AGENDA – Library Board Meeting

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

CITY OF SARATOGA SPRINGS
Tuesday March 10, 2020 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. Approval of Minutes:
    a. February 11, 2020

4. Software Transition and Policies
    a. May 2nd at closing to May 4th at 9:00 AM
    b. Policy Revisions Effective 05/04/2020
        i. Collection Development Policy
        ii. Internet Access Policy
        iii. Patron Behavior and Rules of Conduct
        iv. Service & Circulation

5. Food for Fines 2020 April 13th to April 25th

6. 2020-2021 Tentative Holiday Closure Schedules

7. Director's Report. – Melissa Grygla

    a. Financial Statement
    b. Cover-to-Cover

8. Announcements.
    a. Next Meeting: Tuesday, April 14, 2020

9. Adjourn.

PLEASE NOTE: The order of items may be subject to change with the order of the chair.
In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City Librarian at 801.766.6513 at least one day prior to the meeting.

MINUTES – Library Board

Tuesday, February 11, 2020
City of Saratoga Springs City Offices
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

LIBRARY BOARD MEETING

Present:
Board Members: Christy Jepson, Pam King, Brandi Meiners, Karin Brown, Joy Bratton
Staff: Melissa Grygla, Library Director
Excused: Katie Leavitt

1. **Call to Order – 6:36 p.m.** by Christy Jepson, Vice Chair.

2. **Roll Call** – A quorum was present.

3. **Approval of Minutes from meeting held on January 14, 2020.**

   Motion made by Brandi Meiners to approve the minutes of January 14, 2020. Seconded by Joy Bratton.
   Aye: Christy Jepson, Pam King, Brandi Meiners, Karin Brown, Joy Bratton
   Motion passed 5-0.

4. **Institutional Barriers Training**

   The library board spent a portion of their meeting viewing and discussing the Institutional Barriers Training put on by the Utah State Library in January of 2020. Discussion was regarding what barriers might be in place and how they might address some of them as they review policies in the upcoming year.

The web link to the training is: https://library.utah.gov/webinars/recognizing-institutional-barriers/

5. **Director's Report: Melissa Grygla.**

   An update regarding our locations limitations and that the library is once again fully staffed. The library also recently signed a contract for CLEF Grant funds in the amount of $6,600 for additional programming this summer. Discussion was also had about the Summer Reading Program planning that is currently underway with Taffi Pugh and Jill Gardner taking care of the details this year.

6. **Announcements:**
   a. **Next Meeting:** Tuesday, March 11, 2020, at 6:30 PM.

7. **Meeting Adjourned Without Objection at 8:12 p.m. by Vice-Chair.**
   Motion made by Joy Bratton to adjourn the meeting. Seconded by Karin Brown.
   Aye: Christy Jepson, Pam King, Brandi Meiners, Karin Brown, Joy Bratton
   Motion passed 5-0.

_____
Date of Approval

_____
Library Board Chair
Katie Leavitt

_____
Library Board Secretary
Pam King

Library Board
Staff Report

Author: Melissa Grygla, Library Director
Subject: Library Policies
Date: March 2, 2020

Summary Recommendations: The Library Board should re-adopt the following policies with an effective date of May 4, 2020.

Description:

A. Topic: Library Policies

B. Background: The Library Board adopts the Library's Policies. As we prepare to upgrade our software from May 2nd to May 4th many of our policies will need revisions due to procedural changes implemented with the new system.

C. Funding Source: There are no anticipated funding impacts of re-adopting the revised holiday schedule.

C. Analysis: May 2nd to 4th the Library will be migrating software from the existing vendor to Koha. This software will allow us to implement some changes in policies to improve services including: automatic renewal of checked out items, SMS messaging, the possible payment of fines online, and an upgrade to our computer use procedures.

Collection Development Policy. The update in this policy includes removing the mention of the North Utah County Library Cooperative, the reclassification of Children to Juvenile, and grouping ages 12-17 in the young adult section as it typical for a library.

Internet Access Policy. Modification of how to get onto a computer with the new software utilizing their library card or by getting a guest pass after reading the Internet Access Policy.

Patron Behavior and Rules of Conduct Policy. Removed the age of children who may be left unsupervised in the Library and changes to rules 15-20.

