

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, October 26, 2022, at the Sherwood Branch Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 5:01 pm. In attendance were board members: Susan Mack, Laura Connor, Beth Michel, Ken Boroff and Dennis Sobecki. Rebecca Mansel-Pleydell was absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert, Kathy Holtsberry and Christina Pergram.

Visitors present: Mary Williams and Judy Hasch.

Branch Associate Christina Pergram spoke to the board about her position at the Sherwood Branch Library. She graduated from the University of Findlay with a Bachelor of Science degree and worked as a Physician Assistant before starting at the library in October 2018. Christina opens and closes the branch, keeps statistics, works on collection development, and sorts books for the Friends of the Sherwood Branch Library. She enjoys working with children especially during the Summer Reading Program when she gets to see their excitement as they pick out prizes for their accomplishments.

Mary Williams and Judy Hasch, Susan Mack, and Chris Korhn updated the Library Board on the activities of the Friends of the Sherwood Branch, Johnson Memorial and the Defiance Public libraries, respectively.

The Finance Committee met on October 18, 2022, at 4:00 pm at the Defiance Public Library to review September 2022 financials. Committee Chair Ken Boroff, CFO Nancy Roehrig and Library Director Cara Potter were in attendance. Ken Boroff reported to the board that September's PLF exceeded estimates. Year to date revenues are above, and expenses are below budget.

The Policy Committee met on October 20, 2022, at 4:00 pm at the Defiance Public Library. Committee Chair Beth Michel, Ken Boroff, CFO Nancy Roehrig and Library Director Cara Potter were present. Beth Michel reported the committee reviewed the Program Policy, Meeting Room Policy and an update to the Collection Development Policy. The committee asked the director to submit the Meeting Room Policy to the library's insurance carrier for review before bringing it to the board. The program and meeting room policies were approved to bring to the October board meeting.

Consent Agenda

Beth Michel moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on September 28, 2022.
- Approval of the September 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for October 2022.
- Approval of the Fiscal Officer's Report as presented.

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

Year-to-Date General Fund Activity through September 2022:

| | |
|-------------------|-----------------------|
| Beginning Balance | \$ 2,611,888.77 |
| Revenue | + 1,917,284.14 |
| Expenses | <u>- 1,471,716.39</u> |
| Month End Balance | \$3,057,456.52 |

September PLF \$ 141,162.62

- Approval of the Library Operations Report.
- Approval of the hiring of Stanislava Volkman, 20-hour Substitute, at a rate of \$14.31 per hour and start date of October 12, 2022.
- Approval of the resignation of Kimberly Cook, 20-hour Defiance Circulation Assistant, effective October 22, 2022.
- Revenue and Appropriation Adjustments
 - Acceptance of a gift from the Friends of the Defiance Public Library. The donation will be used to pay the balance of the KYK9 search dogs for the Worthington Cemetery project.
 - Approval of an increase in Bequest Fund revenue in Unrestricted Contributions, Gifts of \$1,812.56.
 - Approval of an increase in Bequest Fund appropriations in Professional Services of \$1,812.56.

Motion carried.

Items for Discussion

The Fall 2022 Levy Committee distributed yard signs in Defiance, Sherwood and Hicksville. The Library Director gave presentations on the library funding and the levy renewal at several meetings throughout Defiance County.

Ken Boroff moved and Dennis Sobecki seconded the motion to approve the DPLS Program Policy and the updated DPLS Collection Development policy. Motion carried. See addendum for policy details.

Laura Connor moved and Susan Mack seconded the motion to approve extending the Defiance Main Library hours to 3:00 pm on Saturday, December 3, 2022. Motion carried.

The Library Director invited the board to the Staff Recognition Luncheon on Wednesday, December 7, 2022, 12:00 pm at Iron Horse Brews in Sherwood.

Beth Michel moved and Laura Connor seconded the motion to approve the 2023 library holiday and closing calendar with the following changes:

- New Year's Eve early closing will be Friday, December 29, 2023.
- All libraries will be closed Saturday, December 30, 2023.

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

- Remove the SBL Friends Spring Fling from the calendar until the date is confirmed.
- Motion carried. See addendum for calendar details.

Other Items for Consideration

The CFO informed the Board that health care costs for 2023 will increase \$5,304.60 from 2022 when comparing the same enrollees. Overall insurance costs will increase 3.7% over 2022. The Board agreed they would continue to cover the cost of the Employee Assistance Plan, which is estimated to be \$215.28 for 2022.

