



## **PCLS BOARD OF TRUSTEES SPECIAL CALLED MEETING**

6:00pm February 12, 2026

Hampton Memorial Library

PRESIDING: Mr. Danny Parton, Chair- District 3 (Pickens)

Mr. Mark Kilburn, Treasurer – At Large

Ms. Alesia Pinkerton, V. Chair – District 4 (Liberty)

Dr. Alfred Wheeler – District 1 (Clemson)

Mr. Robert Sams – District 5 (Easley)

Ms. Nancy Miller, Sec – District 2 (Six Mile)

Mr. Brian Aiken – District 6 (Dacusville)

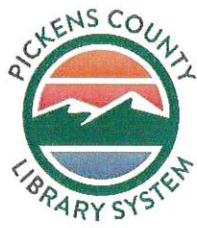
Roll Call – Quorum – Accept Agenda as written

1. Prayer- Pledge of Allegiance
2. Motion- changes to Constitution Article V
3. Motion - changes to Bylaws: Article IV & IX
4. Motion – Collection Policy as written
5. Motion – Review of Materials/Reconsideration Policy as written
6. Sign Certification form for State library

Executive Session - Motion to go into Executive Session

1. Legal Matters

Next Meeting: Regular meeting, March 19, 2026, 6:00pm at Sarlin Library- Liberty



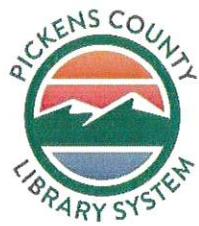
## BOARD OF TRUSTEES CONSTITUTION

### **Article V** currently reads:

The Board of Trustees shall annually elect a Chairman, Vice-Chairman and **Secretary-Treasurer** to be designated as the Executive Committee. The Chairman shall preside at all meetings of the Board of Trustees, and perform all other duties usually pertaining to the office. The Vice-Chairman shall, in absence or disability of the Chairman, preside at all meetings of the Board of Trustees and perform all the duties of the Chairman. The **Secretary-Treasurer** will keep all minutes and records of meetings of the Board of Trustees.

### **Article V** proposed changes:

The Board of Trustees shall annually elect a Chairman, Vice-Chairman, **Secretary and Treasurer** to be designated as the Executive Committee. The Chairman shall preside at all meetings of the Board of Trustees, and perform all other duties usually pertaining to the office. The Vice-Chairman shall, in absence or disability of the Chairman, preside at all meetings of the Board of Trustees and perform all the duties of the Chairman. The **Secretary** will keep all minutes and records of meetings of the Board of Trustees. **The Treasurer will work with the Director on the annual budget.**



## BOARD OF TRUSTEES BYLAWS

### **Article IV** currently reads:

There shall be an Executive Committee, consisting of the Chairman, Vice-Chairman and **Secretary-Treasurer**. The executive committee shall act as the advisory group to the Chairman. The Chairman shall serve as the ex-officio member on all committees of the Board.

### **Article IV** proposed changes:

There shall be an Executive Committee, consisting of the Chairman, Vice-Chairman, **Secretary and Treasurer**. The executive committee shall act as the advisory group to the Chairman. The Chairman shall serve as the ex-officio member on all committees of the Board.

### **Article IX** currently reads:

Members are required to attend at least seven of the ten regularly scheduled meetings each year and at least one-half of any called meetings. Failure of a member to meet the attendance requirements during any **July 1 to June 30 year**, apart from mitigating circumstances approved by the Board, requires the Chairman to report it to Pickens County Council and ask the Council to remove and replace that member.

### **Article IX** proposed changes:

Members are required to attend at least seven of the ten regularly scheduled meetings each year and at least one-half of any called meetings. Failure of a member to meet the attendance requirements during any **January 1 to December 31** year, apart from mitigating circumstances approved by the Board, requires the Chairman to report it to Pickens County Council and ask the Council to remove and replace that member.