Service & Circulation Policy. This policy underwent significant changes to combine cardholder types to only allow Juvenile and Adult, to allow self-registration, automatic renewal of items due (unless they have a hold or have reached their maximum renewal limit of three (3)), to disallow checkouts with an overdue item, and modify the refund period for lost items.

E. Department Review: Library, Attorney's Office.

Alternatives:

A. **Approve the Request:** Staff recommends that the Library Board adopt the revised *Collection Development Policy, Internet Access Policy, Patron Behavior and Rules of Conduct Policy, Service & Circulation Policy* to be effective May 4, 2020.

B. **Deny the Request:** The Library Board could deny the request to adopt the revised policies. Additional reviews, edits and changes to the policy would need to be made and brought back to the Board in April.

Recommendation: Staff recommends that the Library Board adopt the revised *Collection Development Policy, Internet Access Policy, Patron Behavior and Rules of Conduct Policy, Service & Circulation Policy* to be effective May 4, 2020.

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 ## day of March, 2020, hereby adopts the following *Collection Development Policy* effective 4 day of May, 2020.

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 parent or guardian.

   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. 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 classic[1] 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.
   iv. Juvenile Materials. Juvenile 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 for a specific area of the Library. Gift books used for the collection are to be in new or nearly new condition.

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

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: March 10, 2020

COMPUTER USE & INTERNET SAFETY POLICY

1. **PURPOSE.**

This policy provides guidelines regarding Library computer and internet use and to meet the requirements of Utah Code § 9-7-215 and 216, Utah Administrative Code R458-2, and 47 U.S. Code § 254.

This policy is posted in a conspicuous place at the Library and is readily available to the public. The Library will review this policy at least every three years. A copy of the new policy will be sent to the Utah State Library Division as required by Utah Administrative Rule R458-2. Please contact the Library Director or Board with any questions concerning this policy or its enforcement.

2. **COMPUTER ACCESS.**
   a. Adults. An adult may access a Library computer by (1) ~~presenting~~ signing into the computer with use schedule with his or her library card ~~to Library staff~~ or (2) by presenting their photo ID to the circulation desk and reading this policy they can obtain a guest pass good only for the day it is requested.

   b. Juvenile. A youth (a patron under the age of 18) may access a Library computer if youth presents his or her library card to Library staff.

   c. Parental Monitoring. A parent or legal guardian is solely responsible for monitoring computer and internet access of his or her minor children.

3. **PRINTING**

Printing is available from public computers. The cost to print is $0.10 per page (black ink) or $0.25 per page (color ink). Patrons must pay for their prints before prints can be collected.

4. **WI-FI USE.**

Free wireless connection is governed by this policy and is available during normal business hours for patrons with personal wireless devices. Connectivity is not guaranteed and Library staff cannot provide technical assistance.

5. **PUBLIC COMPUTER USE EXPECTATIONS AND REGULATIONS.**
   a. Library staff will assist patrons using public computers as time or other demands allow.

   b. Library computer time limits may be established to ensure fair and equitable access for all patrons.

   c. The Library does not guarantee the availability or reliability of computer or internet service.

   d. The Library does not guarantee security of personal information on Library computers or over internet connections, either direct or wireless. Patrons entering personal information (credit card number, Social Security numbers, etc.) do so at their own risk.

   e. Patrons use Library computers and internet at their own risk. The Library is not responsible for damage to or loss of any patron's data, data storage device, or personal electronic device, or for any other damage that may occur from use of the Library computers or internet, or malfunctioning Library hardware, software, or infrastructure.

6. **INTERNET SAFETY POLICY.**
   a. The Library has an internet safety policy for all patrons, including minors, which restricts access to specific internet materials as set forth in Utah Code § 9-7-215(2).

   b. For this purpose, the Library uses filtering software on each Library computer and any other devices that connect to the Library's network. Filtering software is designed to filter out the materials described in Utah Code § 9-7-215(2).

c. An authorized library staff may disable filtering software from a Library computer at the request of an adult patron. Such software may be disabled for research or other lawful purposes if the adult patron can clearly demonstrate that the filtering software has blocked access to materials that are not obscene, child pornography, or harmful to minors as defined in Utah Code § 9-7-215(1). If a patron believes that a decision to not remove the filter was made in error, he or she may appeal the decision as described in Section 8(c).

d. This internet safety policy will be enforced by Library staff in an effort to provide safety during any use of a computer by or around a minor.

