

## MINUTES OF BOARD MEETING

June 9, 2025

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, June 9, 2025.

Trustees Present: Dr. Brenda Dales, Mr. Jake Richards, Ms. Karen Whalen, Ms. Joni Copas, Ms. Carol Harp, and Ms. Linda DiBenedetto

Trustees Absent: Mr. Chuck Goins

Management Present: Mr. Joseph Greenward, Director; and Mr. Garrett Turner, Fiscal Officer

### 1) Call to Order

- a. The meeting was called to order by Mr. Richards.

### 2) Director and Fiscal Officer Reports

#### a. Director's Report

- Our Summer Reading Club, Camp Lane is currently running and goes through August 1<sup>st</sup>. Kids and Teens earn 20 points for every 20 minutes of reading. At 200 and 400 points they get to select a new book or item from the library's treasure chest. They can also earn points by completing challenges. Adults earn 100 points for every book read and get to select a book and coupon of their choice at 200 points. For every 100 points earned after 400 all ages enter drawings for a variety of prizes. There will be drawings at the end of June and the beginning of August for those prizes. We have some great programs lined up for Camp Lane.

At Hamilton we kicked off the program with the MadCap Puppets on June 1<sup>st</sup>. Teens will be getting together every Tuesday at Marcum Park to play Kickball, Minute to Win it, Capture the Flag, Musical Chairs and more. We will also have librarians joining BKM staff and the HCSD Food Truck at various Hamilton parks for fun games in conjunction with the Books and Bites program. Junior Campers will get together on Thursdays for various quests in far-away lands, and Senior Campers will get together on Thursdays to learn about mystical creatures, solve puzzles, and participate in feats of daring. There will be a Fishing program on June 20<sup>th</sup> at Joyce Park and a Costume Snow Cone Social to end things on August 2<sup>nd</sup>.

At Fairfield we started things with a Kick-Off Scavenger Hunt. On Mondays we have Kindergarten Readiness Workshops. They have games in the park on Thursdays in conjunction with the Books and Bites program. Teens will be getting together on Thursdays for a variety of programs including Games on the Veranda, Cincinnati Museum Center's Awesome Animal Adaptations, a Storyteller's Workshop and a DIY Zine

Workshop among other things. Family Fundays are on Saturdays and include Touch a Motorcycle, Cincinnati Museum Center's Dino Dig, a Giant Color by Numbers Mural, Raptors Inc with live avian ambassadors, a Balloons, Bubbles and Black Lights Dance Party, and a Mini Maker Faire among other programs. There will be an Evening Star Party with the Cincinnati Observatory on June 28<sup>th</sup> and the End of Summer Reading Celebration from July 31<sup>st</sup> through August 2<sup>nd</sup>.

At Oxford we started off with the StoryWalk Scavenger Hunt starting on June 1<sup>st</sup> and the Cryptid Crawl Scavenger Hunt on June 2<sup>nd</sup>. They have a Science Heroes Show on June 7<sup>th</sup>. STEM in the Natural World presented by Butler Soil and Water Conservation on June 18<sup>th</sup> and July 9<sup>th</sup>. Storytime at the Farm on June 23<sup>rd</sup> and July 21<sup>st</sup> at 7 Wonders Farm, Return of the Painted Rock Snake will run through the month of July. They will host a Summer Scoops Camp July 15-17<sup>th</sup>. This is for children entering grades 1-3 and will be run by Miami's Learning Lab. They will have a Bug Mania! End of Summer Reading party where the Bug Man himself will bring some creepy crawly guests. Adults will have their own End of Summer Reading Bowling Party at the Oxford Lanes on August 2<sup>nd</sup>.

- The Senate passed their version of the State's Biennium Budget, which is similar to the House's version in all things related to public libraries. As a reminder, the Governor's proposal included leaving the PLF at 1.75% of the General Revenue Fund, which the State estimates would've resulted in \$531.7m for public libraries in FY 2026 and \$549.1m for FY 2027. The House's version did away with the PLF and made public library funding a line item in the budget with proposed amounts of \$490m in FY 2026 and \$500m in FY 2027. The Senate adopted the same amounts as the House and kept it a line item in the budget. Additionally, the Senate proposed funding for the State Library of Ohio, the Ohioana Library Association, the Regional Library Systems, the Ohio Public Library Information Network, and the Library for the Blind be taken from the money budgeted for public libraries. The Senate version kept the language proposed in the House related to materials harmful to juveniles and library boards of trustee terms. The bill will now go to conference committee to reconcile the three versions of the budget, and it must be finalized before July 1<sup>st</sup>.
- We have taken steps at the Hamilton location to reduce large congregations of patrons that monopolize our furniture, disturb other patrons, and share meals at the library. We have purchased shelving at a cost of \$13,600 to replace tables in the South Reading Room, which is where this group congregates. Eating has been temporarily banned at the Hamilton branch. We have also gone down to one entrance for the Hamilton Library, so staff see all patrons that come through, and to make smoke breaks a little more difficult and hopefully farther away from the building. Additionally, we are looking at adding off-duty Hamilton police for some hours during the day as a temporary measure to help make the branch more inviting for patrons and families. We've also had issues at the Tech Center with the discovery of unhoused folks making camp in the basement of the building. We have storage down there, and one of our staff members discovered someone waking up from a nap and signs that it was more than just him using the space. We have had talks with the building owners and have encouraged him to make the doors to the basement storage area locking, undertake a thorough cleaning of the basement, and provide regular walk-throughs from his building maintenance staff to secure the doors and check for signs of habitation. We've also asked for security cameras to be installed at all building entrances and that they be monitored as needed.

