



SARATOGA
SPRINGS
LIBRARY

AGENDA – Library Board Meeting

Library Board Member Brock Jackson, Chair
Library Board Member Brandi Meiners, Vice-Chair
Library Board Member Christy Jepson, Secretary
Library Board Member Katie Leavitt
Library Board Member Pam King
Library Board Member Joy Bratton
Library Board Member Karin Brown

CITY OF SARATOGA SPRINGS

Tuesday January 8, 2019 at 6:30 pm

City of Saratoga Springs Council Chambers

1307 North Commerce Drive, Suite 200, Saratoga Springs, UT 84045

1. Call to Order.
2. Roll Call.
3. Minutes from meeting held on December 11, 2018.
4. Library Board Member Oaths of Office.
5. Member Positions.
 - a. Chair.
 - b. Vice-Chair.
 - c. Secretary.
6. Policies:
 - a. Collection Development Policy.
 - b. Circulation Policy.
7. Directors Report – Melissa Grygla.
 - a. SPLASH: Library Night.
 - b. Financial Statement.
8. Announcements.
 - a. Next meeting - Tuesday, February 12, 2019 @ 6:30pm.
9. Adjourned.

Library Board Staff Report



Author: Melissa Grygla, Library Director
Subject: Collection Development Policy
Date: December 31, 2018

Summary Recommendations: The Library Board should re-adopt the following policy: *Collection Development Policy*.

Description:

A. Topic: Library Policies

B. Background: The Library has the *Collection Development Policy* in place since it was established.

C. Funding Source: There are no anticipated funding impacts of re-adopting the existing policy.

D. Analysis:

In order to meet state recertification requirements, the Library and Library Board have established a schedule of policy reviews which was included in the Library's Long Range Plan. A scheduled review of the following *Collection Development Policy* was completed by Library staff and the City Attorney.

The only recommended changes at this time are to update dates on pages 1 and 6 regarding when the policy was re-adopted by the Board.

E. Department Review: Library, Attorney

Alternatives:

A. Approve the Request: Staff recommends that the Library Board adopt the revised *Collection Development Policy*.

B. Deny the Request: The Library Board could deny the request to re-adopt the revised *Collection Development Policy*. The existing policies would then need to be reviewed and revised for a subsequent meeting.

Recommendation: Staff recommends that the Library Board re-adopt the *Collection Development Policy*, with appropriate modification of the dates of adoption.

COLLECTION DEVELOPMENT POLICY

Pursuant to Utah State Code 9-7-4-4(2)(b) stating: “The board shall establish policies for its [the Library’s] operation” and Saratoga Springs City Resolution R10-23 the Library Board, with a quorum present, in a regular and public meeting held on the **DD day of Month, 2019**, hereby adopts the following *Collection Development Policy*.

1. INTRODUCTION.

The Saratoga Springs Public Library (hereinafter “Library”) promotes access to information by making available an eclectic, cosmopolitan collection, within the limitations of budget and space. The value and impact of any material is examined as a whole, and not on isolated words, phrases, or incidents. The Library therefore establishes the following policy for selection and de-selection of materials for the library collection. This policy is intended to address materials in an array of formats as necessary to reasonably meet community need. It also addresses donations, gifts and challenges to materials. Nothing in this policy shall prohibit the expansion of the number or format of Library materials as the opportunity, need, space, and funding may arise. Finally, the Saratoga Springs Public Library promotes and encourages opportunity for cooperative collection development and collaboration.

2. MISSION STATEMENT.

The mission of the Saratoga Springs Library is to improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment. We especially recognize our responsibility to serve as a place that creates a sense of community and fosters a love of learning and reading.

The Library generally subscribes to the “Library Bill of Rights” (See: <http://www.ala.org/advocacy/intfreedom/librarybill>) and the “Freedom to Read Statement”. (See: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>) The library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner. The Library allows the individual to form his or her own opinion on issues, values, and materials accessed without regard to the user’s age or perceived maturity. The library does not use labels on any material in such a way as to show approval or disapproval of the content for a particular audience. Decisions about what materials are suitable for particular children should be made by the people who know them best - their parents or guardians.