7. **PATRON AGREEMENT.**

By using a Library computer, each patron agrees that:

a. Patrons shall release, waive and hold harmless the Library and City of Saratoga Springs from all claims, liability, or damages incurred by Library computer, internet, or network use.

b. Patrons of Library computer and internet services agree they shall not: (i) access material that is "child pornography," "harmful to minors," or "obscene" in accordance in Utah Code § 9-7-215 and Utah Code § 76-10-1201, as amended, as well as the respective definitions in Utah Code § 76-5b-103; Utah Code § 76-10-1201; and 20 U.S.C. § 9101; (ii) use any online gambling site prohibited by Utah Code § 76-10-1101 *et seq.;* (iii) use a Library computer, device, network, or internet to engage in illegal activities; (iv) engage in any activity intended to compromise system security or the security of other computers and network systems, interfere with the proper operation of equipment, or compromise the privacy or obstruct the work of other patrons.; (v) install programs; change or reconfigure system, software, or hardware configurations; upload or download software or information from the internet or unauthorized technical devices, including personal flash drives, or any other devices, on any Library device.

8. **POLICY ENFORCEMENT.**

a. Consequences of violating Library policies include, but are not limited to: (i) verbal warning from Library staff; (ii) termination of a computer session; (iii) expulsion from the Library; (iv) suspension of Library privileges, including computer or building access; or (v) revocation of Library card.

b. All criminal activities will be referred to local, state, or federal law enforcement agencies, and may be subject to law enforcement agency intervention.

c. Appeal Rights. The Library Director may consider appeals regarding (i) the suspension or revocation of access to the library and (ii) the decision of library staff to not remove internet filtering as described in Section 6(c) of this Policy. Patrons should make their appeal to the Library Director within five days of the disputed action. Any person may appeal the Library Director's decision to the Library Board within fourteen days of receiving a decision. The appeal will be heard at the next regularly scheduled Library Board meeting. The Director's decision shall stand until the Library Board issues a decision. Failure to appeal within the proscribed times constitutes a waiver of appeal rights.

Adopted: April 23, 2013
Reviewed by Library Board: March 10, 2020

PATRON BEHAVIOR & RULES OF CONDUCT POLICY

Patron Behavior

The Saratoga Springs Public Library is open to everyone; all are welcome to use the Library's services and resources. In order that all library users may have a pleasant library experience, users are expected to respect the rights of others and to adhere to the following behavioral rules. This policy applies equally to children and adults. ~~Adults~~ Parents or guardians are responsible for providing proper supervision of children~~, under 8 years of age~~, while in the library.

The Library's rules of conduct are intended to maintain a considerate and orderly atmosphere, preserve easy access to Library services and resources, and to protect Library property. People who willfully violate these rules are subject to exclusion from the Library; egregious violations may result in immediate exclusion or in a longer exclusion than indicated in these guidelines.

Individuals who repeatedly violate these Rules of Conduct after having been previously excluded for Library rule violations may face a longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

Rules of Conduct

Any person who violates rules 1-6 while on Library premises will be immediately ejected without first being given a warning. Any person so excluded shall lose all Library privileges for a period of up to three years, and the incident will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that violates any federal, state, or local criminal statute or ordinance.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
3. Engaging in sexual conduct or lewd behavior.
4. Processing, selling, distributing, consuming, or being under the influence of any controlled substance or alcohol.
5. Intentionally damaging, defacing, or destroying Library property.
6. Carrying dangerous weapons of any type, except as authorized by law.

Any person who violates rules 7-14 while on Library premises will be asked to leave for the day. Subsequent offenses will result in that person's immediate ejection and exclusion from the library for a period of up to one year.

7. Verbally or physically threatening or harassing other patrons, volunteers or staff, including but not limited to:
    a. Stalking, staring, lurking, offensive touching.
    b. Using foul, abusive or threatening language or gestures.

c. Fighting or challenging to a fight, running, pushing, shoving or throwing things.

