

Approved November 12, 2024

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

The Cache County Library Advisory Board convened in a regular session on July 9, 2025 at 5:30 PM at 15 North Main Street, Providence, UT 84321

ATTENDANCE

Members of the Library Board in Attendance:

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

Members of the Library Board Absent:

Brandon Major – Citizen Representative

Others in Attendance:

Megan Izatt – Minutes

05:38:00

Call to Order

Sealy called the meeting to order.

05:49:00

Approval of Minutes (May 14, 2025)

ACTION: A motion was made by Hanover to approve the minutes from May 14, 2025 and was seconded by Hurd. The vote in favor was 4-0 (Sealy abstained).

05:39:00

**Library Director's Report/Financial Report
#1 Library Activity Report**

1 **Sainsbury** informed the Board that 345 people attended the kick-off for the summer
2 reading program. Story Time and Art Club has had great participation this year and an
3 art show will be held in a couple of weeks. The adult programming has also been
4 popular with a total of 48 people attending. The library has been at the Gardner's
5 Market twice and will attend Hyde Park Days. Software will be put on the computers by
6 IT for logging and will not cost anything because IT has created the software. There is
7 one part time position currently open due to an employee leaving in a month.

8 **05:43:00**

9
10 **#2 Library Budget Report**

11
12 **Sainsbury** reviewed the budget report. Next year's budget is being created now.

13
14 **Staff** and **Board** discussed the program costs. That sub category is currently empty
15 because it has been created to move the program costs out of the equipment and
16 material supplies. The book drop was discussed and is most likely is the County's
17 responsibility where it is not attached to the building.

18
19 **05:50:00**

20
21 **Discussion Items**

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

24
25 **Hurd** updated the Board on the lease agreement with Providence City. With the
26 updated agreement, Providence and River Heights will no longer be contributing extra
27 funds.

28
29 **Staff** and **Board** discussed River Heights involvement and the River Heights mayor
30 suggestion that they be involved on a pro rata rate as other cities. Currently, other cities
31 don't contribute on a pro rata rate. With River Heights possibly no longer contributing
32 extra financially, the make up of the board may need to change. Providence City will be
33 installing fiber for the internet and when the Comcast contract ends on July 31,
34 Providence will take over as the internet provider.

35
36 **06:04:00**

37
38 **#2 Update Library Policies**

- 39 a. **Collection Policy**
40 b. **Inter-Library Loan**
41 c. **Posted Materials and Distributed Materials**
42

43 **Sainsbury** reviewed the library policies for Collection Policy, Inter-Library Loan, Posted
44 Materials and Distributed Materials
45

1 **ACTION: A motion was made by Sealy to approved the updated library**
2 **policies as presented and was seconded by Hanover. The vote in favor was**
3 **unanimous, 5-0.**

4 **#3 Goals for Current Building**

5
6 **Sainsbury** has goals for the building and they will be discussed at the next meeting.

7
8 **Next Scheduled Meeting**

9
10 October 8, 2025 at 5:30 pm

11
12 **06:10:00 pm**

13
14 **Adjourned**

Collection Development Policy

The Cache County Library upholds the right of the individual to access information. Access to our 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.

Library materials are intended to expand the minds and interests, support recreational reading, encourage and increase reading skills, supplement their educational needs, help them recognize and appreciate literature, and reflect the diversity of the community and our world for all ages but especially for children and teenagers. The Cache County library collections include a variety of diverse materials that may include subject matter that is challenging for some readers. We encourage library patrons to seek out information that will expand their cultural understanding of our world. The Library will not restrict any of its collection materials by the possibility that materials come into a child's possession. Parents are ultimately responsible for the reading and viewing activity of their children. The Cache County Library encourages parents to talk to their children about what they read and watch.

Selection Criteria

The Library Director holds ultimate responsibility for selecting and purchasing books and other materials for the library. As a trained librarian they use their 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 may sometimes be 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 donation acceptance rests 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, interlibrary loan, or not to fulfill the request based on cost, availability, or incomplete information.

At this time the library can only receive Interlibrary Loans for books and DVDs. All other material types will not be considered for interlibrary loan.

Patrons 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.

Requests must have an author and title. Incomplete requests will not be fulfilled.

If a requested item is available through our online library (Libby), the patron will be directed to use that resource before requesting an interlibrary loan. This is to help keep the cost of Interlibrary Loan services lower by using the resources we already own so we can keep providing this as a free service to our patrons.

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

If materials are approved and hung by Library Staff, they 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.