The Saratoga Springs Public Library Board (hereinafter “Board”) defines the Library’s roles in providing materials, services and information.

3. COMMUNITY.

The Library recognizes as its primary clientele the citizens of Saratoga Springs. Library service is extended to residents of Saratoga Springs and its employees, and those on active duty with United States military services. Additionally, by cooperative agreement of the North Utah County Library Cooperative, the library serves over 150,000+ citizens from surrounding communities. The constituency is comprised of a wide range of ages, education levels, and occupations, and has diverse viewpoints, interests and needs.

4. RESPONSIBILITY FOR SELECTION.

The final authority for the determination of policy to guide the selection and acquisition of materials is vested in the Library Board. The Board operates under the Utah Code, Title 9, Chapter 7, Part 4. The Library Board hereby delegates authority for the selection of Library materials to the Library Director (hereinafter “Director”) and, at the Director’s discretion, the library staff.

- a. Selectors shall, within budgetary constraints, select materials consistent with Section I of this policy and without regard to the selectors’ personal attitudes toward the work, author, or subject matter. Selectors will be expected to address areas of relevancy, currency, community need, duplication (in print or electronic formats), as well as acquire a reasonable degree of subject specific knowledge to meet the challenges of their assignments. Available electronic sources shall be considered as valid resources for the purposes of this policy.

5. CRITERIA FOR SELECTION.

- a. Selection Criteria. Specific selection criteria may include:
 - i. Importance of the subject matter to the collection.
 - ii. The author’s significance as a writer and/or reputation.
 - iii. Scarcity of the material on the subject.
 - iv. Timeliness or permanence of the work.
 - v. Availability of the material elsewhere in the area.
 - vi. Literary quality.
 - vii. Format.
 - viii. Authoritativeness.
 - ix. Comprehensiveness.
 - x. Construction quality and durability.
 - xi. Potential interest to people served.
 - xii. Special, favorable consideration may be given to award-winning materials in all areas.
 - xiii. Does not contact obscene material. Material may only be deemed obscene if all of the following criteria are met: (a) whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; (b) whether the work depicts or describes, in a patently offensive way, sexual conduct as defined by Utah Code § 76-10-1201(14); and (c) whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
 - xiv. Whether the material violates Utah Code § 76-10-1201 et seq.

- b. Duplication of Materials. The Library does not, without compelling reason, seek to duplicate materials that may be available elsewhere in the community. Examples are:
 - i. Research or special collections available at Brigham Young University or the University of Utah, or any other State library or facility that has resources available through the Inter Library Loan program.
 - ii. Materials available at the Riverton Family History Center and local Stake Family History Centers.
 - iii. Textbook needs of students in local schools.
 - iv. Materials published in a foreign language, unless community need dictates.
 - v. Professional materials written primarily for specialists.
 - vi. Highly specialized reference materials.

- c. Purchases. The Library will purchase materials from reputable vendors through various means and in accordance with Saratoga Springs City purchasing policies and practices.
 - i. Purchases of materials in excess of five (5) years old (from copyright) will not be considered for the collection unless they fill a specific need such as completing a series, directly replacing lost or damaged materials that would otherwise be kept or reordered, or meet another compelling criterion as approved by the recognized primary acquirer for a specific area of the Library. This does not preclude the purchase of classic literature.
 - ii. The Library purchases only new materials.

- d. Selection Sources. Sources for selection decisions encompass, but are not limited to:
 - i. Recognized reviewing media, including prepublication reviews.
 - ii. Publishers' catalogs.
 - iii. Respected online review sites.
 - iv. Regular inspection and evaluation of new material.
 - v. Judgment of Director and staff based on the application of the standards selection criteria herein.
 - vi. Customer request and recommendations which are subject to the selection criteria outlined above.