8. Using Library materials, equipment, furniture, fixtures, or facilities in a manner inconsistent with customary use, including but not limited to:
    a. Standing on chairs.
    b. Sitting on table tops or counters.
    c. Climbing on bookshelves or display units.
9. Soliciting, petitioning, or distributing written materials or canvassing for political, charitable, monetary or religious purposes inside the Library towards other patrons, volunteers or staff~~Soliciting, petitioning, or distributing written materials or canvassing for political, charitable, monetary or religious purposes inside the Library towards other patrons, volunteers or staff~~.
10. Any interference with free passage of Library staff or patrons on Library premises, including, but not limited to:
    a. Bringing prohibited items into the Library, including but not limited to bicycles, shopping carts, or similar devices
    b. Using wheeled devices in the Library building, including, but not limited to skateboarding, rollerblading, bicycling, scooters, and shopping carts (except for wheelchairs, walkers, and strollers).
    c. Motorized vehicles must provide mobility assistance and not be for recreational purposes only.
11. Not obeying all federal, state, city and county laws and ordinances including, but not limited to: The Utah Indoor Clean Air Act which prohibits smoking in public buildings.
12. Bringing non-service animals or animals not for the express intention of Library programming into the Library. Similarly, leaving animals unattended, tethered or not, outside the Library in a way that impedes other's access to the library.
13. Violating the Library's Internet Guidelines.
14. Improperly using Library restrooms, including but not limited to: bathing, shaving, washing hair, doing laundry, and changing clothes.

Any person who violates rules 15-18 while on Library premises may be asked to leave for the day. Subsequent offenses by that person will result in the person's immediate ejection and exclusion from the premises for a period of up to six months.

15. Laying down or sleeping in the restrooms, stairwells or lobby, or on any floor, couch, table or seat in the library.
16. Consuming food in public areas of the Library, other than meeting rooms, unless pre-approved by Library staff.
17. Failing to comply with a reasonable staff request~~ and/or neglecting to provide proper supervision of children.~~ .

~~18. Leaving children under the age of 8 unattended.~~

~~a. Unsupervised children may be reported to the appropriate authorities by library staff.~~

Any person who violates rules ~~19-23~~18-20 while in the Library ~~will~~ may be excluded from the premises until the problem is corrected.

~~19.~~18. Entering the Library barefoot, without a shirt, or in wet clothing.

~~20.~~19. Having offensive body odor or personal hygiene that unreasonably interferes with other patrons' ability to use the library.

~~21. Skateboards, scooters, rollerblades and like equipment must be carried.~~

~~22.~~20. Engaging in conduct that disrupts or interferes with the normal operation of the Library or disturbs Library staff or patrons, including, but not limited to: conduct that creates unreasonable noise; conduct that consists of loud or boisterous physical behavior; using audible devices or equipment without headphones; using headphones set at a volume that disturbs others, or using cellphones, pagers, or other communication devices in a manner that disturbs others.

~~23. Use of personal electronic equipment at a volume that disturbs others, or in use while requesting staff assistance.~~

Appeal Process

Any person who is expelled from the Library for twenty-four (24) hours or longer or whose access to Library services is revoked under this policy may appeal these actions in writing directly to the Library Director. The Library Director's decision may be appealed to the Library Board within 14 days of receiving notification of the Director's decision. The appeal will be scheduled to be heard at the next regularly scheduled Board meeting. The Director's decision will stand until the appeal is heard.

Adopted: March 08, 2011
Reviewed by Library Board: ~~May 14, 2019~~March 10, 2020

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 08 day of January, 2019, hereby adopts the following Circulation Policy.

1. LIBRARY CARDS.

   a. Eligibility Requirements.

      i. Adult Applicant. An adult applicant (over the age of ~~18~~18) is eligible for a library card 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 ~~dependant~~dependent of someone on active duty;
         E. They register for a non-resident account and pay a non-resident fee of $80.00 a year or $40.00 for six months.
         F. A young adult ages 16-17 is eligible for a library card if they meet one of the adult criteria listed above and can present a valid photo ID and proof of their current address (if it is not on their photo ID).
         ~~E.~~

      ~~ii. Young Adult Applicant without co-signer. A young adult is eligible for a library card 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).~~

      ii.

      ~~iii. Young Adult Applicant with co-signer. A young adult ages 13-17 is eligible for a library card 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.~~iii. Juvenile Applicant. A child between the ages of 0-~~12~~ 17 is eligible for a library card if they have a parent or guardian who meets one of the eligibility requirements listed above. ~~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~~ 30 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).~~addressed to them (not current resident).

