

Saratoga Springs Public Library Board Meeting
Tuesday, 11 February 2014
7:30pm @ Saratoga Springs City Offices

MINUTES

1. Call to Order – Chairman @ 7:34pm
2. Chairman welcomed Councilman Stephen Willden as a new Library Board Representative who will partner with Bud Poduska for the City Council.
3. Roll Call - A Quorum was present at the meeting with (6) six voting board members in attendance. They were: Chairman-Larry Whiting, Karalyn Becraft, Jeff Grover, Annie Woodhouse, Secretary-Marsha Paskett, Matt Barney, with Library Director-Melissa Grygla and Jill Gardner (representing the Friends organization). Kevin Sater joined the meeting @ 7:50pm.
4. Minutes from Library Board meeting held on 14 January 2014 – A MOTION to APPROVE the minutes (as changed on a---date typo) was made by Karalyn and SECONDED by Annie. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous to the affirmative.

5. Directors Report – Melissa

Statistics

- a. Monthly Statistics-January 2014
 - i. 3560 Unique Visitors During Open Hours (doubled from December)
 - ii. 81 Computer Users
 - iii. 190 Wi-Fi Users
 - iv. 17 Proctored Exams
 - v. 62 Literacy Program Visits 2 Programs
 - vi. 512 Programming Visitors 16 Programs
 - vii. 272 Reference Questions
 - viii. 8,021 Items Circulated
- b. Card Holders- Total as of January 2014
 - i. 47 New card Holders – they are happy with our new longer hours.
 - ii. 29 Adults
 - iii. 13 Children
 - iv. 5 Youths
 - v. 0 Non-Resident
- c. Revenues- January 2014
 - i. Cannot update at this time due to limited staffing and extended hours, I haven't been able to input all of the daily data.
 - ii. Melissa received the Financial Updated from the City, but hasn't had time to update the Library spreadsheet yet
- d. Extended hours & volunteer needs chart
- e. New Programming
- f. Monday & Thursday Move, Rattle & Shake 11:00 AM
- g. Harvest Hills has requested the Library partner with them on their bilingual program - Thursday 4:00 PM Imagination Station
- h. Monday 6:00 March Bilingual Story Hour
- i. Issues: story time space and program space

6. Old Business

- a. Discussion on Open Meeting held for Long Range Plan – Melissa was disappointed with the attendance and input she has received on the surveys. It's hard to build a long range plan without knowing what the community would like to receive from the library.
- b. Scheduling of a joint meeting with City Council and Library Board to discuss library needs, future directions, and plans – this was talked about at the Council Retreat. This meeting with the two groups would be implemented to improve the communications with the library and Council members. This meeting hasn't been scheduled yet, but the Mayor will let us know when and it is (it may be 1-hour for this joint meeting).

Some ideas for the meeting might be:

- 1) what the Council's expectations from the library board are,
- 2) it would be nice to take in a written proposal from the library,
- 3) having the Council hear from the library paid staff employees, for their input of actually what happens in the library vs. what the Council thinks is happening,
- 4) we need a common vision of key issues for the future between both entities,
- 5) what is the vision from Council for what they see the library programs might be (do they want a traditional library vs. Saratoga being its own library),
- 6) adequate staffing issues,
- 7) funding issues for library needs,
- 8) performance of the library, and
- 9) innovative programs and sustainable technology.

The library board members need to start thinking about these and other ideas and have this on a future agenda.

Outcomes: hopefully improve communications and what will we do next?

- c. Long Range Plan 2013-2015
 - 1) page 3 added the Improving of Collections,
 - 2) page 4 added Increasing Circulation Statistics,
 - 3) page 5 added Ongoing development of Young Adult and school aged programming,
In voting a MOTION as made to APPROVE AS PRINTED by Karalyn and SECONDED by Jeff – The roll call voting was unanimous in the affirmative.
- d. Circulation Policy – In voting a MOTION as made to APPROVE (with changes on fines for DVD's) by Karalyn and SECONDED by Jeff – The roll call voting was unanimous in the affirmative with the changes on fines being made.
- e. Compliance with City Policies – The policy has not changed from when it came before the board in 2011 – In voting a MOTION as made to APPROVE AS PRINTED by Annie and SECONDED by Kevin – The roll call voting was unanimous in the affirmative.
- f. Donation Policy – There were a few changes made, they were:
 - 1) change the sentence about making an appointment to drop them off,
 - 2) change and striking of magazines in last paragraph,
 - 3) change the second paragraph on memorial gifts,
 - 4) change the end from Library Board to read Collection Development Policy.In voting a MOTION as made to APPROVE WITH THE FOUR CHANGES by Karalyn and was SECONDED by Jeff – The roll call voting was unanimous in the affirmative, supporting the changes.

