

Library Board Meeting Agenda

February 23, 2023

Highland City Hall

7:00 pm-Call to Order: Kevin Tams, Board Chair

1. Public Comment

2. Open Meetings Training

3. Consent

1. Approve 01.26.2023 minutes.

4. Reports

1. Director's Report
2. ILS migration to KOHA update

5. Action/Policy Items

1. Library Display Policy amendment
2. Patron Behavior Policy amendment
3. Meeting Room Policy amendment

6. Discussion Items

1. Technology Plan
2. Special Refugee Cards
3. Business Needs Survey

7. Future Agenda Items

1. Certification
2. Recruitment

8. Adjournment

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the Board may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 22nd day of February, 2023

Stephannie Cottle, CMC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, January 26, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Rachel Farnsworth
Lynn Lonsdale, Vice-Chair
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer
Erin Wells, City Administrator
Wayne Tanaka, President of the
Friends of the Library

Absent Board Members

Kim Rodela, City Council Rep.

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:04 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

1. Closed Session

At 7:04 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as permitted by Utah Code § 52-4-205. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board convened in closed session.

At 7:22 p.m., Lynn Lonsdale moved to adjourn the closed session. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board returned from closed session at 7:22 p.m.

*Erin Wells left the meeting.

2. Public Comment

None.

3. Consent

- a. *Approve Minutes from October 2022*

Amy Brinton noted a typo: "returned from closed session at 7:26" should be 8:27.

Amy Brinton moved to approve the minutes as amended. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

4. Reports

- a. *Director's Report*

Donna Cardon gave her report. She reviewed recent statistics, including year-end totals for 2021 and 2022. Circulation is up overall, especially digital. Programs have been going well. In November, the Library celebrated National Picture Book Week with a scavenger hunt and a visit from picture book author Gale Holdman. In December, the Mayer put on a Christmas Story Time with Donna playing the part of the Grinch. The Winter Reading program is in full swing and had a successful kickoff event in January with a live animal show. Lots of fun programs are coming up in February, including Valentine's boxes and a new tween writer's group.

The Library has processed 60 new large print books and has put them out together with the 120 it had already. The Library currently has an intern who is studying library science and has been a big help to the library. The Library has also set up a new Instagram account.

b. Foundation Report

Jessica Anderson reported on behalf of the Highland City Library Foundation. The Adopt a Book drive went well, with about 100 books donated. The Foundation is looking at fundraising options for 2023 and in the future, to hopefully establish a tradition. Also, the Foundation is in need of additional members if anyone is interested or knows someone who might be.

a. FY 2024 Preliminary Budget Review

Donna reviewed the preliminary budget for FY 2024. She highlighted an anticipated additional 2% in tax revenue and an anticipated drop in ARPA grant money connected to Covid, which has been \$10,000 and \$12,000 in the last two years respectively. She also noted that the City is considering an 8% COLA and a possible 3% merit pay increase for all City employees, which would mean a \$22,500 increase in library staff wages and benefits. The Library spent \$42,848 on books and circulating materials in 2022, \$12,000 of which was a grant funds. The Library's funding is from property taxes, which do not keep up with inflation. From here on out, until taxes are raised, every time the staff gets a raise, we will be taking from programs and circulating materials. The question is whether to reduce the book budget or to dip into the unallocated "rainy day" funds. Other options include a tax increase or fundraising from the Friends and the Foundation.

The Board discussed the various options. Ultimately, the Board would like err on the side of fiscal responsibility and not draw down the unallocated funds just yet (outside of the planned carpet and furniture replacement). The Board would also like to pursue the fund study and put together rough, high-level numbers for the library's next few years, including comparisons with other Utah libraries like how much each city spends per capita on the library.

5. Action/Policy Items

a. Online Bill-Pay

Donna reported that the Library looked into offering patrons the option of paying library fees via Xpress Bill Pay. It will cost about \$1,000 to set it up (with no ongoing cost) and will require some amount of minimal staff time to bring the information into the Library's system. The Library has sufficient funds in the current budget and does not anticipate the staff time being higher than it currently requires to process credit cards. The Board discussed what the anticipated uses would be and how a system would protect the Library from handling credit cards directly.

Jessica Anderson moved to allow the Library to work with the City to establish an online bill payment form through Xpress Bill Pay. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Changing ILS to Koha

Donna presented information about moving the Library's database from SirsiDynix to an open-source platform called Koha, with support from a company called Bywater. The Library's contract with Sirsi expires in September. SirsiDynix has a complex interface, charges extra for training and support, and retains ownership of the Library data. Koha is open-source, has great trainings (both free and paid), a beautiful interface, and libraries retain ownership of their database. In addition, Bywater

provides transition and technical support for Koha and an addition called Aspen Discovery. Several libraries in Utah have this system, including Spanish Fork, Orem, and UVU. The fact that Koha is open source means it has a likelihood of longevity.

The initial set up of Koha and Aspen via Bywater would be \$10,600, along with staff training time. The annual cost of Koha and Aspen via Bywater would be \$8,095 per year, which is about \$3,000 less than SirsiDynix, with an anticipated savings over the next 10 years of about \$25,000.

The Board discussed the transition process and proposed contract with Bywater.

Rachel Farnsworth moved that, provided contract issues and concerns are resolved, the Library begin the process of migrating to the Koha/Aspen ILS system with Bywater support, and include a \$10,600 budget adjustment, taken from the PY Carryover account, to cover the cost of the migration. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

c. Budget Adjustments for FY 2023

Donna reviewed the FY 2023 budget adjustments, highlighting increases in revenue and expenditures. The Board discussed the adjustments, including the \$10,600 for the Koha transition and the \$1,000 for Xpress Bill Pay.

Jessica Anderson moved to approve the FY2023 library budget midyear adjustments and any final budget adjustments less than 10% of the original budget amount. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth

Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

6. Discussion Items

a. Carpet

Donna reported that, in order to replace the carpet, all of the books and shelves will need to be removed first and that will require the help of the Public Works department. Public Works would only be available to assist from November to March, which means the project will need to be completed in November or December 2023.

The anticipated cost for carpet would be about \$4 a square foot or \$16,000, for LVT it would be about \$6 a square foot or \$24,000.

The Board discussed the timing and flooring options, including polished concrete. The Board discussed giving the City a heads up about the decisions. While it may take until the end of the year to get the replacement done, Rachel Farnsworth noted that there is an immediate concern about ADA accessibility – the shelves are too close together for wheelchair access.

The Library will tentatively schedule the flooring replacement for November or December 2023 and will begin to involve the City now to ensure staff support.

b. New Standards for Certification

The Library goes through an annual certification process required by the Utah State Library. This year, there are some changes to the requirements:

- Creation of the Library's strategic plan with "the active participation of stakeholders including members of the community and community organizations"
- Additional library staff training on Utah's Online Public Library
- Requirement of a technology plan similar to but separate from the strategic plan

The Board briefly discussed the changes, including whether the community participation requirement could be met by the City survey.

c. Library Board Training

The Board members briefly reported on the trainings they viewed on the Niche Academy platform.

7. Future Agenda Items

- Open Meetings Training
- Technology Strategic Plan

The Board’s next regular meeting is scheduled for February 23, 2023 at 7:00 p.m.

8. Adjournment

Jessica Anderson moved to adjourn the Library Board meeting. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 9:20 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on January 26, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #5.1

DATE: February 23, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Display Policy Amendment

PURPOSE:

The Library Board will discuss adding wording to the Library's Display Policy covering displays created by the Library staff.

BACKGROUND:

Within the past year the Library has received various complaints about library displays. Certain patrons have believed that library displays were too political or controversial. It has been difficult for me as Director to adequately respond to these complaints because the Library currently has no policy regarding displays created by the Library. My staff has also struggled because they have no clear guidelines about creating Library displays.

The Library does have a policy called *Exhibited, Posted, and Distributed Materials* that governs what can be displayed or distributed by outside organizations. It also has a *Collection Development* policy which governs how the Library makes selection decisions for library materials. Although there are important differences between circulating materials and Library displays, I believe the same governing principles of tolerance and inclusion apply in both areas.

I have suggested additional paragraphs for *the Exhibited, Posted, and Distributed Materials* policy that use language from the *Collection Development* policy. I am also open to the idea that the Board may wish to, instead, create an ad hoc committee to draft an addition to the *Exhibited, Posted, and Distributed Materials* policy governing library displays for future consideration by the Board.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

I leave it to the Board's discretion whether they would like to adopt a version of the

Exhibited, Posted, and Distributed Materials policy similar to the one I have suggested, or if they want to create an ad hoc committee to draft different wording for the policy. I do suggest some kind of policy be adopted to guide staff and inform patrons on this issue.

PROPOSED MOTION:

I propose that we adopt the *Exhibited, Posted, and Distributed Materials* policy ad amended.