~~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.~~ii. Juvenile. A child between the ages of 0-~~12~~ 17 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, 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~~addressed to them (not current resident).

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 $3.00 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~~may be blocked or limited for any of the following reasons:

(1) Fines or fees in excess of $10.00.
~~(1)~~(2) An item checked out on the account is overdue.
~~(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)~~(5) 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~~expire. ~~address verification.~~
~~(7)~~(6) Required information is incorrect or missing from the account.
~~(8)~~(7) The account has been sent to collections.

f. Loan Periods and Limits.

i. Borrower type and total item limits.

Borrower Type	Item Limit
Self-Registered, application is pending photo ID and address verification	0
Child, ages 0-~~12~~17	~~20~~30
Adult, ~~18~~ 16 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
Launchpads	2	2	2	21 Days
Video Games	5	5	5	14 Days

g. Holds.

i. Patrons may place holds either in person. online 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. [MG1]can choose how to be notified of their arrived hold through their OPAC account. ~~will receive an email when the material becomes available. [MG2]~~

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.

~~i.~~ii. Materials will be automatically renewed on their due date as a curtesy, provided that the item does not have a hold or has not reached its maximum renewal limit of three (3) times.

~~ii.~~iii. Library users may renew items in person, online, ~~in person,~~ or over the ~~phone with a staff member~~telephone.

~~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
Non-Resident Card, 6 Months	$40.00
Non-Resident Card, 1 year	$80.00
Replacement Card	$3.00

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 (Including LaunchPads)	21 days	$0.10
Video Games	14 days	$0.25

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 $10.00 fee per exam.

ii. Non-Residents: For non-residents, proctoring is available for a $10.00 fee per 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 $10.00 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. Collection Agency Fee. This fee of $20.00 will be charged for accounts with more than $50.00 in fines and fees that are not paid within 60 days. The account will then be sent to a collection agency.

f. 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.

g. Printing. The cost to print from public computers is $0.10 per page using black ink or $0.25 per page using color ink.

h. Fine Waivers.

i. The Saratoga Springs Library Advisory Board reserves the right to authorize the Library to allow patrons who make specific donations to waive outstanding fines~~ or fees~~. This may happen 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.

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

j. 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.

k. 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. A fee of $20.00 will be charged for accounts with more than $50.00 in fines and fees that are not paid within 60 days. 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. When logging into services online or calling for information, account holders will be asked to provide their library card number.

~~a.~~b. 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.~~c. 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 as may be authorized.

~~c.~~d. 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: 2/28/2011
Reviewed by Library Board: December 10, 2019

Library Board
Staff Report

Author: Melissa Grygla, Library Director
Subject: Food for Fines
Date: March 2, 2020

Summary Recommendations: The Library Board should approve the dates of April 13th to April 25th for Food for Fines.

Description:

A. Topic: Food for Fines Dates

B. Background: The Library Board is able to adopt Food for Fines for a 14 day period in each calendar year. In an effort to clean up our data as we prepare to transfer software we are hoping to push the dates to April 13th to April 25th in 2020..

C. Funding Source: There are no anticipated funding impacts of adopting these dates as we have adopted two weeks per year since 2013.

C. Analysis: May 2nd to 4th the Library will be migrating software from the existing vendor to Koha. This software will allow us to implement some changes in policies and procedures. IN order to migrate as little fine related data as possible we would like to run our annual Food for Fines drive from April 13th to April 25th 2020 instead of during the usual March dates.

E. Department Review: Library.

Alternatives:
A. **Approve the Request:** Staff recommends that the Library Board adopt April 13 to April 25th as the Food for Fines dates in 2020.

B. Deny the Request: The Library Board could deny the request to adopt the recommended dates. If they choose to do so they should recommend other dates to be used in the place of the suggested dates. A revision of the schedule would then be brought to the Library Board for their approval.

Recommendation: Staff recommends that the Library Board adopt April 13 to April l25th as the Food for Fines dates in 2020.

SARATOGA SPRINGS LIBRARY

FOOD FOR FINES

Exchange canned goods
& other food items for
library overdue fines to help
Tabitha's Way Local Food Pantry.

APRIL 13TH-APRIL 25TH

Library members will get $0.50 in current fines* waived for each can or package of food.