6. POLICIES BY FORMAT AND CLASSIFICATION OF MATERIAL.

- a. Format. These materials are selected based on the various criteria of this section as it relates to other library materials, and needs of the community. May include, but is not limited to, the following:
 - i. Books. These materials include, but are not limited to, materials that are turtleback, library bound, hardback, paperback, and laminated.
 - ii. Digital Materials. These materials include, but are not limited to, such items as downloadable audio recordings, downloadable ebooks, downloadable periodicals, downloadable video recordings and any combination thereof.
 - iii. Audiovisual Materials. These materials include, but are not limited to, such items as audio recordings, video recordings, any combination thereof, and realia.

- iv. Special collections. Other formats may include, but are not limited to, pamphlets, maps, newspapers, documents, pictures, posters, periodicals, microforms, paperbacks, large print media, and items for special collections. Other formats will be added to our collection as new technologies and innovations become available and within budgetary constraints. Said additions will conform to the general intent of this policy and need not be specifically addressed prior to their addition to the collection.
- b. Classifications. May include, but is not limited to, the following:
 - i. Fiction. The Library attempts to include notable classic¹ and popular novels, short stories, poetry, and plays.
 - ii. Non-Fiction. The Library aims to have an authoritative, up-to-date circulating non-fiction collection for the general reader in various fields of knowledge.
 - iii. Young Adult Materials. Young adult materials consist of fiction and non-fiction materials and are selected to meet the informational and recreational needs of young adults from ages 12 through 17. For the purpose of this policy, any non-fiction titles with a subject of sexual health for ages of 10 and up will be classified as young adult.
 - iv. Children's Materials. Children's materials consist of fiction and non-fiction materials and are selected to meet the informational and recreational needs of young people through age 12.
 - v. Foreign Language Materials. Fiction and non-fiction materials selected to meet the foreign language needs of the entire community.

7. GIFTS AND DONATIONS.

The Library welcomes gifts of equipment, money or materials for the collection using the same selection criteria that are applied to purchased materials.

- a. Gift and Donation Receipts. The Library will, if requested, provide a written acknowledgement of the receipt of gifts, but not an itemized list. In accordance with income tax regulations the Library will leave the determination of a value of the donation to the donor or legality of a tax deduction.
- b. Donated Materials. All donations become property of the Library and the Library reserves the right to use them according to its needs. The library is under no obligation to add materials to the collection or to notify the donor of disposition of items. The library retains unconditional ownership of the gift. Unused donations may be sold or may be disposed of through other means determined by the library. Gifts in excess of five (5) years old (from copyright) will not be considered for the collection unless they fill a specific need, such as: completing a series, directly replacing a lost or damaged material that would otherwise be kept or reordered, or meeting another compelling criterion as approved by the recognized primary acquirer

¹ Defined herein as: Those materials that, although they have dated copyrights, have, or are expected to have, regular demand over time.

for a specific area of the Library. Gift books used for the collection are to be in new or nearly new condition.

- i. The Library encourages and appreciates gifts and donations; however, the following types of materials will not be accepted: audio and video cassettes, encyclopedias, home-made recordings, textbooks, newspapers, software and vinyl records or extremely worn, damaged or outdated materials.
- c. Monetary Gifts. The library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts and the library's collection development objectives are consistent.
- d. Memorial Donations. Memorial gifts of books are also accepted with bookplates placed in the item. Specific memorial items can be ordered for the library on request of a patron if the request meets the selection criteria herein. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director and when the item meets the selection criteria herein.

8. MAINTENANCE OF THE COLLECTION.

The Library maintains an active policy of discarding outdated material, material no longer in demand, duplicate or surplus material, worn or mutilated material, and material which no longer contributes to the total collection.

- a. Collection Evaluation and Maintenance. Once materials have been added to the library's collection, they are managed through an assessment and evaluation process to ensure ongoing collection prorates are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or deselection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.
 - i. Deselection (removing items from the collection) is an integral part of collection development. De-selected materials will be donated to the Saratoga Springs Friends of the Library. The library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.
 - ii. Criteria: Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:
 1. Availability of the item in alternative formats.
 2. Feasibility and cost of repair.
 3. Historical significance, interest or value.
 4. Physical condition.
 5. Relative usefulness of item.
 6. Space considerations.
 7. Superseded, inaccurate, or out-of-date content.
 8. Usage

- b. Preservation. Certain types of materials require activities to extend the physical life of the item or to retain the intellectual content. Decisions for preservation recognize that not all items need to be given the same level of care, security and attention. In addition to the criteria outlined above, staff should use the following criteria when evaluating an item for preservation:
 - i. Cost (includes the value of an item and preservation expense).
 - ii. Intellectual content.
 - iii. Intrinsic value.
 - iv. Significance/uniqueness of item to the collection.
 - v. Storage/environmental capabilities.