b. Fiscal Officer's Report

General Operating Fund Revenues for May 2025

As of the end of May, YTD General Operating Revenues were up over \$196,000, which is just under 5% higher than the end of May 2024. This higher revenue comes from the State Funds we received from the PLF, which is up \$237,000 compared to this time last year, as well as our Property Tax revenues, which are up around \$2,500. On the other hand, Earnings on Investments are down about \$27,000; Fines & Fees are down \$8,500; and Miscellaneous contributions are down around \$7,500.

General Operating Expenses

YTD General Operating Expenses have increased a little over \$300,000, or 8.83% compared to the end of May 2024. The biggest factor in this is Capital Expenditures, which are up \$146,000. The majority of this expenditure was spent in March for new computers and monitors for the Fairfield and Hamilton branches and the Administration Center. In just the month of May 2025, only \$1,500 was spent on Capital Outlays from the General Fund. YTD Salary & Benefit expense is up \$33,000, and expenses for Materials is up just over \$43,500. The increase in materials is due to renewal of software licenses for public use. Otherwise, expenses for other materials, such as books, audio/visual materials, etc. have actually decreased compared to 2024. Purchases for Office Supplies are down around \$10,000, and Purchased/Contracted Services are up more than \$86,000. Some of this higher expense can be attributed to some smaller renovation projects that took place at the branches, mainly at the Oxford branch. It can also be attributed to the renewal of contracts for software for internal use.

3) Consent Agenda

All items under the consent agenda were approved by a motion from Ms. Harp, seconded by Mr. Richards, with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of May 12, 2025 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for May 31, 2025 – \$29,138,534.39
- c) Approval of Investments as of May 31, 2025 - \$21,341,529.23 **(Exhibit #2025-05-01)**
- d) Approval and Acknowledgement of Gifts Received in May 2025 – **(Exhibit #2025-05-02)**
- e) Approval of Staff Changes for May 2025 - **(Exhibit #2025-05-03)**
- f) May 2025 Circulation Statistics – **(Exhibit #2025-05-04)**

4) Citizen's Input – None

5) Old Business

a) Update for New Fairfield Township Branch

Mr. Greenward and Mr. Turner have had a few meetings with CDA and HGC to discuss some of the final aspects of the new branch's design. Some specific areas include external nighttime lighting, door and faucet fixtures, signage, and a hydraulic lift to help patrons move between the building's different levels. Budgetary considerations have been a major factor in these discussions. CDA & HGC will continue to make design and pricing adjustments based on Library Management's feedback. Additional meetings are expected to occur during the summer, and further updates will be presented at future Board meetings.

July 9 has been tentatively chosen as the date for the new branch's groundbreaking ceremony. Final details are still being worked out and will be passed along as soon as we have them. The Lane Administration Center will be used as a backup site in case of inclement weather.

6) New Business

a) Executive Session – Personnel Matters

Ms. Whalen made a motion for the Board to go into Executive Session in order to discuss Personnel Matters. Dr. Dales seconded this motion, and all those present voted "Aye".

Ms. Harp made a motion to leave Executive Session and to restart the regular Board meeting. This was seconded by Ms. Copas, and all those present voted "Aye".

b) Collection Development Policy Update (**Exhibit #2025-06-01**)

The new Collection Development Policy is fully updated, streamlined and brings us in line with current practices nationally and within Lane. The new policy formally introduces the Collection Development Department, which didn't exist when the previous version was written, and its role at Lane. It adds Lane's first statement on digital collections and how they interact with this policy. It updates language on how the Local History Collections operate under the leadership of Brad Spurlock. Finally, it includes the previously Board approved updated Reconsideration Policy, but adds the need for a parent or guardian to submit on behalf of a minor with a complaint.

Ms. Whalen made a motion to approve the updated Collection Development Policy. This was seconded by Ms. Harp, and all those presented voted "Aye".

c) Mobile Hotspot Circulation Policy Update

Mobile hotspot circulation is popular with our patrons but can be problematic due to a large percentage of patrons who simply do not return the hotspots, or return them months late without consequences. While we disable overdue hotspots, it can still sometimes take a while for them to be returned. Additionally, re-enabling disabled hotspots is an administrative burden for staff.

