



**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

**Regular Meeting of the Saint Peter Public Library Advisory Board
Tuesday, November 9, 2021
5:30 p.m.
St. Peter Public Library Meeting Room**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. REPORT OF THE LIBRARIAN**
 - A. Fall Programming Update
 - B. Clerk Recruitment
- V. OLD BUSINESS**
 - A. Friends of the Library Update
- VI. NEW BUSINESS**
 - A. Sample Library Survey
 - B. Movers and Shakers Worksheet
 - C. New Collection Development Policy
- VII. OTHER BUSINESS**
- VIII. ADJOURN**

Director of Recreation & Leisure Services
Joey Schugel

Library Survey

Please help us know how we can best serve you.

1. Which of these Saint Peter Public Library services do you feel are of value to you?

Check all that apply.

- Borrowing books
- Borrowing Audio Books on CD
- Borrowing DVDs
- Borrowing ebooks and or eAudio Books
- In person technology help
- Library eNewsletter
- Library materials delivered to the homebound or senior residences
- Meeting rooms for public use
- Online programs (via Facebook Live)
- Online research tools and other online resources
- Reading/Listening suggestions from staff in person
- Reading/Listening suggestions from staff online (via newsletter or social media)
- Programs for adults (including but not limited to arts, authors, genealogy, music, technology and writing)
- Programming for children/teens
- Storytimes
- Study Space
- Summer Reading Program
- Volunteer Opportunities
- Bookmobile (summer months)
- Farmers Market Outreach
- Early Childhood Preschool Library Visits

2. What library services did you use during the pandemic?

Check all that apply.

- Computers by appointment
- Pick-up Window
- eBooks and/or Audiobooks
- Take and Make Kits
- Mobile Wifi Hotspot
- Online storytimes (on Facebook or YouTube)
- Online Programs other than Facebook (Zoom, Goto Meet, etc.)
- Questions answered via email, social media or phone
- Research and reference and/or other online resources

Other: _____

How frequently are you likely to use the following library serves?

Please round up to select the answer that best represents your response.

3. Contact us via email.

Mark only one oval.

- Daily
- Weekly
- Monthly
- Yearly
- Never

4. Get in-person or phone assistance for reference questions, research or book recommendations.

Mark only one oval.

- Daily
 Weekly
 Monthly
 Yearly
 Never

5. Get in-person or phone assistance for online resources, technology or other equipment (copier, mobile printing, printer, etc.)

Mark only one oval.

- Daily
 Weekly
 Monthly
 Yearly
 Never

6. Go to the library.

Mark only one oval.

- Daily
 Weekly
 Monthly
 Yearly
 Never

7. Library Social Media (Facebook, Instagram, YouTube)

Mark only one oval.

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Use the library catalog or website

Mark only one oval.

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. What are the biggest barriers to using the library either in person or online?

10. Do you live in Nicollet County?

Mark only one oval.

Yes

No

11. Do you have a Library Card?

Mark only one oval.

Yes

No

12. When did you last visit the library?

13. Your age group

Mark only one oval.

Under 18

18-24

25-34

35-44

45-54

55-64

65-74

75+

Prefer not to answer

14. Your Gender

Mark only one oval.

Female

Male

Prefer not to answer

Other: _____

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Google Forms

SAINT PETER PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY – FALL 2021

Criteria

1. All library materials will be selected under the direction of the professional staff, whose qualifications are based on education, training, and experience in librarianship.
2. A primary goal of the library is to meet the recreational and informational needs of its patrons; therefore suggestions from patrons and staff will be given serious consideration for purchase.
3. All materials, whether purchased or donated, are subject to the criteria listed below:
 - Current and anticipated needs and interests of the public
 - Enduring value
 - Relevance to current trends and events
 - Suitability of style and subject for intended audience
 - Physical durability
 - Cost and availability
 - Space and budgetary limits
 - Evaluations in review media
 - Relation to existing collection and other materials on the subject
 - Suitability of the format for library use

An item need not meet all of these standards to be included in the Library's collection. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

Withdrawal of Materials and Collection Maintenance

1. Staff relies on a set of criteria to guide ongoing collection maintenance decisions. Based on the evaluation, materials may be kept, replaced, repaired, or withdrawn. Not all criteria will be applied to each withdrawal decision.
2. General criteria for withdrawals:
 - a. Physical condition of the item
 - b. Patron demand
 - c. Relevance to current events and trends
 - d. Long-term or local historical significance
 - e. Space limitations
 - f. Availability for reorder
 - g. Accuracy of information
3. Withdrawn library materials may be given to other libraries, sold, donated, or discarded.

