NOTICE OF A REGULAR
LIBRARY BOARD MEETING
March 18, 2025, at 6:00 PM

PUBLIC NOTICE is hereby given that the Vineyard Library Board will hold a regularly scheduled Library Board meeting on Tuesday, March 18, 2025, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

AGENDA

1. **CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE**
   - **1.1. Introduction of Sara Cameron**

2. **CONSENT ITEMS**
   - **2.1. Approval of January 21, 2025 Library Board Meeting Minutes**

3. **BUSINESS ITEMS**
   - **3.1. Review and approval of Library Board Bylaws and Vineyard Library Policies**
     The board will review and approve the Library Board Bylaws and the Vineyard Library Policies to ensure they remain up to date and aligned with our goals.

4. **REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS**
   - **4.1. Impact Community Fair – March 22**
     Valerie will provide details on where and when to meet.
   - **4.2. Toy Exchange – March 27**
     Please bring any gently used toys to the library for this community-sharing event.
   - **4.3. Author Event – April 16**
     Valerie will share exciting details about the featured guest and event plans.

5. **STAFF AND COMMISSION REPORTS**
   - **5.1. Library Visits Report**
     Valerie Popadich will provide an overview of the libraries visited and key takeaways.
   - **5.2. Friends of the Library**
     Christine to go over the Friends agreement between the library, the friends, and the library board.

6. WORK SESSION

6.1. Future Library Planning

The board will discuss plans and next steps for the new library, including goals, needs, and potential challenges.

7. ADJOURNMENT

The next meeting is on May 20, 2025.

This meeting may be held in a way that will allow a board member to participate electronically.

The public is invited to participate in all public meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Valerie Popadich at least 24 hours prior to the meeting by calling (385) 432-7313 or emailing her at valeriep@vineyardutah.org.

The foregoing notice and agenda was posted at Vineyard City Hall, on the Vineyard City and Utah Public Notice websites, and delivered electronically to staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON: March 12, 2025

CERTIFIED (NOTICED) BY: /s/Valerie Popadich
Valerie Popadich, Library Assistant

BYLAWS
of the
VINEYARD CITY LIBRARY BOARD

May 23, 2024

Article I: Name, Purpose, and Authority

a. **Name**: The name of this board shall be the Vineyard City Library Board ("Board").

b. **Purpose**: The Board serves as an advisory body to the Vineyard City Library ("Library") on matters related to policy, operation, and governance of the Library.

c. **Authority**: The Board shall have all authority granted it by section 13.16.010 et seq. of Vineyard City Code.

Article II: Membership

a. **Composition**: In accordance with Vineyard City Code, the Board shall consist of five (5) regular members, two (2) alternate members, and one (1) ex-officio member. Each member of the Board shall be a resident of Vineyard City, one of whom shall be a sitting member of the Vineyard City Council.

b. **Appointment and Term**: Each member of the Board shall be appointed by the Mayor and confirmed by the City Council for a term of four years.[1] No member of the Board shall serve for more than two consecutive terms.

c. **Duties and Powers**: Members shall have the authority to advise on library policy, make and adopt rules and regulations, and perform other duties as prescribed by law.

d. **Removal**: Per the requirements of Vineyard City Code section 13.16.030, any member of the board may be removed for misconduct or neglect of duty by the city council.

e. **Vacancies**: Vacancies in the board of directors, occasioned by removals, resignations, or otherwise, shall be filled for the unexpired term in the same manner as original appointments.

Article III: Officers

a. **Officers**: The officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary.

b. **Election and Term**: Officers shall be elected annually by the Board from its members. It is advised that we do the elections every January of the new year.

c. **Duties**: Officers shall perform duties as prescribed by these bylaws and by the parliamentary authority adopted by the Board.

Article IV: Meetings

a. **Regular Meetings**: The Board shall hold regular meetings [bi-monthly].

b. **Special Meetings**: Special meetings may be called by the Chairperson or upon the request of any two Board members.

c. **Quorum**: A majority of the members shall constitute a quorum for the transaction of business.

d. **Open Meetings**: All meetings shall be held in compliance with the Utah Open Meetings Act.

e. **Rules of Order**: The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Article V: Committees

a. **Committees**: The Board may create committees as needed.

b. **Appointment**: The Chairperson shall appoint committee members.

c. **Duties**: Committees shall report their findings and recommendations to the full Board.

Article VI: Library Volunteer Coordinator & Library Director

a. **Positions Created**: The City Manager shall appoint a Library Volunteer Coordinator and, as budget allows a Library Director to have immediate charge of the Library with such duties and compensation for his or her services as the City Manager shall fix and determine.

b. **Librarian/Library Director**: The Library Director shall be the chief executive officer of the library and serves as an ex-officio member of the Board.

c. **Responsibilities**: The Library Director shall manage the day-to-day operations of the Library and shall advise the Board.

Article VII: Amendments

a. **Procedure**: These bylaws can be amended at any regular meeting of the Board with a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Article VIII: Conflicts of Interest

a. **Policy**: Members of the Board must avoid any conflict between their personal financial interests and the interests of the Library.

b. **Ethic's Act**: Members of the Board are subject to the Utah Municipal Officers' and Employees' Ethics Act ("Ethics Act").

c. **Disclosure**: Members must disclose any potential conflicts of interest to the Board in accordance with the requirements of the Ethics Act and these Bylaws.

d. **Abstention**: In addition to the requirements of the Ethics Act, it is the policy of this Board that Members with a conflict of interest shall abstain from voting on related matters.

Article IX: Fiscal Management

a. **Budget**: In coordination with Vineyard City's annual budget process, the Board will participate in the preparation and review of the Library's annual budget.

b. **Financial Oversight**: The Board will ensure proper financial oversight and management.

c. **Fundraising and Grants**: The Board will oversee and participate in fundraising and grant management activities.