In order to combat some of these issues, Mr. Greenward, in coordination with the Systems department, is asking the Board to make the following changes to the Mobile Hotspot Circulation Policy:

- Change loan period from 28 days to 14 days
- Enact an overdue fine of \$1.00/day (currently no fines)
- Change the replacement fee from \$50 to \$100

With these changes, we hope to make hotspots more readily available to our patrons. In turn, this should also increase the Library's overall circulation numbers.

Following a brief discussion among the members, Ms. Copas made a motion to approve the changes to the Mobile Hotspot Circulation Policy. This was seconded by Ms. Whalen, and all those present voted "Aye".

d) Tuition Reimbursement Requests for 2025 Fall Semester

Mr. Turner presented to the Board the Tuition Reimbursement Requests for the 2025 Fall Semester. Mr. Turner recommended the Board reimburse at a rate of \$420.00 per credit hour.

On a motion by Mr. Richards, with a second from Ms. Copas, all present voted in the affirmative to approve the following reimbursement requests for MLIS courses for the 2025 Fall Semester:

Jackie Berberich	\$2,520.00 for the semester
Mackenzie Rouse	\$2,520.00 for the semester
Wyatt Pierce	\$2,520.00 for the semester

As mentioned at the April meeting, a previous participant in the program, Isobella Dale, graduated from Kent State with an MLIS degree in May.

e) Salary Increases, Effective June 25, 2025

Library Management is requesting an across-the-board increase for staff of 4%, to be effective June 25, 2025. This increase does not include staff hired or promoted after March 1, 2025, nor Shelves, who were given an increase effective December 25, 2024. The Library's Director and Fiscal Officer were included in this increase.

Ms. Copas presented a motion to approve the salary increase of 4.0%, effective June 25, 2025. This was seconded by Ms. Whalen, and those present voted "Aye".

7) General Comments

- a) The Board of Trustees does not typically meet in July and August. The next regular meeting is scheduled for September 8, 2025. Owing to the Labor Day holiday and the delays it may cause in closing out the month of August, Library Management requested to move the next meeting from September 8 to September 15. This request was approved by the Trustees.

8) Adjournment to Monday, September 15, 2025

- a) The meeting was adjourned at 4:55 p.m. on a motion from Dr. Dales, seconded by Ms. Whalen, with all members present voting "Aye".
- b) The next regularly scheduled meeting of the Board will be held on Monday, September 15, 2025 at 4:00 P.M

Respectfully submitted,

Mr. Jake Richards  
President

Ms. Joni Copas  
Secretary

## MINUTES OF BOARD MEETING

06/09/2025

Page 7

**LPL INVESTMENTS**  
**As of May 31, 2025**

Exhibit #2025-05-01

<b>BANK</b>	<b>PURCHASE DATE</b>	<b>INVESTMENT AMOUNT</b>	<b>NO. OF DAYS</b>	<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>INTEREST TO BE EARNED</b>	<b>BANK NO.</b>	<b>FUND</b>
FIRST FINANCIAL	June 1, 2025	\$ 89,697.34	30	2.30%	June 30, 2025	\$ 169.56	12	GIFTS & MEM 110
FIRST FINANCIAL	June 1, 2025	\$ 69,939.93	30	2.30%	June 30, 2025	\$ 132.22	10	ARCHIVES FUND 220
FIRST FINANCIAL	June 1, 2025	\$ 14,106.39	30	2.30%	June 30, 2025	\$ 26.67	56	ARCHIVES 220
FIRST FINANCIAL	June 1, 2025	\$ 87,425.40	30	2.30%	June 30, 2025	\$ 165.27	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	June 1, 2025	\$ 246,555.62	30	2.30%	June 30, 2025	\$ 466.09	28	GENERAL FUND 101
FIRST FINANCIAL	June 1, 2025	\$ 161,476.14	30	2.30%	June 30, 2025	\$ 305.26	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	June 1, 2025	\$ -	30	2.30%	June 30, 2025	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	June 1, 2025	\$ 196,962.10	30	2.30%	June 30, 2025	\$ 372.34	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 29, 2024	\$ 1,097,366.88	30	2.30%	April 29, 2025	\$ 2,074.47	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 29, 2024	\$ 1,644,139.01	30	2.30%	April 29, 2025	\$ 3,108.10	5	CAPITAL PROJECTS 401
STAR OHIO	June 1, 2025	\$ 240,880.82	30	4.58%	June 30, 2025	\$ 906.77	2	GENERAL FUND 101
STAR OHIO	June 1, 2025	\$ 2,247,501.27	30	4.58%	June 30, 2025	\$ 8,460.46	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	June 1, 2025	\$ 71,822.18	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	June 1, 2025	\$ 8,108,121.22	30	VAR			37	CAPITAL PROJECTS 401
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,819,026.49					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,246,508.44					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,341,529.23						