9. PATRON COMPLAINTS AND CHALLENGED MATERIALS.

Any library patron may question the presence of an item in the library's collection. Patrons shall complete a "Patron Request for Reconsideration of Library Material" form available online or at the Library's front desk. Requests shall state the reason why the material does not meet the selection or retention criteria herein. If the request does not specifically state the reasons for the challenge or specify the violation of policy, then in either case the Request shall be denied. After review of the material and discussion with appropriate legal counsel, the Director will give a written response within four (4) weeks.

- a. Appeals. Appeals of the Director's decision may be made to the Board within four (4) weeks of the Director's decision. The Board will review the materials(s) and the Director's decision and (1) refuse to consider the appeal; or (2) hear the appeal and render a decision within four (4) weeks. Criteria for challenge, decision, and/or appeal shall be based on this policy.
 - i. Challenges to the Director's decision shall be:
 - 1. Submitted in writing by the challenger and clearly state the reason for the challenge.
 - 2. Reviewed in an open and public Board meeting, with a quorum present, where legal counsel (if retained) of both parties is invited to be present.
 - 3. Reviewed in a manner that grants to each side equal time.
 - a. All determinations of the Board are final.
 - b. At no time shall the Board, its members, the Director, nor any member of the staff discuss the challenge, either privately or in public except through proper and adequate reporting practice by the Director to the American Library Association.

10. COLLECTION DEVELOPMENT POLICY REVIEW. The Board and Director shall review this policy no less than every three (3) years or as circumstances dictate.

Adopted December 13, 2016

Reviewed by Library Board: January 8, 2019

Library Board Staff Report



Author: Melissa Grygla, Library Director
Subject: Service & Circulation Policy
Date: December 31, 2018

Summary Recommendations: The Library Board should re-adopt the following **policy: *Service and Circulation Policy***.

Description:

C. Topic: Library Policies

D. Background: The Library has the *Collection Development Policy* in place since it was established.

C. Funding Source: There are no anticipated funding impacts of re-adopting the existing policy.

D. Analysis:

In order to meet state recertification requirements, the Library and Library Board have established a schedule of policy reviews which was included in the Library's Long Range Plan. A scheduled review of the following *Service & Circulation Policy* was completed by Library staff and the City Attorney.

A change was made in the first paragraph to cite the correct Utah State Code.

Recommendations were made to: increase the amount of allowed fines while customers can still checkout items, to increase the allowable item limit for children, youth, and adult account, increase the loan period of video games. All of the suggested changes can be located on pages 3 and 4 of the attached document.

E. Department Review: Library, Attorney

Alternatives:

B. Approve the Request: Staff recommends that the Library Board adopt the revised *Service & Circulation Policy*.

B. Deny the Request: The Library Board could deny the request to re-adopt the revised *Service & Circulation Policy*. The existing policies would then need to be reviewed and revised for a subsequent meeting.

Recommendation: Staff recommends that the Library Board re-adopt the *Service & Circulation Policy*, with the suggested revisions and appropriate modification of the dates of adoption.

SERVICE & CIRCULATION POLICY

Pursuant to Utah State Code 9-7-404(2)(b) stating: “The board shall establish policies for its [the Library’s] operation” and Saratoga Springs City Resolution R10-23 the Library Board, with a quorum present, in a regular and public meeting held on the **DD day of Month, 2019**, hereby adopts the following Circulation Policy.