6:01 pm

Laura Connor moved and Dennis Sobecki seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees.

Roll Call Ayes: Chris Korhn, Susan Mack, Laura Connor, Beth Michel, Ken Boroff, and Dennis Sobecki. Nays: None. Motion carried.

6:26 pm

Beth Michel moved and Dennis Sobecki seconded the motion to return to Regular Session. Motion carried.

Laura Connor moved and Dennis Sobecki seconded the motion to approve the Settlement Agreement and General Release between Defiance Public Library System, OAPSE/AFSCME Local 4/AFL-CIO and Victoria Westrick. Motion carried.

Laura Connor moved and Beth Michel seconded the motion to change the date of the December meeting to December 21st, 2022, at Defiance Public Library. Motion carried.

The board decided to forgo reviews of the Library Director and Chief Fiscal Officer until 2023.

The next Regular meeting of the Library Board is scheduled for Wednesday, November 30, 2022, at 5:00 pm at Defiance Public Library, Defiance, Ohio.

Beth Michel moved and Susan Mack seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 6:36 pm.

_____, President

_____, ~~Secretary~~ Vice President

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

ADDENDUM

**Defiance Public Library System
Programs Policy**

Approved 2022.10.26

The Defiance Public Library System (“DPLS”) is committed to the principles of the American Library Association Library Bill of Rights and Freedom to Read Statement. These principles are essential to the preservation of our democracy and the development of an informed perspective.

Consistent with our mission statement, the library system seeks to provide programming that serves the diverse interests and concerns of its citizens of all ages. DPLS’s Director is responsible for assigning specific staff and responsibilities regarding the selection and promotion of programs.

Programs are selected based on a variety of factors, including, but not limited to expressed interest, perceived interest based on circulation statistics, needs of the community, and encouragement of lifelong learning. Staff may select programs to promote other library services, such as databases, materials, and future program offerings. DPLS strives to present programs which exhibit a balance of viewpoints, voices, and ideas.

Any program that is primarily commercial, religious, or politically partisan in nature will generally not be presented by DPLS. Any such program shall require prior approval from the Director, which approval will typically be withheld.

DPLS does not endorse particular beliefs or viewpoints and scheduling a program does not indicate agreement of the viewpoint expressed by the presenter or presentation. This pertains to all programs, including those run by DPLS staff members, such as book or film discussion groups.

Defiance County citizens, community organizations, or DPLS patrons seeking to sponsor a program using a meeting room may refer to the DPLS Meeting Room Policy for requirements, rules and restrictions.

Responsibility of what any individual reads, listens to, or views must lie with the individual. DPLS may suggest certain age guidelines depending on the nature of a program, however, DPLS does not act *in loco parentis* in selecting programs and restricting access.

Responsibility for minors attending programs rests with parents and guardians.

DPLS’s Director and Board of Trustees welcome the comments of any patron regarding the services, materials, or program content offered by DPLS. Any challenge to library programs is addressed in accordance with DPLS’s policy “Request for Reconsideration of Materials or Programs.”

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

DEFIANCE PUBLIC LIBRARY SYSTEM
Collection Development Policy
Approved 2022.10.26

The goal of the Defiance Public Library System (DPLS) Collection Development Policy is to select materials in a manner consistent with the library system's Mission & Vision Statements.

Mission Statement: The Defiance Public Library System welcomes all and provides accessible books and other resources to its users. The Library System brings people together to learn about the past, present and future.

Vision: To welcome all, open doors to learning, and build community.

CONTENT OF COLLECTIONS: The library strives to provide material to support the diverse interests and concerns of its citizens of all ages, and to promote creative use of their leisure time.

DPLS staff select, organize, preserve, and make freely and easily accessible, materials in a variety of formats. The quantity of material available on any given subject or by any given author will be in proportion to the evident need and interest of the public served, as indicated by analysis of circulation statistics and patron requests. The selection of materials will exhibit a balance of viewpoints. Materials will be provided within the limitations of space and budget and cannot be expected to be comprehensive with respect to any subject or author.

DPLS subscribes to the principles of both the Library Bill of Rights and Freedom to Read statements as set forth by the American Library Association. We feel that these principles are essential to the preservation of our democracy and the development of a balanced collection. The statements can be found on the DPLS website.