Article X: Library Policies and Procedures

a. **Policy Development**: The Board is responsible for developing and approving key library policies.

b. **Review and Update**: Regular review and updating of library policies will be conducted.

Article XI: Community Relations and Advocacy

a. **Community Engagement**: Board members will actively engage with the community to understand and represent their interests.

b. **Advocacy**: The Board will advocate for the library's needs and interests at various levels.

Article XII: Evaluation and Strategic Planning

a. **Library Director Evaluation**: The Board will annually evaluate the performance of the Library Director and provide a copy of that evaluation to the City Manager.

b. **Strategic Planning**: The Board will participate in the development and implementation of strategic plans for the library.

Article XIII: Records and Reporting

a. **Record Keeping**: The Board will maintain accurate and comprehensive records of its meetings and decisions in accordance with the requirements of the Utah Open and Public Meetings Act.

b. **Public Access**: These records will be accessible to the public, respecting confidentiality where required by the Utah Government Records Access and Management Act.

END OF BYLAWS

Vineyard Library

Rules and Regulations

Objectives and Policy Statements

As expressed in the Vineyard Library Bylaws, publicly supported library services are based upon the First Amendment Right of Free Expression. Recognizing that this library is supported as a government entity that provides free, equal, and equitable access to information for all citizens of the community it serves. We recognize that this purpose is confirmed in policies and practices. Stated differently, the Vineyard Library is a designated limited public forum for access to information.

The city of Vineyard acknowledges that libraries develop and adopt administrative policies and procedures to regulate the organization and use of the library materials, services, and facilities. Article V of the Library Bill of Rights states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." Our library policies, regulations and procedures should be carefully examined to avoid denying or creating barriers to access. These policies should:

1. City statutes or ordinances upon which the authority to make that policy is based.
2. Be developed and implemented within the framework of the Library Bill of Rights and its interpretations.
3. Be based upon Vineyard's library values, mission and outcomes.
4. Be clearly stated to clarify what is expected.
5. Be reviewed regularly by the library's governing authority and legal counsel.
6. Be communicated clearly and made available to all library users in an effective manner.

Responsibilities

The Vineyard Public Library belongs to the residents of Vineyard. Their library interests are represented by the library Board of Directors, which is appointed by the Mayor and City Council. The Vineyard Library regards as its primary patrons the residents of Vineyard who register as a part of a reciprocal borrowing agreement, and nonresidents who purchase nonresident cards.

Objectives

The library's objective is to bring the citizens of Vineyard and the information they need together as efficiently and economically as possible. The American Library Associations' *"The Freedom to Read*" statement as goals and guidelines for library operations and collection development. Vineyard also acknowledges the, *The Library Bill of Rights,* with exception to Article V in regard to age; the library will limit privileges of minors as follows:

1. Children under the age of seven and under are not issued library cards.
2. The "Restricted" collections are not available to patrons under the age of eighteen, for checkout or for in-house use.

COLLECTION DEVELOPMENT POLICY

This policy will guide volunteer members and the library staff in collection development work.

Items To Be Acquired

1. The library will acquire a core collection of titles, fiction, and nonfiction, considered to be well crafted according to widely accepted critical standards.
2. The library will build a collection which, as closely as possible, reflects the interests of the majority while not neglecting the equally important interests and views of minorities within the local, national, and international communities. Titles will be selected to provide information on all sides of controversial issues.
3. Titles will be selected and retained in view of their content taken as a whole.
4. Titles will be selected regarding the differing ages and education of patrons.
5. The library will make every effort to select information packaged in its most informative, least expensive, and least fragile format. Examples of this "Doctrine of Best Format" include:
    a. Most informative; best music, dance, drama, cinema, and certain other performing and visual arts are most informative when seen or heard, they will be acquired in non-print media. To share cultural-arts information in the most-informative way, the library will also offer live programs. Please see the Library Program Policy below for more detail.
    b. Least expensive: Formats and media such as e-books, e-audiobooks, and electronic databases will be acquired where economically preferable to print, and whenever they appear to be the best format.
    c. Least fragile: Physical formats considered too delicate for the rigors of public library service will generally be avoided. This applies to printing as well as non-printing.
6. As recommended by the Library Director, Library Board, and City Council Members, titles, and subjects unrepresented in the collection will be considered for purchase first. Duplicate copies and additional titles on the same subject will be purchased to meet patron demand as the budget permits.
7. Periodicals will be selected for the collection if they are of general interest to the library's patrons and are indexed in a periodical index

to which the library subscribes or has access. Certain periodicals not indexed, but of high interest to the library's patrons, will be purchased as the budget permits. Back issues of periodicals will be retained on the same basis, as space permits.

8. The library will collect titles dealing with local history.

Items to Be Excluded

1. Titles whose primary content or purpose is deemed by the library's collection development staff or Library Advisory Commission to be pornographic (as defined by the *Utah State Code*, (Title 76-10-1203) will not be included in the collection.
2. As a rule, the library will not acquire:
    a. Very expensive titles.
    b. Titles readily and cheaply available elsewhere.
    c. Esoteric, highly technical titles.
    d. Textbooks.
    e. Titles which must be regularly updated and are used almost exclusively as tools for certain pursuits, hobbies, and professions.
3. Rare and fragile original documents will not be included in this collection.
4. The library will acquire only a few Braille items. The Library of Congress Regional Library for the Blind and Physically Handicapped, located in Salt Lake City, has a large collection in Braille for the patron needing these specialized materials.

