methods of selection:

- Firsthand examination
- Professional selection tools such as critical reviews, bibliographies or professionally recognized awards such as those identified in Appendix G.
- Patron or school request
- Reviews, lists, news reports, National Public Radio and CSPAN
- Catalogs of small and/or academic presses
- Websites of local and independent book stores

Policy on Donated Materials/Gifts

Any material donated or gifted to the Woodland Public Library by an individual or a group will be reviewed by professional library staff in the same manner as material purchased by the library for the collection. All donated items will be released to the library with no guarantee they will be added to the collection. In the case that the donated materials are not added to the collection, or a single copy is added to the collection when two or more donations of the same title are made, the library reserves the right to donate/offer the materials to the Friends of the Library for re-sale. The library is under no obligation to contact the individual of group who donated the material to communicate the status of the donation.

Policy on Controversial Materials

While the library neither endorses nor opposes any particular item, ideology, or tenets represented in the materials, Woodland Public Library is committed to providing a full range of expression, ideas, and points of view in order to maintain a balanced collection in which all library users may find free access. As a result, controversial materials that meet the selection policy will be added. Consequently, not all materials will appeal to all users, and some materials may actually be offensive to some. This policy is entirely consistent with professional practices,

the *Library Bill of Rights* and the *First Amendment to the United States Constitution*—“Congress shall make no law...abridging the freedom of speech, or of the press...”

Intellectual Freedom Statement

The Woodland Public Library resists all efforts to remove or restrict access to constitutionally protected speech under the First Amendment. Based upon three foundational doctrines adopted by the American Library Association (ALA), Woodland Public Library does not restrict access based upon age and/or format:

- *Library Bill of Rights* (Appendix B) defines the tenets of intellectual freedom and access, the guarantee of inclusion of “materials regardless of origin, background, or views of those contributing to their creation” (OIF ALA, 2006, p. 55, ¶2), the provisions of all points of view without restriction, the commitment to challenge censorship and to resist “abridgment of free expression and free access to ideas” (OIF ALA, 2006, p. 55, ¶5).
- “*The Freedom to Read Statement*” (Appendix E) is probably the best-known document in opposition to censorship. It was originally adopted in 1953 by ALA and the American Book Publishers Council (and amended in 1972, 1991, 2000, and 2004). The American Book Publishers Council consolidated with the American Educational Publishers Institute in 1970 and became the Association of American Publishers (AAP). “*The Freedom to Read Statement*” is jointly issued by ALA and AAP and subsequently endorsed by a number of organizations. In reiterating the guarantees of the Constitution, the current Freedom to Read statement affirms seven propositions in support of intellectual freedom and in opposition to censorship (ALA and Association of American Publishers, 2004). The propositions offer librarians a clear delineation of the profession’s responsibilities to provide diversity of views including unorthodox and unpopular views without endorsement, coercion, labeling or regard to author’s history or background. Perhaps the most definitive is proposition six: “It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large” (OIF ALA, 2006, pp. 239-241).
- *The Freedom to View Statement* (Appendix G) (ALA, 1990) expands the commitment to access to all formats and *Free Access to Libraries for Minors* (Appendix C) (ALA, 2004) clarifies the commitment to access regardless of age.
- *Code of Ethics of the American Library Association* (Appendix F) addresses the issue in three of the eight principles—“we uphold the principles of intellectual freedom and resist all efforts to censor library resources” (OIF ALA, 2006, p. 245, #II), “we distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources”(OIF ALA, 2006, p. 245, #VII), and “right to privacy and confidentiality” (OIF ALA, 2006, p. 245, #III).

Procedures for Reconsideration of Materials

Informal, Verbal Complaint

The first and most informal level of challenge is frequently a verbal complaint, usually made by an adult in response to some perceived inappropriateness of an item in the collection. Active listening, validating their right to object, de-escalating the conflict, and seeking resolution are key behaviors to employ at this stage. Clarifying the objection, explaining the selection policy including the reconsideration form and asking for clarification of the patron's desired outcome are key. Regardless of the outcome, staff should prepare a detailed written account to be submitted to the director that includes name of objector, objected title, author/producer, specific part(s) objected to, description of interaction and outcome.

Written Request for Reconsideration

A person may choose to initiate the formal *Request for Reconsideration*. *Request for Reconsideration Form* (Appendix H) will be provided to any requesting individual. When a completed and signed form has been submitted, a formal challenge begins with the following required steps.

1. *Initial Finding:* Once a completed and signed form is received by the Library Services Director, the Library Services Director and the professional librarians will:
 - a. Re-examine the challenged material.
 - b. Survey appraisals of the material in professional reviewing sources.
 - c. Determine the extent the material supports the goals of the Library.
 - d. Weigh merits against alleged faults to form opinions based on the materials as a whole and not on passages isolated from context.
 - e. A written response will be given to the person by the Library Services Director of the Woodland Public Library, preferably in person; if in person is not possible, the Director will send it to the person by registered mail.

2. Appeal of Decision

If the objector is not satisfied with the written decision of the Library Services Director, the decision may be appealed to the Woodland Public Library Board of Trustees, the governing board of Woodland Public Library. In such cases, each board member will be provided with a copy of the complaint, the material itself and reviews, as well as the Initial Finding's report and decision. A public hearing will be scheduled within 30 days to deliberate and decide on the matter; the objector may attend the meeting. The Board's decision is final, and a written decision will be composed by the Chair of the Board.

3. Legal Action

The objector may file legal action to compel the library to remove the material. Such cases are handled by the Woodland City Attorney who may seek the support of the American Library Association and the Office of Intellectual Freedom in the defense. Materials remain on the shelf during the course of legal action and are removed only with a court injunction.

Reporting Challenges

The Library Services Director will submit all challenge attempts to the Office of Intellectual Freedom via the Challenge Database Form (OIF, 2007) available online at <http://www.ala.org/ala/oif/challengesupport/reporting/challengedatabaseform.html>. In doing so, Woodland Public Library is actively cooperating with groups concerned with resisting attempts to abridge intellectual freedom as stated in the Library Bill of Rights.

Advice from American Library Association.

“Addressing these challenges requires a balance of carefully crafted library policy, knowledge, and understanding of intellectual freedom principles, and sensitivity to community needs and concerns. It also requires effective communication.” (ALA, 1999). That need for effective communication extends to staff, boards, public, and media with a focus on three key messages when responding to a challenge:

- Libraries provide ideas and information across the spectrum of social, religious, and political views.
- Libraries are one of our great democratic institutions. They provide freedom of choice for all people.
- Parents are responsible for supervising their own children’s library use.

Summary—Intellectual Freedom Implications for Professionals

Three primary documents direct Woodland Public Library’s actions—*Library Bill of Rights* (Appendix B), *Freedom to Read Statement* (Appendix) and *Library Code of Ethics* (Appendix F). In addition, formal interpretations related to *Freedom to View* (Appendix G) and *Free Access to Libraries for Minors* (Appendix C) further clarify the position related to intellectual freedom. The Woodland Public Library seeks to provide well-developed policies and proactive community education plans to encourage support of intellectual freedom and of the individual right to chose. Any complaint will be handled with unwavering civility and firmly rooted in a clear understanding of professional responsibility.