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**CACHE COUNTY
LIBRARY BOARD MEETING
MINUTES
April 9, 2025**

The Cache County Library Advisory Board convened in a regular session on April 9, 2025 at 5:30 PM at 520 S 500 E River Heights, UT 84321

ATTENDANCE

Members of the Library Board in Attendance:

Natalie Darley – Citizen Representative
Mark Hurd – County Council Representative
Chelsi Kartchner – Citizen Representative
Jeanell Sealy – Providence Representative
Lana Hanover – River Heights Representative
Brynnan Sainsbury – Library Director
Karina Brown – County Liaison
Brandon Major – Citizen Representative

Members of the Library Board Absent:

Others in Attendance:

Megan Izatt – Minutes
Eric Davis – Deputy County Attorney

05:33:00

Call to Order

Major called the meeting to order.

Disposition and Approval of Minutes (October 9, 2024 and January 8, 2025)

ACTION: A motion was made by Kartchner to approve the minutes from October 9, 2024 and January 8, 2025 and was seconded by Hurd. The vote in favor was unanimous, 7, 0.

05:35:00

Action Items

#1 Library Activity Report

Sainsbury informed the **Board** that so far there is 139 new accounts so far this year. A lot of new programming is happening such as a monthly theme. This month is Poetry

1 Month and there will be a Poetry night at the end of the month. In May, the library is
2 going to host a plan swap and the summer reading program will start in June. The
3 library is also going to participate at the Farmer's market once in May and once in June.
4 The library has designed new cards that will be here in a couple of weeks. There are
5 1,100 users so far this month which is a large increase compared to last year where the
6 largest number was 1,500.

7
8 **Staff and Board** discussed the summer kickoff party, events held at the library, and the
9 library calendar and social media.

10 11 **#2 Library Budget Report**

12
13 **Sainsbury** reviewed the budget to date.

14
15 **Staff and Board** discussed how much interaction with the finance office is happening.

16
17 **05:44:00**

18 19 **a. Internet Service**

20
21 **Staff and Board** discussed the reasons for staying with Comcast vs changing
22 providers. A meeting between board members and IT will try to be set up.

23 24 **b. Credit Card Reader**

25
26 **Staff and Board** discussed adding a credit card reader to the library.

27 28 **c. Fees and Old Books Sales back to Library**

29
30 Fees can come back to the library but will need to go through the general budget and
31 allocated back to the library through a budget amendment.

32 33 **d. Library Fundraising**

34
35 Fundraising for the library can happen and will need to be done through the Cache
36 Community Foundation. They will need to approve any fundraising efforts.

37 38 **e. RAPZ Funding Eligibility**

39
40 The County grant manager is looking into if the library is eligible for RAPZ funding.

41 42 **#3 Accreditation Process**

43
44 **Sainsbury** informed the **Board** that due to federal funding cuts, there is currently no
45 federal funding available. However, the State is willing to train library employees on
46 importing the needed information for accreditation.

1 **05:52:00**

2
3 **Discussion Items**

4 **#1 Cache County Line-Item Tax – Mark Hurd**

5
6 **Hurd** informed the **Board** that State law does allow Counties and Municipalities to tax
7 for libraries. The County does have a line item that would allow a tax levy and that the
8 tax levy would exclude areas that already currently are supporting a library.

9
10 **Staff** and **Board** discussed how the lax levy could mean that those residents living in
11 cities with a current library would most likely lose access to the library, what options are
12 available to possibly expand services to the north end of the valley, implications of a tax
13 limiting access to the library, and the different tax implications that could be available.

14
15 **06:14:00**

16
17 **#2 Update on Library Interlocal Agreement with Cache County, River Heights, and**
18 **Providence – Eric Davis**

19
20 **Staff** and **Board** discussed if a yearly review of the agreement would be legislative or
21 administrative action.