1. LIBRARY CARDS.

a. Eligibility Requirements

- i. Adult Applicant. An adult applicant (over the age of 18) is eligible for a library card for a \$1.00 fee if they meet one of the following qualifications:
 - A. They reside within the City of Saratoga Springs;
 - B. They are an employee of the City of Saratoga Springs;
 - C. They are an employee of a school located in Saratoga Springs;
 - D. They are active duty military or the dependent of someone on active duty;
 - E. They possess a library card from one of the North Utah County Library Cooperative with full membership;
 - F. They possess a library card from one of the North Utah County Library Cooperative partial member libraries and can receive a discounted membership to the Saratoga Springs Library for one-half of the regular non-resident fee;
 - G. They register for a non-resident account and pay an annual non-resident fee of \$20.00 a year.
- ii. Young Adult Applicant without co-signer. A young adult is eligible for a library card for a \$1.00 fee if they meet one of the adult criteria listed above and can present a state, high school, or college issued ID and proof of their current address (if it is not on their photo ID).
- iii. Young Adult Applicant with co-signer. A young adult ages 13-17 is eligible for a library card for a \$1.00 fee if they have a parent or guardian who possesses an active library card with the City of Saratoga Springs co-sign for their account.
- iv. Juvenile Applicant. A child between the ages of 0-12 is eligible for a library card for a \$1.00 fee if they have a parent or guardian who possesses an active library card with the City of Saratoga Springs co-sign for their account.

b. Registration

Patrons must fill out an application form to register for a new library card. Library card users are asked for the following information when registering for a library card: name; address;

phone number; ID information, including ID expiration date; birth date; an e-mail address; and the name of the parent or guardian if the patron is a child or young adult with a co-signer. This information is retained in the patron record in order to contact and identify the patron.

Patrons who fill out the online application will have 14 days to come into the library to present their photo ID and proof of address to activate the account. The following statement will be included on the registration form for the patron's information and acceptance.

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed by it, with or without my consent, unless I have previously reported the loss of my card. I promise to comply with all library rules and policies, both present and future, and to give prompt notice of change of address or loss of library card.

- i. Adult. In order to obtain a card, adults must present a valid photo ID and proof of their current address (if it is not on their photo ID). Examples of valid photo IDs include, but are not limited to, a driver's license, a state issued ID, a passport, or military ID. Examples of proof of address include, but are not limited to, a bill, a check, a vehicle registration, or mail with a current postal cancellation (not junk mail).
 - ii. Young Adult without co-signer. A young adult can present a state, high school, or college issued ID and proof of their current address, if it is not on their photo ID. Examples of proof of address include, but are not limited to, a bill, a check, transcripts, course registration, or mail with a current postal cancellation (not junk mail).
 - iii. Young Adult with co-signer. Young Adults ages 13-17 can have a parent or guardian co-sign for their account. Co-signers will need to present an active library card, valid photo ID and proof of their current address (if it is not on their photo ID). Examples of valid photo IDs include, but are not limited to, a driver's license, a state issued ID, a passport, or military ID. Examples of proof of address include, but are not limited to, a bill, a check, a vehicle registration, or mail with a current postal cancellation (not junk mail).
 - iv. Juvenile. A child between the ages of 0-12 must have a parent or guardian co-sign for their account. Co-signers will need to present an active library card, valid photo ID and proof of their current address (if it is not on their photo ID). Examples of valid photo IDs include, but are not limited to, a driver's license, and state issued ID, a passport, or military ID. Examples of proof of address include, but are not limited to, a bill, a check, a vehicle registration, or mail with a current postal cancellation (not junk mail).
- c. Authorized Individual

Patrons may choose to authorize one additional individual over the age of 18 on their registration form to access their library account utilizing their photo ID and library card.