## COLLECTION DEVELOPMENT POLICY

### Objective

The Pickens County Library System belongs to all the people it serves and wishes to encourage their interest in its work. It seeks to maintain a broad and well-balanced collection with up-to-date information in varied formats to enlighten, inform, entertain, educate and empower the community of Pickens County. The library believes that collections are part of the broader content of what a library provides to its community, which includes experiences, spaces, materials, and collaborations. The library seeks to respond to our community's needs and interests through this content. This policy ensures that the library collection will reflect the experiences of the community, and provide an opportunity to explore cultures, traditions, and ideas from all different types of people. All content decisions must follow applicable specifications of Federal, State, and Local legislation.

### Selection Principles

The responsibility for selection of library materials is delegated to the Library Director, following the Collection Development Policy approved by the library board. Direct selection of materials is performed by staff members qualified for this duty through professional education, training and job classification. These qualified professionals are responsible for suggesting appropriate materials through daily interaction with library patrons and assessment of their needs, as well as on their own wide reading experience. In addition to responding to the demands of Library users, staff consults a variety of reviewing sources and community members with expertise in certain areas. The Board, therefore, establishes the following principles to guide the library in the selection process.

- Develop a well-rounded collection of current, high-demand, high-interest materials in a variety of formats to meet the needs of our community.
- Curate a collection that represents diverse points of view, subjects, opinions, and modes of expression, and which reflect the community and the world we inhabit, and the variety of our community readers' tastes and interests.
- Collection materials should include materials in digital/electronic formats (when available).
- Library material will not be excluded or included solely because of the race, nationality, sex, or the political, social, or religious views of its author or its intended audience.
- Provide materials to meet the recreational and informational needs and interests of our community and organize those materials in age-appropriate collections. Materials are selected and organized considering complexity, vocabulary, and topic.
- Encourage lifelong learning by making current, accurate, and useful information available to all ages in our community.

- Encourage minors to develop an interest in reading and learning by providing a collection of materials which is current and appeals to their interests by being age appropriate.
- Provide an appropriate number of copies for each title purchased so that the community has access within a reasonable length of time
- Balance individual and community needs in determining the best allocation of collection budget

## Philosophy

The library strives to support an informed community by providing access to the world of ideas and information. The library's collection is developed and managed to meet the informational, educational, cultural and recreational needs of the residents of Pickens County. The library will neither promote nor censor any particular religious, moral, philosophical or political conviction or opinions. Material will not be excluded because of race or nationality or the religious, social, or political views of the author, publisher, or creator. The library recognizes that some materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs. Classification of materials into clearly labelled age-appropriate sections of the library aid in parental determination for access to minors. The PCLS youth library card application allows parents to choose access to various collections for their minor children.

The presence of an item in the collections does not represent endorsement or promotion of its content by the library. Any request for reconsideration of an item in the collection must follow the procedure outlined in the "Review of Materials Policy."

## Selection Criteria

No single standard can be used universally in making acquisition decisions. Material will be evaluated according to one or more of the criteria below, in addition to the judgment exercised by professional library staff. Any given item need not meet all criteria to be selected, but a list of possible criteria includes:

- Community members' requests for or interest in an item.
- Circulation use of existing and similar materials.
- Accuracy and current information.
- Contemporary significance, permanent value, or popular interest.
- Authority and reputation of the author or publisher.
- Artistic and literary merit.
- Adaptability to use.
- Illustrations - especially important for children's books, which use illustrations to teach reading and comprehension.
- Format and price.
- Evaluation in professional review or other sources to determine age-appropriate content if necessary, such as, but not limited to: *Booklist*, *Library Journal*, *Publisher's Weekly*, *Kirkus Reviews*, *School Library Journal*.
- The relation of new materials to existing collections.

- Contribution to diversity enriching the breadth and depth of collections.

Library materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

All selection policies and procedures will be applied to any donated materials before they are added to the collection. Materials not added to library collections will be given to the Friends of the Library book sale or discarded due to their condition.