Final responsibility for what any individual reads, listens to, or views must lie with that individual. Selection of materials for the library is not limited by the possibility that those materials may come into the possession of minors, or others who might find the content controversial, objectionable, or offensive. DPLS does not serve *in loco parentis* in its selection of materials or overall collection development plan. Responsibility for the reading, listening and viewing of materials by minors rests with their parent or guardian.

Special criteria for the selection of non-book formats may apply due to the typically higher cost of the materials to purchase and maintain. In addition, development of non-book collections will generally be selective rather than comprehensive. DPLS will also provide access to the internet, electronic databases, other reference materials in electronic format, and selected topical websites.

DPLS places priority on providing current topics and titles rather than building comprehensive academic, historical, or rare book collections except for the acquisition of materials of significance to the history of Defiance County.

LIMITATIONS OF THE COLLECTION: Most of the materials collected will be in English until/unless community demographics suggest otherwise. DPLS will collect local and regional materials of historic and current interest. DPLS will **not** generally collect textbooks or technical manuals, except through

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

donation. Materials which are excessively priced, self-published, or not critically reviewed, will generally **not** be purchased.

COLLABORATIVE COLLECTION DEVELOPMENT AND INTERLIBRARY LOAN: DPLS improves the quality of library services for its Defiance County library card holders by broadening and deepening the range of materials collectively available through participation in state and local consortia. The library system also seeks to cooperate with and coordinate its collection development efforts with that of other educational, social and cultural groups in the community.

DPLS is a member of Serving Every Ohioan (SEO), a state-run consortium of public and academic libraries in Ohio sharing an integrated library system, resources, and expertise. Although each member of SEO operates independently, the various strengths of each collection expand the variety of materials available to library users. SEO, the Ohio Public Library Information Network (OPLIN), and OhioNet also play important cooperative roles in researching electronic resources, negotiating prices, and purchasing access to online resources.

GIFTS AND DONATIONS: Gifts accepted by DPLS for the collection are judged on the same basis as any materials purchased for the collection. Materials are accepted by the library system with the understanding that these same criteria are used. Other factors influencing acceptance of gifts are:

1. Cost of processing.
2. Availability of space.
3. Suitability of format.
4. Physical condition of the item.
5. Relationship to the rest of the collection.

A completed DPLS gift form and/or donation form must accompany gifts and donations.

INDEPENDENT AUTHORS: For the purpose of this policy, independent authors are defined as individuals who have had their work published through small press, an independent publisher, or self-publishing. Defiance Public Library System wishes to recognize the literary efforts of independent authors by including their work in its collections. However, these works must meet the library's selection criteria as detailed in the DPLS Collection Development Policy. We receive many inquiries from authors and have created this policy to guide independent authors in their effort to have their work selected for the library's collection.

The library may acquire self-published books if they include unique local content, fit the scope of the library's collection development plan, and meet our selection criteria:

1. All authors must donate the item to be considered for addition in the library collection. Books will be included based on condition and perceived demand or interest by the local community.
2. Authors are encouraged to provide any available professional reviews of their book. Having your book receive an independent, positive review in one or more of the major review journals (such as Library Journal, School Library Journal, Kirkus Review, Booklist, and Publisher's Weekly) is the best way to bring a title to our attention. We are more likely to

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

consider adding a self-published book to our collection if it has been reviewed in a major review journal. Paid reviews and reader reviews on online sites are not considered as part of the review process.

3. Due to staffing and time constraints, we are unable to meet with individual authors, nor notify authors if books are not accepted.
4. If an author's work is added to the collection, it will not remain there in perpetuity and may be removed as part of ongoing collection maintenance.
5. Please understand that if your work is chosen for inclusion in the library's collection, the library is under no obligation to buy additional copies for the collection. If library staff chooses to buy additional copies, they may not be directly purchased from you but from an intermediary source.
6. All materials that are donated become the property of Defiance Public Library System and cannot be returned to the donor.
7. Donations that are not accepted into the collection will be sent to the Friends of the Library for use in their book sales.

If your work meets these criteria, please submit a copy to:

Defiance Public Library
Collection Development (Self-Published Author Submission)
320 Fort Street
Defiance, OH 43512

Please include:

- Name
- Address
- Telephone Number
- Email address
- Title of book
- Vendor/Publisher information
- Professional reviews

CUSTOMER REQUESTS

1. Library users may place formal requests for the purchase of collection materials by completing an online form on the DPLS website.
2. All suggested purchases are reviewed by library staff who apply to the customer request the same selection criteria that are applied to all materials purchased by the library.
3. The originator of a request will be notified of the library's selection decision.