22
23 **06:22:00**

24
25 **a. Fair Compensation for Involved Entities – Karina Brown**

26
27 **Brown** informed the **Board** of what Providence City and River Heights City financial
28 contribute to the library.

29
30 **Staff** and **Board** discussed the reason for Providence City and River Heights City
31 paying \$16,743 to the County for the library.

32
33 **06:31:00**

34
35 **ACTION: A motion was made by Hurd to extend the meeting until 7:00 pm**
36 **and was seconded by Hanover. The vote in favor was unanimous, 7-0.**

37
38 **Staff** and **Board** discussed how to determine an updated amount for Providence and
39 River Heights to pay for the interlocal agreement and if the agreement could be
40 expanded to include a possible north location and/or other branches in the county and
41 what that would entail.

42
43 **#3 Update Library Policies**

44
45 **a. Internet Use Policy**

1 Will be discussed at a future meeting due to still being updated.

2
3 **b. Collection Policy**

4
5 Will be discussed at a future meeting.

6
7 **#4 Goals for Current Building**

8
9 Will be discussed at a future meeting.

10
11 **07:04:00**

12
13 **ACTION: A motion was made by Seally to adjourn and was seconded by**
14 **Hurd. The vote in favor was unanimous, 7-0.**

CACHE COUNTY GOVERNMENT

Budget Summary

GL Period: 03/25 (03/31/2025)

Department	Current Budget As	Current Year	YTD Actual	Variance
Library	Of	Budget	50,323.74	181,508.26
	03/31/2025	231,832.00		

Account Nu...	Account Name	YTD Actual	Current Year B...	Variance
100-4581-110	FULL TIME EMPLOYEES	13,824.79	60,771.00	46,946.21
100-4581-120	PART TIME EMPLOYEES	13,049.46	48,157.00	35,107.54
100-4581-130	EMPLOYEE BENEFITS	7,218.73	34,404.00	27,185.27
100-4581-210	SUBSCRIPTIONS & MEMBER...	0.00	10,000.00	10,000.00
100-4581-230	TRAVEL	0.00	2,000.00	2,000.00
100-4581-240	OFFICE SUPPLIES	272.80	4,000.00	3,727.20
100-4581-250	EQUIPMENT SUPPLIES & MA...	412.34	5,000.00	4,587.66
100-4581-251	NON CAPITALIZED EQUIPME...	0.00	500.00	500.00
100-4581-280	COMMUNICATIONS	889.78	5,000.00	4,110.22
100-4581-330	EDUCATION & TRAINING	0.00	1,000.00	1,000.00
100-4581-485	LIB. MATERIALS-BOOK COLL...	14,531.94	60,000.00	45,468.06
100-4581-510	INSURANCE	0.00	1,000.00	1,000.00
100-4581-610	MISC SUPPLIES	0.00	0.00	0.00
100-4581-620	MISCELLANEOUS SERVICES	123.90	0.00	(123.90)

