

Library Board Meeting Agenda

June 22, 2023

Highland City Hall

7:00 pm-Call to Order: Kevin Tams, Board Chair

1. Public Comment

2. Consent

- a. Approve Minutes from 2023.04.27.

3. Reports

- a. Director's Report

4. Action/Policy Items

- a. Interlibrary Loan Policy Revisions
- b. Creation of Library Carpet Replacement committee
- c. Technology Checklist

5. Discussion Items

- a. Changes to circulation policy due to migration of ILS
- b. Certification

6. Future Agenda Items

- a. Circulation policy changes
- b. Election of officers

7. Closed Session

The Highland City Library Board may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205

8. Adjournment

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

I, Stephanie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 21st day of June, 2023

Stephanie Cottle, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, April 27, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Rachel Farnsworth
Kevin Tams, Chair

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Lynn Lonsdale, Vice-Chair
Kim Rodela, City Council Rep.
Wesley Warren

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:05 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

1. Public Comment

Wayne Tanaka, president of the Friends of the Library, thanked the Board for their support of the Library.

2. Consent

a. Minutes from 2023.03.23 meeting

Jessica Anderson moved to approve the consent agenda. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She highlighted some statistics, including a jump in physical circulation and passing 6,000 total registered patrons. Storytime participation is huge, up to 70 people per program, and there are currently four a week. Donna highlighted the Fairy Tale Ball, which was a huge success. The Board discussed the possibility of getting a corporate sponsor for the event. Summer reading is coming up, starting on May 26. There will not be a kickoff event. (The Library takes posters about summer reading to the local elementary schools to advertise.) In the summer, there will be two Storytimes a week, one in the morning outside with crafts and one in the afternoon inside with a science project that will promote the STEM kits. The Library is trying out a local authors festival on June 24. The Yoto players and STEM kits are circulating and are very popular. Donna is working on the grant to support local businesses. After talking with people and doing a survey, the grant will cover a computer station (with video and photo editing software) and printer and scanner, a circulating camera and green screen, and six classes. The Board discussed the tech details and the possibility of getting the Adobe software for free. The Board discussed analytics for digital circulation. Donna was able to find the number of unique users using the digital collection: about 2,300.

b. Foundation Report

Jessica Anderson and Donna Cardon reported on behalf of the Foundation. The Foundation is doing a summer adopt-a-book fundraiser during summer reading, physically in the Library. The Foundation is also looking at installing a vending machine and a coin funnel to raise funds throughout the year.

4. Action/Policy Items

a. Increase ILL fee

Donna reminded the Board of the discussion from the March meeting about the need to increase the ILL fee to keep up with actual costs of mailing the books back. The fee is currently \$3 and the actual cost starts at over \$4. The staff recommends an increase of the fee to \$5 to cover the actual costs. The Board also reviewed the Library's ILL policy but determined that it needed a full review.

Jessica Anderson moved to amend the Interlibrary Loan Policy to reflect an increase of the Interlibrary Loan Fee to \$5. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

- Yes Jessica Anderson
- Yes Amy Brinton
- Yes Rachel Farnsworth
- Yes Kevin Tams

The motion passed. Amy Brinton and Kevin Tams will work on a revision to the ILL policy as a whole for consideration at the next meeting.

b. Approve tentative budget for FY 2024

Donna Cardon presented the tentative budget for FY 2024. She highlighted major changes in revenue such as an increase in property tax revenue, a decrease in grant revenue, and a transfer from the carryover fund to help pay for the carpet replacement. She also highlighted major changes in expenses such as a decrease in Library Board expenses since the library fund study is being postponed, an increase in books and materials to compensate for decreased grant funds, a decrease in software expenses due to the savings from switching to Kona, the decrease in grant expenditures to match the decrease in grant funds, and the increase in capital outlay for the carpet replacement. Finally, Donna noted that the employee salaries, benefits, and part-time wages will not be finalized until the City's wage study is completed. Any additional funds needed to cover those expenses will be transferred from the carryover fund. The Board discussed various budget line items and the potential wage increases on the City level. The Library is planning to do the carpet replacement in December, with the help of the Public Works department to move books and shelves.

Jessica Anderson moved to approve the Library Budget understanding that the expenditures for Library staff wages and the amount to be transferred from carryover are yet to be determined. Amy Brinton seconded the motion. The vote was recorded as follows:

- Yes Jessica Anderson
- Yes Amy Brinton
- Yes Rachel Farnsworth
- Yes Kevin Tams

The motion passed.

5. Discussion Items

a. May meeting?