Placement of Materials and Access to Collections

The placement of materials is determined by several factors, including medium, subject classification, and age appropriateness. Although the Library's collection is divided into sections such as Juvenile, Teen, and Adult for the convenience of the public, patrons of any age have free and open access to all parts of the collection, with the following exceptions:

1. Any title which, in the opinion of the library's collection development staff, is particularly fragile, or which might be especially subject to theft or mutilation, is placed in "Closed Stacks." Upon request, anyone may check out an item from "Closed Stacks" without restriction.
2. Any title which, when taken as a whole, is considered by the library's executive staff to be inappropriate for those under the age of eighteen, is place in a "Restricted" collection. Any video in the library's media collection with an MPAA rating of "R" is automatically assigned to the "Restricted" collection.

Withdrawal Policy

Outdated titles, surplus copies, or items damaged beyond repair may be withdrawn from the collection, and sold, thrown away or disposed of by any method which complies with the City's accounting and audition practices and procedures.

CUSTOMER SERVICE POLICY

Customer Service is a top priority of the library. All library customers will be treated promptly and respectfully without regard to age, gender, sexual orientation, race, ethnicity, disability, language proficiency, social or economic status.

1. Any staff members or volunteers are responsible for providing the best customer service possible and are empowered to make decisions that will ensure the best experience for each patron while balancing the needs of the individual with the overall needs of library customers throughout Vineyard City.
2. When answering the phone, a staff member will identify him or herself and the section area in which (s)he works. All staff will wear name tags so that customers can recognize them as an library employee.
3. Staff will assist customers on a first come, first served basis to the extent possible without infringing on the service needs of other customers.
4. Staff members will enable successful library to use by assisting customers with the library's resources and equipment.
5. A customer with complaints about the service received or about the library policy should be referred to the appropriate party on duty at the time or to the library director. Business cards of designated library worker and the library director are available at all service desks.

LIBRARY CARD POLICY

Library cards are issued to identify eligible users and to determine the level of access to services and resources.

1. At the inception of the Vineyard Library, we will offer only one card based on eligibility and service needs. As the library continues to grow a variety of cards may be considered.
    a. A Resident and business card for citizens and businesses in Vineyard may have access to all library services.
        i. Available to any individual who lives or owns property in Vineyard Utah.
        ii. Individuals who attend a k-12 school in, but do not reside in the Vineyard area may become eligible for cards.
        iii. Proof of employment available to any individual who works in Vineyard. Library privileges are restricted to the individual only; family members do not qualify for library privileges unless the family resides in Vineyard.
    b. Non-resident courtesy card holders are not able to place holds and interlibrary loans or to register for programs.
2. An individual may only have one card of any type.
3. An application process must be completed for each card.
    a. Applicants **10** and above may register for a library card at the Vineyard City Library.
    b. Applicants must present valid identification to demonstrate eligibility.
    c. Current photo ID and proof of street address is required, such as a Utah Driver's license or learner's permit, state ID card, school photo ID, tax statement or receipt, or a recent utility bill not older than three months. Post office box addresses will not be accepted.
    d. Non-resident courtesy card applicants must present a photo ID and a recent tax bill, tax receipt or proof of local employment, such as a pay stub showing the company address.
4. Holders of new library cards will be restricted to checking out three items on their first visit. The three-item limit may be lifted once those items are returned depending on book availability.
5. Cards must be renewed on an annual basis (except resident cards which renew every three years). Cardholders must provide the same type of documentation used to apply for a new card. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.
6. The card holder is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations.

7. There may be a replacement charge for lost cards determined by the Vineyard Library Board of Directors.

LOAN AND RENEWAL POLICY

To make materials available to all customers on an equal basis, the Vineyard City Public Library sets limits on loan periods on the number of renewals allowed. Some library materials may have a shorter loan period or fewer number of renewals due to high demand, limited collection size, material type or lending source.

1. The loan or renewal of library materials owned by Vineyard City Public Library may be done in person, by telephone or online.
2. Holders of new library cards will be restricted to checking out **three items** on their first visit. The three-item limit will be lifted once those items are tended loan periods may be available upon request at the time of checkout, depending on book availability.
3. Renewals may be done in person, by telephone or online. Most printed materials may be renewed for variable times, as long as no one else is waiting.
4. Extended loan periods may be available upon request at the time of checkout. Any item that is on the hold lists cannot be renewed unless returned.
5. In compliance with the Library Privacy Act (1) only authorized users, parents or legal guardians will be provided with detailed information on any library account.
6. The library reserves the right to make some materials non-circulating and only available for in-library use.

LOST DAMAGED OR MISSING PIECES POLICY

Library customers are responsible for all materials checked out on their library card. Replacement costs and processing fees are the responsibility of any customer who loses or damages library materials. In the case of children under the age of 18, it is the responsibility of the parent or guardian who signed the minor's library card application to pay for lost or damaged items.

1. The library will notify the customer of the replacement cost for a damaged or lost item based upon publication date.
    a. Full replacement cost of the item for materials published in the last five years.
    b. Half the replacement cost for materials published more than 5 years.
    c. Full replacement costs for DVDs, video games and CDs released in the last year and one half the cost for items released more than a year.
    d. At this time there will be no processing fee charged for replaced items.
2. All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library or the body enforcing this ordinance.

HOLDS POLICY

To provide access to the library materials, customers may place a hold on materials that are not immediately available for use but are owned by the Vineyard City Library.

1. Residents of Vineyard City with a valid library card may reserve most library materials.
2. Holds may not be placed on a book by a person to whom a Vineyard library card has not been issued.
3. Holds may be placed in person, by telephone or online.
4. Customers will be notified by the preferred method selected in their account.
5. The library will only notify customers of available holds once. Relaying the message to the appropriate person in the household is the responsibility of the customer.
6. If not claimed, the item will be held for the next person on the waiting list or will become part of the circulating collection.
7. Customers listed as authorized users, parents or legal guardians may pick up or cancel help material for another customer.
8. In compliance with Utah state law, only authorized users' parents or legal guardians will be provided detailed information on any library account.