Providence City
General Ledger for General Fund - 1/1/2024 to 12/31/2024

Account		Description	Debit	Credit	Balance
Date	Code				
4380 - LIBRARY					\$20,240.36
1/4/2024	AP	INV: 4179204231 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		20,337.68
1/9/2024	PL	Purchasing Liabilities	1,893.00		22,230.68
1/9/2024	PL	Purchasing Liabilities Reversals		1,893.00	20,337.68
1/9/2024	AP	INV: 24692 LEE'S PLUMBING - Replace PRV & water heater - library	1,893.00		22,230.68
1/11/2024	AP	INV: 54222176-001 1 Jan24 Rocky Mountain Power - 15 N Main St. - Library	103.12		22,333.80
1/16/2024	AP	INV: 2827250000 Jan24 Dominion Energy - 15 N Main St.	207.82		22,541.62
1/31/2024	AP	INV: 4181942916 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		22,638.94
1/31/2024	AP	INV: 4440 A LITTLE CLEANER LLC - Cleaning services	186.67		22,825.61
1/31/2024	AP	INV: 4444 A LITTLE CLEANER LLC - Cleaning services	186.67		23,012.28
1/31/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City Utility bill adjustment	97.75		23,110.03
2/13/2024	AP	INV: 2827250000 Feb24 Dominion Energy - 15 N Main St.	188.48		23,298.51
2/20/2024	AP	INV: 54222176-001 Feb24 Rocky Mountain Power - 15 N Main St. - Library	104.82		23,403.33
2/28/2024	AP	INV: 4184874463 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		23,500.65
2/29/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - Utility billing adjustment	97.75		23,598.40
3/1/2024	PL	Purchasing Liabilities	45.71		23,644.11
3/1/2024	PL	Purchasing Liabilities Reversals		45.71	23,598.40
3/1/2024	AP	INV: POS41500 THE CLEAN SPOT - Soap, paper towels - library	45.71		23,644.11
3/4/2024	AP	INV: 4480 A LITTLE CLEANER LLC - Cleaning services	186.67		23,830.78
3/11/2024	AP	INV: 54222176-001 1 Mar24 Rocky Mountain Power - 15 N Main St. - Library	92.94		23,923.72
3/13/2024	AP	INV: 2827250000 Mar24 Dominion Energy - 15 N Main St.	171.75		24,095.47
3/27/2024	AP	INV: 4187718673 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		24,192.79
3/29/2024	AP	INV: 6964 CACHE COUNTY CORPORATION - 2024 Library Operation	16,743.00		40,935.79
3/31/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	101.75		41,037.54
4/8/2024	AP	INV: 54222176-001 1 Apr24 ROCKY MOUNTAIN POWER - 15 N Main St. - Library	92.30		41,129.84
4/8/2024	AP	INV: 54222176-001 1 Apr24 Rocky Mountain Power - 15 N Main St. - Library	92.30		41,222.14
4/11/2024	AP	INV: 2827250000 Apr24 Dominion Energy - 15 N Main St.	91.92		41,314.06
4/22/2024	AP	VOID INV: 54222176-001 1 Apr24 ROCKY MOUNTAIN POWER - 15 N Main St. - Library		92.30	41,221.76
4/24/2024	AP	INV: 4190593766 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		41,319.08
4/30/2024	AP	INV: 4491 A LITTLE CLEANER LLC - Cleaning services	186.67		41,505.75
4/30/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	101.75		41,607.50
5/7/2024	AP	INV: 54222176-001 1 May24 Rocky Mountain Power - 15 N Main St. - Library	87.71		41,695.21
5/13/2024	AP	INV: 2827250000 May24 Dominion Energy - 15 N Main St.	43.71		41,738.92
5/22/2024	AP	INV: 4193482494 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		41,836.24
5/31/2024	AP	INV: 4510 A LITTLE CLEANER LLC - Cleaning services	186.67		42,022.91
5/31/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	101.75		42,124.66
6/5/2024	AP	INV: 54222176-001 1 Jun24 Rocky Mountain Power - 15 N Main St. - Library	87.84		42,212.50
6/13/2024	AP	INV: 2827250000 Jun24 Dominion Energy - 15 N Main St.	17.40		42,229.90
6/19/2024	AP	INV: 4196298637 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		42,327.22
6/30/2024	AP	INV: 4527 A LITTLE CLEANER LLC - Cleaning services	186.67		42,513.89
6/30/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	108.55		42,622.44
6/30/2024	JE	1104 - Prepaid expense - Library		16,743.00	25,879.44
7/1/2024	JE	1105 - Prepaid expense - Library	16,743.00		42,622.44
7/9/2024	AP	INV: 54222176-001 1 Jul24 Rocky Mountain Power - 15 N Main St. - Library	163.36		42,785.80
7/17/2024	AP	INV: 4199111325 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		42,883.12
7/17/2024	AP	INV: 2827250000 Jul24 Dominion Energy - 15 N Main St.	7.16		42,890.28
7/31/2024	AP	INV: 4544 A LITTLE CLEANER LLC - Cleaning services	186.67		43,076.95
7/31/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	101.75		43,178.70
8/8/2024	AP	INV: 54222176-001 1 Aug24 Rocky Mountain Power - 15 N Main St. - Library	255.05		43,433.75
8/13/2024	AP	INV: 2827250000 Aug24 Dominion Energy - 15 N Main St.	7.16		43,440.91
8/14/2024	AP	INV: 4202046529 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		43,538.23
8/31/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	105.15		43,643.38
8/31/2024	AP	INV: 4564 A LITTLE CLEANER LLC - Cleaning services	186.67		43,830.05
9/6/2024	AP	INV: 54222176-001 1 Sep24 Rocky Mountain Power - 15 N Main St. - Library	224.61		44,054.66
9/11/2024	AP	INV: 4204903682 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		44,151.98
9/16/2024	AP	INV: 2827250000 Sep24 Dominion Energy - 15 N Main St.	7.16		44,159.14
9/30/2024	AP	INV: 4580 A LITTLE CLEANER LLC - Cleaning services	186.67		44,345.81
9/30/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	103.45		44,449.26
10/1/2024	AP	INV: 54222176-001 1 Oct24 Rocky Mountain Power - 15 N Main St. - Library	164.22		44,613.48
10/9/2024	AP	INV: 4207796001 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		44,710.80
10/14/2024	AP	INV: 2827250000 Oct24 Dominion Energy - 15 N Main St.	7.16		44,717.96
10/25/2024	PL	Purchasing Liabilities	53.10		44,771.06
10/25/2024	PL	Purchasing Liabilities Reversals		53.10	44,717.96
10/25/2024	AP	INV: POS10151 THE CLEAN SPOT - Gloves & toilet paper - library	53.10		44,771.06
10/31/2024	AP	INV: 4599 A LITTLE CLEANER LLC - Cleaning services	186.67		44,957.73
10/31/2024	AP	INV: 54222176-001 1 Nov24 Rocky Mountain Power - 15 N Main St. - Library	111.23		45,068.96
10/31/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	101.75		45,170.71
11/6/2024	AP	INV: 4210704122 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		45,268.03
11/13/2024	AP	INV: 2827250000 Nov24 Enbridge Gas - 15 N Main St.	41.06		45,309.09
11/30/2024	AP	INV: 4614 A LITTLE CLEANER LLC - Cleaning services	186.67		45,495.76