Materials suggested for purchase by patrons will be considered for purchase, if funds are available, provided they meet the requirements set forth in this policy.

## **Collection Maintenance**

Periodic and continuous evaluation of materials in the collection is a priority of collection development and is considered of equal importance to the acquisition of new materials. Systematic and ongoing weeding of library materials is essential to ensure an active and useful collection and the best use of available space. Materials are evaluated on condition, current information/accuracy of information, and community demand. Locally significant materials may be retained even if some of these factors do not apply. In addition to weeding of print materials, the discontinuation of purchasing and/or housing of older media formats will be considered when demand and availability indicate they are no longer appropriate for the collection.

## **Collection Scope**

### **Adult Fiction**

The adult fiction collection includes a wide variety of contemporary works of fiction representing all genres, international works, classics as well as important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic communities that it serves and to satisfy the interests and recreational needs of its users.

### **Adult Nonfiction**

The library aims to acquire materials which provide a core of basic knowledge. In addition, it selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational, and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth
- present different viewpoints on issues

The following two sections: Children's and Teen's Collections will use the "Guidance on Collection Development for Minors" by the South Carolina State Library as a resource.

Parents or legal guardians are responsible for completing Youth Library Card applications, which grant permission for minors to access library materials they deem appropriate for their family's values and lifestyle. The Pickens County Library System respects and upholds the decisions of each parent or legal guardian regarding materials accessed by their minor children and will honor those choices in support of individual family needs. Please look on our website for the "Youth Library Card Applications".

### **Children's Collection**

To encourage life-long reading habits, the children's collection provides material in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Pickens County from birth through grade eight/age 12. Material is selected with regard to the stages of emotional and intellectual maturity of children. Children material is generally understood as those materials for ages 0-6 year of age, juvenile materials encompass items in the range of 7-12 years of age.

The following criteria will not be included for the children and juvenile collection areas:

1. Adult nudity
2. Sexual descriptions
3. Vulgar language

\*\* If material contain the above criteria, they should be moved to the Teen Collection (13-17 years of age).

### **Teen Collection**

Teen collection material is intended for library patrons from the age of 13 to 17 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The Teen collection consists of fiction and nonfiction books of popular and contemporary interest. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item for a teen must be determined on an individual basis by the parent/legal guardian of that teen according to the selection made on the Youth Library Card Application, which can be found on the PCLS website or by request in person at the library branches.

For the purposes of this policy, South Carolina Code of Law, Section 16-15-305 will be used as guidance

All Material that are rated for the Teen area of the library should be appropriate for children 13-17 years of age.

Criteria materials that contain the following will not be included in the Teen Collection:

1. Graphic depictions or descriptions of rape, pedophilia, or incest
2. Graphic explicit sexual depictions or descriptions (vaginal, anal, oral, and masturbation)
3. Pervasive vulgarity
4. Prurient interest material – according to the current South Carolina legislation

\*\*If materials rated for the Teen (13-17) Collections has the above criteria, items should be placed in the Adult (18+) or sub-category Young Adult (18-25) when available.

While “young adult” is a standard term used by publishers and libraries, it can be ambiguous and confusing to the general public. If a library has a “young adult” section it should be located in the adult area of the library. The term “young adult” is generally understood as individuals aged 18-25.

### **Reference Collection**

The library maintains a physical reference collection to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all residents. Selection criteria of particular importance for reference sources are accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing. Reference sources are consulted for specific items of information and are not meant to be read consecutively. They include bibliographies, indexes, directories, dictionaries, catalogs, statistical compendia, atlases, and almanacs.

### **Library of Things**

The Library of Things is a collection of non-traditional library items that patrons may wish to try or test before purchasing. These include items used for outdoor activities, games, health and fitness, tools, electronics, crafts, hobbies, and musical instruments. The includes WIFI hotspots and Adventure Passes used for free admission to local and regional museums and attractions. This collection is not intended to be comprehensive, and the library is limited by a finite amount of storage space and funds for these items.

