

PUBLIC NOTICE is hereby given that the **WASATCH COUNTY LIBRARY BOARD** will hold its monthly meeting at **2:30 PM on Friday, April 18, 2025**.

This meeting will be held in person at the Wasatch County Library and via Zoom. The meeting link is available on the library's "About" webpage at <https://www.wasatchlibrary.org/about>.

Public comments and questions will be accepted via email up to one hour before the live meeting. Send comments, questions, or a request for online meeting credentials to Juan Lee, Library Director, at jlee@wasatch.utah.gov

ANCHOR LOCATION:

WASATCH COUNTY LIBRARY
465 East 1200 South, Heber City, Utah
Library Board Meeting
Friday, April 18, 2025

The order of agenda items is subject to change without notice.

- 1. Call to Order & Welcome:** Cristina Spicer, Library Board Chair. **HANDOUT #1**
- 2. Public Comment:** Time for members of the public to make comments on issues not included on today's agenda.
- 3. Approval of Minutes**
 - A. Minutes of the regular Board meeting held on February 21, 2025. **HANDOUT #2**
- 4. Consent Agenda Items**
 - A. Report of Expenditures as of March 31, 2025. **HANDOUT #3**
 - B. No Director's Report this month
- 5. Business**
 - A. **DISCUSSION:** Conference Attendance by Trustees
 - B. **DISCUSSION:** Strategic Plan Review
 - C. **DISCUSSION & ACTION:** Update and Approve Online and Internet Access Policy **HANDOUT #4**
- 6. Call for Agenda Items for Next Meeting – Date & Time TBD**
- 7. Closed Meeting**

The Board may consider a motion to enter a Closed Meeting. A closed meeting described under UCA 52-4-205 may be held for specific purposes including, but not limited to, discussion of the character, professional competence, or physical or mental health of an individual and certain deliberations in the procurement process.

Date: April 16, 2025

Prepared by: Angela Edwards, Assistant Library Director

Posted by: Juan Lee, Library Director



**Wasatch County Library
Library Board Meeting Minutes
Friday, February 21, 2025**

Hybrid meeting: Electronic meeting held via Zoom, with in-person anchor location in the Board Room, Wasatch County Library.

In attendance in person: Cristina Spicer, Mitzi Nelson, Amber Koecher, Luke Searle, Angela Edwards, Juan Lee.

In attendance virtually: None.

Excused: Danny Goode.

1. Call to Order & Welcome: 2:35 PM –Cristina Spicer, Board Chair.

2. Public Comment: No members of the public were present and no comments were submitted electronically.

3. Approval of Minutes

- **MOTION** to approve the Minutes of the regular Board meeting held on September 20, 2024, made by Amber. Seconded by Luke. Approved. Mitzi abstained because she was not present at the meeting.
- **MOTION** to approve the Minutes of the regular Board meeting held on January 17, 2025, made by Luke Searle. Seconded by Mitzi. Approved. Amber abstained because she was not present at the meeting.

4. Consent Agenda Items

- **Library Director's Report.** January-February, 2025.
 - Discussed the recent reorganization of library materials and where certain collections are located.
- **Report of Year-to-date Expenditures:** Report of expenditures as of January 31, 2025.

5. Business

- A. **DISCUSSION:** Makerspace Update by Juan. Discussion about the need to come up with a name for the makerspace. There is continued discussion regarding the best ways to utilize the space. We also discussed the need to have more space for programming and meeting spaces for community members. The library is running into difficulties meeting all of the requests and needs for programming with its current space. The library would like to expand into the Senior Center if that ever became an option.
- B. **DISCUSSION:** Amber to serve as the art review committee member to assist in going through art submissions. We discussed the possibility of eventually adding this responsibility to one of the rotating board positions.
- C. **FOLLOW UP:** Discussion about Books and Babies program. We currently do not have the space or staff to expand to another day. Will continue to monitor attendance and assess level of need.
- D. **FOLLOW UP:** Advocacy link of a webinar presented by the Utah Library Association.

- E. **DISCUSSION:** Update to the borrow policy to eliminate the online card option.
MOTION to approve the Borrower Policy with current changes, made by Amber. Seconded by Mitzi. Passed.
- F. **DISCUSSION:** Plan to keep library board meetings on the third Friday of the month at 2:30 with a zoom option available.

6. Call for Agenda Items for Next Meeting

- A. Update the Internet and Online Access Policy to acknowledge that we use an internet filter by June 2025. This is a State of Utah requirement every three years.
- B. Discussion about who will be attending which conferences in 2025.
- C. Strategic Plan Review.
- D. Note that PLA will be held in SLC in 2028.

MOTION to adjourn the meeting at 4:01 PM made by Amber. Seconded by Mitzi. Passed.

Next meeting: Friday, March 21, 2025, 2:30 PM.