The Board discussed whether to hold a May meeting. The general consensus was to cancel the meeting due to a light agenda and that it falls on the last day of school. Donna noted that a board member needs to come to the Library to do the annual safety inspection for recertification. Jessica volunteered to do it next week.

6. Future Agenda Items

- ILL policy review
- ADA compliant doors

The Board's next regular meeting is scheduled for June 22, 2023 at 7:00 p.m.

8. Adjournment

Amy Brinton moved to adjourn the Library Board meeting. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:14 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on April 27, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4a

DATE: June 22, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library's Interlibrary Loan Policy

PURPOSE:

The Library Board will update the Library's Interlibrary Loan Policy.

BACKGROUND:

In April 2023, the Library Board considered raising the fee the Library charges patrons to request an Interlibrary Loan (ILL) from \$3 to \$5 to reflect the actual cost of mailing the ILL books back to the State Library. In the process of reviewing this question, the Board discovered that the current Interlibrary Loan Policy for the library is outdated. The Board established an ad hoc committee consisting of Amy Brinton and Kevin Tams to review and revise the policy. They have done research on the policy and will present their proposed revisions for discussion and adoption at this meeting.

FISCAL IMPACT:

Since the Board voted to adopt the fee increase in the April meeting, there is no additional fiscal impact due to the policy changes proposed today.

STAFF RECOMMENDATION:

The Library Board adopt the Interlibrary Loan Policy as revised.

PROPOSED MOTION:

I propose that we adopt the Interlibrary Loan Policy as revised.

ATTACHMENTS:

1. Interlibrary Loan Policy
2. Interlibrary Loan Policy (track changes)
3. Utah 2020 ILL Policy

Highland City Library: Interlibrary Loan Policy

The Highland City Library participates in the Utah State Library's Interlibrary Loan (ILL) service. The service facilitates loans between libraries, allowing patrons to access materials beyond their local library's collection. Materials are transported by mail. This policy establishes guidelines that allow the Highland City Library to request and lend materials in the ILL program.

Highland City Library as the requesting library

Highland City Library will draw upon its own collection and the North Utah County Library Cooperative library collection before requesting a loan from another library. When utilized, the ILL service will be made available to all eligible patrons of the Highland City Library in good standing. Such loans will follow these guidelines:

1. The library will not request materials that are newer than three months old, unless there is a legitimate research need.
2. A fee of \$5 will be charged for each item requested.
3. When materials are received from other libraries, they will be held for seven days. If the materials are not picked up in that time, they will be returned to the lending library.
4. All requested items are subject to the \$5 fee whether they are picked up or not.
5. The library reserves the right, at the discretion of the Library Director or at the lending library's request, to restrict items to in-house usage.
6. Items requested through ILL will be loaned according to The Highland City Library Physical Item Circulation Policy, with any exceptions to the policy noted here.
7. Fines of \$1 per day will be charged for overdue ILL items.
8. If the material is not returned to the Highland City Library one month (30 days) after the due date, the patron will be subject to a \$20 Interlibrary Loan Service Fee plus the price of the borrowed material if the material is not returned.
9. ILL items may be renewed if the lending library allows it.
10. ILL items may be recalled at any time. Highland City Library will comply promptly.
11. Patrons who do not pick up three or more ILL items within three years will have their ILL privileges suspended.

Highland City Library as the lending library

The Highland City Library will serve other libraries within the state of Utah and any library which complies with the Interlibrary Loan Code of the United States, 2001¹. Loans are generally made to libraries not to individuals. Highland City Library seeks to lend as openly as possible to requesting libraries; however, the Library will prioritize fulfilling patron requests over fulfilling ILL requests.

12. Books and CDs will check out for five weeks from the Highland City Library. This will allow one week of transit to the borrowing library, three weeks on loan to the borrowing library's patron, and one week for transit back to the Highland City Library. Renewals will be a three-week period according to availability and Highland City Library patron demand.
13. DVDs and Blu-rays will check out for three weeks from the Highland City Library. This will allow one week of transit to the borrowing library, one week on loan to the borrowing library's patron, and one week for transit to bring the item back to the Highland City Library. Renewals will be a one week period according to availability and Highland City Library patron demand.

¹ <https://www.ala.org/rusa/guidelines/interlibrary>

14. The Library reserves the right to refuse to accept an interlibrary request if, in the judgment of the Library, fulfillment of the request would involve violation of copyright law.
15. If a borrowing library does not return the material one month (30 days) after the due date, the borrowing library is subject to a \$20 ILL service fee plus the price of the material if the material is not returned.