Preservation of Materials

Materials are processed with barcodes and reinforced as necessary for public use. When possible, library bound materials are purchased and hard cover materials with Mylar coverings are preferred.

Donations to the Library

1. The St. Peter Public Library welcomes gifts with the understanding that staff will evaluate them in accordance with the materials selection criteria. SPPL is not obliged to process and circulate materials simply because they have been given as gifts. Book donations are accepted the first week of each month. Books accepted will be reviewed by staff and may be placed in our collection, or donated to our on-going book sale.

Items we **do not** accept include:

- Textbooks
- Reader's Digest condensed books (or other condensed books and abridgements)
- Encyclopedia sets (or any other type of reference book)
- Collections of periodicals (example: a National Geographic collection, 1950-Present)
- Records, albums or VHS tapes
- Damaged items (water damage, torn pages, broken bindings, discolorations, mold, musty odor, etc.)

There are times when we cannot accept items due to limited space. Please check other alternatives. Many nursing homes, thrift stores, and area correctional facilities also accept book donations.

2. When the library receives a cash gift for the purchase of items, the selection will be made by staff. Donors wishes will be taken into consideration. The name of the donor or person memorialized may be cited on a bookplate if the individual so desires.

INTELLECTUAL FREEDOM POLICY

The St. Peter Public Library endorses the principles of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association. As proclaimed in the Bill of Rights to the United States Constitution, freedom of expression, specifically the right to publish diverse opinions, is essential to the democratic form of government. A public institution committed to the principles of democracy and intellectual freedom, SPPL recognizes its obligation to provide as wide a spectrum of materials as possible.

Diverse points of view, including controversial and unorthodox subjects, are available in this collection. Inclusion in the collection does not imply library approval of or agreement with the contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

No restrictions are placed on what anyone may read, view, or listen to. Selection of materials to include in the collection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and to serving the needs and the interests of all users.

Individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the Library understands this concern, it is the Library's position that the risk to society is far greater if public access to ideas and information is restricted. While anyone is free to select or reject materials for themselves or their own minor children or wards, the values of one will not be imposed on the many. Parents and legal guardians have the responsibility for their child's or ward's use of library materials.

The Library is opposed to the removal from its shelves, at the request of any individual or group, materials which have been chosen or administered according to the collection development policy.

Policy for Reconsideration of Library Materials

1. The St. Peter Public Library will provide the opportunity to request reconsideration of library materials. No library material will be removed from the shelf until such request is acted upon and a decision is reached.
 - a. The complainant must complete and sign a "Citizen's Request to the Supervisor for Reconsideration of Library Material."
 - b. The Library Supervisor will acknowledge the complaint in writing to the complainant within ten (10) business days.
 - c. The Library Supervisor will submit the completed form to a committee composed of the Supervisor and other qualified staff members appointed at the discretion of the Supervisor. This committee shall reach a decision within one month of receipt of the complaint.
 - d. If the complainant is not satisfied with the findings of the committee, an appeal may be made to the Library Board at its next meeting. The decision of the Library Board is final.

Movers and Shakers Worksheet

Category	Potential names
Business. Who are the main employers, or activists within the business community?	
Civic. Every community has civic groups like Rotary, Optimists, or the Lions.	
Education. Who are the prominent leaders--principals, superintendents, communication directors--in the community?	
Elected. Who are the key elected officials?	
Faith-based. Who are the leaders of some of the larger or influential churches, synagogues, mosques, or other houses of worship?	
Government. Who are the non-elected, or appointed officials who get things done?	
Media. Some of my most enlightening interviews have been with people who do interviews.	
Non-profit. There are many, many not-for-profit groups, often with deep expertise about various issues.	
Other (marginalized?)	