



DELTA CITY LIBRARY ADVISORY BOARD MEETING

Wednesday, April 13, 2022 at 5:00 PM
Delta City Municipal Complex Council Chambers*

AGENDA

CALL TO ORDER

MINUTES APPROVAL

1. Minutes Approval LAB 01-05-2022

BUSINESS

2. Michelle Lovejoy: Night of 1000 Stars Review
Action: Discussion
3. Michelle Lovejoy: Collection Policy
Action: Discussion/Consideration for Approval
4. Michelle Lovejoy: Internet/Online Use Policy
Action: Discussion/Consideration for Approval
5. New Library Advisory Board Member
Action: Discussion/Consideration of Approval

Library Board Meeting – June 08, 2022, at 5:00 PM.

June 8, 2022 5:00 PM

NOTICE: Be aware the Library Advisory Board may conduct an Electronic Meeting so that a member of the Public Body may participate, pursuant to UCA §52-4-207, (1953), as amended. Agenda items are considered flexible and may be conducted sequentially different than illustrated herein to meet the needs of the Library Advisory Board. Individuals and entities that have business before the Library Advisory Board should be present at meeting commencement.

THE PUBLIC IS ENCOURAGED TO PARTICIPATE IN ALL CITY MEETINGS. In accordance with the Americans with Disabilities Act (ADA), we will make reasonable accommodations for those needing assistance to participate in our meetings. Requests for assistance can be made by contacting the City at 435.864.2759 at least twenty-four hours in advance of the meeting.

CERTIFICATE OF MAILING & DELIVERY

The below signed, duly appointed and acting City Recorder for Delta City, Utah hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Millard County Chronicle-Progress, LLC, chronpro@millardccp.com, published on the Delta City and Utah Public Notices websites and was personally provided to each member of the Library Advisory Board, this **Weekday, Month DD, 20YY.**

Sherri Westbrook, Administrative Officer/Recorder



DELTA CITY LIBRARY ADVISORY BOARD MEETING

Wednesday, January 05, 2022 at 5:00 PM
Delta City Library Meeting Room*

AGENDA

PRESENT

Becky Prestwich
Kristen Chase
DeEtta Oman

ABSENT

Laura Bassett
Mylisa Jacobson
Robert Banks
Nicholas Killpack

CALL TO ORDER

Librarian Lovejoy called the meeting to order at 5:00 p.m.

MINUTES

BUSINESS

1. Michelle C. Lovejoy, Librarian
Topic: Board Members
Action: Discussion

Librarian Lovejoy asked the Library Board to think of someone that might be interested in joining the Library Board as it is short a member. Karen Chandler is finished on the Board and as Chairperson.

Board Member Oman MOVED to appoint Board Member Prestwich as Chairman of the Library Board. Board Member Chase SECONDED this motion. All were in favor.

Board Member Prestwich MOVED to appoint Board Member Oman as Secretary of the Library Board. Board Member Chase SECONDED this motion. All were in favor.

2. Michelle C. Lovejoy, Librarian
Topic: 2021 Review
Action: Discussion

Librarian Lovejoy provided a 2021 review for the Library Board. There were 8,158 patron visits and 34,009 checkouts in 2021.

3. Michelle C. Lovejoy, Librarian
Topic: Programming
Action: Discussion

Librarian Lovejoy updated the Library Board on current programming. Current programs are Storytime at 10 and 4, with Heather Turner running the Storytime at 4, Book Group, Row by Row, and Character Sketches

4. Other Business

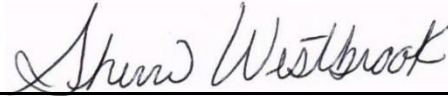
Night of 1000 Stars will be held before the next board meeting. Some suggestions for readers were made.

38 Board Member Chase MOVED to adjourn the meeting. The motion was SECONDED by Board Member
39 Prestwich. All were in favor.

40 The meeting was adjourned at 5:19 p.m.

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42 **Library Board Meeting – April 13, 2022 at 5:00 PM.**
43



Sherri Westbrook, Administrative Officer/Recorder

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Unapproved

DELTA CITY LIBRARY COLLECTION POLICY 2022~~1~~

The Delta City Library's role is that of a popular library to provide a variety of materials of high interest for its patrons, young and old. Further, the library envisions itself as increasingly becoming a door to children's learning, an educational support center, and a repository for local history.

The collection development policy will be a guide to the librarian in determining the appropriate materials for the library. It will also inform our patrons and government officials how items are planned for, selected, withdrawn, and preserved.

Many of the people that we serve are engaged in agriculture. There are four large industrial businesses in the area. Materion employs approximately 85 full time people, professional and clerical. Intermountain Power Project employs 474 people, professional and ¼ clerical. Graymont employs 70 people, professional, laborers and clerical. There are several large dairies in the area. The library would like to provide popular reading yet add educational materials that would be beneficial.

According to the 202~~1~~⁰ census, the population of Delta is 3,734~~4~~²6. The county population is 12,975~~5~~⁰3. The median age for our population is 33.8~~7~~⁷. The county has 44.2~~3~~².5 percent of its population below the age of 18 and 16.6~~4~~²% over 65. The median household income is \$59,200~~4~~⁴,594. Major occupations are retail trade, agriculture, and construction. The majority of the population (84~~6~~³%) has 12 years of completed education and 19.2~~6~~³ with a bachelor's degree or higher. The chief religion in the county is LDS.

Our present library was built in 1984. An additional 5,000 square feet were added in 2000. Our total collection is approximately 63,573~~3~~³9,957 items. ~~Millard County Bookmobile books in our library total approximately 23,716.~~ The 2014 circulation per capita – 8.1~~2~~⁸, library holdings per capita – 11.2~~9~~⁴, turnover rate - .5~~9~~⁷ and visits per capita – 3.9~~6~~¹1.

On average of 175 books are checked out per day. Story hour is provided year-round~~during the winter months~~ for preschoolers. Summer story hour is for ages 3-12. Library Lego Club is for any age group and is the first Tuesday of every month. The library sponsors an adult book group each month and an annual family night of reading for the community. The library sponsors author visits each year. The library offers a character sketch program, and an afternoon zentangle art program. The library sponsors a fiber arts club, Row by Row.

Inter-Library Loan service through Utah State Library is provided to all library patrons.

GENERAL PRIORITIES & LIMITATIONS

It is our policy to purchase current reading materials because our survey indicated that the main use of the library was for recreational reading.

Formats: It is our policy to purchase hardback books, when possible, because they last longer and don't require as much repair.

Magazines: We currently subscribe to 34 magazines. We keep track of the popularity of the magazines and those that aren't being read are cancelled and different subscriptions added.

Newspapers: It is our policy to subscribe to the Millard County Chronicle/Progress. The final decision as to which newspapers to be ordered will be determined by the Board at the recommendation of the librarian.

Audio Books: It is our policy to buy audio books in CD and Playaway format, fiction as well as non-fiction. Random House, Blackstone Audio~~Recorded Books~~, Findaway, and Ingram will be our main supplier. They offer replacements for all unabridged selections as long as they have them in production.

Video Tapes: Video tapes are no longer purchased and are no longer available in the collection. DVDs are being purchased with an emphasis on classical genre, educational content and bestsellers.

Software: Purchasing software is not a priority but it can be purchased at the Librarian's discretion.

Equipment: Equipment will be purchased with the recommendation of the Librarian and the Board's approval. One to two new computers, as budget permits, will be purchased yearly to replace older models

Music CD: ~~Music CDs are no longer purchased and are no longer available in the collection. Music CDs will not be a priority at this time but may be purchased as the need arises.~~

Internet : Internet will be provided along with WIFI hotspots with some stipulations.

Multiple Copies: Multiple copies will be purchased at the discretion of the Librarian. Most of the multiple copies will be in different formats. One title will be purchased in hard-back and the other in CD or Large Print.

Funding: Special funds will be spent with the Librarian's recommendation and the Board's approval. The annual interest from the current Trust Fund may be spent at the recommendation of the Librarian. The Trust Fund interest will be available each year for matching funds to grants. If the interest is not spent in a fiscal year, it will be held over for the next fiscal year.

Weeding: The collection will be weeded at least once every three years. The guidelines for weeding will be from the publication Evaluation and Weeding the Collections in Small and Medium-sized Public Libraries by the American Library Association.

Rebinding: Rebinding books will not be a regular process for repair. If the Librarian deems that the book has value or is irreplaceable, it may be sent to a bindery. Usually the books will be repaired as much as possible and then they will be discarded. Replacements may be purchased if their popularity or use demands it.

Digitization History: The focus for the digitization history project will be photographs and text from Millard County from 1860-1990. Homes, businesses, industry, schools, churches, civic groups, prominent families (historical people and events), Ghost Towns and community events will be our main targets. Information outside of Millard County could be considered worthy information. The final decision will be left to the Librarian.

COLLECTION RESPONSIBILITIES & SELECTION

Responsibility is delegated from the Board to the Librarian for the selection of materials.

- The author's significance as a writer and his/her reputation
- Importance of the subject matter to the collection
- Timeliness or permanence of the work
- Cost and Limitations

Acceptable reviews in recognized review media
 Accurate information
 Style and level appropriate for need
 Durability of physical product
 Title in awards lists
 Recommended by patron
 Replacement of same title
 Replacement of out-of-date material
 Physical condition, appearance
 Format appropriate for type of information and audience

Restricted Items:

Textbooks will not be added to the collection except as basic information sources in certain subjects. (Not older than 5 years)
 Highly specialized and expensive reference materials

Complaints:

If a patron has a complaint about material in the library he will be required to fill out a complaint form. The complaint form will be submitted to the Board for their consideration. After the Board reviews the materials in question it will make a decision. The Board's decision will be final. The patron will receive a letter from the Board explaining their decision.

Local History:

Local history will be collected by the Delta City Library
 Local history pertains to the history of the towns and people in and of Millard County. County history will be a priority. History of Utah will be collected as the need arises, but no attempt will be made to have an exhaustive collection of state history.

Gifts:

The Delta City Library will accept donations with the understanding that the Librarian will determine materials to be added to the collection. ~~Receipts will be given at the request of the donor. The patron will set the price.~~ Items that are not kept will be sold at the library. Those items not sold will be taken to Deseret Industries, donated to Millard County Jail, or used in the library's 4th of July parade. The library accepts monetary gifts and the donor may suggest use for the funds. The final decision will be made by the Board at the recommendation of the Librarian. The library will not accept any donation that has strings attached.

The Collection Development Policy will be reviewed and revised every 5 years by the Board and Librarian.

Collection Development Policy reviewed and revised:_____

DELTA CITY LIBRARY

Internet/Online Use Policy

Item 4.

The Delta City Library is pleased to be able to provide Internet access as an information resource to the residents of Millard County and to the visitors who pass through our area. This policy supersedes the 2016⁶⁵ Internet Policy. Developed under the direction of the Delta City Library Board this policy was reviewed, revised and adopted during an open board meeting and becomes effective April 14, 2022~~June 15, 2016~~. This policy meets the requirements described in UAC 9-7-215, UCA 9-7-216, Administrative Rule R458-2 and the Federal CIPA Act and brings the library into compliance. The Delta City Library will abide by all the laws governing or regulating Internet usage as such legislations relates to library function, performance, policy or service.

The Delta City Library receives Internet Service through Utah Education Network. All patron computers in the library are filtered with ~~iBoss~~CyberSitter Filtering Software which provides Internet safety for all computers connected to the Internet. This will meet the requirement of Section 9-7-215. ~~The filter can be disabled by staff for a patron over 18 years of age doing educational research or other lawful purposes for a limited time period.~~

Staff will assist patrons with Internet use as time permits, however, they may not be familiar with every application available or every program patrons might wish to use and cannot provide in-depth technical support or training concerning computer jargon or personal computer use.

Free access to the Internet is provided to registered borrowers that have a library card and have read and signed the Delta City Library's Internet Policy. Patrons under 18 years old must have a parent read and sign the Internet Policy Agreement. Children need to be 9 years old to use the Internet. People passing through, along with our regular patrons will be required to sign the Internet log before using the Internet. The Internet Policy provides safety for minors and all library patrons including a technology protection measure on our publicly accessible computers. This protects against access to visual depictions that contain pornography, anything harmful to minors or obscene. This policy follows the restrictions to materials considered to be obscene under the criteria established by 20 U.S.C. Sec 9101, Utah Code Sec. 76-5a-2, and Utah Code Sec. 76-10-1201.

Internet is provided on a first come, first serve basis. If all Internet computers are in use, you will be placed on a waiting list for the next available computer.

There is a 30 minute limit per sign-in period. (This is subject to change without notice depending on the demand for Internet use). If there is no one else waiting to use the computer a patron may stay longer than the designated time limit. However, when a Librarian or staff member informs you that your time is up or that another person has signed-in, please leave the computer promptly.

One person per computer allowed in the Computer Center unless otherwise arranged with the librarian for educational or instructional purposes.

~~Small children and toddlers are not allowed in the Computer Center unless they are in a restraining device like a carrier or stroller. This is for the children's safety and the safety of the equipment. Parents often fail to watch and supervise their children because they are distracted by the computer. Crying and fussy children should be taken out so as not to disturb other patrons.~~

The Delta City Library does not guarantee that Internet service will always be available. Service, repair and/or upgrading of computer hardware or software can occur at any time.

All copies and printing done on the Internet will have a charge of \$.10 per page. One page is defined as black and white print on 1 side of 1 sheet of 8 ½ x 11 paper. Patrons will be responsible for all copies they print. Color copies will have a charge of \$.80 per page and scans \$.05 per page.

The Delta City Library makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness for a particular purpose, of information accessed via the Internet.

Representing yourself as another person, giving false information on Internet registration or trying to use another patron's library card will result in revocation of Internet privileges.

Eating or drinking in the Delta City Library is prohibited.

E-mail is permitted at the library.

The following uses of the Internet ARE NOT PERMITTED and doing so will result in revocation of Internet privileges:

1. Transmitting, uploading, downloading or otherwise accessing pornographic, obscene, sexually explicit, indecent or vulgar materials, text, information or communications.
2. Transmitting, uploading, downloading or otherwise accessing files or information dangerous to the integrity of the library's network. Any malicious or intentional misuse including but not limited to: harassment, distribution of computer viruses or worms, or transmitting data that is prohibited by Federal, State or local laws.
3. Vandalizing or altering the computer hardware and/or software of this library or any other computer system accessed through the Internet.
4. Unauthorized access to any of the Delta City Library computer systems, files or information resources. Accessing, deleting files or modifying system facilities or subverting any restrictions associated with distribution of computer viruses or worms, or transmitting data, Delta City Library equipment, software or data.
5. Installation of personal software.
6. ~~Chatting is prohibited including all "On-line Chat", "Internet Relay Chat", "Chat Rooms", etc. along with Facebook.~~

-All users must conduct their Internet use in accordance with the Internet/Online Policy Agreement of Delta City Library. Failure to do so will result in the suspension and/or revocation of Internet privileges.

The Delta City Library Internet Agreement is subject to revision at any time. Changes will be posted in the computer area and an entire agreement will always be available at the front desk.

If any patron would like to lodge a complaint about the Internet Policy, its enforcement or about observed patron behavior there is a complaint form available at the front desk. The Delta City Library Board will review all complaints and make recommendations.

The Delta City Library Internet Policy will be reviewed annually or as needed.

I have read and accepted the above use policy: _____
Signature

Parent or Guardian's signature, if needed: _____

Date: _____ Approved _____ Delta City Library Board

_____ Delta City Library Board Chair