- g. Collection Development Policy – The only change was to have the policy reflect today’s date (2-11-14) In voting a MOTION as made to APPROVE WITH THE DATE CORRECTION by Karalyn and SECONDED by Marsha. The roll call voting was unanimous in the affirmative.
- h. Disposal of Public Property Policy – The only change was to delete the last sentence in second paragraph in a MOTION made by Annie and SECONDED by Jeff. The roll call vote was unanimous in the affirmative.
- i. Inter-Library Loan Policy – When drafted by Melissa, she indicated that is has significant changes in it and Melissa would like the board to read this at home and plan to be addressing it at the next board meeting. Board members were asked to read it and send changes to Melissa, she will make the corrections they’ve sent to her, and then send the final document to the secretary so it will be attached with your agenda for the next meeting.

7. New Business

- a. Jill would like to know if there are board members who will be helping at Splash. Friends will not be selling books there this year, but does have other needs the board could help with.
- b. Annie will be working with Kiwanis on a Library float with community children riding on the float. They will be reading and there will be other helpers handing out candy. There will also be a banner for the Summer Reading promotion.
- c. Melissa has need of lab jackets for things she is working on for Splash. Marsha will let Melissa use three lab jackets she has.
- d. Kiwanis would like a 10x10 space at Splash.
- e. During Splash - Tuesday, June 10th the library has been asked to facilitate activities for that day. There will be a book sale from 12 to 4 and science program during the evening. The library has been asked to do a science presentation that night for \$50. Larry told the board of one he has seen that Weber State puts on that might work for this night called: Science of Magic. This presentation could be held at the middle school. There is a charge of \$300 to use the school, but it worked nice for the last event the library held there.
- f. The library is planning other things for the last day of Splash. Melissa is still working on all of the details.
- g. Friends is going to put software “Microsoft Office13” on 9 of the library computers (they can put it on up to 50 computers). These licenses belong to the Friends Organization and not the City.

8. Announcements

- a. Monday the 17th we will be moving Melissa into another area for her office. Larry would appreciate any help that members of the board could give to this cause.
- b. Marsha submitted her resignation from the board as of tonight as she has too much going on in her life right now at home and needs to cut down. The board will need to find someone to fill her seat and put in a new secretary.
- c. Chief Campbell is holding a meeting on 20 February 2014 where he will be discussing lights for the baseball field.
- d. A program on Rescuing Children from the Sex Slave Trade (Operation Underground Railroad) will be held on 27 March 2014 @ 8:00am at the Lakeside Clubhouse in SSD.
- e. There is a Council meeting on 18 February 2014 discussing the library budget and funding for the library. Larry encouraged all board members to attend if you can.

- f. Next meeting - Tuesday, 25 February 2014 @ 7:30pm
9. MOTION to Adjourn was made by Marsha and SECONDED by Karalyn. In roll call voting, the motion passed unanimous in the affirmative @ 9:38pm.

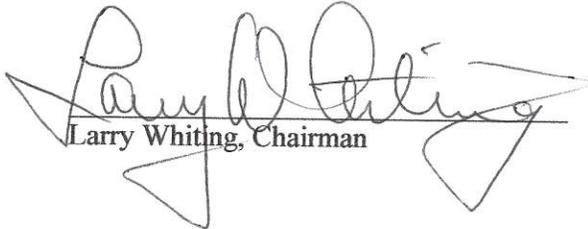
Handouts:

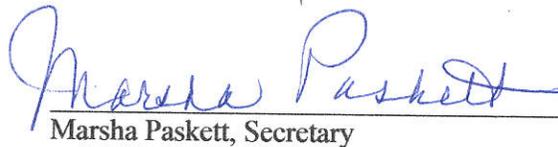
- City Report - Revenues and Expenditures with Comparison to Budget dated 2-11-14
- Circulation Policy last updated 12-4-13 (3 pages)
- Compliance with City Policies last updated 10-30-13
- Gifts and Donations last updated 10-31-13
- Collection Development Policy last updated 10-31-13 (5 pages)
- Disposal of Public Property last updated 10-31-13
- Inter-Library Loan (ILL) last updated 10-31-13 (2 pages)
- Compliance with City Policies dated

Items for future Library Board Agenda:

- Inter-Library Loan Policy

Date APPROVED by Library Board 26 Feb 2014.