FINES AND FEE POLICY

The Vineyard library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community.

1. To encourage the prompt return of materials, the library charges a per day overdue fine based on the type of item:

Library Material	Daily Overdue Fine	Maximum Fine	Default Replacement Fee
Books	0	0	0
Circulating Periodicals	0	0	0
Book Kits	0	0	0
Music CDs	0	0	0
DVDs	0	0	0
Video Games	0	0	0
Books on DVDs	0	0	0

2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. The library's computer system will notify customers of the overdue materials via email, automated telephone calls or United States Postal Service.

CODE OF CONDUCT POLICY

To provide a safe and appropriate environment within the library that allows all Vineyard citizens to fully use library facilities during regularly scheduled hours, the Library Board of Directors has adopted the following rules and regulations:

1. Customers shall engage in activities associated with the use of a public library. Customers not reading, studying, or using library materials may be required to leave the building, library program or approved community event.
2. A customer not abiding by these, or other regulations and regulations of the library may be required to leave the library premises and may forfeit his or her library privileges. Designated library staff will contact the police if deemed advisable.
3. The Library Board of Directors authorizes library staff and law enforcement officers to enforce the library's published code of conduct policy up to and including long-term suspension of library privileges or permanent banning from the library prosecution.
4. A customer whose privileges have been suspended or revoked may have the decision reviewed by the Board of Directors, library director, or City Council member.
5. Persons entering or refusing to leave the building after being evicted or banned will be charged with trespassing. Customers shall respect the rights of other customers.
6. Customers shall not assault, harass, or annoy others in the library. This includes noisy or boisterous activities; staring at another person with the intent to annoy that person; following another person about the building with intent to annoy that person; playing audio equipment so that others can hear it; singing or talking loudly to others or in monologues using profanity; displaying print or nonprint materials of an offensive nature to others; or by behaving in a manner that can be reasonably expected to disturb others.
7. The library requires all individuals to set their cell phones to no-ring (vibrate) mode upon entering the library. Individuals needing to use a cell phone to make or receive calls while in the library must go to the enclosed designated room or lobby area. Voices must be kept at a reasonable level so as not to disturb other library customers.
8. Smoking is prohibited throughout the library's facilities. Smoking is permitted on library grounds by anyone over the age of 18 so long as smoke does not enter the building and is 25 feet from the building.
9. Non-alcoholic beverages may be consumed in the library if they are in closed containers.

10. Customers may not utilize the library while under the influence of alcohol or drugs.
11. Customers shall not engage in any illegal activity while in the library building. Persons whose actions violate the state or local law will be prosecuted.
12. Customers shall not interfere with the use of the library by other customers or with library employees or volunteers in the performance of their duties.
13. Customers shall not deface or mar library materials including books, magazines, newspapers, recordings, or other items of the library collection. Nor shall they deface, mark or in any way destroy or damage library furnishings, walls, machines, or other library property.
14. Customers shall not enter the building without appropriate clothing including a shirt and shoes. Customers whose bodily hygiene is offensive to constitute a nuisance to other customers or library staff may be required to leave the building by designated staff or volunteers.
15. Customers shall not bring pets or animals into the library, other than service dogs.
16. No knives or guard dogs should not be allowed in the library or on library premises.
17. Any materials removed from the library must be checked out on a valid library card.
18. Unauthorized use of any library computer network or failure to comply with the library's *Internet Access and Use policy* may result in the suspension of library privileges.
19. In cases of disruptive behavior customer identification including name, address, and phone number, may be requested.

UNATTENDED AND DISRUPTIVE CHILDREN POLICY

Parents must be responsible for the behavior of their children while they are in the library. The Vineyard Library staff is committed to helping children with activities related to the library. However, Library staff cannot, nor is it their responsibility to serve as babysitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the library will notify the parent of incidents involving an unattended or disruptive child.

Children under the age of **7** must be accompanied and directly always supervised by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the library is closed, library staff is authorized to call the police and stay with the child until the police arrive. Attempts will be made to reach parents, but in no instance will a staff member or volunteer take a young person home.

From time to time, the Vineyard Library may schedule or provide programs that are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate, and if no indication is included, then supervision is required. When so indicated, if the parent or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

Children over the age of **8** may use the library unattended by an adult, subject to other library rules and policies concerning behavior, conduct, and demeanor.

Disruptive behavior is any behavior on library premises that infringes on the rights of others using the library as referenced in the Code of Conduct. In order to assure an environment conducive to reading and viewing and to promote an atmosphere in which lifelong learning and personal development can occur, disruptive children will not be allowed to interfere with library services to others. Library staff will approach disruptive children in the following manner:

- Give a verbal warning to the child indicating that such behavior is disruptive to other library users and is unacceptable.
- If the disruptive behavior continues, approach the parent or guardian with the same warning. If the child is unattended, give the child a second warning.
- If the disruptive behavior continues, request the parent or guardian to escort the child from the library premises. If the child is unattended,

staff should use discretion in asking the child to leave taking into consideration the child's safety.

- If the child's disruptive behavior continues and he or she refuses to leave the library premises, library staff will call the police dispatcher.
- Library staff will document any incidents involving unattended or disruptive children and inform their supervisor. In all instances, the designated staff member in charge must be informed before appropriate action is taken.