*“I authorize the following individual access to information regarding my library account, including, but not limited to information about active checkouts, fines, fees, holds or damaged items. I understand that this individual **must be over 18** and will be required to present my library card and their photo ID at the front desk for access to account information.”*

They may change this authorized user at any time by filling out an updated library card individual authorization form.

d. Lost or Stolen Card

- i. Anyone whose card is lost or stolen must immediately report the loss or theft and change the PIN number on the account. Failure to report loss or theft and changing the PIN will maintain the customer’s liability for any materials checked out on the card until the report is made.
- ii. Anyone using a card which has been reported lost must forfeit the card. If the person using the “lost” card is unknown to the cardholder, the card is presumed stolen and treated as such.
- iii. Materials will not be checked out on cards which have been reported lost or stolen.
- iv. Patrons reporting a stolen card may do so without presenting identification. To receive a replacement card, patrons must present a current photo ID and pay the \$1.00 fee assessed to replace a lost library card.

e. Borrowing Privileges

- i. Library users must present a valid library card to borrow library materials, access services or digital holdings.
- ii. Borrowing privileges will be blocked for any of the following reasons:
 - (1) Fines in excess of \$10.00.
 - (2) An item checked out on the account is more than 14 days overdue.
 - (3) The patron has been suspended from library use.
 - (4) The card has been reported lost or stolen.
 - (5) An item has been returned damaged or missing a part and the issue has not yet been appropriately addressed.
 - (6) The card has not been used in two years and the patron has been sent the automatic email notice that their account has been blocked for address verification.
 - (7) Required information is incorrect or missing from the account.
 - (8) The account has been sent to collections.

f. Loan Periods and Limits

- i. Borrower type and total item limits

Borrower Type	Item Limit
Child, ages 0-12	20
Youth, ages 13-17	30
Adult, 18 and older	100

- ii. Maximum limits (within eligible limits due to borrower type) are placed upon the number of items of any one item type a library card holder may borrow at one time. Loan periods are determined by item type. Item Type limits and loan periods are:

Item Type	Child Item Limit	Youth Item Limit	Adult Item Limit	Loan Period
Audio Books	20	30	100	21 Days
Books	20	30	100	21 Days
DVDs	20	20	20	7 Days
Inter-Library Loan	3	3	3	As designated by the lending library
Kits	3	3	3	21 Days
Video Games	5	5	5	14 Days

g. Holds

- i. Patrons may place holds either in person or over the telephone. When doing so over the telephone, account holders will be asked to provide their library card number.
- ii. Patrons will receive an email when the material becomes available.
- iii. Holds will be held for 7 days after the patron has been notified.
- iv. Holds shall be filled in the same order as they are listed in the hold queue.

h. Renewals

- i. Materials may be renewed up to three (3) times, unless there is a hold placed on an item.
- ii. Library users may renew items online, in person, or over the phone with a staff member. When doing so over the telephone, account holders will be asked to provide their library card number.

2. FINES AND FEES

a. Card Fees.

Type	Amount
New Library Card	\$1.00
Non-Resident Card, 1 year	\$20.00
Non-Resident Card, membership in a library that is a full member of the North Utah County Library Cooperative	\$0.00
Replacement Card	\$1.00

- b. **Material Fines.** Materials must be returned to the library by the close of business on the date an item is due to avoid late fines. Fines will not be assessed on Sundays, holidays or days the library is closed.

Item Type	Loan Period	Fine per day
Audio Books	21 day	\$0.10
Books	21 days	\$0.10
DVDs	7 days	\$0.25
Inter-Library Loan	As determined by the lending library	As determined by the lending library
Kits	21 days	\$0.10
Video Games	14 days	\$0.50

c. Proctoring Fee.

- i. Resident: A free appointment can be scheduled 48 hours in advance and is based on availability. If an appointment is not made 48 hours in advance, residents will be required to pay a \$5.00 fee per exam.
- ii. Non-Residents: For non-residents proctoring is available for a \$5.00 fee per an exam. An appointment is required 48 hours in advance and is based on availability. If an appointment is not made 48 hours in advance, non-residents will be required to pay an additional \$5.00 fee per exam for late notice.

