



Life Connected.

AGENDA
LIBRARY BOARD REGULAR MEETING
CELINA COUNCIL CHAMBERS
112 N COLORADO ST
THURSDAY, AUGUST 6, 2026
6:00 PM

I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:

II. OPEN FORUM:

Open Forum is for information only. If you wish to speak, please sign one of the “Speaker Cards” and present to the Staff Liaison prior to the beginning of the meeting. **Speakers are limited to three (3) minutes.** No action can be taken. No charges and/or complaints will be heard against any elected official or employee of the city that are prohibited by law.

Please note Anyone wishing to furnish copies/handouts regarding their item of interest must provide nine (9) copies and present them to the Staff Liaison for distribution.

III. WORKSESSION:

- A. Update from Friends of the Library (Rutt)
- B. Library Monthly Report (Ortiz)
- C. Library Policy Review and Recommendations (Ortiz)
- D. Discussion of Future Items (Ortiz)

IV. ACTION:

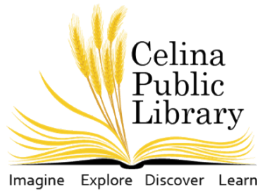
- A. Minutes Approval - Meeting – July 2, 2026

V. ADJOURNMENT:

“I, the undersigned authority, do hereby certify that the Notice of Meeting was posted on the bulletin board at City Hall of the City of Celina, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: _____ at ____:_____ and remained so posted continuously for at least three (3) business days prior to the scheduled time of said meeting.”

Staff Liaison

City Council Chambers is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf, or hearing impaired, or readers of large print, are requested to contact the City Secretary's Office at 972-382-2682, or fax 972-382-3736 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



Celina Public Library - Claims Returned Policy

The Claims Returned process allows library patrons to notify the library when they believe an item has been returned but still appears on their account. This policy outlines how such claims are handled in a fair, consistent, and timely manner.

What Is a Claims Returned Item?

An item is considered *Claims Returned* when a patron reports it as returned, but the library has no record of it being checked in.

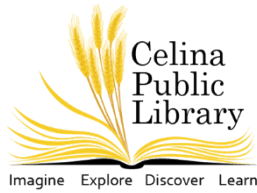
Patron Responsibilities

- Patrons must notify library staff as soon as they notice an item listed on their account that they believe has already been returned.
 - Only items that were checked out on the patron's account may be claimed as returned.
 - Claims must be made in person during library operating hours.
-

Library Procedures

When an item is marked *Claims Returned*:

1. The item will be given a *Claims Returned* status in the library system.
2. The item will be removed from active circulation and searched for by staff.
3. Staff will check common locations, including:
 - Book drops
 - Shelving areas
 - Sorting and processing areas
 - Recently returned materials
4. The search period will last up to two weeks from the date the claim is made.



- Patrons must also continue to search for the item among their personal belongings until the process is concluded.
-

Account Impact During Search

- Replacement charges will be applied during the search period.
 - The item will still appear on the patron's account as *Claims Returned* until resolved.
-

Resolution

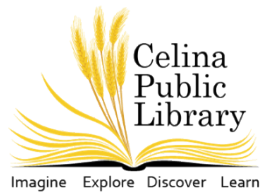
- **If the item is found:**
 - It will be checked in.
 - Any related fines or fees will be removed.
 - **If the item is not found after the search period:**
 - The item will be considered lost.
 - Replacement charges will be applied according to the library's policy.
-

Limits on Claims Returned

- The library limits the number of Claims Returned allowed per patron account to no more than three items over a five-year period.
 - Repeated Claims Returned incidents may result in the suspension of this option and suspension of library privileges at the discretion of library administration.
-

Appeals and Exceptions

- Patrons may request a review of charges related to a Claims Returned item.
- Library administration will make the final decision on assigning fees for any item that is *Claims Returned* but is not found.



- Exceptions may be considered on a case-by-case basis, particularly in situations involving system errors or documented library issues.



Life Connected.

MINUTES
LIBRARY BOARD REGULAR MEETING
CELINA COUNCIL CHAMBERS
112 N COLORADO ST
THURSDAY, JULY 2, 2026
6:00 PM

I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:

Chair Rutt called the meeting to order at 6:00 PM.

Members Present:

Chair Jo Rutt
Vice Chair Tiffany Hoggard
Board Member Becky Thomas
Board Member Shirley Dietz
Board Member Tom Parsons
Board Member Trice Whitaker

Members Absent:

Board Member Albert Aguilera
Board Member Vicky Hogue

II. OPEN FORUM:

Open Forum is for information only. If you wish to speak, please sign one of the “Speaker Cards” and present to the Staff Liaison prior to the beginning of the meeting. **Speakers are limited to three (3) minutes.** No action can be taken. No charges and/or complaints will be heard against any elected official or employee of the city that are prohibited by law.

Please note Anyone wishing to furnish copies/handouts regarding their item of interest must provide nine (9) copies and present them to the Staff Liaison for distribution.

No members of the public spoke during the Open Forum session.

III. WORKSESSION:

A. Update from Friends of the Library. (Rutt)

Board Chair Jo Rutt, acting as a member of Friends of the Library, gave updates regarding Friend’s financials, anniversary details, and information on Book Sale events. The Friend’s next meeting is August 12.

B. Library Monthly Report. (Ortiz)

Director Ortiz gave statistics for June’s record-breaking amount of visitors in the library. Other statistics included monthly amount saved, annual increases in June checkouts, budget focuses for FY27, and extending staff learning by way of professional development and operational training.

C. Review Volunteer Policy. (Ortiz)

Director Ortiz mentioned that the Library Volunteer Policy aligns very similarly to the city volunteer policy. When looking into specific information for volunteer qualifications, Co Chair Tiffany Hoggard mentioned having those listed would be beneficial.

D. Discussion of Future Items. (Ortiz)

When asked by Director Ortiz for any specific items for next month’s meeting, requests for adult programming information, and continuation of statistics for summer reading.

IV. ACTION:

A. Minutes Approval - Minutes - June 4, 2026

Upon a motion by Board Member Tom Parsons, and a second by Board Member Trice Whitaker, the Board voted (7) for and none (0) opposed to approve the June 4 Library Board Meeting minutes. The motion carried 7-0.

V. ADJOURNMENT:

Board Chair Jo Rutt adjourned the meeting at 7:03pm.

Chair

Staff Liaison

Date