MINUTES OF BOARD MEETING

06/09/2025

Page 8

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2025-05-02						
May-25	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
9-May-2025	Robin Clark	Unrestricted Donation			HAM	\$200.00
29-May-2025	Suzanne Siegel	Unrestricted Donation		Linda Y. Clark	BKM	\$25.00
29-May-2025	Mary and Pat Massarelli	Unrestricted Donation		Linda Louise Burkart	LAC	\$50.00

May-25

**STAFF CHANGES**

**EXHIBIT #2025-05-03**

**Staff Changes: Hires**

Date	Name	Position	Hours	Grade	Dept	Location
12-May-2025	Riley Lauchard	Public Service Associate	20.0	3	1202	FFB

**Staff Changes: Terminations**

Date	Name	Position	Hours	Grade	Dept	Location
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**Staff Changes: From PT to FT or FT to PT**

Date	Name	Position	Hours	Grade	Dept	Location
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**Staff Changes: Promotions**

Date	Name	Position	Hours	Grade	Dept	Location
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**Staff Changes: Transfers**

Date	Name	Position	Hours	Grade	Dept	Location
24-Apr-2025	Chris Esposito	Public Service Associate	On Call	3	1202	FFB

## MINUTES OF BOARD MEETING

06/09/2025

Page 9

MAY 2025 STATS SHEET														
Exhibit #2025-05-04														
PATRON USAGE	BKM	BKM 2024	FFB	FFB 2024	LPL	LPL 2024	OXB	OXB 2024	TECH	TECH 2024	TOTAL	TOTAL 2024		
Print	5,486	5,815	22,175	23,303	14,537	15,233	14,333	15,072			56,531	59,423		
AV	738	547	7,968	8,504	5,187	5,966	2,502	2,998			16,395	18,015		
eMedia (Freegal, Hoopla, Kanopy)											13,542	9,178		
eBooks (Ohio & Freeding)											28,814	25,402		
SearchOhio (Borrows & Loans)											1,261	1,219		
Total CKO's	6,224	6,362	30,143	31,807	19,724	21,199	16,835	18,070			116,543	113,237		
Year To Date	52,883	46,552	142,862	152,691	97,309	108,326	87,178	93,374			589,855	584,436		
Internet Sessions			239	2,308	1,652	2,060	706	719	277	246	2,874	5,333		
Internet Hours			130	1,481	1,657	1,979	552	498	303	314	2,642	4,272		
Self CKO's			11,725	12,214	4,266	4,713	5,634	5,812			21,625	22,739		
Visitors			9,990	15,189	6,795	7,039	9,386	8,664	1361	1032	27,532	31,924		
ADULT PROGRAMS	SMITH	SMITH 2024	FFB	FFB 2024	LPL	LPL 2024	OXB	OXB 2024	TECH	TECH 2024	SYSTEMWIDE	STEMWIDE 20	TOTAL	TOTAL 2024
In Library # Conducted		0	10	11	5	10	9	0	5	5		0	29	26
In Library - Attendance		0	56	121	38	97	288	0	29	25		0	411	243
Outreach # Conducted		0	0	2	2	1		0	1	2		0	3	5
Outreach - Attendance		0	0	135	130	50		0	3	8		0	133	193
Virtual # Conducted		0	0	0		0		0	1	1		0	1	1
Virtual - Attendance		0	0	0		0		0	4	9		0	4	9
TEEN PROGRAMS														
In Library # Conducted		0	7	5	2	6	3	0	1	0		0	13	11
In Library - Attendance		0	94	73	298	101	36	0	4	0		0	432	174
Outreach # Conducted		0	0	1	3	5		0	0	0		0	3	6
Outreach - Attendance		0	0	20	160	55		0	0	0		0	160	75
Virtual # Conducted		0	0	0		0		0	0	0		0	0	0
Virtual - Attendance		0	0	0		0		0	0	0		0	0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	5	5	1	5	10	0	1	0		0	17	10
In Library - Attendance		0	96	147	50	65	247	0	3	0		0	396	212
Outreach # Conducted		0	6	9	6	6	6	0	0	0		0	18	15
Outreach - Attendance		0	522	609	1513	1470	364	0	0	0		0	2399	2079
Virtual # Conducted		0	0	0		0		0	0	0		0	0	0
Virtual - Attendance		0	0	0		0		0	0	0		0	0	0

## COLLECTION DEVELOPMENT POLICY

Exhibit #2025-06-01

### CONTENTS

Introduction	Standing Orders Collection
The Collection Development Department	Periodicals Collection
Community Representation Statement	Digital Collection
Criteria for Selection	Local History Repositories
Interlibrary Loan Service	Repair & Warranty Replacement
Donations and Financial Gifts	Weeding Practices
Community & Educational Support Collections	Reconsideration of Library Materials
Large Print Collection	Appendix
Leased Collections	

### INTRODUCTION

The purpose of the Collection Development Policy is to inform our communities about the principles of collection management that shape what is and is not included in our collections, and provide guidance for Collection Development Department practices.

The Lane Libraries' collection policies and practices are guided by the American Library Association's The Library Bill of Rights, Access to Library Resources and Services for Minors, Freedom to View Statement, Challenged Resources, and the ALA Statement on Labeling (available in the Appendix), and the Library's mission statement as adopted by the Library Board of Trustees:

Find it at the Lane! The Lane Libraries provide materials, services and technology aimed at satisfying the curiosity, intellect and imagination of our patrons throughout our communities, on our website and by engaging in strategic partnerships.

The library system serves the western portion of Butler County. This includes a diverse rural, urban, and suburban population. These communities, located between Cincinnati and Dayton, contain a variety of economic and cultural environments. Knowledge of our community is essential in making decisions about the Library's collections. The most current census data is used to provide the official demographic information about Butler County residents.

### About the Lane Libraries

The Lane Free Library was founded in 1866 and deeded to the city of Hamilton in 1868. Today, the Lane Libraries consist of branch locations in Fairfield, Hamilton, and Oxford, with the Lane Administration Center and Lane Community Technology Center also in Hamilton. The Bookmobile and Outreach Services Department operates out of the Lane Administration Center.

The library system offers a range of materials and services in both print and virtual domains to persons of all ages within our communities. Our virtual library presence is accessible through our website, digital collections, and partner services. The Library is also a member of the SearchOhio and OhioLink interlibrary loan networks, offering patrons the opportunity to conveniently borrow materials from public libraries and universities across the state of Ohio, and OCLC, which provides national access to interlibrary loan materials.

## **THE COLLECTION DEVELOPMENT DEPARTMENT**

The Collection Development Department of the Lane Libraries was established in 2011 and is tasked with the acquisition and management of physical and digital materials in the Library's collections.

The Library Director appoints the Collection Development Manager, but holds ultimate responsibility for material selection and management within the framework of policies set by the Library Board of Trustees. The Collection Development Manager manages acquisitions staff, selects and trains the materials selectors, sets department and collection priorities, and provides guidance for daily operations to branch staff and materials selectors.

Selectors have an additional level of responsibility above and beyond other librarians to develop more advanced subject knowledge through continuing education. This expertise forms the foundation of their selection decisions in addition to library collection policy, practices, and evolving industry standards.

## **COMMUNITY REPRESENTATION STATEMENT**

The Lane Libraries serve a broad range of individuals with unique needs and experiences across all ages. We strive to build collections that serve the many interests and stories that make up our communities. To this end, the Collection Development Department regularly assesses current and emergent demographic trends and circulation data, and audits the adequacy of existing collections to ensure they meet the needs of the Library's constituent populations.

Our goal is to increase equity and develop inclusive collections that promote a wide range of perspectives, and represent our communities across groups such as age, disability, ethnicity, gender, income level, national origin, race, religion, sexual orientation, and all other personal, social, cultural, and economic perspectives.

We recognize that individual items may be considered controversial or offensive to some patrons, staff, or members of our communities. These materials may still be selected if the Collection Development Department determines the items meaningfully contribute to the range of perspectives from underrepresented populations and enable our patrons to engage in local, regional, and national conversations.

## **CRITERIA FOR SELECTION**

The Lane Libraries' philosophy of selection reflects its endorsement of The Library Bill of Rights as adopted by the American Library Association (see the Appendix) and the Library's Community Representation Statement.

The library system selects and organizes its materials under three age categories: the Children's collection, which covers birth - age 12; the Teen collection, which covers ages 12 - 18; and the Adult collection, which covers age 18+. Materials that do not readily fit in one age category are evaluated for age appropriateness on a case-by-case basis.

Since it is not possible to personally examine every title under consideration, it is necessary for the selectors to frequently rely upon reviews. Selectors maintain familiarity with the review sources and their points of view or intended audience so that the reviews can be critically judged. If the initial reviews are not sufficient in quantity or quality, the selector may wait for additional reviews before a decision is made.

### **Materials selected may be purchased, donated, or leased for inclusion in the Library's collection based on the following criteria:**

- Budgetary limitations and demand levels
- Current or anticipated demand or social significance, including awards or honors assigned to the title
- Availability of shelf space and other materials on the same topic
- Professional reviews or a critical mass of reader reviews across a range of perspectives
- Accuracy, authoritativeness, and comprehensiveness of the information or purpose of the work
- Intended audience and age appropriateness
- Support of a range of reading levels to reflect various backgrounds and reading skills
- Representation of controversial or under-represented points of view
- Quality and suitability of the physical format including durability, print layout, readability, and accessibility
- Cost of materials relative to the use or enhancement of the collection
- Historic or enduring value of the work

### **Suggestion for Purchase or Replacement**

Purchase suggestions from patrons and staff serve as an important part of the materials selection process. Selectors evaluate each request based on the above criteria. Some requests may not be filled due to incompatibility with our collection needs. If a request is not filled, it is referred to interlibrary loan services for potential fulfillment.