Bring canned goods or other food items to the circulation desk at your library. Don't forget to bring your library card!

No drop-offs please
No open or used items
No perishable items
No homemade items

* Food for Fines does NOT include replacement fees for lost or damaged materials, collection agency fees, card replacement fees, and future overdue fines. There is a limit of $20.00 which may be waived with food items.

Library Board
Staff Report

Author: Melissa Grygla, Library Director
Subject: Library Holiday Schedules
Date: February 27, 2020

SARATOGA SPRINGS LIBRARY

Summary Recommendations: The Library Board should re-adopt the revised Holiday Schedule for 2020.

Description:

A. Topic: Library Holiday Closures

B. Background: The Library Board adopts the Library's Holiday Schedule on an annual basis. After attending the Institutional Barriers training in February the Library Board asked that I consider our closures and bring back a revised schedule for them to consider for 2020.

C. Funding Source: There are no anticipated funding impacts of re-adopting the revised holiday schedule.

D. Analysis:

An anonymous survey of library staff was conducted to determine if staff were willing to work on some holidays that many businesses remain open. Below are their responses:

Q1: New Years Day
Yes 2
No 8
Q2: Martin Luther King Day
YES: 8
NO: 2
Q3: Presidents Day
YES: 9
NO: 1
Q4: Memorial Day
YES: 1
NO: 9
Q5: Independence Day
Yes: 1
NO: 9
Q6: Pioneer Day
YES: 8
NO: 2
Q7: Labor Day
Yes: 3

NO: 7
Q8: Day after Thanksgiving
Yes: 3
NO: 7

Based on survey responses the possible holidays to remove from the schedule are Martin Luther King Day, Presidents Day and Pioneer Day. On other days it has been determined that the library would not have adequate staffing to remain open. However, please realize that if this schedule is adopted the Library would remain open on holidays that other City offices are closed which may create some morale issues. If the Library does remain open on those days, full time staff who have to work would need to choose another day off that week in order to take the holiday approved in the City's Personnel Policies and Procedures.

Many holidays in 2021 occur on a Sunday, therefore Library Board could consider a holiday schedule for 2021 that includes the following closures:

Friday, January 1, 2021	New Year's Day
Monday, May 31, 2021	Memorial Day
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	Columbus Day
Wednesday, November 24, 2021	Close at 5:00 PM
Thursday, November 25, 2021	Thanksgiving Day
Friday, November 26, 2021	Day after Thanksgiving
Friday, December 24, 2021	Christmas Eve
Saturday, December 25, 2021	Christmas Day
Friday, December 31, 2021	Close at 5:00 PM

Based on the statistical data use kept between 2011 and 2018 it is recommended that the Library continue to close early on Halloween, the Wednesday before Thanksgiving, and New Year's Eve to reduce unnecessary expenditures during times which many residents are occupied with other activities.

The library board should adopt the revised Holiday Schedule for 2020, removing the previously planned closure for Pioneer Day.

E. Department Review: Library.

Alternatives:

A. Approve the Request: Staff recommends that the Library Board adopt the revised 2020 Library Holiday Schedule.

B. Deny the Request: The Library Board could deny the request to adopt the revised 2020 Library Holiday Schedule. The previously approved holiday schedule would then remain in place.

Recommendation: Staff recommends that the Library Board adopt the revised 2020 Library Holiday Schedule.

SARATOGA SPRINGS LIBRARY

Library Holiday Schedule

The 2020 revised holiday schedule was approved by the City of Saratoga Springs Library Board on Tuesday, February 27, 2020.

Wednesday, January 1, 2020	New Year's Day
Monday, January 20, 2020	Martin Luther King Day
Monday, February 17, 2020	Presidents' Day
Monday, May 25, 2020	Memorial Day
Saturday, July 4, 2020	Independence Day
Monday, September 7, 2020	Labor Day
Monday, October 12, 2020	Columbus Day
Saturday, October 31, 2020	Close at 5:00 PM
Wednesday, November 25, 2020	Close at 5:00 PM
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Day after Thanksgiving
Thursday, December 24, 2020	Christmas Eve
Friday, December 25, 2020	Christmas Day
Thursday, December 31, 2020	Close at 5:00 PM

_____ _____

Katie Leavitt, Chair Pam King, Secretary