Library Advisory Board Meeting Agenda
Huntington Woods Public Library
Monday, March 20, 2023

I. Call to Order

II. Approval of,February 20, 2023 LAB meeting minutes

III. Friends of the Library liaison report: Marty Ferman

IV. Librarian's report

    a. Welcome to our high school reps

    b. New library hours

    c. HVAC Jace fixed!

    d. Goals & Objectives for FY2023-24

    e. Spine label project update

    f. Anti-racism programs

    g. Collection Development Policy update

V. Public Participation

VI. Comments

Next meeting: April 17, 2023

Adjournment

Library Goals and Objectives, 2023-24

Highlights of FY2022-23, at the library include:

- Replaced two of our three patron-facing online catalogs.
- Replaced six of our staff computer workstations, all of which were more than 7-10 years old
- Began a spine label project that will culminate in adding spine labels to our enire adult, young adult, and children's fiction books making shelving and browsing these collections much more user friendly
- Began a Library of Things by adding jigsaw puzzles and a seed library to our collection.
- Upgraded our wifi access points (upper and lower levels) to improve wifi access and reliability.
- Changed our hours making the library open to the public seven days a week during the school year and closed only on Sundays during the summer.
- Jace was fixed so that heating and cooling the library can be better managed.
- Surveyed HW and PR residents about library usage, needs, and feedback.

Looking Ahead:

Based on survey responses, there is significant interest in growing our Library of Things. We have three hotspots on order through TLN, and have requests to add a telescope, some basic tools, board games, cooking pans, a Blu-ray player, and a conversion station (to convert VHS and slides to DVDs and to convert cassettes to CDs), among other loanable or in-library use items.

Patrons also expressed interest in expanding our programming, especially children's programming, older adult programming, and adult art programs.

We are working closely with the city's Anti-Racism Committee to bring community discussions, information sessions, and other DEI programming to the library. This was also mentioned as a desired outcome on the library survey. Indeed, our program with the most attendance and the highest positive feedback this past year was a DEI program in February 2023 featuring Detroit historian, Jamon Jordan.

Upgrading the library's long-overdue technological infrastructure will continue to be a priority in 2023-24. This will involve replacing public computers as well as staff

workstations; getting our own firewall and/or internet to eliminate the need to go through VC3 whenever we have internet issues.

Other technology concerns:
Currently, our staff copier is on its last legs, but if the color can be fixed it seems possible that we can hold off on replacing it for one more year. Another option is to purchase a small color printer to supplement our current HP printer, purchased in the 1980s, but still running. With all of us using it, it frequently runs out of memory and crashes. Adding a second color printer would alleviate the burden on our one HP color printer which, in turn, would extend the life of our staff copier.

Also of concern is our inability to scan to email from any of our copiers or printers. I've worked with VC3, ITRight, TLN, and Applied Imaging with, as yet, no success. This is a service asked for by our patrons and staff alike.

Our Apple Mac public computer (purchased in 2017) is currently not functioning, but if it can be fixed, it will not be replaced in 2023-24. TLN has worked extensively on it and currently has a helpdesk ticket with Envisionware, our public access software vendor. If the problem cannot be resolved, it will need to be replaced, as it is currently not usable.

Items planned for FY2023-24 include:

- Six new public Windows OS computers, replacing 2015 computers)
- New OPAC at circ desk and new ref desk computer, replacing 2010 and 2015 computers, respectively.
- Ability to scan to email.
- Two hotspots available for checkout.
- Cordless microphone and speaker for library programs.
- Tropical fish aquarium in atrium, possible funding from Friends or Men's Club.
- PT children's librarian, 25 hours/week.
- Spine labels on all fiction.
- Expand Library of Things (board games, telescope, etc.).
- Separate budget for digital books.
- Increase DEI programming.
- Children's programming 3x/week, currently 1x/week.
- Children's programs on two Saturdays/month (currently only one Saturday/month)
- Raise PT staff salaries to be competitive at low end of other libraries' salary ranges.

Wish list:
- Library app - Deb to watch demo in coming weeks.
- New library website and calendar/registration vendor - partial funding to come from Friends of the Library.

Huntington Woods Library Collection Development Policy

The purpose of this Collection Development Policy is to guide the selection of library materials and to inform the public about the principles upon which selections are made. Basic to the policy are the "Library Bill of Rights," as adopted by the American Library Association.

MATERIAL SELECTION

Selection refers to the decision to add as well as to retain materials in the library's collections. It is based upon awareness of the diverse needs and interests of the individuals who use the library, balanced with evaluation of the material and knowledge of the collections' strengths and weaknesses. Selection decisions are also influenced by budget and space considerations and the availability and accessibility of alternative information resources.

Adult Material

Selection Sources
Sources for selection decisions include, among others: published reviews (*Publisher's Weekly, Library Journal, Booklist, Kirkus*, etc.), user requests or recommendations, publisher or vendor catalogs; advertisements: author appearances on television and radio, "word of mouth" reviews on websites such as Book Sense, Reading Group Guides, etc.

Selection Criteria
The library acquires materials of both permanent and current interest based upon the merits of a work in relation to the needs, interests, and demands of the community. Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. Gifts are selected using the same criteria. While there is no single standard which can be applied to every work, the following general criteria are to be considered when selecting materials for purchase:

General Criteria

- Relevance to observed and anticipated community needs and desires

- Reputation and qualifications of the author, creator, or publisher of the work
- Suitability of format or physical form for library use
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Local significance of the author or creator of the work

Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill of author or creator
- Consideration of the work as a whole, rather than a specific passage or passages
- Evaluation of the currency and accuracy of the information contained, to the extent possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, or national significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements

Electronic Format Criteria

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

Policy Approved by the Huntington Woods Library Advisory Board 10/17/2011