Providence City
General Ledger for General Fund - 1/1/2024 to 12/31/2024

Account			Debit	Credit	Balance
Date	Code	Description			
4380 - LIBRARY (continued)					
11/30/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	101.75		45,597.51
12/4/2024	AP	INV: 4213594833 CINTAS - 3x10 mat, 3x5 mat - Hand Sant.- Library	97.32		45,694.83
12/4/2024	AP	INV: 54222176-001 1 Dec24 Rocky Mountain Power - 15 N Main St. - Library	107.79		45,802.62
12/9/2024	PL	Purchasing Liabilities	24.42		45,827.04
12/9/2024	PL	Purchasing Liabilities Reversals		24.42	45,802.62
12/9/2024	AP	INV: 1438299-0001-01 THOMSON ELECTRIC SALES, INC. - Light bulbs - library	24.42		45,827.04
12/11/2024	AP	INV: 2827250000 Dec24 Enbridge Gas - 15 N Main St.	113.72		45,940.76
12/17/2024	PL	Purchasing Liabilities	392.42		46,333.18
12/17/2024	PL	Purchasing Liabilities Reversals		392.42	45,940.76
12/17/2024	AP	INV: 00520250 BENNETTS OF LOGAN - Paint - new paint inside library	392.42		46,333.18
12/31/2024	AP	INV: 4630 A LITTLE CLEANER LLC - Cleaning services	186.67		46,519.85
12/31/2024	OCC	8050003: PROVIDENCE CITY LIBRARY - City utility bill adjustment	101.75		46,621.60
			\$45,625.19	(\$19,243.95)	\$46,621.60
			Budgeted Amount:		\$26,200.00
			Budget Balance:		(\$20,421.60)