UNATTENDED OR DISRUPTIVE CHILDREN

PARENTAL NOTIFICATION LETTER

Dear _____

The Vineyard Library has recently experienced an incident involving your child, _____, where they were:

_____ on Library grounds unattended by you or a responsible caregiver.

_____ behaving in a manner disruptive to library services.

A copy of the library's policy on Unattended or Disruptive Children is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend library privileges for you or your family, but the safety of children as well as the proper operation of the library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Sincerely,

_____

Board President or Library Director

VINEYARD LIBRARY SPONSORSHIP POLICY AND PROCEDURES

Vineyard City Library welcomes sponsorship from local businesses, corporations, families, and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board of Directors of the Vineyard City Library believes that libraries perform an essential role in promoting the quality-of-life of citizens. To augment this important function, the library should be supported through public funding. Therefore, sponsorship revenue should be pursued to fund optional additional services or new, "startup" services.

Guiding Principles

The following principles will guide the Vineyard City Library in the solicitation and acceptance of gifts, grants, or support to enhance or develop library programs and services:

- All gifts, grants and/or support must further the library's values, mission, goals, objectives, and priorities.
- All gifts, grants and/or support should promote enhanced library services. Sponsorship agreements must not give an unfair advantage to, or cause discrimination against, any sector of our community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants, and/or support must leave open the opportunity for prospective donors to provide support to the library.
- Gifts of books or other library materials will be accepted in accordance with the terms outlined in the Vineyard City Library Collection Development Policy.

Recognition and Acknowledgement

The library will ensure that each sponsor receives acknowledgement and, to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship of the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo.
- Standards controlling the size format and location of such acknowledgement will be developed by the public information specialist to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over library's own logo or promotional materials.
- Given the quantitative size of the gift and/or sponsorship, the library may submit a press release to local newspapers and/or publish the article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship my also take the following form at the library's discretion:
    - Launch a special program or media campaign to announce the gift.
    - Place the sponsor's name on promotional materials.
    - Consider plaques for all contributions.
    - In all cases, the scope of donor recognition should enhance the benefit of Vineyard City Library.

Approval

All gifts, grants or in-kind support given with special requirements must be approved by Vineyard City Library Board. The solicitation of gifts, grants or in-kind support by library staff or Friends of the library must receive prior approval of the Vineyard Library Board.

Authority for implementation

The library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. purchasing decisions, including type of equipment, materials, gifts or offer of in-kind support. All details as to the design of programs and allocation of resources will also reside with library management.

INTERNET POLICY[1]

Research literature supports the premise that all libraries offer Internet access in support of lifelong learning. However, it does not offer a private internet experience or every function that may be available through the Internet. Clearly, as a new an evolving library, it is our intent to provide a limited number of internet stations which will be made available to those who agree to abide by the terms and conditions of the Library's Internet Use Agreement. Assisted-reference internet stations will be situated in a manner that facilitates an environment in which patrons have access to library staff for help in navigating the Internet and in applying effective search techniques.

The intent is to place all Internet workstations are in view of other patrons and library staff, users may not display material which is inappropriate for display in a public library setting, including:

1. Material which is pornographic as defined by Utah Code Section 76-10-1203.
2. Material which is deemed harmful to minors as defined by Utah Code Section 76-120 (4).
3. Any material, the display of which would constitute an indecent public display under Utah Code Section 76-10-1228; and,
4. Images which show or depict scenes of graphic violence, or other content which is reasonably serious educational, scientific, medical, literary, or artistic value.

Acceptability of screen displays will be left to the discretion of library staff.

The library will use filtering software to block access to material that is obscene or pornographic as defined by Utah State Code. Because the Internet is fluid, with access points and content Parents may wish to supervise their children's Internet session.

Similarly, no filer can be 100% effective in blocking only obscene and pornographic materials; filters can over-block. The library will respond in a timely manner to correct inappropriate blocks reported by patrons or library staff and will make those wish to have a site blocked or who wish to make a formal complaint regarding material they consider inappropriately blocked will be offered a "Request for Internet Site Review" form. All complaints received on these forms will be reviewed following procedures outlined in the library's *"Policies and Procedures Manual*".

[1] First inclusion of Internet Policy, November 1997. Last reviewed updated May 24, 2016

Administrative procedures and guidelines for staff to follow in enforcing the "Internet Policy" are found in the library's *"Policies and Procedures Manual."*

Vineyard Public Library Internet Use Agreement

As the Vineyard Public Library establishes internet workstations, the following use agreement will be provided to all patrons.

1. The Library provides a limited number of internet stations which are made available only to those individuals who agree to abide by the terms and conditions of this Agreement. The Library offers internet access in support of lifelong learning. However, it does not offer a private internet experience of every function that may be available through the internet. A limited number of internet stations are provided to allow for self-directed public use. Assisted-reference Internet stations are situated to facilitate an environment in which patrons have access to library staff for help in navigating the internet and in applying effective searching techniques.
2. The Vineyard Public Library's policies regarding Internet use are intended to meet the provisions Section 9-17-215 UCA. To accomplish the above objectives, it is important to maintain an environment that is conducive to learning, non-threatening, non-offensive and appropriate for minors. As all Internet stations are in view of others, users may not display material which is inappropriate for display in a public library setting, including:
    a. Material which is pornographic as defined by Utah Code Section 76-10-1203.
    b. Material which is deemed harmful to minors as defined by Utah Code Section 76-120 (4).
    c. Any material, the display of which would constitute an indecent public display under Utah Code Section 76-10-1228; and,
    d. Images which show or depict scenes of graphic violence, or other content which is reasonably serious educational, scientific, medical, literary, or artistic value.
3. Consistent with the above stated objectives, Internet stations may not be used for any of the following purposes:
    a. Sending, receiving, or displaying text or images that are described in paragraph 2 above:
    b. Any illegal or unethical purposes; or
    c. FTP, or making any changes to the setup or configuration of the library's software and/or hardware, including installing or downloading software.
4. The library will use filtering software to block access to material that is obscene or pornographic as defined by Utah State Code. However, because the Internet is fluid and rapidly changing, no filtering can be 100% effective in blocking such material. Parents may wish to supervise their children's Internet sessions. Patrons or library staff who wish to have a site blocked or unblocked will be offered a "Request for Internet Site Review" form.
5. The library reserves the right to monitor Internet sessions as necessary to ensure system security and compliance with this Agreement. By signing the Agreement, the patron agrees to waive any right to privacy about sites accessed, materials viewed, and messages sent or received.
6. Violation of the Agreement will result in permanent loss of Internet privileges, and legal action as appropriate. The determination of what constitutes an inappropriate use of the Internet facilities under this Agreement shall be made in the sole judgement of library staff and the patron agrees to abide by any such determination.
7. The library shall have the right in its sole discretion, to modify this Agreement in any respect, and to establish such other procedures, practices, policies, requirements and conditions governing use of the Internet facilities at any time that the library deems appropriate. The patron agrees to be bound by and to comply with any such modifications.
8. The library shall have the right to terminate, limit or discontinue Internet service at any time and for any reason.