ALTERNATE MOTION

I propose that we create an ad hoc committee consisting of _____ and _____ to draft an amendment to the *Exhibited, Posted, and Distributed Materials* policy to be considered at another meeting of the Library Board.

ATTACHMENTS:

1. *Exhibited, Posted, and Distributed Materials* Policy (Track Changes)

Highland City Library: Exhibited, Posted and Distributed Materials Policy

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

The mission of the Highland City Library is, in part, to provide residents with access to information that educates, inspires, and entertains. The library meets that mission by providing residents with information that pertains to the library, ~~and~~ city government and educational topics by posting and distributing materials pertaining to those ~~function~~topics. Additionally, the library may post or distribute materials from other government agencies, library and literacy related events, or other information consistent with the mission of the library.

Library Displays

The Library staff may create temporary displays that are educational, entertaining, and/or promote Library programs or services. The Library recognizes that Highland residents have diverse interests, backgrounds and needs. Displays reflect, as closely as possible, the interests of the majority while not neglecting the equally important interests and views of minorities within the local, national and international communities. The Library does not display pornography (as defined by the Utah State Code, Title 76-10-1203) or materials which trade exclusively in sensationalism or would offend community standards.

It should be recognized that some materials chosen may be offensive, shocking or boring to some individuals, but may be meaningful and significant to others. While everyone is free to decide for themselves if they like or dislike, agree or disagree with information portrayed in a display, they may not restrict the freedom of others to experience displayed materials.

The inclusion of an item in a library display is not to be considered an endorsement, official or otherwise, by the Library. The Library neither approves nor disapproves the views expressed in materials displayed in the Library. The Library cannot exclude all materials that could conceivably result in mental or emotional injury to some individual, since theoretically any material could be harmful to someone depending on their personal experiences and circumstances.

Posted Materials

When requests are made to post materials that are not consistent with the mission of the library, staff will advise the requestors of other resources that are available.

Any posted materials must be approved by the library director. Materials should be of suitable size, or in the case of handouts, suitable quantity. Materials will be posted no more than 30 days, or until the last day of the event. After 30 days, materials will be discarded. The Library assumes no responsibility for the preservation or protection of

materials posted or placed for free distribution. Materials posted or left for free without authorization will be discarded.

Distributed Materials

Individuals may not distribute unauthorized materials in the library. ~~Those doing so will be billed for the cost of removing or cleaning materials from the Library at a minimum of \$50.00.~~

Artwork

The library supports the display of artwork that stimulates the mind, enhances the community and surroundings, is intended for the enjoyment of library users, and meets the standards of the community using the following standards:

Art by Highland City residents will take precedence over non-resident art.

The Highland City Library will take reasonable care to protect art but assumes no liability for loss or damage that occurs in the library. The artist is responsible for insuring the art if they desire.

Temporary displays of art will be scheduled with the Library Director.

The artist is responsible for setting up and removing their art at the appropriate times.

The artist is responsible for providing signage to alert the public of the name of the art and artist and may include contact information but not pricing. Maximum size of signage may not exceed 3x5 inches.

Reconsideration of Displayed/Distributed Materials

Any library patron may question the presence of an item displayed in the Library. If the patron concludes that a specific item does not meet the guidelines of this policy, he or she may complete a "Request for Reconsideration of Library Materials" form. The completed form will be reviewed by the Library Director, and the patron will be informed of the disposition of the request.

Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director, who will forward the request to the Board along with staff recommendations. After examining the item in question and full consideration of the specific material, the Library Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.

Approved by the Highland City Library Board, December 10, 2008. Revisions approved by the Highland City Library Board November 16, 2011. February 23, 2023



LIBRARY BOARD AGENDA REPORT ITEM #5.2

DATE: February 23, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Patron Behavior Policy Revision

PURPOSE:

The Library Board will consider revising the Patron Behavior Policy to include stricter staff responses for violators of the policy,

BACKGROUND:

The library currently has a regular patron who has been caught viewing inappropriate material on Library computers three times. After each infraction I talked with him, and after the second I gave him a copy of the Patron Behavior policy to let him know what response the library would take for future infraction. A page noticed him viewing inappropriate material a third time and reported it to me. As I read the Patron Behavior Policy again, I realized that the only recourse I had was to ask him to leave or notify the police. When he was discovered the third time, he left on his own volition, so asking him to leave or notifying the policy was not an effective response.