Report Total: **\$46,621.60**

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 01, 2025

GENERAL FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
LIBRARY						
100-4581-110 FULL TIME EMPLOYEES	.00	.00	.00	60,771.00	60,771.00	.0
100-4581-120 PART TIME EMPLOYEES	.00	.00	.00	48,157.00	48,157.00	.0
100-4581-130 EMPLOYEE BENEFITS	.00	.00	.00	34,404.00	34,404.00	.0
100-4581-210 SUBSCRIPTIONS & MEMBERSHIPS	.00	.00	.00	10,000.00	10,000.00	.0
100-4581-230 TRAVEL	.00	.00	.00	2,000.00	2,000.00	.0
100-4581-240 OFFICE SUPPLIES	.00	.00	.00	4,000.00	4,000.00	.0
100-4581-250 EQUIPMENT SUPPLIES & MAINT	.00	.00	.00	5,000.00	5,000.00	.0
100-4581-251 NON CAPITALIZED EQUIPMENT	.00	.00	.00	500.00	500.00	.0
100-4581-280 COMMUNICATIONS	.00	.00	.00	5,000.00	5,000.00	.0
100-4581-330 EDUCATION & TRAINING	.00	.00	.00	1,000.00	1,000.00	.0
100-4581-485 LIB. MATERIALS-BOOK COLLECTION	.00	.00	.00	60,000.00	60,000.00	.0
100-4581-510 INSURANCE	.00	.00	.00	1,000.00	1,000.00	.0
TOTAL LIBRARY	.00	.00	.00	231,832.00	231,832.00	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	231,832.00	231,832.00	.0

Computer and Internet Use Policy

The Cache County Library provides computers with access to the internet and wireless internet connection to the public. Use of computers is for legal, ethical, and authorized purposes only. No computer connected to the internet may be used for gaming, gambling, or pornography.

Users of the internet should be aware that the internet and its available resources may contain controversial or incorrect information. The Library is not responsible for censoring access, validating material, or protecting users from offensive materials.

Content Filtering

In accordance with Utah State Code Section 9-7-215 and Children's Internet Protection Act (CIPA), the Cache County Library will maintain a 'technology protection measure' (filter) restricting access to visual depictions that are considered child pornography, harmful to minors, or obscene on all public and staff computers.

Library patrons accessing public library computers agree to:

- Be respectful to library staff and other computer users. Including keeping noise level to a minimum, not spreading out personal items, and no harassing or slandering.
- Accept responsibility for the security of the information they give on the web such as personal information and credit card numbers.
- Follow copyright laws and licensing agreements.

Agree to NOT:

- Damage, destroy, or modify computer hardware, software, or data
- Send or receive offensive, pornographic, or illegal information
- Violate computer system security
- Violate other users' privacy

If adult patrons access inappropriate material, he/she will be asked to close the program. If a reminder is given a second time, the patron will be asked to leave the computer. If use continues patron will be denied privileges for a three-month period. The appropriateness of materials accessed on the internet will be determined by the library staff, within staff's discretion. However, if the material is pornographic in nature, compute privileges will be revoked immediately.

Law enforcement may be called to enforce compliance when such a request is needed.

Failure to comply with these rules and regulations may result in the loss of library privileges in addition to any appropriate legal action, including criminal prosecution.

A patron who witnesses inappropriate behavior by another library patron has the right to report it to the staff and action will be taken according to procedures and guidelines listed above.

Any questions or concerns regarding this policy or its enforcement should be directed in writing to the library director or you may request an audience at the next open library board meeting.

Violators of these policies will be denied computer access.

