

Library Board Meeting Agenda

July 27, 2023

Highland City Hall

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

1. Public Comment

2. Consent

Minutes from 06.22 2023

3. Reports

Director's Report

4. Action/Policy Items

- a. Circulation Policy Revision
- b. Election of Officers

5. Discussion Items

Maximum Checkout
Carpet/Flooring options
Online Card Registration

6. Future Agenda Items

7. 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 City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

I, Stephanie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, at the Lone Peak Fire Station and Lone Peak Police Station, 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 20th day of July, 2023

Stephanie Cottle, City Recorder

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



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4a

DATE: July 27, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Changes in Physical Item Circulation Policy

PURPOSE:

The Library Board will consider making changes in the Physical Item Circulation Policy related to the migration to the Koha ILS and popularity of Yoto Players.

BACKGROUND:

The Library will be migrating their ILS system to Koha on August 7, 2023. As the staff has gone through training in preparation for the migration, we have considered changes to the circulation policies that are currently in place. These changes are not necessitated by the migration, but the migration process brought them to the attention of the staff.

1. According to the current policy, patrons can renew items they have checked out up to three times. This means that, if a patron repeatedly renews an item on its due date, they can have it for 12 weeks without accruing a fine. The staff feels like having such a long check-out period makes it more likely that items will be lost by patrons. It also makes it so that our collection development manager must wait months for items that are lost to be paid for and reordered. The staff feels that having two renewals (total check out of 9 weeks) instead of three would allow patrons plenty of time to use an item, reduce the number of items that go missing, and shorten reorder times for lost items.
2. According to the current policy, card holders can check out up to 100 items at a time. This number was raised from 30 in 2019 when the library established family group accounts and includes all the items checked out by all the members of a family group. The new system does not have the capability to include all the items on family cards into a single-family total. The Board can therefore consider if the library should continue the 100-item limit, understanding that families with multiple cards could check out more than 100 items, or if it would be better to reduce the amount each patron can check-out. There are currently 60 patrons with more than 30 items checked out.
3. The new Koha system has a form the Library could enable to allow patrons to create new library accounts online. The Library has not offered library card registration

online before, but has allowed patrons to request a new account over the phone or via email. The library staff would like direction from the Board concerning whether they should pursue setting up online registration.

4. The Library acquired Yoto Players in March. They have become very popular, and we have ordered a total of six players now to meet demand. Yoto players have the same circulation rules as our Kits, so we did not initially mention them in our Circulation policy. Since they are so popular now, the staff thinks it would be important to specifically mention Yoto Players in our policy to avoid any confusion.

FISCAL IMPACT:

It is unclear what financial impact these changes would have, but it is not likely to be significant.

STAFF RECOMMENDATION:

The Library staff recommends changing the number of renewals to two instead of 3, and including Yoto Players in the language of the policy, but does not have a strong preference concerning establishing an online account registration form, or reducing the number of checkouts per person.

PROPOSED MOTION:

I propose that we adopt the Physical Item Circulation Policy as revised.

ALTERNATE MOTION

I propose that we establish an ad-hoc committee to revise the Physical Item Circulation Policy.

ATTACHMENTS:

1. Physical Item Circulation Policy (track changes)

Highland City Library: Physical Item Circulation Policy

I. Basic Rules

- A. Borrowers must ~~present~~ obtain a valid Library card to check out Library materials. ~~Patrons may present their card in electronic format from a smart phone once identity is verified and noted in their account.~~
- B. A fine will be assessed on each item loaned which is not returned according to the rules below.
- C. Repair or replacement costs for damages to materials beyond normal wear and tear will be determined by a librarian.
- D. Account holders will be held responsible for all materials checked out to their Library accounts and for all fines accrued on their account. Patrons are responsible to protect their cards from unauthorized use by others.
- E. Parents or guardians are responsible to monitor the accounts of their minor children, whether their child's card is attached to the parent's or not. Parents are responsible for all materials checked out on their children's cards and to pay fines, fees or replacement costs that accrue.
- F. Patrons may reserve circulating materials. Hold notices will be sent by email or text to patrons who provide valid electronic addresses. No printed hold notices will be sent.

II. Loan Period

- A. All circulating materials will be loaned for a period of three weeks. Items are considered overdue if returned or renewed after the close of business the day they are due.
- B. Patrons with disabilities may request a longer initial loan period of up to six weeks. After this initial loan period, the standard circulation rules will apply.
- C. Due dates will not be set for days the Library is closed.
- D. Kits ~~and~~ tablets and Yoto Players cannot be renewed. All other materials that are not on hold for another patron may be renewed up to ~~three~~ two times. Borrowers with delinquent accounts may renew materials if no other patron has requested them.
- E. Borrowers may not have more than 100 items checked out on their account at any given time. The Library Director may authorize additional items to be checked out on each account.

Commented [cs1]: Do we want to change this number with the new system?

III. Fines and Fees

- A. Fines of \$1.00 per day will be charged for overdue videos (any format), kits Yoto Players and tablets. Fines on other overdue materials will be \$0.10 per day.
- B. Fines will stop at \$10.00 for each overdue item.
- C. Borrowers will be assessed a replacement fee for individual items lost or damaged equal to the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing. No refunds for lost or damaged

materials will be issued. Items are considered “lost” if they are 60 days overdue.