I talked to other Utah County library directors and found that there were a variety of responses to violation of Patron Behavior. The Payson library just calls the police when someone is found viewing pornography. The Salem library and the Provo library both deny access to computers for a period of time, with increasingly longer periods of access denial with each repeated offense.

Having a patron view pornography on public access computers creates a hostile workplace for my staff, and an offence to other patrons. I would like to have the policy changed to allow the Library to deny access to computers as a response to viewing inappropriate material on library computers. I think we should consider adding similar response options for staff when other Library Behavior violations occur.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

I recommend we alter the Patron Behavior Policy so that the Library can deny access to library services for some decided upon amount of time as a response to violation of the policy.

PROPOSED MOTION:

I propose that the Library Board adopt the Patron Behavior Policy as amended

Alternate Motion

I propose that _____ and _____ be appointed to an ad hoc committee to draft a revision to the Patron Behavior Policy to be reviewed at the next Library Board Meeting.

ATTACHMENTS:

1. Patron Behavior Policy (track changes)

Highland City Library: Patron Behavior Policy

All people are welcome to use the Highland City Library and have access to information and library resources. In order to protect Library users' right of access, ensure the safety of users and staff, and protect Library resources and facilities, the Library prohibits activities that are illegal, interfere with the use or enjoyment of the Library by others, present health or security risks, damage Library resources, or disrupt the normal flow of library operations.

Examples of Behaviors that are Prohibited in the Library

- A. Destruction or abuse of property (that of other patrons, staff, or the Library).
- B. Physical confrontation (such as an altercation between two patrons or physically abusive behavior directed at a staff member).
- C. Threatening or harassing others verbally or nonverbally
- D. Exhibitionism, sexual acts or abuse, excessive public display of affection (making out) and lewdness.
- E. Theft.
- F. Exhibiting or watching pornography on Library computers or on personal computers or devices in the Library.
- G. Consuming liquor, smoking, vaping, or using illegal drugs.
- H. Intoxication.
- I. Soliciting of any kind without permission.
- J. Entering the Library with excessively wet or dirty clothing, or with extreme offensive body odor.
- K. Eating or drinking anything except water in public areas.
- L. Sleeping.
- M. Excessive noise or loud talking.
- N. Unsafe running or horseplay.
- O. Leering or staring at other patrons or staff.
- P. Bringing animals in the Library, with the exception of service animals or those authorized in Library programs.
- Q. Bringing dangerous weapons onto the Library grounds unless authorized by law.
- R. Using wheeled devices in the Library for recreational purposes (e.g., bikes, hover boards, skateboards, scooters, roller skates, rollerblades, etc).

Staff Responses to Inappropriate Behavior

If a patron violates any of the behavior guidelines a Library staff, with the assistance of another staff, may follow these steps depending on the nature of the offence:

- A. First infraction: Inform the patron that the behavior is inappropriate and if it is not stopped, they will be asked to leave. File and incident report with the Library Director after each infraction.
- B. Second infraction: Ask the patron to leave. ~~if the inappropriate behavior does not stop.~~
- C. Third infraction, deny access to Library Services for one month.
- ~~B.D.~~ Fourth infraction: and fifth infraction, deny access to Library Services for 3 months, and 1 year respectively.
- ~~C.E.~~ Notify the police if the patron refuses to leave or becomes threatening in any way.
- ~~D.~~ File an incident report with the director of the Library.

Children in the Library

The Highland City Library encourages children to use its facilities and services. However, children in the Library are the responsibility of their parents. The library has neither the staff nor the legal authority to supervise children in the Library.

Children under 9 years of age must be accompanied by a responsible adult or caregiver. Caregivers must be at least 12 years old, stay in the same room as the child, and supervise the child under age 9 at all times.

If a child under age 9 is found to be unattended in the Library, a library staff may take action necessary to resolve the situation. If necessary, the Library staff may ask the police or child protective services to take the child into custody for the child's protection.

A. Dealing with Disruptive Children

If a young child is being disruptive (prolonged noise making; running up and down aisles; damaging library property; or bothering other library patrons), Library staff may do the following:

1. Remind the child that they should be quiet (should not run around, etc.) in a library.
2. If the behavior continues, Library staff will attempt to locate the child's parent or caregiver. When the parent/caregiver is located in the Library, staff will explain that the child's behavior is disturbing other library patrons, and will ask the parent/caregiver to deal with the problem.
3. If the parent/caregiver refuses or is unable to control the child, they may be asked to remove the child from the Library until the problem is resolved.