d. Damaged Items, Lost Items and Processing Fees

Fee Type	Amount
Damage: Audio Book Case- Multi-Disk Ringed Case	\$8.00
Damage: Irreparable	Current replacement cost plus \$5.00 processing fee
Damage: Media Case- Multi-Disk	\$2.50
Damage: Media Case- Single Disk	\$1.00
Lost Item	Current replacement cost plus \$5.00 processing fee
Processing Fee: Barcode	\$2.00
Processing Fee: Damage Item	\$5.00
Processing Fee: Lamination	\$3.00
Processing Fee: Lost Item	\$5.00
Processing Fee: Spine Label	\$1.00
Processing Fee: RFID Tag	\$2.00

- e. Inter Library Loan Postage Fee. This fee of \$3.00 or the postage cost, whichever is greater, will be charged for items which are borrowed from other libraries and postmarked back to the originating library.
- f. Printing. The cost to print from public computers is \$0.10 per page using black ink or \$0.25 per page using color ink.

g. Fine Waivers.

- i. The Saratoga Springs Library Advisory Board reserves the right authorize the Library, to allow patrons who make specific donations to waive outstanding fines or fees, during designated dates, which shall not exceed 14 days in a calendar year.
- ii. Fines of up to \$2.00 may be waived at the discretion of the library staff and up to \$20.00 may be waived at the discretion of the Library Director.
- iii. Fees for Lost or Damaged Items can be paid or library users may request permission to purchase the exact same item to replace the damaged item. Replacement items will only be accepted with prior approval, from the Library Director or designee, if they are new and constructed with the same binding as the original item owned by the library. If the item is a paperback, there will be an additional processing fee to cover the cost of re-laminating the item.

h. Refunds. If lost items are paid for and then found by the patron before six-month's time, the library will refund the cost of the item, but not the charge for the fine or processing fee. After a six-month period, no refunds will be granted.

i. Theft and Mutilation of Library Materials

- i. When Library material is mutilated, damaged, or stolen, as defined within Utah law, it is the policy of the City of Saratoga Springs Public Library to pursue available legal remedies, either civil or criminal, as the circumstances warrant. The decision to pursue legal remedies is made in consultation with the City of Saratoga Springs Attorney. When legal action is taken under the theft and mutilation provisions of Utah law, the Library Board will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.
- ii. The Library Director is authorized to establish and the staff authorized to enforce procedures necessary to protect library property, including materials, from theft, damage and mutilation, and to document such activities when they occur. Such procedures will conform to the requirements of relevant laws; particularly those established in Utah Code Annotated 76-6-801 through 76-6-804 or such other provisions as may be adopted regarding library theft.
- j. Collections. In the case of patron failure to return materials, the library may disclose circulation information to a collection agency hired to secure the return of or payment for library materials. The collection agency considers all information confidential and does not sell or share any patron information. In the case of library materials obtained by means of theft or fraud, the library may disclose information to law enforcement officials.

3. PATRON INFORMATION.

- a. No library employee or volunteer shall utilize records deemed private for any purpose except those directly related to the discharge of his/her duty.

- b. Records will not be made available to any agency of state, federal, or local government except by the library director or his/her designee in response to a court order, warrant or subpoenas may be authorized.
- c. Library account transaction records are considered to be confidential under the Government Records Access Management Act (GRAMA). Information is released only to the adult account owner or the responsible adult account owner listed on the juvenile account, except that the library may use such records as necessary, including disclosure to third party contractors, for the reasonable operation of the library, including but not limited to the collection of library debt.

Adopted: February 28, 2011

Reviewed by Library Board: January 8, 2019



MINUTES – Library Board

Tuesday, December 11th, 2018

City of Saratoga Springs City Offices

1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

LIBRARY BOARD MEETING

Present:

Board Members: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Joy Bratton, Karin Brown

Staff: Melissa Grygla, Library Director

Others: Ryan Poduska, City Council

Excused: Pam King

1. **Call to Order – 6:31 p.m.** by Chairman
2. **Roll Call** – A quorum was present
3. **Approval of Minutes:**
 - a. **November 13, 2018**

Motion made by Joy Bratton to approve the minutes of November 13, 2018. Seconded by Karin Brown.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Joy Bratton, Karin Brown.

Motion passed 6-0.

4. **2019 Library Board Meeting Schedule.**

Discussion regarding the meeting schedule and not having a meeting scheduled in June as the Library is hosting the activities that evening for SPLASH.

