



## CITY COUNCIL COMMUNICATION

**DATE:** June 2, 2025

**FROM:** Laura Klenke, Library Director

**AGENDA ITEM:** Consideration and possible action on adopting a revised collection development policy.

### **SUMMARY:**

- The Library Board and I are currently reviewing our existing policies to identify any gaps or needs for revisions to existing policies. Per the Collection Development Policy, the policy is to be reviewed every three to five years; the last review took place on April 13, 2022.
- We overhauled the policy's structure and wording to make it clear, concise, and easy for patrons to understand and for staff to reference. The previous 2011 and 2022 versions relied on confusing double negatives, lengthy passages, and narrowly defined material types (e.g., paperbacks, textbooks). The updated policy uses plain language and broad categories, giving us flexibility to accommodate new formats without frequent revisions. The referenced donation policy was integrated directly into the Collection Development Policy to eliminate the need for separate updates. Incorporating it here ensures comprehensive coverage of all donation-related guidelines.
- To ensure that reconsideration requests originate from our local community, we updated the policy so that requesters must now be Sanger residents with an active adult borrower's card in good standing for at least three months.
- Under the updated policy, requesters must provide a notarized affidavit confirming they've met all policy requirements and attest to the sincerity of their concerns. This step helps screen out casual objections and ensures only substantive requests move forward to formal review.
- The Request for Reconsideration of Library Materials form was updated to encourage thoughtful and thorough considerations that are grounded in informed analysis rather than reaction alone. The form also addresses two requirements, that they read, listen or view the item in its entirety and that they have thoroughly read the Library's Collection Development Policy.
- Approved by the Library Board on May 21, 2025, Reviewed by the City Manager on May 22, 2025  
City Attorney consulted throughout to ensure compliance with Texas law and reviewed the final draft on May 22, 2025

### **FISCAL INFORMATION:**

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

### **RECOMMENDED MOTION OR ACTION:**

Staff recommends approval.

**ATTACHMENTS:**

Revised draft collection development policy 5-22-25 CM LB CA Approved FINAL.docx