The Library Director has full authority to create, move, or remove collections based on changing media, community needs, or to improve access, provided these changes satisfy all current policies of the library board.

Original approval May 15, 1997

Full policy manual approved August 21, 1997

Full corrected policy manual approved June 15, 2000

Reapproved with no changes October 17, 2002

Revised policy approved February 19, 2004

Amended policy approved September 22, 2023

*Draft update: 12/18/24*

*Draft updated: 3/9/2025*

*Draft updated: 1/28/2026*

## REVIEW OF MATERIALS POLICY

The Pickens County Library System (PCLS) is dedicated to serving all county residents by providing welcoming access to information, resources, and services that enrich their lives. Through thoughtfully curated collections and programs, we strive to support the educational, cultural, informational, and entertainment needs of our community, fostering lifelong learning and connection for everyone we serve.

The library has a responsibility to provide a robust library collection of materials which represent many varied viewpoints, life experiences, and interests of the community. The materials and resources are selected by trained professional staff members to meet the varied needs of our community; however, it is not expected that all resources will appeal to every user. The Collection Policy established by the Library Board of trustees will help guide the staff to place resources and materials in the appropriate locations.

The Pickens County community member may request a reconsideration of physical library materials, displays, programs, electronic materials, or digital resources. The community member petitioning the reconsideration must be an adult (18+) and reside in Pickens County with an active library card. The *Request for Reconsideration of Library Resources* form can be found on the Pickens County Library System (PCLS) website under the 2025-2026 Reconsideration Requests tab and also under Library Board of Trustees tab or by requesting it from a staff member. Upon receipt of a *Request for Reconsideration form*, a formal review of the material in question shall be undertaken in accordance with the Pickens County Library System (PCLS) policy. The Director of the Pickens County Library System is responsible for managing requests for material review.

Pickens County community members can have (1) active Reconsideration Requests every (30) days so that the library staff has enough time to review and research each request. Each request will be decided upon according to our Collection Policy criteria and in the order in which it was received. If multiple Reconsideration Requests come in for the same material, the Director will start the process for the first one received. During the reconsideration process, the material under review will remain in circulation until a decision has been reached. A list of all items being reconsidered and their status within the Reconsideration process will be available on the library's website. Please note, the *Request for Reconsideration of Library Materials form*, accompanying materials and any written responses to the Reconsideration become part of the public record.

A *Request for Reconsideration form* will not be considered if it does not comply with the existing board-approved Collection Policy, which is available for review on the PCLS website. If a title has previously been reconsidered, the decision rendered will remain in place for exactly (1) one year. After such time has passed, the Board must approve by majority vote to proceed with a newly submitted Reconsideration Request of the material.

Throughout this reconsideration process, all parties involved will adhere to the following:

### **Guiding Principles**

- Libraries provide materials reflecting differing points of view, and the library's mission is to provide access to information.
- SC current legislation – which includes age-appropriate Material to Minors, will be followed in every reconsideration case.
- Community members have the right to express concerns about library resources and expect to have their concerns taken seriously.
- Any communication from petitioner regarding the review that includes abusive, defamatory, menacing, or intimidating statements, as defined within the Library's Code of Conduct, will terminate the reconsideration process. Alleged violations may be submitted to the library Board for review by public, staff, or Board members.

### **Factors for reconsideration of a material that will not be considered by the Board:**

- A request that calls for moving a book or item to a section of the library that does not exist.
- A request to remove materials from the adult section of the library.

### **Reconsideration of Library Materials Procedure**

- 1) Petitioners submit a completed *Request for Reconsideration form* to Department/Branch Manager. The Department Head/Branch Manager will verify the form is complete and fill out the staff portion of the form with location, staff initials, and date received.
- 2) The Department/Branch Manager will scan the *Reconsideration Request form* and email it to the Library Director. The original form will be sent to the Library Director via interoffice mail.
- 3) The Department/Branch Manager will send the petitioner an acknowledgement that the Reconsideration Request form has been received. A copy of the *Review of Library Materials Policy and Procedures* will be enclosed.