DRAFT

WASATCH COUNTY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2025

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARIES</u>					
72-4580-116-000 SALARIES & WAGES	204,046.79	204,046.79	873,975.81	669,929.02	23.4
72-4580-117-000 LUMP SUM PAY-OUT	.00	.00	5,524.30	5,524.30	.0
72-4580-118-000 OVERTIME WAGES	1,559.41	1,559.41	4,462.50	2,903.09	34.9
72-4580-124-000 LANGUAGE SKILL PAY	840.00	840.00	3,120.00	2,280.00	26.9
72-4580-130-000 EMPLOYEE BENEFITS	56.30	56.30	.00	(56.30)	.0
72-4580-132-000 URS PAYMENT CONTRIBUTION	35,925.68	35,925.68	129,394.54	93,468.86	27.8
72-4580-133-000 MEDICAL PLAN	21,684.87	21,684.87	163,787.75	142,102.88	13.2
72-4580-134-000 EMPLOYEE 401K MATCH	2,992.88	2,992.88	17,741.65	14,748.77	16.9
72-4580-135-000 FICA & MEDICARE	15,462.83	15,462.83	67,861.82	52,398.99	22.8
72-4580-137-000 WORKERS COMPENSATION	144.05	144.05	6,209.58	6,065.53	2.3
72-4580-138-000 EMPLOYEE RECOGNITION	.00	.00	2,700.00	2,700.00	.0
72-4580-210-000 MEMBERSHIP	340.00	340.00	2,154.00	1,814.00	15.8
72-4580-210-100 BOOKS	16,932.08	16,932.08	75,000.00	58,067.92	22.6
72-4580-210-200 MAGAZINES	249.60	249.60	1,700.00	1,450.40	14.7
72-4580-210-300 AUDIO	.00	.00	1,500.00	1,500.00	.0
72-4580-210-400 VIDEO	1,411.92	1,411.92	7,000.00	5,588.08	20.2
72-4580-210-500 DIGITAL RESOURCES	13,401.66	13,401.66	42,000.00	28,598.34	31.9
72-4580-220-000 PUBLIC NOTICES & ADVERTISING	1,500.00	1,500.00	4,000.00	2,500.00	37.5
72-4580-230-000 TRAINING & TRAVEL	616.65	616.65	27,000.00	26,383.35	2.3
72-4580-240-000 OFFICE EXPEN, SUPPLIES/POSTAGE	3,975.62	3,975.62	15,000.00	11,024.38	26.5
72-4580-250-000 EQUIPMENT-OPERATING SUPP/MAINT	.00	.00	23,000.00	23,000.00	.0
72-4580-251-000 INFORMATION SYSTEM MAINENANCE	21,533.94	21,533.94	86,135.73	64,601.79	25.0
72-4580-252-000 OPERATING LEASE	1,686.99	1,686.99	6,000.00	4,313.01	28.1
72-4580-254-000 FOOD	.00	.00	1,000.00	1,000.00	.0
72-4580-260-000 BLDG. & GRDS. SUPPLY & MAINT.	9,009.37	9,009.37	35,000.00	25,990.63	25.7
72-4580-270-000 UTILITIES	13,499.62	13,499.62	68,668.38	55,168.76	19.7
72-4580-280-000 TELEPHONE	630.21	630.21	3,600.00	2,969.79	17.5
72-4580-290-000 EQUIPMENT UNDER \$5000/SOFTWARE	9,859.36	9,859.36	14,000.00	4,140.64	70.4
72-4580-314-000 COMPUTER REPLACEMENT	16,421.37	16,421.37	65,685.43	49,264.06	25.0
72-4580-315-000 INFORMATION SYSTEM SERVICES	94,671.54	94,671.54	378,686.14	284,014.60	25.0
72-4580-470-000 EVENTS	3,216.67	3,216.67	24,000.00	20,783.33	13.4
72-4580-481-000 COMMUNITY LIBRARY ENHANCEMENT	600.00	600.00	8,000.00	7,400.00	7.5
72-4580-482-000 LSTA GRANT FOR ILS	.00	.00	36,759.00	36,759.00	.0
72-4580-510-000 INSURANCE	27,244.00	27,244.00	25,369.00	(1,875.00)	107.4
TOTAL LIBRARIES	519,513.41	519,513.41	2,226,035.63	1,706,522.22	23.3
<u>DEPARTMENT 4800</u>					
72-4800-141-000 TRANSFER TO LIB MAINT FUND 41	37,500.00	37,500.00	150,000.00	112,500.00	25.0
TOTAL DEPARTMENT 4800	37,500.00	37,500.00	150,000.00	112,500.00	25.0
<u>APPROPRIATIONS AND SURPLUS</u>					
72-4880-100-000 APPROP INCREASE IN FUND BAL	.00	.00	34,211.04	34,211.04	.0
TOTAL APPROPRIATIONS AND SURPLUS	.00	.00	34,211.04	34,211.04	.0

WASATCH COUNTY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2025

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	557,013.41	557,013.41	2,410,246.67	1,853,233.26	23.1
NET REVENUE OVER EXPENDITURES	(526,843.38)	(526,843.38)	.00	526,843.38	.0

1. INTERNET AND ONLINE ACCESS POLICY

1.1 Purpose

The Internet is a network of computer networks which permits the exchange of information, including research activities, worldwide. It provides to Wasatch County Library patrons access to a vast amount of information. By providing access to the Internet, the Wasatch County Library has far expanded its traditional collection. However, at the present time, the Internet is not fully regulated. Therefore, some information obtained through it may be erroneous, unreliable, out of date, or offensive. Patrons are advised to evaluate all such information carefully.