Motion made by Brandi Meiners to approve the 2019 Library Board Meeting Schedule. Seconded by Joy Bratton.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Joy Bratton, Karin Brown.

Motion passed 6-0.

5. **Collection Development Policy.**

Discussion amongst board member regarding two years ago during the last revision to include: gifts, donations and challenging materials policies into the *Collection Development Policy*. Discussion amongst the Library Board and Library Director regarding the *Collection Development Policy* and if the Board had any recommendations for change before the policy was sent to the City Attorney's office for its scheduled review. At this time the Board did not recommend any changes and said to have the policy reviewed by the City Attorney and brought back to their January meeting.

6. **Director's Report:**

- a. **Who's on My Wi-Fi.** User count rose from 75 users a month to 500-600 in the slower months of the year. Enabling the tracking is somewhat expensive, however will track more accurate numbers and report accurate data to the State and Federal governments.
- b. **Recruitment and Training.** Discussion regarding ongoing recruitment for a staff member who will be leaving and training of new staff.
- c. **Numbers:** 10% higher than this time last year and returns are back resulting in a small amount of staff space.
- d. **Programming and Residency Requirements:** Eagle Mountain and Saratoga Springs Library Director's met a few times regarding their residents attending Saratoga Springs Library programs and to try to collaborate for non-resident programming in an alternative location.

- i. Lehi Library began requiring registration for story time participants about 8 years ago due to capacity limits and the number of non-residents attending their programs.

7. Announcements:

- a. **Next Meeting:** Tuesday, January 8, 2018.

8. Meeting Adjourned Without Objection at 6:52 p.m. by Chairman

Motion made by Joy Bratton to adjourn the meeting. Seconded by Karin Brown.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Joy Bratton, Karin Brown.

Motion passed 6-0.

Date of Approval

Library Board Chair
Brock Jackson

Library Board Secretary
Christy Jepson

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

GENERAL FUND

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	1,070.63	4,896.00	3,825.37	21.9
10-3680-287 MISC SALES - LIBRARY	756.87	2,040.00	1,283.13	37.1
10-3680-288 FINES - LIBRARY	5,084.46	9,455.00	4,370.54	53.8
TOTAL OTHER REVENUE	<u>6,911.96</u>	<u>16,391.00</u>	<u>9,479.04</u>	<u>42.2</u>
TOTAL FUND REVENUE	<u>6,911.96</u>	<u>16,391.00</u>	<u>9,479.04</u>	<u>42.2</u>

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	93,615.01	242,959.00	149,343.99	38.5
10-4610-130 EMPLOYEE BENEFITS	22,199.57	49,436.00	27,236.43	44.9
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	7,185.78	25,500.00	18,314.22	28.2
10-4610-260 BUILDINGS MAINTENANCE	7.99	4,750.00	4,742.01	.2
10-4610-330 EDUCATION/TRAINING	1,633.20	2,410.00	776.80	67.8
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	8,106.31	16,820.00	8,713.69	48.2
10-4610-350 PROFESSIONAL/CONTRACT	739.87	1,000.00	260.13	74.0
10-4610-400 BOOK PURCHASES	20,807.33	27,959.00	7,151.67	74.4
10-4610-500 LIBRARY PROGRAMS	1,721.14	3,800.00	2,078.86	45.3
10-4610-550 LIBRARY GRANT EXPENDITURES	5,875.70	6,000.00	124.30	97.9
10-4610-700 CAPITAL OUTLAY	.00	1,469.55	1,469.55	.0
TOTAL LIBRARY SERVICES	<u>161,891.90</u>	<u>382,103.55</u>	<u>220,211.65</u>	<u>42.4</u>
TOTAL FUND EXPENDITURES	<u>161,891.90</u>	<u>382,103.55</u>	<u>220,211.65</u>	<u>42.4</u>
NET REVENUE OVER EXPENDITURES	<u>(154,979.94)</u>	<u>(365,712.55)</u>	<u>(210,732.61)</u>	<u>(42.4)</u>