The conditions of this service are set by the Highland City Library Board Policy; the Interlibrary Loan Code for the United States, 2001; the Utah State Library Interlibrary Loan Policy; the ILL Loan Code; and the Copyright Act of 1976, Title 17. U.S. Code.

Approved by the Highland City Library Board, December 10, 2008. Revised by the Highland City Library Board, February 23, 2011; March 26, 2014; November 29, 2018; June 22, 2023.

Highland City Library: Interlibrary Loan Policy

The Highland City Library participates in the Utah State Library's Interlibrary Loan (ILL) service. The service facilitates loans between libraries, allowing patrons to access materials beyond their local library's collection. Materials are transported by mail. This policy establishes guidelines that allow the Highland City Library to request and lend materials in the ILL program.

Highland City Library as the requesting library

Highland City Library will draw upon its own collection and the [collections of the Northern Utah County Library Cooperative](#) [library collection member](#) before requesting a loan from another library. When utilized, the ILL service will be made available to all eligible patrons of the Highland City Library in good standing. Such loans will follow these guidelines:

1. The library will not request materials that are newer than three months old, unless there is a legitimate research need.
2. A fee of \$5 will be charged for each item requested.
3. When materials are received from other libraries, they will be held for seven days. If the materials are not picked up in that time, they will be returned to the lending library.
4. All requested items are subject to the \$5 fee whether they are picked up or not.
5. The library reserves the right, at the discretion of the Library Director or at the lending library's request, to restrict items to in-house usage.
6. Items requested through ILL will be loaned according to The Highland City Library Physical Item Circulation Policy, with any exceptions to the policy noted here.
7. Fines of \$1 per day will be charged for overdue ILL items.
8. If the material is not returned to the Highland City Library one month (30 days) after the due date, the patron will be subject to a \$20 Interlibrary Loan Service Fee plus the price of the borrowed material if the material is not returned.
9. ILL items may be renewed if the lending library allows it.
10. ILL items may be recalled at any time. Highland City Library will comply promptly.
11. Patrons who do not pick up three or more ILL items within three years will have their ILL privileges suspended.

Highland City Library as the lending library

The Highland City Library will serve other libraries within the state of Utah and any library which complies with the Interlibrary Loan Code of the United States, 2001¹. Loans are generally made to libraries not to individuals. Highland City Library seeks to lend as openly as possible to requesting libraries; however, the Library will prioritize fulfilling patron requests over fulfilling ILL requests.

- 42.1. Books and CDs will check out for five weeks from the Highland City Library. This will allow one week of transit to the borrowing library, three weeks on loan to the borrowing library's patron, and one week for transit back to the Highland City Library. Renewals will be a three-week period according to availability and Highland City Library patron demand.
 - 43.2. DVDs and Blu-rays will check out for three weeks from the Highland City Library. This will allow one week of transit to the borrowing library, one week on loan to the borrowing library's patron, and one week for transit to bring the item back to the Highland City Library. Renewals will be a one week period according to availability and Highland City Library patron demand.
 - 44.3. The Library reserves the right to refuse to accept an interlibrary request if, in the judgment of the Library, fulfillment of the request would involve violation of copyright law.

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¹ <https://www.ala.org/rusa/guidelines/interlibrary>

| 45.4. If a borrowing library does not return the material one month (30 days) after the due date, the borrowing library is subject to a \$20 ILL service fee plus the price of the material if the material is not returned.

The conditions of this service are set by the Highland City Library Board Policy; the Interlibrary Loan Code for the United States, 2001; the Utah State Library Interlibrary Loan Policy; the ILL Loan Code; and the Copyright Act of 1976, Title 17. U.S. Code.

| Approved by the Highland City Library Board, December 10, 2008. Revised by the Highland City Library Board, February 23, 2011; March 26, 2014; November 29, 2018; June 202, 2023.

UTAH STATE LIBRARY INTERLIBRARY LOAN (ILL) POLICY

The Utah State Library (USL) maintains a collection of general interest books, state and federal documents, and library-related books and periodicals, as well as a small number of audiovisual materials. Most of this material is available for circulation to Utah Libraries and State Agencies through interlibrary loan.

- Interlibrary loans are requested by the requester's local library or agency. The USL receives those requests, and when possible, pulls the item from the USL collection to fulfill them.
- Interlibrary loan items from the USL collection are normally checked out for six weeks, if there are no other requests pending and may be renewed up to two times for six weeks each. No materials may be renewed if there are other requests pending for that item.
- When a copy is not available at the USL, the ILL Librarian will forward that request on through OCLC's WorldShare platform to determine whether or not the request can be filled by another lending library. The duration of these loans is based upon the local policies of the lending libraries.
- The requesting library or agency is responsible for all materials requested and loaned from the USL collection or obtained from another library.
- Requesting library or agency will be notified by email when requested materials are not available.
- Requesting library or agency should indicate in WorldShare when materials have been received and returned.
- All materials more than four weeks overdue will be considered lost, and the requesting library or agency will be held responsible. Libraries may contact the ILL Librarian for replacement options. The issue must be resolved within 30 days of notice.
- Libraries with unresolved overdue, damaged, or lost materials may be ineligible to receive additional materials until the issues have been resolved.

