

**MEETING OF THE LIBRARY ADVISORY BOARD
CITY OF LA VISTA**

**MINUTES OF MEETING
September 12, 2024**

Members Present:	Rose Barcal	Carol Westlund	Cindi Hearn
	Huyen-Yen Hoang		
Members Absent	Connie Novacek	Kim Schmit-Pokorny	

Agenda Item #1: Call to Order

The meeting was called to order at 6:00 p.m.

Agenda Item #2: Announcement of Location of Posted Open Meetings Act

An announcement was made of the location of the posted copy of the Open Meetings Act for public reference.

Agenda Item #3: Introductions

There were no introductions.

Agenda Item #4: Approval of Minutes of July 11, 2024 Meeting

It was moved by Hearn and seconded by Hoang that the July 11, 2024 minutes be accepted as presented. Board members voting aye: Hearn, Hoang, and Westlund. Nays: none. Abstain: none. Absent: Novacek and Schmit-Pokorny. Motion carried.

Agenda Item #5: Library Director's Report

- a. Library Programs: Monthly reports were distributed.
- b. Employee updates included Brooklyn Ziegler accepted the Circulation Clerk I evening/weekend position.
- c. Library Meetings were reviewed. City has held several staff meetings concerning the new time system. Barcal attended the regional library meeting in Bancroft in August. City Administration held two leadership training sessions in August.
- d. General Library Information included the City training that was held at the library in September.

Agenda Item #6: Circulation Report

Barcal distributed monthly circulation reports.

Agenda Item #7: Old Business

- a. Area Membership. The online management system which manages memberships allowing online access has been installed and is active.
- b. Strategic Plan update 2024. The meeting with Rachel Carl, Assistant to the City Administrator was moved to September due to staffing. A draft plan will be presented at the next meeting for Library Board input.
- c. Summer Programming. The summer teen intern completed 120 hours. Participants of the Summer Programming included children, teens, and adults.

- d. University of Nebraska Omaha Intern. The internship has begun working with staff and being active at the library.
- e. Policy Review: Collection Development. The policy was discussed. It was determined that there were no edits or changes to be made to the policy at this time.
- f. FY25 and FY26 Library Budget. The budget was presented to City Council with the final budget reading on September 3rd.

Agenda Item #8: New Business

- a. 2024 State Aid. Due to having met the standards of service described in the Public Library Accreditation Guidelines, the library was awarded \$2,414. This money supported GED furniture, a new printer, general supplies, and training for staff.
- b. Scholarships through Three Rivers Library Systems. Jodi Norton and Jean Hurst were awarded \$112.28 to attend the regions Kaleidoscope of SKILLS Workshop in May.
- c. Memorial. Jan Bolte. A memorial for former library employee, Jan Bolte, was given (25\$) to honor and remember Jan by Gloria and Stephen Sorensen.
- d. Papillion Area Lions Foundation. A donation was accepted for the 2024 summer reading (\$250) and to support literacy (\$300) to go towards books for the community and distributed during La Vista Days 2024.
- e. Amnesty Month: September. Since September is Library Card Sign-Up month, the library is celebrating by holding amnesty to support the local county food bank.
- f. GED Evening Sessions. The library is promoting evening sessions now through November.
- g. Author Visit (Tosca Lee) September 26. The Sarpy County Public Libraries along with Ralston's public library are hosting Tosca Lee at the Papillion Landing. This is a free event.
- h. Inventory. A report was distributed.

Agenda Item #9: Comments from the Floor

There were no comments from the Floor.

Agenda Item #10: Comments from the Board

Hoang has contact for a sewing machine to be donated and will forward information to the library.

Agenda Item #11: Adjournment

There was a motion by Hearn and second by Hoang to adjourn the meeting at 6:29 p.m.

The next meeting is scheduled for November 14th, 2024 at 6:00 p.m. at the La Vista Public Library, Conference Room #142.

La Vista Public Library
Collection Development Policy
Issued December 2003
Updated September 2009
Updated September 2014
Reviewed September 2017
Updated November 2020
Updated July 2023
Reviewed September 2024

Purpose

A collection development policy is a written document which defines the scope and nature of a library's existing collection, and the policies and plans for continuing development of resources as they relate to the City of La Vista's goals and planning, general selection criteria and intellectual freedom. The library collection includes all items acquired for use by the public. Standards of selection are applicable to print and non-print including electronic media.

Materials Selection

The collection of the La Vista Public Library includes materials in a variety of formats, due to demand, popularity, and cost effectiveness. Materials are selected by trained staff in an effort to maintain an up-to-date, attractive, and useful collection that will meet the community needs as a whole. The final responsibility for selection rests with the library director who considers the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, or *The Bulletin of the Center for Children's Books*.

The La Vista Public Library recognizes that each individual has informational, recreational, cultural, and educational needs and interests important to him or her. The library also realizes it cannot meet every need of every individual but rather, offer something for everyone. The library also recognizes that it has limited financial resources and has a responsibility to use public funds to serve the entire community. Consequently, the library's collection reflects the collective informational, recreational, cultural, and educational needs of the community as opposed to any one individual's needs. The library uses other available means such as interlibrary loan to serve the individual whose needs are either outside the scope of the library's collection or are remote from the acknowledged collective needs of the community the library primarily serves.

The selection of materials should be as objective as possible. Selection that is affected by one's own prejudice is an act of censorship. A thorough knowledge of the library's collection and overall balance is necessary for good material selection. Good material selection is based on a thorough knowledge of the community's needs, resources, and demands and is geared to the interests of the majority of the public served.

Decisions concerning children's use of library materials and/or electronic resources are the responsibility of their parents or guardians.

In compliance with our constitutional rights of freedom of speech and freedom of the press, the library will attempt to provide an array of viewpoints based on the quality, cost, availability, and demand of the materials for purchase.

Special Collections

Joseph J. Barmettler Law Collection was started in 2003 in honor of the City of La Vista's third City Attorney. This collection is updated and maintained primarily by donations made to the library.

Harold "Andy" Anderson Civic Leadership Collection was started in 2005 in honor of the City of La Vista's fourth City Mayor. This collection is updated and maintained primarily by donations made to the library.

Authority and Responsibility for Collection Development

The library director delegates the authority and responsibility for collection development and management. The director operates within the framework of the City Council approved policies.

Selection of Resources

Criteria

Whatever the format and for whatever age the material is intended, the principles upon which the library material is evaluated include the following criteria:

1. Resources are selected to fill the needs of both actual and potential users, within the constraints of space, availability of funds, and perceived needs of the primary service area of the library.
2. Each resource is evaluated according to its value to the collection and the audience for who it is intended.
3. Each resource is evaluated according to professional standards.
4. A resource is evaluated as a whole, not on the basis of a particular section or sections.
5. Resources representing different viewpoints on controversial issues may be acquired or made available. The library recognizes the importance of making available a variety of viewpoints, realizing that a resource which might offend one person may be considered meaningful by another.
6. A resource may not be selected, or excluded from selection, solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry, or other characteristic of the author or source.

Duplication

The library strives to avoid unnecessary and costly duplication of items in the collection or easily obtainable within the geographic area. If demand dictates, a variety of formats may be considered. Depending on budget, demand and space, the library purchases multiple copies of items in heavy demand. The decision for duplication and the number of extra items remains at the discretion of the library director.

Patron Recommendations

The La Vista Public Library welcomes and encourages patrons' suggestions for purchase of library materials. The library director according to this Collection Development Policy makes decision for purchase or inclusion.

Gifts/Donations

While gifts to the library are always appreciated, the items must meet the selection standards before they can become a part of the collection. The library reserves the right to dispense with gifts in any manner that it deems appropriate.

The library cannot appraise gift materials for tax purposes. Upon request, a letter or receipt stating the number of items given will be sent to the donor, who can then assign a value.

Monetary donations may be made in a number of ways:

- Memorial gifts: A plate may be added to the La Vista Public Library Memorial Fund plaque for each memorial of approximately \$1,000. This tradition was started by Robert Stowe in memory of his wife and library patron, Karla J. Stowe.
- Through the La Vista Community Foundation. The Mary Louise Anderson Storytime Fund can be specified when you make your donation to the Foundation.

Challenged Materials

If a patron objects to the library's ownership of a particular item or items, the patron can complete a *City of La Vista Request for Action* online form stating what item, verify if they have read, viewed or listened to the item in its entirety, and why they are requesting the removal of the item. The library director will review the request and a recommendation will be formulated and forwarded to the City Administrator. The City Administrator will notify the challenger in writing. The challenged material will remain in the collection until a determination is made.

Withdrawal of Resources

Resources are regularly withdrawn from the collection for the following reasons:

1. The resource is no longer accurate, current, or timely.
2. The item is physically worn or damaged beyond reasonable repair or cannot be rebound properly.
3. The item can be replaced at a lower cost than repair or rebinding.
4. The resource's value to the collection has decreased as other comparable resources have been added to the collection.
5. The resource is no longer being used frequently enough to justify its space in the collection or staff time to maintain.

Withdrawn items may be sold at a modest price, with proceeds being placed back into the city's general fund.