

LIBRARY BOARD

MEETING AGENDA

JULY 28, 2022, 7:00 PM

LIBRARY BOARD REGULAR MEETING

LIBRARY BUILDING - 501 BOLIVER STREET, SANGER, TEXAS



CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

CITIZENS COMMENTS

This is an opportunity for citizens to address the Board on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Board with regard to matters on the agenda will be received at the time the item is considered. The Board is not allowed to converse, deliberate or take action on any matter presented during citizen input.

CONSENT AGENDA

All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Board member to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.

1. Library Director's Report

ACTION ITEMS

- [1.](#) Consideration and possible action on changes to the Donation Policy.
- [2.](#) Consideration and possible action on policy for Hotspot Checkout.

FUTURE AGENDA ITEMS

The purpose of this item is to allow the Chair and Board members to bring forward items they wish to discuss at a future meeting, A Board member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Board or at the call of the Chair.

ADJOURN

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at the Sanger Public Library is readily accessible to the general public at all times and posted on the City of Sanger website on July 25, 2022, at 6:00 PM.

/s/ Audrey Tolle
Audrey Tolle, Library Director

The Library is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.

Donation Policy

The library is unable to accept more than a limited number of donations of books and other materials, with the exception of designated Donation Days coordinated by the Friends of the Library.

Depending on available space and time, library staff may choose to accept some walk-in donations if they are in very good condition and by authors or on subjects that are in high demand.

There are specific types of items that the library does not accept, including:

- o Damaged items
- o Large multi-volume sets, such as encyclopedias
- o Spiral-bound books
- o Textbooks, especially if they are more than five years old
- o Magazines and other periodicals
- o VHS tapes, audiocassettes

Not all items donated will be added to the collection. Those not put in the library's collection may be included in the Friends of the Library book sale, sold online, given away, or possibly recycled. We are unable to return items not selected for the collection, or the boxes/bags/totes used to transport them to the library.

Rev. 7/26/22

Sanger Public Library Hotspot Checkout Policy

A hotspot is a device used to connect other wireless devices, such as smartphones, tablets or laptops, to the Internet. Internet service relies on cell tower technology and coverage, which may be limited in more rural areas. User experience can vary greatly based on location.

Each loan of a hotspot will consist of the mobile hotspot device itself, as well as its power adapter and case. When library patrons borrow a mobile hotspot, their use of the equipment is available under the following terms and conditions:

- To borrow a hotspot, patrons must be 18 years of age or older, have a Sanger Public Library card for a minimum of three (3) months, and not have outstanding library fines of more than \$5.00.
- At the time of checkout, the borrowing patrons must present their library card and/or a valid government issued photo ID.
- The patron must sign the Library's Hotspot Patron Agreement Form before a hotspot can be checked out.
- Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit.
- Only one hotspot per household may be borrowed at a time. The loan period for the hotspot is 14 days.
- Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower.
- The Library will accept holds on hotspots. Patrons will be notified by their preferred contact method when their hold is ready for pick-up. Patrons will have 72 hours from the time of this notification contact to check out the hotspot. Afterwards, it will be released to the next patron. This hold period may be extended at the discretion of the library. Overdue hotspots will be deactivated the day after the hotspot is due.
- Late fines are \$1.00 per day. There will be a grace period of three (3) days before fines accrue. If the hotspot is not returned within four (4) days of its due date, fines will be retroactively applied. The maximum fine per checkout is \$50.00.

- Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
- Patrons are not permitted to return the hotspot to the Library's book drop. Hotspots must be returned directly to a library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the borrowing patron's account. The hotspot will not be considered returned until all components of the hotspot are returned. The borrower assumes full responsibility for the cost of repair or replacement if the hotspot is lost, stolen or damaged.
- Replacement Costs:
Hotspot - \$90
Power adapter - \$10
Case - \$10
- Borrowers who are late in returning hotspots multiple times, damage the equipment, or return the hotspots to the book drop instead of a staff member may lose borrowing privileges.
- By borrowing and using the library's hotspot, the user agrees to hold the library and its staff harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and Internet access provided. The Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. Deliberate altering of any files or modifying the configuration of library-owned equipment is strictly prohibited.
- Unlawful use of the Internet or use that violates the library's public computer policy is prohibited and may result in the loss of privileges.
- For assistance in the operation of the library's hotspots, borrowers may call the library during normal business hours or the customer support number included with the hotspot.

7/27/22

Patron Name: _____

Patron phone number: _____ Patron email address: _____

Sanger Public Library Hotspot Patron Agreement Form

By signing this form you are stating that you are responsible for returning all items associated with the hotspot. If items are not returned, you are responsible for replacement costs (see list below).

- The check-out period is 14 days.
- Only 1 hotspot available per household.
- Hotspots must be kept in a temperature-controlled environment.
- Hotspots cannot be returned in the book drop. They must be brought into the building and handed to a staff member.
- Once the hotspot is overdue, the service will be turned off.
- There will be a three (3) day grace period before fines accrue. If it is not returned within four (4) days of its due date, fines will be retroactively applied up to a maximum of \$50.00.
- Multiple late returns or returning the hotspot to the book drop may result in permanent loss of hotspot borrowing privileges.
- Any use of the device for illegal purposes, unauthorized copying of copyright protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is prohibited.
- You agree to hold the Library and its staff harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library.
- The Library is not responsible for personal information shared over the internet or websites accessed.
- If any part the hotspot is lost or returned unusable, the user must pay the replacement cost of the item. Replacement costs are: Hotspot - \$90; Power adapter & cable: \$20; Case - \$5

I understand and agree to the rules of use. By signing this agreement, I accept the Hotspot Lending Policy and am stating that I am responsible for returning this equipment to Sanger Public Library in good working condition and free from damage.

Signature: _____ Date: _____

Staff lending the hotspot: _____ Hotspot # _____

If you would like to see the full Hotspot Lending Policy, please request a copy from a member of our staff.