*\*\*The above (3) steps for the Reconsideration of Library Materials Procedure should take no more than (5) business days.*

- 4) The Library Director will select (2) professional librarians to conduct an independent review of the library material. This individual shall consult and rely upon the standards stated in the board-approved *Collection Policy*. The librarian will provide

their individual recommendation to the Director, after reading the whole book and doing some research using expert sources and reviews. The director will consider this recommendation along with the *Collection Policy* and make final decision which will be emailed to the petitioner within (15) business days of receipt of their initial request. If additional time is needed the Director will notify the petitioner and the Chairman with anticipated new date.

- 5) If the petitioner is not satisfied with the decision of the Director, they may appeal the decision. To initiate this appeal, the petitioner must send a written notice of appeal to the Director within (10) business days of receiving the decision from the Director. The Director will send petitioner a written notice of receipt of the appeal within a timely manner. Appeals should include additional information explaining why they disagree with the decision of the Director. The Director will then gather all the information together and send to the Chairman of the Board following an intervening period of (30) days to be added to the next board meeting's agenda.

Before the meeting at which the review will be discussed, the Library Board will be required to read the whole book and be provided with the following information:

- Copies of the *Reconsideration Form* and accompanying materials
- Manager's review documents
- Decision of Manager and Director in writing
- *Collection Policy*
- *Review of Materials Policy* with Guiding Principles and Procedures
- Any other pertinent materials

Written notice of the Library Board's final decision will be sent to the petitioner within (7) business days of the meeting date. The decision of the Library Board is final.



**South Carolina Public Library  
Collection Development Funding Certification  
FY 2026 – Payment #2**

**County:** \_\_\_\_\_

This form certifies that the above-named county public library meets the requirements of all legislation related to the Aid to County Library Allotment (S.C. Code of Laws, § 60-1-80, S.C. Code of Laws, § 60-1-90, S.C. Code Regs. Vol. 26 Chapter 75). The above-named county library further certifies to having library board-approved policies related to Collection Development, Requests for Reconsideration of materials, and a policy that clearly identifies the age at which a child can obtain a library card without parental consent. This certification indicates that professional standards have been followed when selecting and organizing materials in the collection and that the above-named County complies with state funding regulations - specific legislative language follows:

**Proviso 27.1.** (LIB: Aid to Counties Libraries Allotment) *The amount appropriated in this section for "Aid to County Libraries" shall be allotted to each county on a per capita basis according to the official United States Census For 2020, as aid to the County Library. No county shall be allocated less than \$150,000 under this provision. Counties shall receive their allocations in two equal parts, to receive this aid, local library support shall not be less than the amount actually expended for library operations from local sources in the second preceding year. Prior to receiving each of these funds allocations, county libraries must certify to the State Library and have an adopted policy in place that their county libraries do not offer any books or materials that appeal to the prurient interest of children under the age of seventeen in children's, youth, or teen book sections of libraries and are only made available with explicit parental consent. Failure to provide these certifications in a manner satisfactory to the State Library shall result in the immediate withholding of the allocation. If the local Legislative Delegation presents evidence that these requirements are not being met by a county library, the delegation may request a comprehensive review of the certification by the State Library. All remaining funds shall be withheld until the State Library verifies full compliance with these requirements and issues a written determination of compliance to the delegation.*

By signing below, I certify that I have read and fully understand the State Aid to County Libraries – Comprehensive Review Procedure.

\_\_\_\_\_  
**Public Library Director sign and print name** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Public Library Board Chair sign and print name** \_\_\_\_\_ **Date**

**Return to: Breanne Smith, [brsmith@statelibrary.sc.gov](mailto:brsmith@statelibrary.sc.gov), S.C. State Library 1500**

**Senate Street Columbia SC 29108 (803) 734-8626**

**South Carolina State Library Page 1 of 1 Collection Policy Certification – FY26**