Parents are ultimately responsible for the behavior of their children, including monitoring what they access on the internet. If a minor accesses inappropriate material, he/she will be asked to close the program. If a reminder is given a second time, the patron will be asked to leave the computer.

One scanner is available for patron use. There is no copier. Patrons can scan documents to the computer and then print. Staff is available to help only as time permits.

Printing costs are \$0.10 per page for black and white and \$0.50 per page for color.

Patrons wanting to use the computer will sign up at the Circulation desk for a 30 or 60-minute session. If no one is waiting to use the computers, patrons may renew their time up to two more times with a library staff member.

Unaccompanied minors can sign up to use the computers for 30 min. Children playing games on the computer will be allowed to sign up for one 30-minute session. This is not extendable unless a guardian is present. Children (under the age of 18) using computer for school work, etc. not including games may renew their time twice.

Collection Development Policy

The Cache County Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others. Access to the collection will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, or views. These factors shall also not be cause to exclude any materials, authors, artists, or other creators from the collection.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Logan Library does not intrude on that relationship. Selection of library

materials will not be restricted by the possibility that materials could come into a child's possession.

Selection Criteria

The Library Director holds ultimate responsibility for selecting and purchasing books and other materials for the library. As a trained librarian she uses her training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- Relevance and interests of the needs of the community
- Demand from patrons
- Current or historical significance of the author or subject
- Relationship to the current collection's strengths and weaknesses
- Appropriateness of format to Library circulation and use
- Date of publication
- Price, availability, and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing agreements.

Additionally:

- Selection of materials does not imply agreement with, or approval of, the viewpoints expressed.
- Materials are evaluated as a whole work and not by selected passages or scenes.
- Individual items which may be considered controversial or offensive by some may be selected if it will contribute to the overall variety and balance of the collection.
- Cache County Library does not offer textbooks or other school curriculum
- Staff are unable to review in entirety each item that is selected, acquired, or donated.

Patron Recommendations

Patron recommendations for collection are welcomed and evaluated by the criteria listed above.

Managing our Collection

The Cache County Library's collection is maintained in a manner to satisfy the informational, educational, recreational, and cultural needs of the community. The collection is primarily composed of circulating fiction and non-fiction materials. As items are added, others are reviewed for their value, current relevance, and condition and sometimes withdrawn from the collection. Decisions are made based on patterns of use and physical space available in the library building. Staff review the collection regularly to maintain its usefulness to the community.

Criteria for weeding

- Damage or poor condition

- Relevancy to the needs and interest of the community
- Infrequent use and lack of demand
- Inaccuracy
- Availability from other libraries and online

Book Donations

Each item donated to the library becomes the property of the library to be used as the library sees fit including added to the collection, kept as a replacement, sold, donated, or recycled.

Book donations acceptance rest solely on the discretion of the library staff. Materials deemed not useful to the library based on condition, age, relevance, format will not be accepted.

Inter Library Loan Policy

The purpose of interlibrary loan service is to obtain material not available at the Cache County Library. Library patrons may request items not currently in the collection and after review the library will determine whether to purchase, get it in through interlibrary loan, or not to fulfill the request based on cost, availability, or incomplete information.

Requests must have an author and title.

At this time the library is only accepting requests for books and DVDs all other material types will not be considered for interlibrary loan.

Patron requesting an interlibrary loan must be in good standing and have had an account for three months.

Patrons may only have three interlibrary loan requests outstanding at one time.

If item requested is available on our online library (Libby), patron will be asked to use that resource before requesting an interlibrary loan.

Posted Materials and Distributed Materials

The library allows for the posting of information and the distribution of multiple copies of printed materials in specific locations in the library. The library must approve all materials to be posted and/or distributed before the material is posted and/or distributed

Approved and hung by Library Staff. Martials will be posted for three months or until the date of event if applicable.

The Library will post anything deemed appropriate and beneficial for the community.