CHALLENGED MATERIALS: In order to represent the diversity of thought within the Defiance County community, it is very important that the library system's collection contain materials representing differing points of view on public issues of a controversial nature. DPLS does not endorse particular beliefs or views, nor does selection of an item express or imply an endorsement of the viewpoint expressed by the author. Library materials will not be marked or identified to show approval or disapproval and no library materials will be sequestered for reasons other than protection from theft or damage.

Patrons who are concerned with the suitability of certain materials may express those concerns in

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

writing on a form provided specifically for this purpose, citing the specific objections to the work, and giving suggestions for replacement. Those materials are to remain on the shelf and in circulation while under consideration.

All challenged materials are addressed in accordance with the processes set forth in the Request for Reconsideration of Materials and Programs form which can be found on the library website.

COLLECTION MAINTENANCE: In order to maintain a collection that is current and relevant to the community's needs, library staff periodically evaluate the collection as a whole, as well as specific items within it. When deciding what items to withdraw from the collection, staff may consider the material's condition, use, timeliness, and accuracy, among other factors. When withdrawn materials cannot be readily or practicably sold by the library, the library may offer withdrawn materials to the friends of the library or other groups or organizations whose purpose is consistent with the library's mission. These groups may resell these materials or use them for other purposes consistent with the library's mission.

LOCAL HISTORY COLLECTION: The purpose of the local history collection is to preserve materials that document the history of Defiance County, its city and villages, and to make these materials available to researchers and the public. The library holds physical materials in trust for future generations, and therefore they can be examined in the local history room only.

The major emphasis of the collection at the main library is historical information about the City of Defiance and the surrounding communities of Defiance County, while the branch library collections focus specifically on historical information about the community where each branch is located. Subject areas include early settlers, ethnic groups, family, business, prominent individuals, and events. Resources and physical space will be critically considered when acquiring materials for this collection. Items in poor condition, duplicates, and items with restrictions on use will not be collected.

Materials must have enough historical value to justify the expense of storage and preservation. The library recognizes the purposes and resources of other information agencies in the County and does not needlessly duplicate materials.

The collection houses materials in a variety of formats including but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs, scrapbooks, and electronic records. The collection does not house materials in the following formats: three dimensional artifacts, original government records, posters larger than 36"x 48".

Occasionally, Defiance Public Library System enters into cooperative arrangements with other organizations in order to preserve historical materials and/or to make them more widely available.

Defiance Public Library Board of Trustees
Regular Board Meeting
October 26, 2022

| | | | |
|--|----------------------|--|---|
| | | | |
| 2023 DPLS HOLIDAY AND CLOSINGS CALENDAR | | | |
| <i>approved Oct. 26, 2022</i> | | | |
| | | | |
| PAID FULL HOLIDAYS | | | |
| New Year's Day | Monday | January 2, 2023 | falls on Sunday, so observed on Monday |
| Martin Luther King Day | Monday | January 16, 2023 | |
| Memorial Day | Monday | May 29, 2023 | |
| Independence Day | Tuesday | July 4, 2023 | |
| Labor Day | Monday | September 4, 2023 | |
| Thanksgiving Day | Thursday | November 23, 2023 | |
| Christmas Eve | Wednesday | December 27, 2023 | falls on Sunday, so observed on Wednesday |
| Christmas Day | Monday | December 25, 2023 | |
| Day After Christmas | Tuesday | December 26, 2023 | |
| | | | |
| PAID EARLY HOLIDAYS | | | |
| New Year's Eve - close at noon | Friday & Saturday | December 29, 2023 December 30, 2023 | falls on Sunday so will be observed Friday (closing at noon) & Saturday (closed all day) |
| | | | |
| UNPAID EARLY HOLIDAYS | | | |
| Good Friday | Friday | April 7, 2023 | Library System closes at 4:00pm |
| | | | |
| NON-HOLIDAY CLOSINGS | | | |
| Staff mtg & summer update | Wednesday | May 3, 2023 | System closed from 12:00pm to 5:00pm |
| Staff Development Day | Wednesday | September 13, 2023 | System closed all day |
| Staff Recognition Luncheon | Wednesday | December 6, 2023 | System closed from 11:30am to 2:00pm |