



LIBRARY TRUSTEE VACANCY

The Jefferson County Library is taking applications for an open position on its Board of Trustees.

An interest in public libraries, knowledge of public finance and/or government, sound judgment, an ability to work cooperatively with others, and a commitment to public service are desired.

Residents of the unincorporated area of Jefferson County are eligible to apply. The library strives to have representation from throughout the county.

Trustee positions are appointed by the Jefferson County Board of Commissioners and serve for five years. These are unpaid positions.

Application forms and other information regarding this position are available online at: <http://www.jclibrary.info/about-jcl/board-of-trustees> Applications can be submitted via mail or online, and must be received by Monday, August 31, 2020. For information contact:

Tamara Meredith, Director
360-385-6544
tmeredith@jclibrary.info



Date _____

Name _____

Phone _____

(home)

Address _____

(work)

Email _____

The Board looks for candidates who can bring demonstrated leadership and expertise to its membership. Please take a few moments to answer the following questions:

1. Why do you want to be a trustee? _____

2. How long have you resided in the Library District? _____

3. What is or was your occupation? _____

4. With what groups or organizations are you associated, either as a current or past member?

5. Please list any Jefferson County Library activities or functions in which you have participated.

6. Please indicate your areas of knowledge or expertise which would benefit the Library Board:

____ Finance ____ Personnel ____ Long-range Planning

____ Building Programs ____ Legal ____ Fundraising

____ Government Relations ____ Public Relations ____ Management

____ Technology ____ Education Other: _____

7. Please offer any additional information you think would be appropriate for our consideration.

Return this application to: Tamara Meredith, Director * tmeredith@jclibrary.info * 360-385-6544
Jefferson County Rural Library District
620 Cedar Avenue
Port Hadlock, WA 98339



BOARD OF TRUSTEES JOB DESCRIPTION

The Jefferson Board of County Commissioners is responsible for appointment of library district trustees. Whenever possible trustees should reflect the geographic, economic and demographic diversity of Jefferson County.

The Revised Code of Washington, section 27.12, provides the legal basis for public libraries in the State of Washington and section 27.12.210 defines the duties and responsibilities of trustees.

TRUSTEES are appointed to a five-year term of office. A trustee may serve only two consecutive terms, if reappointed by the County Commissioners.

TRUSTEES make a commitment of their time. They attend the regular monthly meeting and any special meetings necessary to conduct the business of the library district.

TRUSTEES develop a job description for the position of Library Director and employ the Director who serves under a contract with the library district.

TRUSTEES work with the Library Director to develop and adopt the annual operating budget. The Jefferson County Rural Library District is a junior taxing district and funds are received from taxes levied on property in the district. The budget is determined by Trustees and the Director and the levy rate is set by the County Assessor.

TRUSTEES develop and adopt policies, which govern the operation of the Library.

TRUSTEES work with the director to develop and adopt a Personnel Manual that guides employment practices and procedures and is implemented by the Library Director.

TRUSTEES are responsible for providing and maintaining a library facility and assuring that the information, education, and recreation needs of the community are being met through the provision of library materials and services.

TRUSTEES review and approve payment of the monthly vouchers and stay informed regarding the library's revenue, expenditure, and budget balances.

TRUSTEES serve as board officers (Chair, Vice-Chair, and Secretary) with each trustee sharing these responsibilities during a term of office.

TRUSTEES assist the Library Director and staff with fundraising activities that enhance the library's service offerings.

TRUSTEES have an opportunity to become part of a library community and to have membership and involvement in various library organizations.

TRUSTEES follow the Code of Ethics for trustees and support the Library Bill of Rights and Freedom to Read Policies of the American Library Association and the Washington Library Association.



LIBRARY BILL OF RIGHTS

Adopted as amended 04/10/2019

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 06/18/1948 by the American Library Association. Amended 02/02/1961; 01/23/1980; and 01/29/2019. Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.



TRUSTEE CODE OF ETHICS

1. I value the opportunity to serve our community as a trustee of the Jefferson County Rural Library district, and support and promote our library and the benefits of the public library system.
2. I seek to comply with all national, state, and local laws and regulations regarding public libraries, and seek to follow legal, professional, and ethical procedures to bring about desired changes.
3. I give full consideration to the educational and informational needs of all members of the community, and reach decisions affecting the library after taking into account the views of my fellow board members in public meetings.
4. I embrace the First Amendment and the right for our patrons to pursue knowledge for their enrichment and continued education.
5. I believe in the freedom to speak, read, hear, and view ideas and support unfettered access to all ideas. I recognize that libraries connect people to ideas and that library users are free to form, hold, and express their own beliefs.
6. I join my fellow members of the board, staff, and public in the continuing study of the nature, value, and direction of our library and how it best serves our community in order to help facilitate needed changes and growth.
7. I accept the challenge to work with our library administration and elected officials to ensure adequate funding for our library so that we may best serve our community.
8. I understand the importance of participating in official board discussions and decisions and recognize that the authority for decisions rests with the whole board assembled in public meetings. I understand that board members should not take individual actions which may compromise the board. Nor do I, when representing the board, promote the interests of special individuals, organizations, or political views which may be in conflict with the role of the library to serve our entire public.
9. As a member of the Board of Trustees, I have invested the Library Director with the responsibility for handling all staff, patron, and vendor problems and complaints. However, if the administration should fail to resolve those problems or complaints, I will participate in acting on them at public meetings.
10. As a trustee, my responsibilities are for making decisions on policy and planning; for budgeting; evaluating the library director and the effectiveness of the library in serving our public.

Resolution 85-11-4

Adopted: November 14, 1985

Amended: July 12, 2000



MATERIALS SELECTION AND MANAGEMENT POLICY **Adopted 4/11/2018**

OBJECTIVE

The purpose of the Jefferson County Rural Library District Materials Selection and Management Policy is to guide those responsible for selection and management of library materials and to inform the public about the principles upon which selections and management decisions are made.

RESPONSIBILITY FOR SELECTION AND MANAGEMENT

Responsibility for materials selection and management lies with the Library Director. However, the Director may delegate this authority to members of the staff who are qualified by their education and training. Any book and/or item so selected or removed shall be held to be selected by the Library Board.

SELECTION CRITERIA FOR MATERIALS

1. The Library recognizes the diversity of resources within partner libraries and makes every effort not to needlessly duplicate functions and materials.
2. The Library does not attempt to acquire textbooks or other curriculum-related materials except when those materials also serve the public.
3. Technical works will be acquired only if they are useful to the layman.
4. The Library supports the community's interest in local and regional history.
5. Because the Library serves a public embracing a wide range of ages, interests, reading skills, and educational backgrounds, it will seek to select materials of varying complexity.
6. In selecting materials for the collection, the Library will be attentive to the special commercial, industrial, cultural, and civic enterprises in the communities it serves.

Factors that influence the selection of materials are:

1. Current and anticipated needs and interests of the public.
2. The author's, artist's, or publisher's qualifications and/or reputation.
3. Contribution to diversity or breadth of collections.
4. Accuracy and timeliness of material.
5. Evaluations in library review media.
6. Nomination for or receipt of awards/prizes, or inclusion in standard bibliographies/indexes.
7. Quality of production, including physical construction and durability of the material.

SELECTION CRITERIA FOR ELECTRONIC RESOURCES

Electronic resources, including on-line databases and Internet links from the Library's home page, are selected to complement the Library's physical collection. Electronic resources are selected according to the material selection policy, and by the following selection criteria:

1. Comprehensiveness
2. Authority, accuracy, and currency of information
3. Frequency of updates
4. Ease of use
5. Remote access and licensing restrictions
6. Past usage

WEEDING MATERIALS

Weeding or the deselection of material is critical to collection maintenance and involves the removal of resources from the collection. All materials are considered for weeding based on accuracy, currency, and relevancy. Space limitations, edition, format, physical condition, and number of copies are also considered when evaluating materials. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials are handled as allowed by law per RCW 39.33.070.

GIFTS AND DONATIONS

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if they meet the materials selection criteria. If they do not meet the selection criteria, the Library Director may dispose of them as allowed by law (RCW 39.33.070). The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the Director or a delegate if no specific book is requested.

By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

INTERLIBRARY LOAN

Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the United States.

CONTROVERSIAL MATERIALS

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on anticipated approval or disapproval, but based on the principles stated in this policy.

Parents or legal guardians have the responsibility to guide and direct the reading/listening/viewing of their own minor children. The Library does not and cannot act in place of the parent ("in loco parentis").

No materials will be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter.

CHALLENGED MATERIALS

Although materials are carefully selected, differences of opinion regarding suitable materials can arise. Patrons who wish to complain about a specific item in the collection are asked to obtain and fill out a **Citizen's Comment on Collection Form**.

Upon submitting a comment form, the Director will initiate a review process with an ad hoc selection review committee (made up of adult and youth services selectors). The committee will give the Director a recommendation based on the judgment of its members as to whether the material was appropriately selected and made accessible under this Policy. Because of the need to meet individual as well as group preferences, the number of forms or petitions received will not be a factor in reaching a recommendation. The Director will make the decision and reply to the complainant in writing as soon as is practical. The Library Board will be informed at the next public meeting. Persons still wishing to express concerns to the Board will be heard during a regular meeting under the agenda "public comments" or at another time designated by the Board for public expression. The Board, after receiving testimony from the public and Director, will decide whether the actions taken followed the Library's policies. After the Board has rendered its decision, the concerned party will be informed of it in writing.