Because the Internet is not a fully regulated technology, the Library Board has adopted the following Internet and Online Access Policy for its patrons' use. This Policy does not replace or supersede existing library policies, procedures, and practices. However, in the event this Policy conflicts with other policies, procedures, or practices, this Policy controls.

In adopting the following Policy, the Wasatch County Library recognizes that access to electronic information is a field that evolves on an almost daily basis. Therefore, the issues addressed in this Policy may be revisited as changes in technology, patron needs, software, and relevant laws so dictate.

1.2 Definitions

The following definitions shall apply to this Policy:

- a. "Adult Patron" means a user of the Wasatch County Library who is 18 years of age or older.
 - b. "Computer Workstation" means a computer at the Wasatch County Library devoted primarily to the access of information through the Internet or other electronic databases by users of any age.
 - c. "Graphically Violent Material" means material which (1) taken as a whole appeals to an interest in violent physical harm to humans or animals, (2) is patently offensive in its depiction of such violent physical harm; and (3) taken as a whole does not have serious literary, artistic, political, or scientific value and is considered obscene material.
 - d. "Library Board" means the duly appointed Wasatch County Library Board.
 - e. "Material Harmful to Minors" means that quality of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, when it: (1) taken as a whole, appeals to the prurient interest in sex of minors; (2) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and (3) taken as a whole, does not have serious value for minors. UCA 76-10-1201
 - f. "Minor Patron" means a user of the Wasatch County Library who is younger than 18 years of age.
 - g. "Patron" and "user" means a user of the Wasatch County Library.
 - h. "Policy" means the Wasatch County Library Internet and Online Access Policy, as amended by the Library Board.
 - i. "Pornography" or "Pornographic" means material which (1) the average person, applying contemporary community standards, finds that, taken as a whole, it appeals to prurient interest in sex; (2) it is patently offensive in the description or depiction of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, or excretion; and (3) taken as a whole it does not have serious literary, artistic, political, or scientific value. UCA 76-10-1203
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1.3 Posting the Internet and Online Access Policy

A legible copy of this policy shall be available at the circulation desk. A notice shall also be posted at each computer workstation stating that patrons who proceed to access the Internet and other electronic information agree to be bound by this policy.

1.4 Computer Access

Patrons must have a valid library card or guest pass to use computer workstations.

1.5 Permitted Internet Use

Electronic information sources, such as the Internet, complement other library sources, reference, and research materials. Patrons may use these electronic information sources to locate, retrieve and print information.

The following uses are not permitted:

- a. Accessing obscene material,
- b. Creating personal folders, bookmarks, system passwords, or other individualized files,
- c. Using equipment owned by the Library or Wasatch County for purposes which are likely to be or is in breach of any applicable laws, codes or regulations.
- d. Any conduct that is likely to result in liability or adverse effect, including retaliation, damage to reputation, against the Library or Wasatch County, or in interference to, violation or damage to any other third party's rights,
- e. Any action that is otherwise illegal or solicits conduct that is illegal under laws applicable to the user, the Library or Wasatch County.

Users are responsible for all content of the Internet searches they initiate and otherwise complying with all applicable laws, rules and regulations.

Patrons may print from electronic information sources at a price-per-sheet equal to the amount charged for photocopies.

1.6 Internet Safety and Protection for Minors

Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene. All patron computer workstations and the library's wireless network shall be restricted by filtering software approved at the discretion of the Library Board and Wasatch County Information Systems. Because filtering software technology is limited, patrons may be denied access to information which is not considered obscene material. In the event this occurs, the Librarian or appropriate staff, upon request, shall provide the patron with Internet access to the information desired.

1.7 Internet Use Policy Violations

The Library Board intends to meet and enforce the requirements of Sections 9-7-215 and 9-7-216 UCA and use of the computer workstations and the library's wireless network by patrons that access obscene material. Patron privileges may be suspended for violating this policy in accordance to the library's Acceptable Use Policy.

1.8 Observed Patron Behavior Procedures and Guidelines

The Library Board has adopted an Acceptable Use Policy that addresses inappropriate behavior. All policies are available for public review online and in the library.

1.9 Appeal to Library Board

Any patron whose access to the Internet or other electronic information has been suspended or terminated may appeal the decision to the Library Board in accordance to the library's Acceptable Use Policy.

1.10 Severability

If any term, condition or provision of this policy or the application to any circumstance is determined to be invalid or unenforceable to any extent by a court of competent jurisdiction, the remaining provisions of this policy shall not be affected, but shall instead remain valid and enforceable.

APPROVED and PASSED the 26th day of August 1999

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 17th day of May 2001

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 30th day of June 2004

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 29th day of March 2006

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 25th day of April 2007

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 28th day of April 2010

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 26th day of June 2013

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 29th day of April 2016

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 24th day of May 2019

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD on April 8, 2022