Larry Whiting, Chairman


Marsha Paskett, Secretary

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	652.15	1,000.00	347.85	65.2
10-3680-287 MISC SALES - LIBRARY	1,356.61	1,530.00	173.39	88.7
10-3680-288 FINES - LIBRARY	2,576.62	2,000.00	(576.62)	128.8
 TOTAL OTHER REVENUE	 4,585.38	 4,530.00	 (55.38)	 101.2
 TOTAL FUND REVENUE	 4,585.38	 4,530.00	 (55.38)	 101.2

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	34,523.67	102,013.00	67,489.33	33.8
10-4610-130 EMPLOYEE BENEFITS	10,357.65	7,804.00 (2,553.65)	132.7
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	7,091.04	.00 (7,091.04)	.0
10-4610-260 BUILDINGS MAINTENANCE	368.19	1,000.00	631.81	36.8
10-4610-330 EDUCATION/TRAINING	154.45	1,410.00	1,255.55	11.0
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	2,085.25	7,800.00	5,714.75	26.7
10-4610-350 PROFESSIONAL/CONTRACT	624.00	2,000.00	1,376.00	31.2
10-4610-400 BOOK PURCHASES	11,489.38	17,000.00	5,510.62	67.6
10-4610-500 LIBRARY PROGRAMS	871.35	2,800.00	1,928.65	31.1
10-4610-700 CAPITAL OUTLAY	1,978.51	11,235.04	9,256.53	17.6
TOTAL LIBRARY SERVICES	69,543.49	153,062.04	83,518.55	45.4
TOTAL FUND EXPENDITURES	69,543.49	153,062.04	83,518.55	45.4
NET REVENUE OVER EXPENDITURES	(64,958.11)	(148,532.04)	(83,573.93)	(43.7)

CIRCULATION POLICY

1. Library Cards

Patrons may look up their personal account information by going to the library's website. The account ID and PIN number must be provided.

Patrons may request information from their own library records by presenting a library card or official photo identification at any library circulation desk or by calling the library and providing the card number and the name on the library account.

Parents or guardians are entitled to receive information on accounts owned by their children under the age of 18. The parent or guardian must present the child's library card. If the parent does not have the card, staff will ask for photo identification and the child's name and birth date as verification. Patrons must provide the library card number, name of the child, and the child's birth date to receive the information by telephone.

2. Registration.

All borrowers must have a valid library card to borrow library materials. Patrons must fill out an application form to register for a new library card. There is a one-time \$1.00 registration fee for Saratoga Springs residents and a \$10.00 registration fee every six months for non-residents.

The following statement will be printed 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.

Patrons over the age of 16 must present current photo identification which provides at least name and birth date to register for a 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 if the patron wishes to have notices sent by e-mail; the name of the parent or guardian if the patron is under 16; address verification in the form of a current Utah ID or driver's license, or an official piece of mail.

With the exception of the address verification, this information is retained in the patron record in order to both contact and identify the patron. Minor children (under 16) will have the name of a parent or guardian listed as the guarantor for the account, and the parent or guardian must provide the necessary photo identification.

Patrons reporting a lost card may do so without presenting identification. To receive a replacement card, a current photo ID with a birth date must be presented. There is a \$1.00 fee assessed to replace a lost library card.

3. Using the Library Card

Library users must present a valid library card or current photo identification to check out materials. Delinquent patrons shall not be allowed to check out additional materials until all charges are paid in full and all items are returned. Delinquent patrons are patrons who have overdue or lost materials or fines in an excess of \$5.00.

In the interest of privacy, library patrons waiting for assistance at the checkout line are asked to maintain a reasonable distance from patrons being served.

Patrons may return materials and pay fines for other patrons, but no information from another patron's account will be given.