If an older child (above 9 years old) is disruptive, Library staff will inform them that they are behaving inappropriately and ask them to behave in a more appropriate manner. If the disruptive behavior continues, Library staff may:

1. Attempt to locate a parent/caregiver to deal with the problem.
2. Ask the child to leave the Library. Library staff members are to use their discretion in such situations. (Is the child old enough to leave on his/her own; does he/she live within walking distance; is it light or dark out; etc.)
3. If a parent/caregiver cannot be located within the Library, the disruption is sufficiently severe, and the staff feels it would be unsafe to require the child to leave the Library, the police or child protective services may be called to deal with the situation.

B. Unattended Children at Closing

Library staff will not remain after hours with an unattended child and are not permitted, under any circumstances, to give them a ride home. If a child's transportation is not available within 15 minutes after closing, and the staff feels it would be unsafe to leave the child alone, the police may be called to escort the child home or keep the child until parents can be reached.

The Library is not responsible for children outside the Library who await transportation or who are socializing.

Remember that parents and caregivers, not Library staff, are responsible for the safety and behavior of children within the Library.

Approved by Library Board January 28, 2009, Revised by Library Board March 28, 2012, March 28, 2019, May 23, 2019, June 27, 2019



LIBRARY BOARD AGENDA REPORT ITEM #5.3

DATE: February 23, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Meeting Room Policy Amendment

PURPOSE:

The Library Board will consider amending the *Meeting Room Policy* to allow individuals to reserve the meeting room.

BACKGROUND:

The Library has one small meeting room that is available for public use. The *Meeting Room Policy*, established to govern its use, states that “No reservations may be made for the study room.” Recently the Library has received several requests from individuals who would like to reserve the meeting room so that they can have a quiet, private place to take an online test, do a video interview, or conduct a meeting.

In the last year, the meeting room was used, on the average, 25 times a month. However, the usage has increased in recent months to 35 times a month, suggesting a growing trend in use. I believe use has increased because more work and school meetings are being conducted online and the meeting room provides a space where people can conduct these meetings without interruption. I believe making the room “reservable” will increase its use and value to the community because it will allow people to schedule crucial online or in person meetings with confidence that they will have somewhere suitable to conduct the meeting.

I have met with my library managers, and we have come up with some suggestions for guidelines for the meeting room reservation. These are only suggestions, and we are eager to receive Board input on this matter.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The staff recommends that the *Meeting Room Policy* be amended to allow patrons to reserve the room for specific times.

PROPOSED MOTION:

I propose that we approve the *Meeting Room Policy* as amended.

ALTERNATE MOTION

ATTACHMENTS:

1. Meeting Room Policy (Track Changes)

Highland City Library: Meeting Room Policy

A small study room shall be made available for study and conferencing purposes by individuals and small groups of people free of charge.

The study room may be reserved on the following conditions:

1. Reservations are made no more than seven days in advance.
2. Individuals may reserve the room for up to two hours at a time.
3. Individuals may reserve the room up to two times each week.
4. A room reservation is forfeited if the person reserving the room is more than 15 minutes late.

When not reserved, the study room use is on a first come, first served basis.

Study room is limited to a maximum of 4 persons. Study rooms may be used in up to 2-hour blocks and may only be used one session per day, per group/individual. Library staff may extend the time if no one is waiting to use the study room. In this case, however, study room occupants may be asked to leave as soon as the room is needed.

Study room is available during library hours. Study room should be vacated 10 minutes prior to library closing.

Study room may not be used for commercial purposes, direct solicitation of clients, fund raising, or events or activities which directly profit the business of a commercial organization or individual.

Users agree to leave the room and furnishings in the condition in which they are found. Users further agree to accept liability for any damage to the facility and its furniture caused by the occupancy of said premises by the individual or group. Children under the age of 14 using the study room must be accompanied by an adult at all times.

No items may be taped or tacked to painted walls. No flammable materials will be permitted.

No smoking, vaping, food or drink is allowed, other than non-spill water containers.

Storage of personal property is not permitted. Users will not leave personal property unattended. Library staff cannot “watch over” or be held responsible for user’s property.

Incoming messages will not be accepted for persons using the study room, except in the case of emergencies.

Users also fall under the Patron Behavior Policy and are expected to comply with the policy.

In the event an individual or group fails to comply with this policy, future use of the study room shall be denied. Individuals or groups denied use of the study room may appeal to the Library Director. Individuals or groups denied use of the study room by the library director may appeal to the library board. Library board decisions will be final.

Adopted by the Highland City Library Board March 25, 2015, February 23, 2023