

**CACHE COUNTY
LIBRARY BOARD MEETING
MINUTES
May 14, 2025**

The Cache County Library Advisory Board convened in a regular session on May 14, 2025 at 5:30 PM at 520 S 500 E River Heights, UT 84321

ATTENDANCE

Members of the Library Board in Attendance:

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

Members of the Library Board Absent:

Chelsi Kartchner – Citizen Representative
Jeanell Sealy – Providence Representative

Others in Attendance:

Megan Izatt – Minutes
Eric Davis – Deputy County Attorney

05:35:00

Call to Order

Approval of Minutes (April 9, 2025)

ACTION: A motion was made by Hanover to approve the minutes from April 9, 2025 and was seconded by Major. The vote in favor was unanimous, 4-0.

05:41:00

Action Items

#1 Election of Chair and Vice Chair

ACTION: A motion was made by Darley to nominate Brandon Major as the chair and was seconded by Hanover. The vote in favor was unanimous, 4-0.

ACTION: A motion was made by Hanover to nominate Natalie Darley as the vice chair and was seconded by Hurd. The vote in favor was unanimous, 4-0.

1 **05:35:00**

2
3 **Library Director's Report/Financial Report**
4 **#1 Library Activity Report**
5

6 **Sainsbury** informed the Board that she has been able to get large print books through
7 the State Library. There have also been two other events for poetry and a plant swap
8 since the last meeting and both were well attended. The summer reading program will
9 start in June as well as a story time, craft time, and a crochet night for adults. This
10 upcoming Friday, the library has been invited to participate at the Cache County Trails
11 event. The library will also have a booth at the Cache Valley Farmer's Market.
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13 **05:38:00**

14
15 **#2 Library Budget Report**
16

17 **Sainsbury** informed the Board that she has asked for some small changes for the 2026
18 budget. She is going to have the supplies and program budget sections broken out
19 instead of having them combined.
20

21 **06:19:00**

22
23 **Discussion Items**
24 **#1 Update on Library Interlocal Agreement with Cache County, Providence, and**
25 **River Heights**

26 a. **Fair Compensation for Involved Entities**
27

28 **Brown** informed the **Board** that a meeting was held between the 3 entities and an
29 agreed upon amount for the three entities is still being worked out. It was suggested by
30 Providence City's legal counsel that a lease agreement be entered into between
31 Providence City and Cache County.
32

33 **Davis** reviewed the proposed lease agreement with the Board. The Board suggested
34 changes to article 3 and 19 and asked that Karina check with the county regarding
35 insurance for the library.
36

37 **ACTION: A motion was made by Hanover to recommend approval for the**
38 **lease agreement with the changes to article 3 and 19, and with the**
39 **recommendation that the County check on and make sure the library is**
40 **insured correctly and was seconded by Hurd. The vote in favor was**
41 **unanimous, 4-0.**
42

43 **05:44:00**

44
45 **#2 Update Library Policies**
46 a. **Internet Use Policy**

1 **Sainsbury** informed the Board that she would like to get log in software, Cybrarian, on
2 the computers that would allow for a time limit and better monitor what is being looked
3 at.

4
5 **Staff** and **Board** discussed a time limit for internet use.

6
7 **ACTION: A motion was made by Hurd to approve the Computer and**
8 **Internet Use Policy with the section regarding time limits on the internet**
9 **use to be implemented when software is bought and was seconded by**
10 **Hanover. The vote in favor was unanimous, 4-0.**

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12 **06:05:00**

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14 **b. Collection Policy**

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16 **Sainsbury** informed the Board that the policy is not expected to be approved tonight.
17 The **Board** discussed the first paragraph and its meaning and suggested minor edits for
18 grammar.

19
20 **#3 Goals for Current Building**

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22 Will be discussed at the next meeting.

23
24 **Next Scheduled Meeting**

25
26 July 9, 2025 at 5:30 pm

27
28 Adjourned.

CACHE COUNTY GOVERNMENT

Budget Summary

GL Period: 04/25 (04/30/2025)

Department Library	Current Budget As Of 04/30/2025	Current Year Budget 231,832.00	YTD Actual 69,878.90	Variance 161,953.10
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Account Nu...	Account Name	YTD Actual	Current Year B...	Variance
100-4581-110	FULL TIME EMPLOYEES	18,421.83	60,771.00	42,349.17
100-4581-120	PART TIME EMPLOYEES	17,844.11	48,157.00	30,312.89
100-4581-130	EMPLOYEE BENEFITS	9,493.96	34,404.00	24,910.04
100-4581-210	SUBSCRIPTIONS & MEMBER...	123.90	10,000.00	9,876.10
100-4581-230	TRAVEL	0.00	2,000.00	2,000.00
100-4581-240	OFFICE SUPPLIES	384.78	4,000.00	3,615.22
100-4581-250	EQUIPMENT SUPPLIES & MA...	2,358.11	5,000.00	2,641.89
100-4581-251	NON CAPITALIZED EQUIPME...	0.00	500.00	500.00
100-4581-280	COMMUNICATIONS	1,679.98	5,000.00	3,320.02
100-4581-330	EDUCATION & TRAINING	0.00	1,000.00	1,000.00
100-4581-480	PROGRAM COSTS	0.00	0.00	0.00
100-4581-485	CIRCULATING MATERIALS	19,572.23	60,000.00	40,427.77
100-4581-510	INSURANCE	0.00	1,000.00	1,000.00

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.