The library does not retain a history of items checked out once the items are returned. Information on the payment of fines or billed items will be retained for an indefinite period of time.

4. Loan Periods

- A. Books and audio CD's check out for three (3) weeks.
- B. DVD's check out for one (1) week.
- C. Interlibrary Loan materials due dates are indicated by the loaning library and must be returned to Saratoga Springs library by the assigned due date.

5. Check out Limits- Materials may be renewed up to two times, unless there is a hold placed on an item.

- A. Children Ages 5-12 may check out five (5) items.
- B. Youths ages 13-16 may check out ten (10) items.
- C. Adults 16 and older may check out thirty (30) items.
- D. There is a limit of ten (10) DVD's on a youth or adult card.
- E. There is a limit of three (3) Interlibrary Loan (ILL) requests at one time.

6. Holds

Patrons may place Holds/Reserves either in person or over the telephone. When doing so over the telephone they will be asked to provide their library card number. Patrons will receive an email or telephone call when the material becomes available.

Holds will be held for 7 days after the patron has been notified. Holds shall be filled in the same order as they are listed in the hold queue.

7. Fines and damages- Fines will not be assessed on Sundays, holidays or days the library is closed. Fines shall stop at the cost of replacing the book.
- A. Books, audio books and DVD's assess a fine of \$0.10 per a day.
 - B. A \$20.00 fee will be assessed on all returned checks.
 - C. Processing Fee of \$3.00 for the removal or damage of barcodes and spine labels, of \$2.00 for the removal or damage of a barcode, and of \$1.00 to the removal or damage of spine labels.
 - D. Lost or damaged materials shall be assessed a replacement fee for individual items lost or damaged based on the current retail price of the material plus a processing fee of \$3.00.
 - (1) 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 re-ordering. After a six-month period, no refunds will be granted.
 - (2) If materials have been damaged, the patron will be able to keep the materials that have been damaged after they have paid the appropriate fee. A notice of these charges will be sent to the patron informing them of the situation.

8. 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.

Adopted: 2/28/2011

Reviewed by Library Board: February 2011

COMPLIANCE WITH CITY POLICIES

The City of Saratoga Springs Public Library complies with the established financial, personnel and administrative policies and procedures of City of Saratoga Springs. Both the Library Board and the City of Saratoga Springs will approve variations in policies necessitated by the particular circumstances of the Library. Variations in procedures necessitated by the particular circumstances of the Library will be negotiated between the Library Director and the City Manager.

Adopted 2/28/2011

Reviewed by Library Board: February 2011

GIFTS AND DONATIONS

The City of Saratoga Springs Public Library accepts gifts of books and other materials. Donated items become property of the City of Saratoga Springs Library. The library is under no obligation to add materials to the collection or to notify the donor of disposition of items. If they are not needed because of duplication, condition, or dated information, the Library Director can dispose of them as he/she sees fit. The same criteria of selection that are applied to purchase materials are applied to gifts; selection criteria are addressed in the policy entitled "Circulation Development Policy." Items not add to the collection are given to the Friends of the Saratoga Springs library to sell at book sales. The proceeds benefit the library.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the item. Specific memorial items can be ordered for the library on request of a patron if the request meets the criteria established by the Library Board. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. The Library Director will make item selection if no specific item is requested.

By law, the City of Saratoga Springs Public Library is not allowed to appraise the value of donated materials, though it can provide acknowledgement of receipt of items if requested by the donor. If a patron has a donation, they must contact the Library Director to make sure the donations meet the required guidelines and to make an appointment to drop them off.

The City of Saratoga Springs Public Library encourages and appreciates gifts and donations; however the following types of materials will not be accepted: audio and video cassettes, encyclopedias or textbooks more than 5 years old, home-made recordings, magazines, textbooks, newspapers, software and vinyl records or extremely worn, damaged or outdated materials.

Adopted: 2/28/2011

Reviewed by Library Board: February 2011

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 25th day of October, 2011, 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 and necessary to reasonably meet community need. It also addresses challenge 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 Saratoga Springs Public Library Board (hereinafter "Board") defines the Library's roles in providing materials, services and information.

3. **COMMUNITY.** Primary operating funding for the Library is allocated from the General Fund of Saratoga Springs City, a body politic of the State of Utah. Other funding, whether ongoing or one-time, is periodically received through local, state, federal, and private sources and is used for specific projects as required by the funding or, if no project is specified, said funding is used for the benefit of the Library. Proper accounting methods are assured through appropriate Saratoga Springs revenue and expense accounts in accordance with GAAP and GASB standards. 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. Non-resident fees are addressed in a policy entitled "Circulation Policy."

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.

5. CRITERIA FOR SELECTION.

- 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.
- A.
- B. The Library generally subscribes to the "Library Bill of Rights" (See: <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>) and the "Freedom to Read Statement" (See: <http://www.ala.org/ala/oif/statementspols/firstatement/freedomreadstatement.htm>.) The Library allows the individual to form his or her own opinion on issues, values, and materials accessed (within legal limits and in accordance with applicable portions of this policy), without regard to the users age or perceived maturity.
- C. Selection Criteria. Specific selection criteria may include:
- (1) Importance of the subject matter to the collection.
 - (2) The author's significance as a writer and/or reputation.
 - (3) Scarcity of the material on the subject.
 - (4) Timeliness or permanence of the work.
 - (5) Availability of the material elsewhere in the area.
 - (6) Literary quality.
 - (7) Format.
 - (8) Authoritativeness.
 - (9) Potential interest to people served.
- D. The Library will not knowingly purchase or provide any materials that have, as their primary nature or goal, the arousal of prurient interest of the reader, listener, viewer, or patron.
- E. The Library does not, without compelling reason, seek to duplicate materials that may be available elsewhere in the community. Examples are:
- (1) 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.
 - (2) Materials available at the Riverton Family History Center and local Stake Family History Centers.
 - (3) Textbook needs of students in local schools.
 - (4) Materials published in a foreign language, unless community need dictates.
 - (5) Professional materials written primarily for specialists.
 - (6) Highly specialized reference materials.

F. Aids in selection.

- (1) Recognized reviewing media, including prepublication reviews.
- (2) Publishers' catalogs.
- (3) Regular inspection and evaluation of new material.
- (4) Judgment of Director and staff.
- (5) Suggestions from library patrons. (Special consideration will always be given to library patrons.)

G. Purchases.

- (1) The Library will purchase materials from reputable vendors through various means and in accordance with Saratoga Springs City purchasing policies and practices.
- (2) 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.
- (3) The Library purchases only new materials. The purchase of used materials must fill a compelling need of the Library and be approved by the Director.

6. POLICIES BY FORMAT OF MATERIAL.

- A. Literature. The Library attempts to include notable classic¹ and popular novels, short stories, poetry, and plays. Selection is based primarily on the reading interests of the community.
- B. 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.
- C. Young Adult Materials. Young adult materials are selected to meet the information and recreational needs of young adults from ages 12 through 17.
- D. Children's Materials. Children's materials are selected to meet the information and recreational needs of young people through age 12. Special consideration is given to originality, imagination, graphic design, and suitability of vocabulary, context, and format.
- E. Reference. Materials purchased will be broad in subject coverage. Selection will be based on reference quality, timeliness, accuracy, authoritativeness, and community needs.
- F. Audiovisual materials. These materials include, but are not limited to, such items as audio recordings, video recordings, any combination thereof, and realia. These materials

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

are selected based on the various criteria of this section as it relates to other library materials, and needs of the community.

- G. Special, favorable consideration may be given to award winning materials in all areas.
 - H. 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.
7. GIFTS. The Library welcomes gift materials, equipment, or money.
- A. Donors can request a donation receipt whenever they give a gift to the Library. All gifts become property of the Library and the Library reserves the right to use them according to its needs. Gifts will be subject to the same criteria as materials suggested for purchase. Unneeded or duplicate items may be sold, discarded, or donated to other institutions or organizations.
 - B. Inasmuch as the Library is a party to the gift, the Library will not provide the donor with an evaluation of the monetary value of the gift for tax or other purposes. Large, rare and valuable donations may be evaluated and appraised by a specialist not affiliated with the Library. Such valuations will be at the donor's expense unless authorized by the Board prior to the valuation.
 - C. Gifts in excess of five (5) year old (from copyright) will not be considered for the collection unless they fill a specific need such as completing a series that would otherwise be kept or reordered (and of which the Library currently owns the majority of the volumes of the series), directly replacing a lost or damaged material 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. Gift books used for the collection are to be in new or nearly new condition. Gift materials will not be used to begin the acquisition of a series unless the gifted materials address a series that would otherwise be ordered.
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.
9. PATRON COMPLAINTS AND CHALLENGED MATERIALS. The Library will consider patron objections to materials in its collection only when objections are submitted in writing. Written requests to reconsider a work must include the name of the work, the author, and a description of the offending material and include the name and contact information of the offended party/challenger. Requests shall not exceed one (1) page in length. After review of

the material and discussion with appropriate legal counsel, the Director will give a written response within four (4) weeks.