- D. Borrowers will be assessed a replacement fee for items that are parts of kits or associated with tablets [and Yoto Players](#) (such as, but not limited to, power cables or protective cases) that are lost or damaged equal to the current retail price of the material plus a \$5.00 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the kit, ~~or~~ tablet [or Yoto Player](#).
- G. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.
- H. A minimum fee of \$20.00 will be assessed for each returned check.
- I. Patrons with delinquent accounts will not be allowed to check out any materials until all fines are paid in full and materials are returned, or all replacement fees are paid in full. Patron accounts are delinquent if the following conditions exist:
 - 1. They owe fines or fees of more than \$10.00.
 - 2. They have any items more than 8 weeks (56 days) overdue.
- J. The Library reserves the right to seek appropriate and reasonable action to recover materials, fines, replacement costs or fees through the use of courts, law enforcement, or collection agencies. If the amount owed for unreturned materials and processing fees is \$100.00 or over, the patron will be referred to a collection agency. Patrons referred to a collection agency shall be assessed a recovery fee in addition to all other costs or fees allowed by law to defray the cost of recovering delinquent accounts.
- K. Patrons who wish to appeal fine or replacement cost assessments may appeal to the Library Director. 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. The Library Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.
- L. The Library may charge a fee for credit or debit card use.

IV. Borrower Categories

- A. Residents of Highland shall be provided accounts free of charge. Highland residents must show a government or school-issued photo ID and proof of residence to obtain a card. Proof of residence may be one of the following issued within the last 90 days: a bank statement, utility bill, rental agreement, or mail with a canceled postmark with the applicant’s name and address. Resident accounts are renewed every 3 years.
 - 1. Cards for children 12 and under will be attached to a parent’s/legal guardian’s account. All checked out items, fines, costs, holds, and charges accrued with the child’s card will appear on the adult’s account and will be the responsibility of the adult account holder.
 - 2. Minors ages 13-18 may have their own Library account with their parent’s/guardian’s permission, or they may have a card attached to their parent/guardian’s account.

3. When minors turn 18, they may open an adult account. Fees and fines from their previous account will still be the responsibility of the parent/guardian. Any fines or fees incurred under the new account will be the responsibility of the account holder, not the parent/guardian.
- B. Employees of Highland City shall be provided accounts free of charge and shall be held to the same rules as indicated in Library policies.
- C. Non-residents of Highland may purchase a Library account for \$70 per year and shall be held to the same rules as indicated in Library policies. Non-residents may receive multiple cards for use by immediate family that reside in the same household (no matter what age), but they will all be attached to one non-resident account. The holder of the account will be responsible for all fees, fines, costs and items checked out by all cards attached to their account.
- D. Alpine School District certified teachers and media specialists in schools within Highland, Alpine, and Cedar Hills city limits who do not reside in Highland City qualify for free non-resident cards. Educators are personally responsible for the account, not their school nor their school district. Those with educator accounts are not eligible for additional attached cards.
- E. Registered users of any North Utah County Library Cooperative (NUCLC) library shall be provided non-resident accounts free of charge, provided their account at their "home" library is in good standing. Registered users of junior NUCLC members will be charged a reduced non-resident fee of \$40. If the registration of a NUCLC member's "home" library card expires in less than a year, their Highland card will have the same expiration date as their home library card. NUCLC patrons may not request interlibrary loans or participate in programs which require registration. NUCLC patrons who are under 18, will require a parent signature in order to open an account with the Highland Library.

Approved by Highland City Library Board July 9, 2008

Revised by the Highland City Library Board, March 25, 2009, September 23, 2009, November 18, 2009, July 28, 2010, September 22, 2010, September 28, 2011, September 25, 2013, May 28, 2014, February 28, 2019, May 23, 2019, October 24, 2019, February 27, 2020, February 25, 2021, May 27, 2021, August 26, 2021, October 28, 2021, September 22, 2022, [July 27, 2023](#)



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: July 27, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Board Officer Elections

PURPOSE:

In accordance with the Bylaws, the Library Board will elect officers for the coming year.

BACKGROUND:

The Bylaws of the Highland City Library Board state, “The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.” (E.1) The Bylaws also describe the duties of each officer:

1. The Chair shall:
 - a. Preside at all the Board meetings.
 - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
2. The Vice-Chair shall:
 - a. In the absence of the Chair, assume all duties of the Chair.
 - b. Serve as the presumptive chair-elect, subject to the Board’s regular voting procedures.
3. The Secretary shall:
 - a. Take official minutes at the meetings and send them to the City Recorder.

Officers for 2020-2021 have been:

- President: Kevin Tams
- Vice-Chair: Lynn Lonsdale
- Secretary: Jessica Anderson

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

The Library Board should choose among their members new Board officers.

PROPOSED MOTION:

I propose that _____serve as Board Chair, _____serve as Vice-Chair, and _____serve as Secretary for the 2021-2022 year.

ATTACHMENTS: