



DELTA CITY LIBRARY ADVISORY BOARD MEETING

Wednesday, June 11, 2025 at 5:00 PM

Delta City Library Conference Room*

AGENDA

CALL TO ORDER

MINUTES APPROVAL

1. 01-08-2025 Minutes Approval

BUSINESS

2. Library Director Lovejoy: Programming Update
3. Library Director Lovejoy: Internet and Online Policy review and approval
4. Library Director Lovejoy: 2025 Library Board Roster
5. Library Director Lovejoy: Library Board By-Laws review and approval
6. Library Director Lovejoy: Presenting a new full-time position
7. Other Business

Library Board Meeting – October 08, 2025 at 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 Monday, **June 9, 2025**.

Sherri Westbrook, Administrative Officer/Recorder



DELTA CITY LIBRARY ADVISORY BOARD MEETING
Wednesday, January 08, 2025 at 5:00 PM
Delta City Library Conference Room*

MINUTES

PRESENT

Council Liaison Kiley Chase
 Board Chairperson Becky Prestwich
 Library Board Member Mylisa Jacobson
 Library Board Member Laura Bassett

ABSENT

Library Board Member DeEtta Oman
 Council Liaison Nick Killpack
 Library Board Member Kristen Chase
 Library Board Member Esther Duncan

ALSO PRESENT

Library Director Michelle Lovejoy

CALL TO ORDER

Chairperson Prestwich called the meeting to order at 5:00 p.m.

BUSINESS

1. Library Director Lovejoy: Programming Update

Library Director Lovejoy provided a programming update to the Library Board. 27,358 checkouts, 13,888 renewals, and 20,301 digital loans equaled 61,547 checkouts in 2024. 18,615 people visited the library, 2,038 patrons used the computer, and 2,090 patrons had non-library-related questions. 16,848 black-and-white copies, 2,145 color copies, and 1,217 scans were made. 192 programs were held, with 3,680 patrons in attendance.

2. Library Director Lovejoy: Night of 1000 Stars

Due to low attendance rates, the Library Advisory Board decided they would not hold the annual Night of 1000 Stars program in 2025.

3. Other Business

The Delta City Library has earned the Quality Library Award for 2024 from Utah State Library.

Council Liaison Chase MOVED to adjourn the meeting. The motion was SECONDED by Library Board Member Jacobson.

The meeting was adjourned at 5:20 p.m.



Sherri Westbrook

Sherri Westbrook, Recorder

DELTA CITY LIBRARY

Internet/Online Use Policy

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 2022 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 became effective June 11, 2025. 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 legislation 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 Filtering Software, which provides Internet safety for all computers connected to the Internet. This will meet the requirement of Section 9-7-215.

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 who have a library card and have read and signed the Delta City Library's Internet Policy. Patrons under 18 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 policy protects against access to visual depictions that contain pornography, anything harmful to minors, or anything obscene. It 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.

Public computers are provided on a first-come, first-served 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 for unaccompanied minors. (This is subject to change without notice depending on the demand for Internet use.) However, when a Librarian or staff member informs you that your time is up, please leave the computer promptly.

In the Computer Center, one person per computer is allowed unless otherwise arranged with the librarian for educational or instructional purposes.

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

All copies and printing done on the computers will be charged \$.10 per page. A page is defined as a black-and-white print on one side of one sheet of 8 ½ x 11 paper. Patrons are responsible for all copies they print. Color copies will be charged \$.80 per side, and scans will be charged \$.05 per side.

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

Representing yourself as another person, providing false information when registering for the Internet, or trying to use another patron's library card will result in the 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/public computers 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 that are 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 Delta City Library computer systems, files, or information resources. Accessing, deleting files, or modifying system facilities or subverting any restrictions associated with distributing computer viruses or worms, transmitting data, or using Delta City Library equipment, software, or data.
5. Installation of personal software.

All users must use the Internet/public computers following 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 the 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 observed patron behavior, a complaint form is 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

Becky Prestwich Delta City Library Board Chair

_____ Delta City Library Director



LIBRARY ADVISORY BOARD (LAB)

Three-year terms expiring on the last day of June in the year noted. Partial-term appointments may be made to maintain hierarchy of term expirations in the event of vacancies caused by resignations, etc. City Council term runs with elected office.

Laura A. Bassett

140 W 200 N

Delta, UT 84624-9437

lbassett21@yahoo.com

Initially Appointed RCCM 21 Jun 2018

Second-Term Appointment Expires 30 June 2028

Kristen F. Chase

425 N 490 E

Delta, UT 84624-5609

kkbachase@gmail.com

Initially Appointed RCCM 17 Jun 2014

Third-Term Appointment Expires 30 June 2027

Mylisa R. Jacobson

228 N 50 E

Delta, UT 84624-8400

mylisa.jacobson@millardk12.org

Initially Appointed RCCM 17 Oct 2016

Third-Term Appointment Expires 30 June 2028

DeEtta V. Oman

1104 S 1950 W

Delta, UT 84624-7969

kardee.oman@gmail.com

Initially Appointed RCCM 15 Jun 2017

Second-Term Appointment Expires 30 June 2026

Becky Prestwich-Chairperson

657 Bristlecone Lane

Delta, UT 84624

chortledaily@gmail.com

Initially Appointed March 2021

First-Term Appointment Expires 30 June 2027

Esther Duncan

270 N 455 E

Delta, UT 84624

duncan_esther@yahoo.com

Initially Appointed June 2022

First-Term Appointment Expires 30 June 2028

Nicholas Killpack

Delta City Council Liaison

550 S 1000 W

Delta, UT 84624

nkillpack@delta.utah.gov

Kiley Chase

Delta City Council Liaison

425 N 490 E

Delta, UT 84624-5609

kchase@delta.utah.gov

Reviewed 6/11/2025

Article 1: Name

- Section 1. The name of the library shall be Delta City Library. The headquarters of the library shall be 76 North 200 West, Delta, Utah 84624.

Article II: Mission

- Section 1. The Delta City Library's role is that of a popular library to provide a varied source 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.

Article III: Constituency Served

- Section 1. All residents of the Delta City and surrounding communities are eligible to use the Delta City Library by complying with the rules and fees.

Article IV: Governing Body

- Section 1. By ordinance Delta City established a library advisory board of seven members to be appointed by the mayor with approval of the city council.
- Section 2. One board member is to be a member of the city council. The six other members shall be appointed by the governing body for three year terms.
- Section 3: Two new appointments shall be made before the first of July each year. Board Members shall serve not more than two full terms in succession.

Article V: Officers

- Section 1. Officers of the Board shall be Chairman, Vice-Chairman and Secretary. They shall be elected at the regular June meeting and their term of office shall be for one year beginning July 1. The Vice-Chairman succeeds to the Chair the following year.
- Section 2. The city treasurer shall have custody of all the library funds, except those provided for in U.C.A. 37-2-8, and shall act as the treasurer of the Board.

Article VI: Officers' Duties

- Section 1. The Chairman of the Board shall preside at all meetings, authorize calls for any special meeting and generally perform the duties of the presiding officer.
- Section 2. It shall be the duty of the Chairman to determine the order of business and to make a written agenda for each meeting to be mailed or emailed to each Board Member together with the meeting announcement prior to each meeting.
- Section 3. The Vice-Chairman shall preside in the Chairman's absence and perform such other duties as requested by the Chairman.

- Section 4. In the absence of the Chairman and Vice-Chairman, the Secretary will endorse those claims which require an officer's signature.
- Section 5. At its discretion the Board shall authorize the Library to endorse claims within the amounts designated. The Board will review such claims.

Article VII: Meetings

- Section 1. The Library Board will meet at least quarterly. Board Members who are unable to attend are expected to inform the chairman before the meeting. They are also expected to arrange to meet with the chairman as soon as possible following the meeting to pick up distributed materials and review the business transacted. Members who miss two consecutive meetings without fulfilling these conditions may be asked to resign.
- Section 2. Special meetings may be called at any time by the Chairman and Librarian, providing written or oral notice thereof is given to all Board Members at least 24 hours in advance.
- Section 3. A quorum at any meeting shall consist of four or more Board Members.
- Section 4. A Secretary of the Board, supervised by the librarian, shall keep a true and accurate account of all the proceedings of Board meetings. The minutes shall be kept at the library and be available to the public along with Board Policies.
- Section 5. Citizens at large or groups wishing placement on the agenda for regular board meetings shall give notice to the Librarian or Chairman five days in advance of the meeting; groups being generally limited to one spokesperson.
- Section 6. Board meeting will adhere to U.C.A. 52-4-201

Article VIII: Committees

- Section 1. All administrative responsibilities shall be delegated to the Librarian. No standing committees shall be appointed which are devoted to these activities.
- Section 2. The entire board shall act as a "Committee of the Whole" when considering budget request, personnel, financial reports, etc.
- Section 3. Ad Hoc committees for the study and investigation of temporary problems may be appointed by the Chairman to serve until the completion of the work for which they were formed. The participation of the public shall be sought for such study and investigation.

Article IX: Basic Duties and Responsibilities of Board Members

- Section 1. Attend all board meetings regularly.
- Section 2. Establish and revise library policies in cooperation with the Librarian.
- Section 3. Secure adequate funds for the library and be responsible for their expenditure.
- Section 4. Approve hiring or releasing of the library staff.
- Section 5. Work to implement the Delta City Library objectives.

Section 6. Receive gifts to the library.

Article X: Basic Duties and Responsibilities of the Librarian

Section 1. Serve as Chief Executive of the Board

Section 2. Be solely responsible for the administration of library under the general policies adopted by the Board.

Section 3. Recommend such policies and procedures to the Board which will promote the efficiency of the library and improve services to its patrons.

Section 4. Be responsible to the Board for all properties belonging to the library.

Section 5. Submit monthly and annual reports to the Board on the progress, activities and finances of the library.

Section 6. Be responsible for preparation and release of all library publicity.

Article XI: Amendments

Section 1. Amendments to these by-laws may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting.

Amendment

Motion made by _____

Passed by _____

Passed _____

Dated _____