### **INTERLIBRARY LOAN SERVICE**

Interlibrary Loan (ILL) service is not a substitute for collection development, but serves to expand the range of materials available to our patrons. It is not feasible for this library system to emulate the collecting practices of large urban libraries such as in Dayton or Cincinnati. To bridge the gap between what we are able to offer and the wider range of what our patrons might need, we offer interlibrary loan through services such as SearchOhio, OhioLink, and OCLC.

We lend most, but not all of our circulating collection through interlibrary loan. Some exceptions that we do not lend include musical instruments, periodicals, and wi-fi hotspots. We also do not lend reference or professional collection materials.

### **DONATIONS AND FINANCIAL GIFTS**

The Lane Libraries greatly appreciate the generosity of the communities it serves through donations and financial gifts to support the collection. Donations of materials are accepted with the provision that no mandatory qualifications are placed on the items or their use. The Library will use these materials to its best advantage, whether they are added to the collection or sold at a book sale.

The Library is not a museum or primarily an archive, and uses discretion in the kinds of materials that are accepted. Gift plates and letters of acknowledgment are considered appropriate compensations for the donations that the Library accepts into the collection.

Donated materials are evaluated for their suitability as a part of the collection. The evaluation process for donated materials follows the same selection criteria applied to titles purchased with library funds. Items in poor condition will be responsibly recycled through services such as Better World Books or Baker & Taylor's Sustainable Shelves Program, which provides libraries credit toward future purchases.

If requested, donors will be given a 'donor receipt' form. However, the donor is responsible for assigning value to the gifted items. At the time of the donation, the donor is advised that if we do not add the items to our collection, they will be forwarded to one of the Library's book sales. The Library cannot guarantee that any donated item will be added to the collection. Any donations left in the Library's possession will be assumed to be the property of the Library.

The Library also accepts financial gifts towards the purchase of materials for the physical or digital collection. Interested donors are encouraged to reach out to the Library to discuss the details and whether their vision matches collection needs. A list of titles purchased and gift plates may be requested.

### **COMMUNITY & EDUCATIONAL SUPPORT COLLECTIONS**

It is not the Library's purpose to replace school libraries or to become their exclusive source of library services. The Library does not purchase multiple copies of titles with the intent of covering classroom assignments. Cooperation in meeting educational requests will be practiced within the limits of the library system's resources and without creating undue disadvantage to the community at large. Specific requests from school librarians, teachers, and other educators, including classroom and teacher collections, will be handled on an individual basis.

Where appropriate, large print deposit collections may be placed at area senior centers as a cooperative effort between Outreach Services and Collection Development.

### **LARGE PRINT COLLECTION**

The large print collection consists of primarily adult titles, but does include teen and juvenile titles based on community interests, needs, and what is available from publishers. Due to licensing and the costs of producing large print titles, there are a restricted number of titles available for purchase, and many are not published simultaneously with the regular print editions. This collection supplements what is available to patrons from the Ohio Library for the Blind & Print Disabled, but is not meant to fully replicate their services.

## **LEASED COLLECTIONS**

The Lane Libraries lease collections of bestsellers, recent releases, and high demand titles in print and video formats. The purpose of leasing is to provide patrons with multiple copies of the new and in-demand titles quickly, and to support library programming without sacrificing valuable shelf space over the long term. Once demand for any particular title has peaked, the excess copies are returned to the vendor and replaced with fresh titles.

## **STANDING ORDERS COLLECTION**

The standing order collection consists of titles that are sent automatically by our vendors based on a profile set up by the Library. The titles include topics such as test prep materials (ex: GED, ACT, ASVAB, etc.), DIY legal guides (ex: NOLO), travel titles (ex: Fodor's), city directories, etc., that are updated regularly. We also subscribe to standing order plans for specific large print categories, Harlequin monthly romances, and a limited music CD collection. These lists are evaluated annually and include both reference and circulating items.

## **PERIODICALS COLLECTION**

Current trends in periodicals publishing are moving away from physical formats to digital or web platforms. The Library continues to maintain a limited periodical collection for browsing and checkout for our non-digital users. Back issues are retained up to a year where space permits. Lane offers a range of local, national, and international periodicals through its digital collections. Scholarly publications are available through our database collections.

The Lane Libraries also serve as the archival repository for periodical materials on microfilm, microfiche, and digital formats. This work is done under the supervision of our local history librarians and operates outside the purview of the Collection Development Department.

## **DIGITAL COLLECTION**

The Library subscribes to and is a member of a variety of digital collections, both purchased and leased. These collections may contain materials not supported by our Collection Development Policy due to the limitations of consortium purchasing (ex: Ohio Digital Library) and of leased subscriptions (ex: hoopla). Where possible, these collections will be curated to fit our collection guidelines.

Our digital collections are shaped by budgetary constraints, licensing restrictions, and availability. The scope is also larger than with our physical collections to meet the overlapping, but differing needs of our digital users. Formats collected include eBooks, eAudio, digital periodicals, streaming music, and streaming video.

## **LOCAL HISTORY REPOSITORIES**

The Lane Libraries maintain three repositories containing local history and genealogy information and materials. Two of these repositories, the Smith Library of Regional History, at the Oxford Lane Library, and the Cummins Local History Room, at the Hamilton Lane Library, hold physical and digital materials, while Lane's Digital History Repository holds digital materials. Items held by the Digital History Repository are stored on staff servers, with online access available for select materials via the Lane Libraries' catalog. All physical items held in the Smith Library and Cummins Room are designated reference, do not circulate without special permission, and must be used at those repositories.

Additions to these repositories are made through the purchase of new materials, donations, staff research efforts, and transfers from other Lane Libraries collections. The digitization of physical materials from the Smith Library, Cummins Room, and community partners also contributes new digital materials to the Digital History Repository. The content and maintenance of these collections is under the purview of the manager of Lane's local history repositories.

## **REPAIR & WARRANTY REPLACEMENT**

A component of the continuous collection management process is the evaluation of the physical condition of the items in our collections. Technical Services may mend or replace parts of items in order to get more use out of them, and to keep Library collections looking well-maintained. The goal is not necessarily to preserve materials long term, unless an item is part of our local history repositories.

Common repairs that Technical Services carries out include resurfacing scratched and worn video and audio discs, replacing barcodes or the mylar dust jacket covers on books, and replacing worn or damaged cases. In some circumstances, items with older, bulkier packaging may be

repackaged if newer, slimline options are available. Items that are a part of a set may also be broken out into separate pieces, depending on condition and demand.

Some parts of the collection may be under warranty or operating under a leasing agreement. Examples of warranty items include Playaways, read-along books with digital audio players attached, and educational tablets. Technical Services should be consulted to find out if these items may be repaired or replaced under warranty. Items covered by a leasing agreement may be eligible for replacement if the item is defective as a part of the manufacturing process. If a leased item is damaged during use, a branch may perform temporary repairs, but no further repairs will be done by Technical Services. Leased items are returned to the vendor after discard.

Materials in the local history repositories are candidates for repair since their value to patrons is high and they are irreplaceable. However, some local history materials may be in such poor condition that standard repairs are not a viable option. In such cases, the item may be slip jacketed, filmed, or digitized as a last resort. The final decision for the method of preservation of local history materials resides with the manager of Lane's local history repositories.

## **WEEDING PRACTICES**

Collection management practices help determine what belongs on the shelves of the Library. What is removed from the collection is just as important as what is added to the collection. The Library uses industry standards to make decisions about what is removed in combination with community needs and interests.

Items may be weeded from the collection as a result of ongoing evaluation processes in order to make the collection more responsive and useful to the community, and to make room for newer materials on the shelves. Current weeding criteria include the removal of dated and/or superseded information, materials in poor physical condition, duplicate copies no longer needed, or materials otherwise no longer a fit for our collection. Decisions about items in the Library's local history repositories are handled separately by their manager.

## **RECONSIDERATION OF LIBRARY MATERIALS**

Library collections are crafted with the utmost care and expertise to meet the needs of and wants of the communities it serves. Community perspectives are a valued part of this process, helping us discern areas of concern. The Request for Reconsideration Form begins the process for the Library to evaluate feedback and make adjustments where appropriate.

The Library system does not promote any particular beliefs or views, nor endorse the viewpoints of the items expressed. We do recognize that age appropriateness is a factor in the cataloging and placement of materials in the Library's collection, and that these topics may be subjective and divisive. However, the disapproval of an item by a group or individual should not be the means of denying the material to other members of the community. We abide by our commitment to community representation during the review process.

Community members must fill out the Request for Reconsideration Form to begin the official review process. The form is available upon request from any location of the Lane Libraries. Included with the form is a guide to the reconsideration process and what to expect.

To submit a request for reconsideration, the individual or group must either reside within our service area or be a Lane Libraries' cardholder, and must be age 18 or older. Individuals under the age of 18 must have a parent or guardian submit the request on their behalf. The full request for reconsideration form must be completed and signed before the review process will be initiated. Anonymous requests will not be considered.

### **The Process**

The manager at the Library location where the Request for Reconsideration Form was submitted is the point of contact throughout the process. The form is referred to the Collection Development Manager who, in consultation with the Library Director, will form a review committee. Our goal is to provide a timely decision. However, all members of the review committee need an opportunity to obtain and examine a copy of the work, and it may take several weeks to complete the process depending on the overall length and availability of the item in question. The constituent will receive a written response to their reconsideration request. If they want to appeal the decision, they must submit a signed statement in writing. The statement is then forwarded to the Library Director for consideration.