I acknowledge that I have read the above Agreement and I hereby agree to all the terms, conditions, restrictions and other provisions contained in this Agreement as consideration for the privilege of using the Vineyard Public Library Internet facilities.

Signature_____ Date _____

Name (Print) _____ Birthdate _____ ☐ Male ☐ Female

Street Address_____Phone Number _____ ☐ Cell ☐ Home

City _____ State _____ Zip _____ Library Code _____

FACILITY

Hours of Operation

The City of Vineyard embraces all intellectual forums that provide educational alternatives for its citizens. In support of this premise, the Vineyard City Library maintains consistent, posted hours of service during which all services of the Vineyard City Library are available to patrons. Those hours are:

Saturday	**Closed**
Sunday	Closed
Monday	8 AM - 5 PM
Tuesday	8 AM - 5 PM
Wednesday	8 AM - 5 PM
Thursday	8 AM - 5 PM
Friday	8 AM - noon

LIBRARY PROGRAM POLICY

The intent of the Vineyard Public library is to provide public access to reading materials that are informative to city citizens. To ensure this endeavor, the library will begin with reading materials and eventually pursue performances of music, drama, and literary arts, as well as exhibitions of artwork, demonstrations, workshops, and lectures. The Vineyard Public Library's commitment to bring its patrons and the information they patrons may desire together as quickly and as economically as possible, the library will focus on the introduction of and advancement live information that enhances both education and enjoyment. All live events must be approved by the Board of Directors.

The Vineyard Public Library's programs will:

1. Generally, be free of charge and open to the public, except for library fundraising events.
2. Reflect the library's commitment to bring library patrons together with the best information and cultural experiences, including quality, taste, and originality of thought.
3. Provide a showcase for original, quality thought, including performances, research, and creative works.
4. Take advantage of the best talent and intellect in our community.
5. Consider issues and ideas that widen our world our understanding of cultural views.
6. Include a limited number of public performances or programs.

OTHER CONSIDERATIONS

1. Private recitals, book sales, or parties are prohibited.
2. No food or drink is allowed in the library.
3. Given the size of the library, restrictions may apply relative to the number of individuals in the building at any time. Size restrictions may apply.
4. The library closes at 5:00 p.m. on weeknights; 12:00 p.m. on Fridays; and is closed on weekends. All live events and programs must be concluded at least 30 minutes before closing.

EMERGENCY SITUATIONS

Fire

In the event of a fire, library staff will sound the fire alarm, report the fire to the Fire Department and assist in evacuation the building. All patrons should become acquainted with emergency exits.

Medical Emergencies

If a patron may become ill or insures and injury, patron, library staff will respond in an appropriate manner. If a person is unable to make calls, the library staff will assist in notifying a relative or activate first responder services.

Weather

If extreme weather is imminent, the person-in-charge will notify patrons and staff of such weather conditions and request them to take shelter in a building location predetermined as the best shelter available. The doors of the library will remain unlocked so that citizens will be able to seek shelter.

Volunteer/Insurance Not Covered

The Vineyard City Library recognizes and appreciates the hard work and unique talents that volunteers of the community offer to the library. All duties performed by volunteers are accomplished without compensation. At this point in time, the library does not provide insurance which protects the volunteer in case of accidental injury. Volunteers fill out an application and waiver with the Vineyard City office.

POLICY REVIEW

As the Vineyard City Library expands and alters policies reflective of cultural change and citizen input, the Board of Directors shall make certain that Policies are reviewed annually. As stipulated by the Library Advisory Commission, all policies shall be reviewed at least every three years.

Vineyard Library Board Meeting
Tuesday, January 21, 2025, 6:00pm
125 S Main Street, Vineyard, UT

Board Members in attendance:

Julie Gray, chair
Christine Jeffs, board member
MaryAnne Geddes, board member
Diana Steele, board member

Other attendees:

Valerie Popadich, Library Specialist
Jenna Ahern, Communications Manager

1. CALL TO ORDER

   [00:28] Chair Julie Gray called the meeting to order at 6:03pm.

   Chair Julie Gray went over the importance of the strategic plan and the survey for certification, grants, the 501c3. Everything is built of the strategic plan.

2. CONSENT ITEMS

   [2:54] Julie Gray motioned to approve the minutes. The board members went over the minutes to see if it was accurate. Christine moved to approve; Mary Anne seconded

3. WORK ITEMS

   Ethic disclosure forms explained.

   [3:37] Valerie explains the ethics disclosure forms. The forms need to be signed in front of a notary. The form must be signed if there is an ethics conflict of interest. Any board member who has a conflict of interest will need to sign the form.

4. REVIEW OF UPCOMING ASSIGNMENTS

   [5:46] We talked about removing all the old labels and having a more uniform system. Valerie will do more research on it. The BYU interns helped with the category labels, then we can visit with Spanish Fork who has a great label system. Mary Anne wants to move the barcodes to the back. I have put them on the back since I've been at the library, but a lot of them are inside the back cover. But that is a big project we have 6,000 books. We talked about what other libraries do with their labels.

Christine mentioned that Jane Pearce and her church group are looking for a volunteer project. Valerie said we could do this as a project, as she would need a lot of help with the labels. We talked about projects we can have the church group do. She has a large group. Valerie said it would be best to have them come in shifts, and doing the labels, cleaning, and other projects Valerie needs for example making take home crafts in English and Spanish. Mary Anne said she could lead the project. Valerie will follow up with Jane and Mary Anne.

5. STAFF REPORTS

[17:13] We have been officially accepted to the Thriving Utah Program. We have the budget. The next step is to create the job description, Valerie and Jenna will do that with Thriving Utah. Then we will move to interviews. We should have a new person in a month (estimate). We talked about what hours the new person would do. The board likes more extended hours, less days. There is a lot of heavy lifting at the beginning on Valerie part to get into the program, she just got done with that part, she will keep the board members updated.

[21:15] Valerie went over the survey results. All board members were given a copy of the survey. The survey was a link on social media. There was a giveaway with the survey. Valerie gave a brief overview of the results. Most respondents were more than pleased with the library. We only had a couple of negative reviews (2) – which was we needed a outside drop box, which we already have, the other was more story times (Valerie wants to fulfill that request but she needs more staff help, she is willing to do another story time and run it herself). I lot of our support comes from our programs. The BYU intern team left a lasting impact.

[28:36] We are doing a Spring Semester, Coding Club and Science Club. A lot of parents wanted another semester they really enjoyed the class.

[34:38] Valerie went over the budget summary for the library. All board members were given a sheet that explained the library budget. Jenna instructed board members that if they had suggestions for the budget to please submit that to her. Valere went over each budget category.0 For example, we do pay for the bookmobile, and it does have a high usage. We do not pay for Libby, as we are under the consortium with the State Library, each library is charged on its usage statistics, we went from $14 to having to pay $140 this year however there is a grant that covers our part. The other grant we have is the Interlibrary loan reimbursement. Apparently not a lot of people know about the ILL, Valerie has been putting the word out. Valerie will work on signs for the ILL and the bookmobile. A new bulletin board will go in the library. Julie Gray said Julie-Ann will be rebranding the library. New logo. We will be expanding to Vineyard Library. *This is a note from Valerie, while this sounds amazing, we do have to realize that we will need the money to rebrand the door in the library, and expand our collection, we can call ourselves an adult library, but we don’t have any adult books or adult programs. We will

need money to accomplish that. Another important thing to consider is we do not have the space currently to even house adult books. The new library space will help but that will be in 2 years (minimum) unless we want to unveil the new name and logo 2 years from now, that's an idea! Maybe the Friends can help by fundraising.

[39:47] Chair Julie Gray instructed all the board members to make a list of their area, what is needed, and how much they would need, and submit it to me or Jenna. That way we can make sure to properly submit for the new budget year.

6. WORK SESSION

[39:47] Christine went over her report on 501c3. They released the application for members for the Friends, we have 7 members as friends. Also, the city will be receiving mail for the 501c3 Valerie will keep an eye out. We will let Mayor Fullmer about the board having a vacant seat. Christine went over as the new friends' members. The Friend of the library is working on which direction they want to go in. They just need to know what to fundraise. Valerie will want to invite them to the library's strategic positioning meetings when we dive more into that. The library board will have the final say on how the money is used. Valerie will find out if they can use city resources to print out the agendas and copies. Valerie will be at the next Friends meeting so we can go over the library budget.

[52:33] Valerie asked if the board has any questions on the budget. Valerie said anyone can email her if anyone needs anything. Jenna mentioned that the Library General budget needs to be used for its intended purpose, but if Julie Gray wants to send Valerie the receipts, we can work it out. Valerie and Jenna asked if anyone wants to submit items for the library budget to please let us know.

[57:38] Jenna made a great point that if we want our library to be cutting edge, we need to see what other libraries are doing. Jenna and I have long agreed we need to tour the libraries in the county/ state before we decide what we want in our library.

[58:05] We went over the strategic positioning document. We have done the battle of the books. We have weeded the collections. Valerie is not taking in as many donations, because of space issues, also we have a bigger budget to get new books.

We went over the budget again once more. Valerie is tracking the budget monthly. Julie Gray wants to go over the budget again in June to see where we are at.

We will be creating an Amazon wish list for the library. For new books, we do have to remember we do not have a lot of books. Valerie will give a list of the most popular books. Valerie wants to expand the graphic novel collections.

Valerie wants to bring an Author to the library. Valerie thinks she can do through Joella at the Provo library (***I investigated this, I talked to Joella, I talked to other libraries, and it was not true, only if you have $8,000 or more… still I made it happen! For free. We will go over it in the meeting in March***)

We want to participate in the 1,000 books before kindergarten. We can buy gifts for the rewards. Valerie will get started on this.

We just recently got a TV screen at city hall. We will add library ads. Diana made a great point that if we add another story time, we should do it two days in a row, because of day care schedules. Also, Diana wants to add a program on Saturday. Valerie mentioned that we recently lost our Science Saturday volunteer, he went to med school, and his wife just had a baby so he could no longer continue with the Science Saturday.

Christine asked if we had heard anything on the new city building. Jenna and Valerie said we haven't. We mentioned that it would be beneficial for the board to meet with the city. Again, we brought up how beneficial it would be to visit other libraries to be cutting edge.

Meeting adjourned 7:30 PM

Submitted by Valerie Popadich, City Staff/Library Specialist.
DRAFT TO BE APPROVED April 2025

Library Visit Report

Over the past few weeks, I have visited multiple libraries to gain insight into their facilities, operations, and services. These visits provided valuable information on best practices, innovative programming, and potential ideas for the future of our own library. Below is a summary of key takeaways from each library.

Springville Library

- **Size & Infrastructure**: 43,000 square feet, built in 2010, designed with future expansion in mind.
- **Funding & Community Support**: Naming rights and Friends of the Library support funding efforts. The Springville library also has a mini gift store, and they sell books (old/weeded titles) *"Naming rights" refers to the ability of individuals, businesses, or organizations to financially contribute to the library in exchange for having their name associated with a space, room, or even the entire building. For example, we can have a donor fund a new children's area, and in return, the library names it the "Smith Family Children's Room." We can use this strategy to secure additional funding for our expansion.*
- **Technology & Systems**: Uses Envisionware for computer management and Koha as its integrated library system (ILS).
- **Self-Checkout**: RFID chips allow for an efficient self-checkout system.
- **Program Spaces**: Includes a dedicated program room, several study rooms, and one large meeting room.
- **Study Pods**: Offers quiet, enclosed spaces for study sessions. The Springville library has a portable study pod. *A portable study pod is an innovative and flexible solution, especially for a growing library like ours. It allows us to create quiet study or work areas without committing to permanent construction. However, it is very expensive and not a top priority*.
- **Design & Planning**: Consulted with Demco for space design.
- **Staffing**: Operates with 40 staff members, with only 5 full-time.
- **Grants:** Secured LSTA state grant for its HP workspace

Highland Library

- **Size & Population**: 4,000 square feet serving a population of 20,000.
- **Collection**: Houses approximately 43,000 books.
- **Technology**: Uses Envisionware for computer management and Koha as its integrated library system (ILS).
- **Space Utilization**: Recently repurposed space to improve the children's area.
- **Accessibility & Design**: No carpet in children's areas for better maintenance
- **Programming**: Hosts four storytimes, they have one part time staff dedicated solely to storytime, programs are run in their city council room.
- **Staffing**: Operates with 12 staff members, with only the director as full-time.
- **Kindles**: Offers Kindles for checkout. They have 6 Kindles, which are linked to one main account.

Spanish Fork Library

- **Technology & Self-Checkout**: Uses Biblioteca RFID chips for materials and Koha as its ILS. Volunteers assisted with tagging books with the RFID chips.
- **Grants & Funding**: Secured LSTA grant for self-checkout and technology enhancements. The Lease Revenue Bond helped fund new initiatives.
- **Fine Policies**: No late fees on children's books, with special events allowing patrons to waive fines.
- **Community Involvement**: Public voting sessions were held to gather input on library design.
- **Children's Area**: Features toys, a playhouse, a LEGO/block table, and activity kits.
- **Hold System**: Uses podium for organizing and managing holds.
- **Labeling & Design**: Works with Demco for book labels and organizational tools.

Eagle Mountain Library

- **Size & Growth:**
    - Population: 73,000
    - Initial space: 12 x 12 feet
    - Current space: 4,500 square feet (2005 move-in)
    - 88,000 books.
- **Funding & Partnerships:**
    - General funding sources.
    - Local partnerships for community support.
    - Books by the Bushel, Salebooks.com, Ingram (40% discount).
    - Community Grants from Walmart, Target, and Mountain America.
    - Amazon Wishlist for additional funding opportunities.
- **Technology & Systems:**
    - Bibliotheca for RFID chips and self-checkout. They used the LSTA grant for one their self-checkout machines.
    - Symphony used for ILS.
    - WiFi provided through UEN at no cost.
- **Programs & Community Services:**
    - Study room serve as a community resource, and has high usage.
    - Outside space utilized for summer programming.
    - Food pantry partnerships with Utah Food Bank, Tabitha Food Bank, and Diapers from the Utah Diaper Bank.
- **Staffing:**
    - 15 staff members, including 5 full-time employees.
- **Additional Notes:**
    - Waiver on FTE requirement for our certification, as populations like ours and Eagle Mountain are to growing to rapidly.

- Fee-based system instead of fines.
- Youth Council involvement.

Key Takeaways & Considerations for Our Library

1. **Funding & Grants:**
   - **Explore naming rights and Friends of the Library as funding sources.**
   - **Apply for LSTA grants for self-checkout and technology upgrades.**
   - **Seek community partnerships and corporate grants.**
2. **Technology Improvements:**
   - **Implement RFID chips for book tracking and efficiency.**
   - **Upgrade to KOHA as our integrated library system.**
   - **Secure LSTA grant funding to install a self-checkout machine.**
3. **Space Design:**
   - **Repurpose areas to be more child-friendly.**
   - **Consult Demco for space planning and shelving labels.**
   - **Consider study pods for private reading and tutoring.**
4. **Community Engagement:**
   - **Host public input sessions for library design and programming ideas.**
   - **Strengthen partnerships with local schools and businesses.**
   - **Increase outdoor programming opportunities during warmer months.**
5. **Fine Policies:**
   - **Implement self-checkout machines with RFID to reduce manual errors.**

These visits have provided valuable insight into how different libraries operate and the innovative ways they serve their communities. Many of these ideas could be adapted to strengthen our own library's services and space.

MEMORANDUM OF UNDERSTANDING

BETWEEN THE VINEYARD LIBRARY AND FRIENDS OF THE VINEYARD LIBRARY

The following will constitute an operating agreement between the Vineyard Library (hereafter "Library") and the Friends of the Vineyard Library (hereafter "Friends"). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Library Board. The Friends mission is to support and enhance the services and resources of the Library through fundraising, advocacy, and volunteerism. As a non-profit 501c3 organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the Library Board as a member of the Friends Board and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the Library Board has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Directors.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.