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 with four (4) weeks. Criteria for challenge, decision, and/or appeal shall be based on this policy.

A. 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.
 - (1) All determinations of the Board are final.
 - (2) 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.

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

DISPOSAL OF PUBLIC PROPERTY

The City of Saratoga Springs Public Library disposes of its surplus property in accordance with written policies and procedures and relevant City ordinances regarding disposal of public property.

The Library may, at the determination of the Library Director, dispose of discarded materials by placing them in a Library-sponsored sale or donating them to other government agencies and non-profit organizations. The Library may dispose of discarded issues of magazines by making them available to the public on an equitable basis and in accordance with written procedures. The Library may dispose of paper products by donating them for recycling. The Library does not sell its materials or property to individuals or organizations.

For purposes of this policy, library materials paid for as "lost", when so declared by a patron, are not considered as being sold. Materials determined to be damaged beyond future usability, in accordance with policies established by the Library Board of Directors, are considered surplus in terms of City policies regarding disposal of public property.

Adopted: 2/28/2011

Reviewed by Library Board: February 2011

INTER-LIBRARY LOAN (ILL)

1. The City of Saratoga Springs Public Library provides inter-library loan services to patrons in accordance with the provision of this policy, and in conformity with national and state inter-library loan codes.
2. A fee of \$3.00 is charged to process an inter-library loan request for each item to defray postage and technology costs. Patrons are also charged, with their prior consent, any fees assessed by a loaning library.
3. The City of Saratoga Springs Public Library does not charge a fee when loaning materials to other libraries.
4. The City of Saratoga Springs Public Library borrows the following types of materials through the inter-library loan procedures: books and articles from periodicals provided the periodical is not available at a publicly accessible library in Salt Lake County or Utah County.
5. The City of Saratoga Springs Public Library does not loan the following types of materials: audiocassettes, DVD's, photographs, compact disks, or reference materials.
6. Patrons who do not pick up an inter-library loan which they request, after they have been notified the item is available, are responsible for inter-library loan charges accrued, including the \$3.00 initial fee for the request. In addition, patrons who do not pick up inter-library loans twice within a twelve-month period may have their inter-library privileges suspended for up to six months.
7. The Library Director will establish procedures, including limitations on the number of inter-library loan requests a patron may have active at a given time, to facilitate the efficient and effective operation of the inter-library loan system.
8. The replacement cost for a lost book on loan to another library will be the list price of the book plus a non-refundable \$20.00 service charge.
9. PROCEDURES. In accordance with the "Inter-Library Loan" (ILL) policy of the City of Saratoga Springs Public Library, the Library Director establishes the following procedures to facilitate the efficient and effective operation of the system.
 - A. Patrons may have no more than three ILL requests pending at a given time. As requests are filled, new requests may be submitted. The Library Director may approve exceptions to this limitation when circumstances so warrant.
 - B. A form requesting the ILL may be filled out on the website or at the library. The library will then try to ILL the item through the State of Utah Library.
 - C. Payment for ILLs is due at the time a patron picks up or uses in the Library the requested materials. However, failure to pick up or use an ILL item after proper notification by the Library does not relieve the patron of the ILL charges. Such

charges will be assessed against the patron's record and must be paid before any further ILL requests will be processed, or any further ILL materials are loaned to the patron.

- D. Some materials borrowed through the ILL system may be renewed. The decision to permit renewal, however, rests with each loaning library, and the request to renew must be submitted separately on an item-by-item basis. Regardless of when a request to renew is made, the item must be returned to the Library when it is due. The Library will then hold the item until the loaning library approves the renewal, after which the patron will be contacted to pick up the item with its new due date. If the renewal is denied, the Library will notify the patron that the item cannot be renewed and return it to the loaning library.

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