Please contact the [Interlibrary Loan Librarian](#) with any questions or comments about this policy.

ILL SERVICES FOR STATE AGENCY EMPLOYEES

Materials in the USL collection can be located and requested by using the State Library catalog, available online, or in person at the State Library. Additionally, the State Library has access to materials from across the country via interlibrary loan. For loans of materials outside of the USL collection, state employees may contact the ILL Librarian at ill@utah.gov.

State employees who wish to borrow from the USL collection must:

- [Register for a library card](#) by submitting their name, the name of their state agency, their contact telephone number, e-mail address, and mailing address or state mailbox number.
- Be responsible for returning borrowed materials on time and in good condition.
- Request a renewal of materials if they are needed beyond the original due date.

State employees will request materials from the library's [online catalog](#). Materials will be sent directly to the address or state mail box number provided at the time of registration.

Material not in the collection may also be requested. These requests should be made by contacting the ILL librarian at ill@utah.gov. The duration of these loans is based upon the policies of the lending libraries. Renewals are allowed on some of these materials, but the State Library must be notified before the due date of the material. Photocopies of periodical articles and other material is also available. There may be a charge for these items.

Materials more than 4 weeks overdue will be considered lost and the state employee will be responsible for the cost of the material. State employees with unresolved overdue, damaged, or lost materials may be ineligible to receive additional materials until the issues have been resolved. Requestor will be notified when materials requested are not available.

Anyone may use the State Library's Government Publications materials within the Library, during regular business hours.

Updated 9 September 2020. Policy Approved by the Utah State Library Board July 17, 1998.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: June 22, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Carpet Replacement Committee

PURPOSE:

The Library Board will consider establishing a committee to do research into the library carpet replacement later this year.

BACKGROUND:

The Highland Library opened at its present location in 2008. In most of the library the carpet has never been replaced and is showing substantial wear. The carpet in the children's area was installed in 2018 but is also soiled and worn because of high traffic. The current approved Long-Range Strategic Plan for the Library includes a provision that the Library replace its carpet this year or next (p. 4). Funding for the project is included in the Library's FY 2024 budget that will likely be approved by the City Council on June 20, 2023.

After some conversations with the city staff, it has been determined that the best time to replace the carpet would be in the winter because the public works department will be more available at that time to help with the removal and replacing of the shelves necessary for the recarpeting. We tentatively planned to do the project in December, 2023.

Considering that it could take several months to arrange for the carpet installation, it is time to start on the project. Because the total cost will be over \$25,000, the city is legally required to get bids from at least three vendor. We need someone to research possible vendors and solicit bids. We also need to consider what kind and style of flooring to put in different parts of the library. I am currently very involved with both summer programs and preparing to migrate the library's catalog system to Koha. I am hoping that the Library Board will create a committee to start looking at some of these questions.

FISCAL IMPACT:

The creation of the committee has no fiscal impact, but I am anticipating that the carpet replacement will cost between \$25,000-\$40,000 not including staff time. Funding for the

project is included in the Library's FY 2024 budget and will come from tax revenue and previous year carryover.

STAFF RECOMMENDATION:

The library staff recommends that the Library Board create an ad hoc committee to start researching carpet replacement options.

PROPOSED MOTION:

I propose that the following people be assigned to an ad hoc carpet replacement research committee: _____.

ATTACHMENTS:



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: June 22, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Technology Checklist

PURPOSE:

The Library Board work with the Library Director to complete the Library Technology Checklist required for library recertification.

BACKGROUND:

Each year in June the Library goes through a certification process administered by the Utah State Library. Meeting certification requirements makes the Library eligible for state grant funding. This year there are several new requirements for certification. One is that the Library conduct a technology assessment with the help of a Public Library Technology Checklist provided by the State Library.

Since the certification is due by the end of June I propose that the Board go through the technology checklist together during this meeting. I will then have the Board Chair sign the checklist and it will be ready for submission to the State Library. If it is inconvenient to go through the checklist now, I propose that someone be assigned to go through the checklist with me within the next few days.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board discuss and fill out the Utah Public Library Technology Checklist.

PROPOSED MOTION:

I propose that we fill out the Utah Public Library Technology Checklist during this meeting.

ALTERNATE MOTION

I propose that _____ be assigned to help the Library Director fill out the Utah

Public Library Technology Checklist within the next few days.

ATTACHMENTS:

1. Utah Public Library Technology Checklist.

Utah Public Library Technology Checklist

Library		
Checklist Review Date		
Reviewer Team - Names	Name 1	Name 2
Reviewer Team - Signatures <i>Minimum of two people required; library director or branch manager and another.</i>	Signature 1	Signature 2

This category contains **basic library technology services** which are required under state standards for recertification. *Note: Standards #1, 4, 6, 7, & 9 were previously existing standalone requirements. Standards #2, 3, 5, & 8 are new additions and will not be enforced until 2024. Libraries not meeting these standards are encouraged to apply for the Technology Essentials & Enhancements Grant to ensure compliance by 2024.*

- If your library meets the requirement, put a checkmark (✓) in the green “No Action” box.
- If your library does not meet the requirement but can correct the issue, put a checkmark (✓) in the amber “Action” box and in “Comments” a brief description of action to be taken.
- If your library does not meet the requirement AND is unable to correct the issue, put a checkmark (✓) in the red “Urgent Action” box and in “Comments” a brief description of the roadblock.

Basic Requirements		No Action Green	Action Amber	Urgent Action Red	Comments
1	Public computers must be available at each library location.				
2	At least 50% of public computers allow user sessions with a minimum duration time of one-hour.				
3	At least 50% of public computers are less than 8 years old.				
4	The library offers public access to a functioning printer and scanner.				
5	Library staff are prepared to provide basic computer help to patrons.				
6	Internet connection speeds exceed 25/3 Mbps (download/upload) in all branch library locations.				
7	Wireless internet (wifi) is available				

	inside the library facility all hours the library is open.				
8	A copy of the library's Internet & Online Acceptable Use Policy is available for review in all library locations.				

This category contains **best practices** which are likely to be relevant to a broad range of libraries. However, they are not required. Answers to this section do not impact recertification.

- If your library meets the best practice listed, put a checkmark (✓) in the green "No Action" box.
- If your library does not meet the listed best practice, put a checkmark (✓) in the amber "Action" box and in "Comments" a brief description of any actions to be taken.
- If your library does not meet the listed best practice AND is aware of an outstanding issue in this area, put a checkmark (✓) in the red "Urgent Action" box and in "Comments" a brief description of the issue.
- If your library does not meet the listed best practice and determines it is not possible or not relevant, write NA (Not Applicable) in the "Comments" box. This is acceptable for this section.

Suggested Best Practices		No Action Green	Action Amber	Urgent Action Red	Comments
9	If internet content filtering is in place, library staff are trained and have the ability to disable the filter at the request of a library patron who is not a minor to enable access for research or other lawful purposes.				
10	The library has appropriate policies or procedures in place to protect user data between public computer sessions.				
11	The library has procedures in place for non-library cardholder guests to use public computers.				
12	All public-facing library staff are prepared to provide basic computer help to patrons at any time the library is open.				
13	Wireless internet (wifi) is available outside the library in the parking lot or other library spaces.				

This category contains services which a library may choose to provide **above and beyond standard expectations**. Where relevant, the library is encouraged to consider these best practices. Answers to this section do not impact recertification.

- If your library provides the listed service and meets the best practice, put a checkmark (✓) in the green “No Action” box.
- If your library provides the listed service but does not meet the best practice, put a checkmark (✓) in the amber “Action” box and in “Comments” a brief description of any actions to be taken.
- If your library provides the listed service, does not meet the best practice, AND is aware of an outstanding issue in this area, put a checkmark (✓) in the red “Urgent Action” box and in “Comments” a brief description of the issue.
- If your library does not provide the listed service and does not intend to do so, write NA (Not Applicable) in the “Comments” box. This is acceptable for this section.

Future Focused Services		No Action Green	Action Amber	Urgent Action Red	Comments
14	The library uses appropriate measures to ensure library user privacy between public computer use sessions. This may include the use of hard drive protection, session management software, or another method.				
15	The library makes available equipment to facilitate access to telehealth, distance education, and virtual meetings.				
16	The library provides basic computer help and dedicated 1:1 computer help via digital navigators, tech mentors, or another program for digital literacy training.				
17	Wireless internet (wifi) is available outside the library in the parking lot or other library spaces 24/7.				
18	If makerspace equipment or supplies are provided, the library has in place appropriate policies and procedures to protect users from injury or misuse and the library from liability.				