We take community concerns seriously. In order to maintain the timeliness and integrity of the review process, no more than two requests for reconsideration may be submitted within a three month period by an individual or group. Requests for reconsideration on a given title are taken under consideration only once every 24 months. No action will be taken to remove materials from the collection until a final decision has been made by the Library.

### **Digital**

The Lane Libraries offer a variety of digital services to cardholders with differing collection models that impact the level of control we have over what is or is not included in the content of these collections. As such, the Library may not be able to remove a title from a digital collection. Cardholders use these collections at their own discretion. Where possible, the reconsideration process above still applies.

## **APPENDIX**

Library Bill of Rights  
Access to Library Resources and Services for Minors  
Freedom to View  
Challenged Resources  
Statement on Labeling Systems

### **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

**SOURCE:** <https://www.ala.org/advocacy/intfreedom/librarybill>

## ACCESS TO LIBRARY RESOURCES AND SERVICES FOR MINORS

### *An Interpretation of the Library Bill of Rights*

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.<sup>1</sup> Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>2</sup> Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.<sup>3</sup>

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."<sup>4</sup> Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.<sup>5</sup>

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup> Brown v. Entertainment Merchant's Association, et al. 564 U.S. 08-1448 (2011).

<sup>2</sup> Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also Tinker v. Des Moines School Dist., 393 U.S. 503 (1969); West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943); AAMA v. Kendrick, 244 F.3d 572 (7th Cir. 2001).

<sup>3</sup> "Privacy: An Interpretation of the Library Bill of Rights," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

<sup>4</sup> "Libraries: An American Value," adopted on February 3, 1999, by ALA Council.

<sup>5</sup> "Rating Systems: An Interpretation of the Library Bill of Rights," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

**SOURCE:** <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

## **FREEDOM TO VIEW**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

**SOURCE:** <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

## CHALLENGED RESOURCES

### An Interpretation of the *Library Bill of Rights*

"Libraries: An American Value" states, "We protect the rights of individuals to express their opinions about library resources and services."<sup>1</sup> The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Collection development applies to library materials and resources in all formats, programs, and services.

Article I of the American Library Association's *Library Bill of Rights* states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II further declares, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Freedom of expression, although it can be offensive to some, is protected by the Constitution of the United States. The "Diverse Collections: An Interpretation of the *Library Bill of Rights*" states:

Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers should not permit their personal biases, opinions, or preferences to unduly influence collection-development decisions.<sup>2</sup>

This applies with equal force to library resources and services provided to students and minors.<sup>3</sup>

The Supreme Court has held that the Constitution requires a procedure designed to critically examine all challenged expression before it can be suppressed.<sup>4</sup> Therefore, libraries should develop a procedure by which the governing body examines concerns and challenges about library resources. This procedure should be open, transparent, and conform to all applicable open meeting and public records laws. Challenged resources should remain in the collection, and access to the resources remain unrestricted during the review process. Resources that meet the criteria for selection and inclusion within the collection as outlined in the institution's collections policy should not be removed. Procedures to review challenges to library resources should not be used to suppress constitutionally protected expression.

Any attempt, be it legal or extralegal, to regulate or suppress resources in libraries must be closely scrutinized to the end that protected expression is not abridged. Attempts to remove or suppress materials by library staff or members of the library's governing body that are not regulated or sanctioned by law are considered "extralegal." Examples include actions that circumvent library policy, or actions taken by elected officials or governing board members outside the established legal process for making legislative or board decisions. Actions taken by library governing bodies during official sessions or meetings pursuant to the library's collection development policy, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body, and actions taken by legislative bodies are considered a "legal process."

Content filtering is not equivalent to collection development. Content filtering is exclusive, not inclusive, and cannot effectively curate content or mediate access to resources available on the internet. Filtering should be addressed in an institution's policy on acceptable use of the internet. Acceptable use policies should reflect the *Library Bill of Rights* and "Internet Filtering: An Interpretation of the *Library Bill of Rights*," and be approved by the appropriate governing authority.

<sup>1</sup> "[Libraries: An American Value](#)," adopted February 3, 1999, by the ALA Council.

<sup>2</sup> "[Diverse Collections: An Interpretation of the Library Bill of Rights](#)," adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 25, 2019.

<sup>3</sup> "[Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

<sup>4</sup> *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963).

*Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; and January 29, 2019.*

*The quoted language in this interpretation from "Diverse Collections: An Interpretation of the Library Bill of Rights" (adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 25, 2019) was updated to reflect the June 2019 revision. This change was voted on by the Intellectual Freedom Committee.*

**SOURCE:** <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/challenged-resources>

## STATEMENT ON LABELING SYSTEMS

### An Interpretation of the Library Bill of Rights

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted on June 30, 2015, by ALA Council.

**SOURCE:** <https://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems>