

Agenda
Grand County Public Library
Board of Directors
Thursday, February 1, 2018
5:30 pm
Held in the Library's Board Room

Public Notice is Hereby Given that there will be a meeting of the *Grand County Public Library* Board of Directors on Thursday, February 1st, 2018 at 5:30 pm in the Library's Board Room at the Grand County Public Library, 257 E Center, Moab, Utah 84532.

- I. Call to Order
- II. Approval of the Minutes (December 14, 2017) (Action Item - Mailed)
- III. Review of Bills (December 2017, January 2018) (Action Item - Handout)
- IV. Citizens to be Heard
- V. Director's Report (Handout)
- VI. Old Business
 - A. Review and Consideration of Reapproval of Grand County Public Library Board Bylaws (Action Item – Mailed – no changes recommended by library staff)
Note: If changes are made, they will need to be sent to the County Council for approval
 - B. Review and Consideration of Reapproval of the Grand County Public Library Policy for Board Meeting Minutes (Action Item – Mailed – no changes recommended by library staff)
 - C. Review and Consideration of a Revised Grand County Public Library Circulation Policy (Action Item – Mailed)
 - D. Review of Grand County Public Library Mission, Roles, and 2018-2020 Strategic Plan
- VII. Consent Agenda
 - A. Ratify Chair's signature on Community Library Enhancement Fund (CLEF) Agreement (Action Item)
- VIII. New Business
 - A. Election of Board Officers (Action Item)

- B. Review Existing Library Board Committees and Determine Committee Assignments for 2018 (Action Item)
- IX. Board Member Reports
- X. Future Agenda Items
 - A. March: Review of Collection Development Policy, Policy and Protocol Regarding Privacy of Library Records & Seizure of Library Collections
- XI. Closed Session (if needed)
- XII. Adjournment

Please Note: The next Library Board meeting is scheduled for Thursday, March 8, 2018 at 5:30pm.

At Grand County Public Library Board meetings the public may be heard on any agenda subject. The number of persons heard and the time allowed each may be limited at the sole discretion of the Chair.

Requests for inclusion on an agenda must be received by 5:00 p.m. the Thursday prior to a regular Library Board Meeting and 48 hours prior to any Special Meeting. Request forms are available at the library's circulation desk and completed forms should be returned to the Library Director.

Those with special needs requests wishing to attend Library Board meetings are encouraged to contact the Library two (2) days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any questions or comments can be communicated to: (435) 259-1111.

PENDING
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
December 14, 2017 12:00 pm
Singha Thai Restaurant

In attendance for the December 14, 2017 Grand County Public Library Board meeting held at the Singha Thai restaurant, were as follows: Kathleen McHugh, Jeremy Lynch, Susan Roche, Rob Magleby, Dan McNeil, Evan Clapper, and Jenna Woodbury. Also present were Carrie Valdes, Library Director and Meghan Flynn, Head of Adult Services (minutes). Jessica Anderson was absent.

Kathy McHugh called the meeting to order at 12:10 p.m.

Approval of the minutes for the October 24, 2017 meeting was discussed. Rob Magleby made a motion to approve the minutes as presented. Jeremy Lynch seconded the motion and it passed unanimously.

There were no Citizens to be Heard.

Carrie provided a brief verbal Director's Report. She informed the Board that the library's budget will be under spent by approximately 10-12% at the end of the 2017 budget year. Dan asked how this information compared to the 2016 budget year. Carrie replied that the library was also under budget in 2016, but was not able report an exact percentage amount without referencing the final 2016 numbers. She reported that 2018 budget has not yet been approved by the Grand County County Council, so there is currently no update on next year's budget. Kathy asked about the status of the library's fund balance. Carrie noted that the library contributed approximately \$40,000 to the fund balance in 2016 and she anticipates that the library will need to draw from the fund in order to balance the 2018 budget. State law limits the amount of funds that may be kept in the library's fund balance. Evan added that the County Council is working to figure out the 2018 budget, but nothing is finalized at this time.

The Board moved on to Old Business. Dan asked about access to a completed 2018-2020 GCPL Strategic Plan. Meghan replied that the final document is available on the library's website and Board members are welcome to pick up a paper copy from the library any time.

There was no Consent Agenda.

The Board moved on to New Business. The first item on the agenda was Discussion and Recommendation of Candidates to the Grand County Council for Appointment to the Library Board. Jenna reported that she and Dan interviewed two applicants for the Board's two upcoming vacancies. The interviews revealed that the applicants – Frank Stewart and Alanna Simmons-Cameron – will be good additions to the Library Board. Carrie noted that a third applicant for the Library Board vacancies withdrew her application prior to the interviews. Discussion followed. Evan made a motion to recommend the appointment of Frank Stewart and Alanna Simmons-Cameron to the Grand County Council for terms of service on the Library Board. Jenna seconded the motion and it passed unanimously.

The second item on the agenda under New Business was discussion and consideration of setting a 2018 Library Board Meeting Schedule. The Board discussed two schedule options. One option was to schedule a meeting every month. The alternative option was to schedule a meeting every

other month with the intent that sub-committees will arrange to meet on the off months. Discussion followed. Evan made a motion to set the schedule to bi-monthly meetings starting in January on the second Thursday of the month at 5:30 pm provided that space is reserved in the library for sub-committee meetings during the off months. Jeremy Lynch seconded the motion and it passed with a vote of 6-1. Dan McNeil, Susan Roche, Rob Magleby, Evan Clapper, Jeremy Lynch, and Kathy McHugh voted for the motion. Jenna Woodbury voted to oppose.

There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. Carrie noted that the Board can determine 2018 committee assignments at the next meeting. Dan asked if the Board could revisit the library's Collection Development Policy during one of the first few meetings of 2018. Discussion followed.

A closed session was not needed. Kathy adjourned the meeting at 12:30 p.m.

ORDINANCE 472

AN ORDINANCE OF THE GRAND COUNTY COUNCIL ESTABLISHING A PROCESS FOR THE AMENDMENT AND ADOPTION OF BY-LAWS FOR BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, the County Council has established Boards and Commissions, and Committees, and these bodies are a vital component of Grand County's government; and

WHEREAS, Boards, Commissions, and Committees have business related to Grand County that requires actions; and

WHEREAS, it is common for Boards, Commissions, and Committees to adopt By-Laws that define internal protocol for conducting of business; and

WHEREAS, the Grand County Council recognizes that there is a need to create a process for establishing and amending By-Laws for its Boards, Commissions, and Committees to ensure that there are no conflicts between the By-Laws of its various Boards, Commissions, and Committees and other County or State ordinances and to ensure that these By-Laws are properly recorded;

NOW THEREFORE, the Grand County Council ordains the following process for amending or adopting By-Laws for Boards, Commissions, or Committees.

1. **DRAFTING.** The individual Commission, Board or Committee are encouraged and empowered to draft and amend respective By-Laws as needed.
2. **PURPOSE OF BY-LAWS.** The purpose of By-Laws is for the Commission, Board, or Committee to establish protocol for the internal affairs of that Board, Commission, or Committee.
 - A. By-Laws may include but are not limited to the protocol addressing the following:
 - i. Officers of the respective Commission, Board or Committee and each office's purpose and core responsibilities;
 - ii. The process for electing or appointing each Officer on the respective Commission, Board or Committee;
 - iii. An outline for agendas and the order in which business will be conducted;

- iv. The meeting process of the respective Commission, Board or Committee;
- v. The agreement to follow Robert's Rules of Orders, such as making motions, opportunity to second each motion, discussion, opportunity to amend each motion, voting, calling the majority vote, and recording the approved motion in the minutes;
- vi. The process for decorum and debate during the meetings;
- vii. The process for creating the agenda, such as how to have a topic placed on the agenda.

B. By-Laws **shall not** include protocol addressing the following matters contained in this section; rather, these matters shall be contained in the ordinance or resolution which establishes the Board, Commission, or Committee:

- i. The purpose of the Board, Commission, or Committee; or
- ii. Roles and responsibilities of the Board, Commission, or Committee; or
- iii. Processes relating to the Board, Commission, or Committee that are outside of business relating to the respective body's meeting.

A Board, Commission, or Committee may make a recommendation to the County Council regarding amending a resolution or ordinance to address the aforementioned matters.

3. REVIEW OF BY-LAWS. County staff members assigned to the Board, Commission, or Committee along with the Council Administrator, and County Attorney's Office shall review the proposed By-Laws for compliance with existing County Ordinance and State Code and shall return comments to the respective Board, Commission, or Committee to consider.

After consideration of the County staff, Council Administrator, and County Attorney's comments, the Board, Commission, or Committee shall forward a final By-Laws draft to the County Council for approval of the By-Laws.

4. APPROVAL OF BY-LAWS. The County Council shall review By-Laws for compliance with County and State Codes. The Council shall approve the By-Laws by resolution to be maintained in the County Clerk's Office for the purposes of historical recordkeeping and reference.

5. APPLICABILITY. This Ordinance amends and enacts a new process for the adoption of By-Laws for Boards, Commissions, and Committees. This ordinance repeals, abrogates, and annuls any existing provisions of other County resolution and ordinances adopted prior to the passing of this ordinance on the date below so stated.

APPROVED THIS 6th DAY OF June, 2008, BY THE FOLLOWING VOTE:

AYE: Ciarus, McNeely, Lewis, Holyoak, Greenberg, Langianese

NAY: _____

ABSENT: Graham

ATTEST:

GRAND COUNTY COUNCIL

Diana Carroll
Diana Carroll, Clerk/Auditor

Gene Ciarus
Gene Ciarus, Chair

RESOLUTION NO. 2802

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES RELATING TO THE ROLES AND RESPONSIBILITIES OF BOARDS, COMMISSIONS, AND COMMITTEES REGARDING GRAND COUNTY EMPLOYEES AND BUDGET

WHEREAS, the County Council has established boards, commissions, and committees that are a vital component of Grand County's government,

WHEREAS, in some cases Grand County has hired staff and appropriated budgets associated with boards, commissions, and committees,

WHEREAS, boards, commissions, and committees interact frequently with the support staff in fulfilling their common objectives,

WHEREAS, it is essential for the boards, commissions, committees, and support staff to understand their respective roles and responsibilities.

NOW THEREFORE, THE COUNTY COUNCIL OF THE COUNTY OF GRAND

RESOLVES: Unless specifically authorized by state law or Grand County ordinances, boards, commissions, and committees shall adhere to the following policies:

1. SUPERVISION. Grand County employees are supervised by Elected Officials (who oversee a department) or the Council Administrator.
 - a. Boards, commissions, and committees shall not have supervisory responsibility and may not hire, fire, or discipline Grand County employees or interpret or administer Grand County Personnel Policies and Procedures.
 - b. When a Grand County employee is in a position with responsibility for a function that is also the responsibility of an appointed board, commission or committee, the Council Administrator and/or Personnel Director may consult with the chair of that board, commission or committee when performing the annual performance evaluation of that employee or when making decisions regarding firing or disciplining that employee in order to evaluate the effectiveness of that employee's working relationship with the board, commission, or committee.
2. DIRECTION. Boards, commissions, and committees may give direction to their support staff from time to time. In the case of conflict between such direction and the employee's job description, established policies and

procedures or the appropriated budget, the job description, policies and procedures and the appropriated budget shall in all cases take precedence.

3. **HIRING OF EMPLOYEES.** An Elected Official, Council Administrator, or Personnel Director at their discretion may invite a board, commission, or committee chairperson or appointed member(s) to participate in the hiring of an employee that serves as that board, commission or committee's support staff.
4. **BUDGET.** Boards, commissions, and committees may make recommendations to the Grand County Council, support staff, or supervisor of the support staff regarding the appropriation and administration of budgets associated with their responsibilities. The ultimate decisions regarding appropriation of funds resides with the County Council and the expenditures of funds with the County employee or supervisor that administers the budget. In all cases, County policies and procedures shall be followed regarding purchasing and other fiscal matters.

APPROVED THIS 2nd DAY OF OCTOBER, 2007 BY THE GRAND COUNTY COUNCIL BY THE FOLLOWING VOTE:

AYES: Lewis, Langianese, Ciarus, McNeely, Holyoak

NAYS: Greenberg

ABSENT: Graham

ATTEST:

GRAND COUNTY COUNCIL

Diana Carroll

Diana Carroll, Clerk/Auditor

Jim Lewis

Jim Lewis, Chairman

ORDINANCE NO. 432

**AN ORDINANCE OF THE GRAND COUNTY COUNCIL
AMENDING ORDINANCE 372, SECTION FIVE, AFFECTING POWERS
AND DUTIES OF GRAND COUNTY LIBRARY BOARD OF DIRECTORS.**

WHEREAS, through the adoption of Ordinance 372, the Grand County Council established rules and regulations for the Grand County Library Board as pursuant to Utah Code Title 9, Chapter 7; and

WHEREAS, the County Council now finds that the disposal of surplus property by the Grand County Library Board, as a county government entity, should comply with Utah Code § 17-50-312,

NOW THEREFORE, THE GRAND COUNTY COUNCIL ORDAINS AS FOLLOWS:

Ordinance 372, Section Five currently reads as follows:

SECTION FIVE
DELEGATED POWERS AND DUTIES

- 5.1 The Board is hereby granted authority to:
- a. establish polities [sic] for the operation, maintenance, and care of the library;
 - b. purchase, lease, exchange, hold title to, sell, and/or construct buildings for library benefit; and purchase, lease, exchange, and/or sell personal property for library benefit;
 - c. establish policies for acquiring, maintaining, and accessing library collections and electronic resources; and
 - d. establish policies to exclude from the use of the library any person who willfully violates federal or state laws, county ordinances, or library policies.

That Ordinance 372, Section Five shall be amended to read:

SECTION FIVE
DELEGATED POWERS AND DUTIES

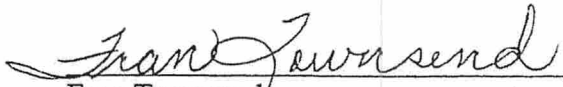
- 5.1 The Board is hereby granted authority to:
- a. establish policies for the operation, maintenance, and care of the library;
 - b. purchase, lease, exchange, hold title to, sell, and/or construct buildings for library benefit; and purchase, lease, exchange, and/or sell personal property for library benefit; however, all sales of real or personal property by the Board shall comply with Ordinances 413 and 414 concerning disposal and declaration of surplus property.
 - c. establish policies for acquiring, maintaining, and accessing library collections and electronic resources; and

- d. establish policies to exclude from the use of the library any person who willfully violates federal or state laws, county ordinances, or library policies.

APPROVED this 18 day of July, 2006, by the following vote:

AYE 6 NAY 0

ATTEST:



Fran Townsend
Grand County Clerk



Joette Langianese
Grand County Council Chairman

ORDINANCE 372

AN ORDINANCE OF GRAND COUNTY GRANTING CERTAIN AUTHORITY TO THE GRAND COUNTY PUBLIC LIBRARY BOARD OF DIRECTORS AND ESTABLISHING CERTAIN POLICIES AND PROCEDURES FOR THE EXERCISE THEREOF

Purpose: To delegate certain policy responsibilities to the Grand County Library Board of Directors ("Board") and provide basic guidelines and procedures for library operations.

The Grand County Council ordains as follows:

SECTION ONE
LIBRARY BOARD OF DIRECTORS

- 1.1 Pursuant to the provisions of Title 9, Chapter 7, Section 502, Utah Code Annotated, as amended, the County Library Board of Directors shall consist of not less than five (5) and not more than nine (9) directors chosen from the citizens of the county and based upon their fitness for the office.
- 1.2 Only one director of the Board may be a member of the County Council at any one time.
- 1.3 All directors shall be appointed by the County Council.
- 1.4 Directors shall be appointed to serve for four-year terms, or until their successors are appointed and shall not serve more than two consecutive full terms.
- 1.5 The term of the Directors shall be staggered so that approximately one-quarter of the Board is appointed each year.
- 1.6 Any appointed Board director may resign from such position by providing written notification to the Chair. The Chair shall thereupon notify the County Administrator of such resignation.
- 1.7 Vacancies created by resignation, death, removal, or otherwise shall be filled for the duration of the unexpired term in the same manner as the original appointment.

SECTION TWO
OFFICERS

- 2.1 Each Board shall establish bylaws that specify Board officers and their duties and establish a schedule for a systematic review of the Board bylaws and procedures.
- 2.2 The County Treasurer shall have legal custody of all library fees/fines collected by the Library and taxes and fees collected by the County and shall act as the treasurer of such funds.
- 2.3 The Chair of the Board shall sign or countersign all official Board documents and where appropriate recommend approval by the County Council. The Chair shall arrange staff to take minutes and maintain official records of Board actions.

SECTION THREE
MEETINGS

- 3.1 The Board shall have no fewer than four (4) regular meetings during a calendar year with a quorum present, whether corporal or by means of electronic equipment, for the purpose of discussing or acting upon a matter or matters. For this purpose a quorum consists of that number of Board directors that represents 51% or more of the total number of Board directors appointed at the time. However the Board shall have at least one annual corporal meeting held in the last quarter of the year.
- 3.2 Meetings shall comply with all requirements of state law including, but not limited to, the Utah Open and Public Meetings Act. Special meetings may be called at any time by the Chair providing notice thereof is given to the public and all directors at least twenty-four hours in advance.
- 3.3 If the Board director who is a member of the County Council is unable to attend any Board meeting, then that director may designate an alternate to act in that director's place.

- 3.4 If the member of the County Council who is a director of the Board has designated an alternate to act in that director's stead, at any or all Board meetings, then that alternate shall count as a Board director for purposes of constituting a quorum or voting.
- 3.5 Records of all Board meetings shall be kept, managed, classified, and disclosed as required by county ordinance and state law, including, but not limited to, the Government Records Access and Management Act.

SECTION FOUR COMMITTEES

- 4.1 Ad hoc committees for the study and/or investigation of library issues or other library matters may be appointed by the Board Chair to serve until the completion of the work for which they were established.

SECTION FIVE DELEGATED POWERS AND DUTIES

Subject to compliance with federal laws, state laws, and County ordinances:

- 5.1 The Board is hereby granted authority to:
 - a. establish policies for the operation, maintenance, and care of the library;
 - b. purchase, lease, exchange, hold title to, sell, and/or construct buildings for library benefit; and purchase, lease, exchange, and/or sell personal property for library benefit;
 - c. establish policies for acquiring, maintaining, and accessing library collections and electronic resources; and
 - d. establish policies to exclude from the use of the library any person who willfully violates federal or state laws, county ordinances, or library policies.
- 5.2 In addition to the authority granted under 5.1, the Board shall establish and revise all other policies and:
 - a. recommend to the County Council a competent person to act as Library Director to have immediate charge of the County library system with those duties specified in a job description approved by the Board and County Administrator;
 - b. establish and revise library policies in cooperation with the Library Director, subject to consistency with state and federal law and county ordinance and review by the County Attorney's office;
 - c. work cooperatively with County Administrator, County Council, Library Director, library staff, other County staff and others in the community to provide excellent library service;
 - d. encourage citizen involvement in the development of long range plans for the improvement of library services and facilities;
 - e. hear and resolve relevant library issues brought before the Board;
 - f. make an annual report to the County Council on the condition and operation of the Library, including a financial statement;
 - g. submit an annual report to the State Library;
 - h. recommend to the County Council the removal of any director of the Board for misconduct or neglect of duty; and
 - i. submit to the County Administrator and County Council, annually, in writing, and prior to the time required by law to levy county taxes, a recommended budget sufficient to operate, supply, equip, and maintain the Library, and to effectively provide library services during the next ensuing fiscal year.

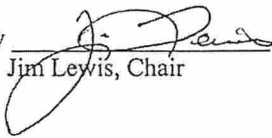
SECTION SIX BASIC DUTIES AND RESPONSIBILITIES OF THE LIBRARY DIRECTOR

- 6.1 The Library Director shall:
 - a. serve as the Executive Officer for the Library;
 - b. be responsible for the administration of the County Library system under the policies adopted by the Board and applicable policies of the County;

- c. recommend such policies and procedures to the Board that will improve services to library patrons and promote the efficiency of the library, without unduly sacrificing the quality of service to patrons;
- d. be accountable to the County Administrator and Library Board in complying with library policy, applicable county-wide policy, and state and federal laws;
- e. be responsible for the protection, maintenance, and operation of County library system property, plant, and equipment;
- f. submit regularly and timely reports to the Board on the progress, activities, and finances of the Library;
- g. ensure the appropriate collection, receipting and reporting of library fee/fine income and the appropriate expenditure and reporting of budget resources; and
- h. perform other duties as established in the Director's official job description.

Passed, adopted, and ordered published this 19th day of August, 2003.

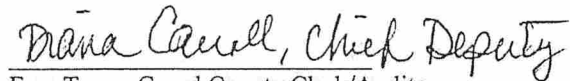
GRAND COUNTY COUNCIL

By 
Jim Lewis, Chair

Those voting aye: Lewis, Langianese, McNeely, Carmichael, Tanner, Knight, McLeod

Those voting nay: None

ATTEST:


Fran Town, Grand County Clerk/Auditor

BYLAWS FOR THE GRAND COUNTY PUBLIC LIBRARY BOARD OF DIRECTORS

Article 1. Name and authorization

This organization shall be called the Grand County Public Library Board of Directors (“Board”). The Board is authorized by Utah Code Annotated 9-7-501 - 511 and by Grand County Ordinance 372 and 432. The Board exercises authority and assumes responsibilities delegated to it under these authorities.

Article 2. Meetings

Section 1. The regular meeting of the Grand County Public Library Board of Directors shall typically be held at the Grand County Public Library, 257 East Center Street, Moab, Utah 84532. At the beginning of each calendar year, the Board shall specify regular meeting dates and times.

Section 2. The Board shall name officers at its first regular meeting each calendar year or as necessary at other times to fill vacant positions.

Section 3. A quorum for the transaction of business shall consist of four voting members present either in person or through real-time telecommunications pursuant to Grand County Resolution No. 2944, which allows board members to participate by telephone, video-conferencing, or other applicable technology. In the event of failure of equipment, or other factor, which causes a lack of communications with a member(s) causing lack of a quorum, no additional business may be conducted until the quorum can be reconstituted.

Section 4. The Library Director prior to the meeting date shall notify Board members of all meetings and a record of such notification shall be maintained at the library.

Section 5. Robert’s Rules of Order, Newly Revised shall govern the parliamentary procedure of the Board unless otherwise specified in the Bylaws.

Section 6. All newly appointed Board members shall be provided with a current copy of the library’s policies and bylaws prior to the next regular meeting.

Section 7. Meetings shall comply with all requirements of state law including, but not limited to, the Utah Open and Public Meetings Act.

Article 3. Members and officers

Section 1. The Board shall consist of seven voting directors appointed by the Grand County Council for up to two consecutive four-year terms and one non-voting High School student representative appointed by the Grand County Council for one two-year

term. Of the voting directors, one shall be a member of the Grand County Council and all directors shall be residents of Grand County. Directors appointed to fill mid-term vacancies shall serve until the end of the term of the member replaced. As this is a partial term, that person shall be eligible for two more full terms for a voting director or one full term for a non-voting member.

Section 2. Officers shall include a Chair and Vice-chair both of whom shall be voting members of the Board.

Section 3. The Chair shall preside at all meetings, appoint all committees, authorize calls for all meetings, and generally perform the duties of an executive officer as it relates to duties delegated in Ordinance 372 and 432. The Council Administrator may invite the Board's Personnel Committee to participate in the Library Director's annual evaluation.

Section 4. In the absence of the Chair, the Vice-chair shall exercise the Chair's functions, and may, upon the request of the Chair, take over any duties that he or she is unable to perform.

Section 5. The Library Director shall arrange for the recording of a true and accurate account of all proceedings (minutes) at Board meetings. The Library Director shall maintain a permanent file of these written and approved Board proceedings and other records of the Board. Upon consultation with the Chair, the Library Director shall prepare the agenda for all meetings.

Section 6. The Library Director, or an appointed representative, shall attend all Board meetings, except in the case of a closed session, when the Board may meet privately.

Article 4. Committees

The standing committees shall be appointed annually in the month of January. The standing committees shall be the Finance and Funding Committee, the Personnel and Policy Committee, the Technology Committee and the Art Committee.

Special committees for the study and investigation of annual operations or special problems or tasks may be appointed by the Chair. Both Board members and individuals with special skills or interests from the public may serve on committees so long as a Board member acts as Chair of each committee.

Article 5. Financial

Section. 1 The library budget shall be presented at a Board meeting prior to November of each year.

Section 2. Any funds raised by the Board or monetary gifts received shall be deposited in an appropriate Grand County account to be administered for the benefit of the Library.

Article 6. Order of Business

The normal order of business at regular meetings of the Board shall be:

1. Call to Order
2. Approval of Minutes
3. Review of Bills
4. Citizens to be Heard
5. Director's report
6. Old Business
7. Consent Agenda
8. New Business
9. Board Member Reports
10. Board Member Discussion of Future Agenda Items
11. Closed Session (if needed)
12. Adjournment

Article 7. Amendments

The bylaws will be reviewed by the Board at the beginning of each calendar year. Amendments will be recommended to the County Council for approval as per County Ordinance 472.

Approved by Grand County Council Resolution No. 2847 on October 7, 2008 and amended by Grand County Council Resolution No. 2931 on April 6, 2010 and by Grand County Council Resolution No. 2996 on February 5, 2013. The Grand County Council approved the addition of electronic participation parameters on February 21, 2017.

**Grand County Public Library Board
Policy for Board Meeting Minutes**

Approval of Minutes:

Written and recorded minutes shall be kept of all open meetings. Minutes shall be read by members prior to the next scheduled meeting. At the beginning of the meeting, at the direction of the chair, minutes shall be amended and/or approved with individual votes recorded in the minutes. The minutes will then be marked as “Approved.”

Publication of Minutes:

The recording of the meeting shall be made available to the public within three business days.

Written and approved minutes from open meetings will be made available within three business days.

When the minutes are complete but waiting for official approval they are public record and must be marked as “Pending.”

When the minutes are “approved” they will be so labeled in the printed and electronic version.

Adopted by the Grand County Public Library Board on 7/15/2009 and reviewed/reapproved on 1/20/2010, 1/19/2011, 1/12/2012, 1/17/2013, 1/9/2014, 1/8/2015, 2/11/2016, and 1/12/2017.

Grand County Public Library Circulation Policy

Loan Periods

New fiction books, videos/DVDs, magazines, iPads, and Kindle Fires - 7 days

All other circulating materials - 14 days

You are welcome to renew materials twice unless another patron has reserved that item.

Please Note

- New library cards will be issued in accordance with the Grand County Public Library Residency Policy.
- Library fees are charged in accordance with the Grand County Fee Schedule.
- Library patrons are responsible for all ~~fees~~, damages, losses, and collection costs of library materials.
- Reserved items will be held for five operational days. After that time, the hold will be removed and the item put back into circulation.
- ~~There is a one-day grace period for overdue materials.~~
- ~~Fees are charged only for the days the library is open.~~
- A parent or guardian must accompany children to obtain a new library card.
- A library card in good standing is required to checkout materials. A library card is considered "in good standing" if there are no items more than 28 days overdue, the total fees are less than \$10.00, and there is updated contact information.

Adopted by the Grand County Public Library Board of Directors in November 1997, revised February 2006, June 2008, February 2010, January 2011, February 2012, February 2013, August 2013, August 2014, and August 2015.

Grand County Public Library Mission Statement and Library Roles

Mission Statement

The Grand County Public Library is a freely accessible resource that connects people, information, and ideas to inspire, empower, and enrich all members of the community.

Library Roles

The library collects and maintains materials that are popular, relevant and/or, current for patrons of all ages. The library extends services to all segments of the Grand County community.

Libraries, communities and methods of retrieving information are improving and changing rapidly. The library maintains access to computers, technology, and internet access consistent with patron needs and requests.

The library provides programs, materials, and services related to emergent literacy, and the library collaborates with local agencies to promote best practices for creating lifelong readers in the community.

The library supports civic engagement by encouraging citizen participation, connecting community members, and promoting increased involvement in community problem solving and decision making.

The library creates physical and digital spaces that are comfortable, appealing, and easy to use. The library provides meeting room space for non-profit and community groups.

Adopted October 24, 2017 by the Grand County Public Library Board of Directors

Grand County Public Library Board Committees

Finance and Funding Committee

- Assists Director with development of annual budget
- Provides review and guidance regarding non-technology grants and other non-traditional funding sources upon request of the Director
- Monitors annual budget income and expenditures and, upon request, assists Director in developing recommendations to Board for mid-year line item changes needed to maintain library expenditures within the overall budget

Personnel and Policy Committee

- Completes evaluations of Director in accordance with County personnel policies
- Provides advice about staff personnel issues at request of Director
- Works with Director on development of overall Library policy for presentation to the Board

Technology Committee

- Provides advice and review regarding technology planning, grant development, and expenditures to Director upon request

Art Committee

- Creates policy and procedures for acquisition and display of art in the new library
- Coordinates with architect to ensure art selections are appropriate to library design

Strategic Plan Task Force

- Assists director with proofreading the strategic plan for content
- Works with director on the development/implementation of a community needs assessment

Friends of the Library Liaison

- Attends Friends of the Library Meetings and facilitates communication between the Board and the Friends of the Library

2017 Board Committee Members & Officers

Officers

**For reconsideration
in the New Year.**

Kathy McHugh, chair
Jeremy Lynch, vice-chair
Meghan Flynn, secretary (appointed)

Finance and Funding Committee

Kathy McHugh
Jenna Woodbury

Personnel and Policy Committee

Jeremy Lynch
Susan Roche

Technology Committee

Rob Magleby
Dan McNeil

Mike Baird-advisor

Art Committee

Rob Magleby
Kathy McHugh

Friends of the Library Liaison

Jenna Woodbury

Strategic Plan Task Force

(full Board will collaborate on Strategic Plan in 2017)

GRAND COUNTY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2017

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
72-3110-000-000 LIBRARY GENERAL PROPERTY TAXES	591,018.07	591,018.07	662,000.00	70,981.93	89.3
72-3113-000-000 FEE IN LIEU TAXES	56,412.84	56,412.84	35,000.00	(21,412.84)	161.2
72-3120-000-000 REDEMPTION PRIOR YEARS	22,481.19	22,481.19	20,000.00	(2,481.19)	112.4
72-3190-000-000 TAX PENALTIES & INTEREST	788.71	788.71	1,000.00	211.29	78.9
TOTAL TAXES	670,700.81	670,700.81	718,000.00	47,299.19	93.4
<u>INTERGOVERNMENTAL</u>					
72-3340-000-000 CLEF GRANT	7,600.00	7,600.00	.00	(7,600.00)	.0
72-3350-000-000 SAN JUAN COUNTY ILA	6,000.00	6,000.00	6,000.00	.00	100.0
TOTAL INTERGOVERNMENTAL	13,600.00	13,600.00	6,000.00	(7,600.00)	226.7
<u>MISCELLANEOUS</u>					
72-3610-000-000 INTEREST.	320.97	320.97	200.00	(120.97)	160.5
72-3650-000-000 LIBRARY FINES & FEES	14,246.54	14,246.54	15,000.00	753.46	95.0
TOTAL MISCELLANEOUS	14,567.51	14,567.51	15,200.00	632.49	95.8
<u>CONTRIBUTIONS</u>					
72-3890-000-000 CONTRIBUTION - LIBRARY FUND SU	.00	.00	127,321.00	127,321.00	.0
72-3891-000-000 DONATIONS	5,487.58	5,487.58	4,000.00	(1,487.58)	137.2
TOTAL CONTRIBUTIONS	5,487.58	5,487.58	131,321.00	125,833.42	4.2
TOTAL FUND REVENUE	704,355.90	704,355.90	870,521.00	166,165.10	80.9

GRAND COUNTY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2017

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
72-4272-110-000 SALARIES	419,122.93	419,122.93	459,474.00	40,351.07	91.2
72-4272-110-001 OVERTIME	163.78	163.78	.00	(163.78)	.0
72-4272-130-000 EMPLOYEE BENEFITS	216,688.80	216,688.80	233,467.00	16,778.20	92.8
72-4272-210-000 PERIODICALS	3,577.12	3,577.12	3,400.00	(177.12)	105.2
72-4272-220-000 PUBLIC NOTICES	228.00	228.00	500.00	272.00	45.6
72-4272-230-000 TRAVEL	2,355.37	2,355.37	3,000.00	644.63	78.5
72-4272-240-000 OFFICE SUPPLIES & EXPENSE	13,403.73	13,403.73	15,000.00	1,596.27	89.4
72-4272-250-000 EQUIPMENT MAINTENANCE	1,278.45	1,278.45	300.00	(978.45)	426.2
72-4272-260-000 BUILDING & GROUNDS MAINTENANCE	13,526.12	13,526.12	15,000.00	1,473.88	90.2
72-4272-270-000 UTILITIES	33,941.70	33,941.70	37,000.00	3,058.30	91.7
72-4272-290-000 FUEL	118.58	118.58	200.00	81.42	59.3
72-4272-310-000 PROFESSIONAL & TECHNICAL SERVI	7,352.50	7,352.50	7,600.00	247.50	96.7
72-4272-320-000 JUVENILE COLLECTION DEVT.	9,839.00	9,839.00	10,000.00	161.00	98.4
72-4272-330-000 ADULT PROGRAMS	1,770.80	1,770.80	3,000.00	1,229.20	59.0
72-4272-340-000 JUVENILE AV	3,475.64	3,475.64	4,000.00	524.36	86.9
72-4272-360-000 CELL PHONE ALLOWANCE	1,125.00	1,125.00	1,080.00	(45.00)	104.2
72-4272-400-000 BOOKS	24,819.75	24,819.75	25,000.00	180.25	99.3
72-4272-410-000 DONATION EXPENDITURES	2,159.02	2,159.02	1,000.00	(1,159.02)	215.9
72-4272-420-000 AUDIO/VIDEO	10,236.37	10,236.37	10,500.00	263.63	97.5
72-4272-430-000 ART FUND	375.00	375.00	1,000.00	625.00	37.5
72-4272-510-000 MEMBERSHIPS	1,462.00	1,462.00	2,000.00	538.00	73.1
72-4272-520-000 INSURANCE	4,898.89	4,898.89	5,000.00	101.11	98.0
72-4272-620-000 TECHNICAL SERVICES	10,761.63	10,761.63	11,000.00	238.37	97.8
72-4272-780-000 CLEF GRANT EXPENSE	7,594.54	7,594.54	.00	(7,594.54)	.0
72-4272-800-000 INVENTORY	4,285.43	4,285.43	5,000.00	714.57	85.7
72-4272-840-000 GRANT MATCH	.00	.00	10,000.00	10,000.00	.0
72-4272-860-000 SCHOOLING	4,088.61	4,088.61	3,000.00	(1,088.61)	136.3
72-4272-930-000 CHILDREN'S PROGRAMS	3,509.47	3,509.47	4,000.00	490.53	87.7
TOTAL LIBRARY EXPENSES	<u>802,158.23</u>	<u>802,158.23</u>	<u>870,521.00</u>	<u>68,362.77</u>	<u>92.2</u>
TOTAL FUND EXPENDITURES	<u>802,158.23</u>	<u>802,158.23</u>	<u>870,521.00</u>	<u>68,362.77</u>	<u>92.2</u>
NET REVENUE OVER EXPENDITURES	<u>(97,802.33)</u>	<u>(97,802.33)</u>	<u>.00</u>	<u>97,802.33</u>	<u>.0</u>

GRAND COUNTY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
72-3110-000-000 LIBRARY GENERAL PROPERTY TAXES	.00	.00	662,000.00	662,000.00	.0
72-3113-000-000 FEE IN LIEU TAXES	.00	.00	35,000.00	35,000.00	.0
72-3120-000-000 REDEMPTION PRIOR YEARS	.00	.00	20,000.00	20,000.00	.0
72-3190-000-000 TAX PENALTIES & INTEREST	.00	.00	1,000.00	1,000.00	.0
TOTAL TAXES	.00	.00	718,000.00	718,000.00	.0
<u>INTERGOVERNMENTAL</u>					
72-3340-000-000 CLEF GRANT	.00	.00	7,600.00	7,600.00	.0
72-3350-000-000 SAN JUAN COUNTY ILA	.00	.00	6,000.00	6,000.00	.0
TOTAL INTERGOVERNMENTAL	.00	.00	13,600.00	13,600.00	.0
<u>MISCELLANEOUS</u>					
72-3610-000-000 INTEREST.	.00	.00	200.00	200.00	.0
72-3650-000-000 LIBRARY FINES & FEES	613.00	613.00	10,000.00	9,387.00	6.1
TOTAL MISCELLANEOUS	613.00	613.00	10,200.00	9,587.00	6.0
<u>CONTRIBUTIONS</u>					
72-3890-000-000 CONTRIBUTION - LIBRARY FUND SU	.00	.00	117,112.00	117,112.00	.0
72-3891-000-000 DONATIONS	514.58	514.58	4,000.00	3,485.42	12.9
TOTAL CONTRIBUTIONS	514.58	514.58	121,112.00	120,597.42	.4
TOTAL FUND REVENUE	1,127.58	1,127.58	862,912.00	861,784.42	.1

GRAND COUNTY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
72-4272-110-000 SALARIES	.00	.00	473,551.00	473,551.00	.0
72-4272-130-000 EMPLOYEE BENEFITS	.00	.00	224,681.00	224,681.00	.0
72-4272-210-000 PERIODICALS	.00	.00	3,400.00	3,400.00	.0
72-4272-220-000 PUBLIC NOTICES	.00	.00	200.00	200.00	.0
72-4272-230-000 TRAVEL	.00	.00	3,000.00	3,000.00	.0
72-4272-240-000 OFFICE SUPPLIES & EXPENSE	398.04	398.04	13,000.00	12,601.96	3.1
72-4272-250-000 EQUIPMENT MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
72-4272-260-000 BUILDING & GROUNDS MAINTENANCE	.00	.00	14,000.00	14,000.00	.0
72-4272-270-000 UTILITIES	(511.90)	(511.90)	34,000.00	34,511.90	(1.5)
72-4272-290-000 FUEL	.00	.00	100.00	100.00	.0
72-4272-310-000 PROFESSIONAL & TECHNICAL SERVI	.00	.00	7,600.00	7,600.00	.0
72-4272-320-000 JUVENILE COLLECTION DEVT.	.00	.00	10,000.00	10,000.00	.0
72-4272-330-000 ADULT PROGRAMS	.00	.00	3,000.00	3,000.00	.0
72-4272-340-000 JUVENILE AV	.00	.00	4,000.00	4,000.00	.0
72-4272-360-000 CELL PHONE ALLOWANCE	.00	.00	1,080.00	1,080.00	.0
72-4272-400-000 BOOKS	.00	.00	25,000.00	25,000.00	.0
72-4272-410-000 DONATION EXPENDITURES	.00	.00	200.00	200.00	.0
72-4272-420-000 AUDIO/VIDEO	.00	.00	10,500.00	10,500.00	.0
72-4272-430-000 ART FUND	.00	.00	1,000.00	1,000.00	.0
72-4272-510-000 MEMBERSHIPS	.00	.00	2,000.00	2,000.00	.0
72-4272-520-000 INSURANCE	.00	.00	5,000.00	5,000.00	.0
72-4272-620-000 TECHNICAL SERVICES	.00	.00	11,000.00	11,000.00	.0
72-4272-780-000 CLEF GRANT EXPENSE	.00	.00	7,600.00	7,600.00	.0
72-4272-800-000 INVENTORY	.00	.00	1,000.00	1,000.00	.0
72-4272-860-000 SCHOOLING	.00	.00	3,000.00	3,000.00	.0
72-4272-930-000 CHILDREN'S PROGRAMS	.00	.00	4,000.00	4,000.00	.0
TOTAL LIBRARY EXPENSES	(113.86)	(113.86)	862,912.00	863,025.86	.0
TOTAL FUND EXPENDITURES	(113.86)	(113.86)	862,912.00	863,025.86	.0
NET REVENUE OVER EXPENDITURES	1,241.44	1,241.44	.00	(1,241.44)	.0

GENERAL STATISTICS (including Castle Valley)								
Month	Walk-ins	Check-outs	Computer Use	Phone Calls	Ref Qs	ILLs	Holds	Meeting Room Use
January	11,989	14,911	7,025	371	1,006	33	667	101
February	11,278	13,141	6,547	334	999	39	578	108
March	15,289	13,751	7,693	409	1,168	30	661	153
April	13,780	12,318	7,301	339	1,219	22	546	124
May	14,844	12,943	6,823	301	1,034	38	613	124
June	14,036	14,020	8,789	349	1,058	28	699	108
1st Half	81,216	81,084	44,178	2,103	6,484	190	3,764	718
July	12,470	13,929	8,804	346	943	33	708	106
August	13,558	13,431	8,885	504	1,320	40	665	85
September	10,278	11,715	5,647	322	893	21	517	80
October	13,567	13,613	6,991	424	1,133	35	649	139
November	11,763	12,549	6,572	378	899	23	735	136
December	9,383	13,308	6,187	412	839	22	498	73
2nd Half	71,019	78,545	43,086	2,386	6,027	174	3,772	619
Totals	152,235	159,629	87,264	4,489	12,511	364	7,536	1,337

CASTLE VALLEY			
Walk-ins	Phone Calls	Ref Qs	Check-outs
260	27	21	796
315	31	23	874
365	32	24	891
273	17	10	696
301	14	19	785
355	20	15	965
1,869	141	112	5,007
218	29	13	823
302	21	28	908
357	15	26	983
348	20	27	945
272	20	20	730
303	18	25	942
1,800	123	139	5,331
3,669	264	251	10,338

PROGRAMS (Including Castle Valley)								
Month	Children's Programs	# Attends	YA Programs	# Attends	Adult Programs	# Attends	Total Programs	Total # Attends
January	27	437	0	0	12	138	39	575
February	23	311	0	0	11	306	34	617
March	40	582	0	0	8	222	48	804
April	28	545	0	0	8	215	36	760
May	28	1,676	1	400	9	432	37	2,508
June	24	510	0	0	7	268	31	778
1st Half	170	4,061	1	400	55	1,581	225	6,042
July	27	485	0	0	6	337	33	822
August	15	190	0	0	7	193	22	383
September	21	293	0	0	12	245	33	538
October	27	590	0	0	12	320	39	910
November	16	280	0	0	7	200	23	480
December	19	227	0	0	7	146	26	373
2nd Half	125	2,065	0	0	51	1,441	176	3,506
Totals	295	6,126	1	400	106	3,022	401	9,548

LIBRARY CARDS			
Total Cards	Adult	Child	Non-resident
74	54	20	0
74	59	15	2
63	48	15	9
58	46	12	3
76	64	12	4
84	64	20	4
429	335	94	22
68	54	14	3
81	66	15	3
59	49	10	5
52	40	12	12
39	25	14	2
32	25	7	0
331	259	72	25
760	594	166	47

MONEY						
Month	Fines	New Cards	ILLs	Copies	Other	Total
January	\$260.38	\$45.00	\$66.50	\$540.33	\$447.71	\$1,359.92
February	\$418.21	\$120.00	\$48.00	\$635.14	\$563.63	\$1,784.98
March	\$447.40	\$140.00	\$64.00	\$777.32	\$398.29	\$1,827.01
April	\$350.79	\$146.00	\$48.00	\$701.90	\$402.55	\$1,649.24
May	\$361.77	\$110.80	\$56.00	\$805.44	\$567.16	\$1,901.17
June	\$499.11	\$102.00	\$44.00	\$566.15	\$485.97	\$1,697.23
1st Half	\$2,337.66	\$663.80	\$326.50	\$4,026.28	\$2,865.31	\$10,219.55
July	\$367.79	\$107.00	\$44.15	\$467.45	\$259.77	\$1,246.16
August	\$516.70	\$219.00	\$92.00	\$588.84	\$250.12	\$1,666.66
September	\$341.00	\$186.00	\$33.30	\$409.14	\$616.92	\$1,586.36
October	\$327.46	\$270.70	\$61.00	\$582.75	\$266.09	\$1,508.00
November	\$426.52	\$159.00	\$37.00	\$575.00	\$759.89	\$1,957.41
December	\$229.08	\$23.00	\$36.00	\$375.63	\$1,066.55	\$1,730.26
2nd Half	\$2,208.55	\$964.70	\$303.45	\$2,998.81	\$3,219.34	\$9,694.85
Totals	\$4,546.21	\$1,628.50	\$629.95	\$7,025.09	\$6,084.65	\$19,914.40

Zinio
Checkouts
29
30
37
26
24
4
150
46
13
24
17
37
10
147
297

Mango
Sessions
92
106
56
53
121
136
564
79
71
100
61
57
107
475
1,039

Laptop Usage		
Month	Parent	Info Desk
January	31	22
February	7	12
March	8	25
April	3	22
May	1	3
June	14	35
1st Half	64	119
July	4	15
August	5	18
September	0	7
October	45	22
November	8	27
December	8	32
2nd Half	70	121
Totals	134	240

E-Audio / E-Books		
E-Audio	E-Books	Sign-ups
373	279	16
394	260	8
386	203	3
377	235	10
422	219	9
550	256	17
2502	1452	63
509	223	16
529	255	10
538	245	15
525	291	20
604	299	19
580	332	12
3285	1645	92
5,787	3,097	155

Wi-Fi
Sessions
13,305
13,529
19,919
21,587
20,053
14,791
103,184
12,915
12,640
10,499
16,877
14,519
8,037
75,487
178,671

Projector
Checkouts
0
3
2
4
0
4
13
1
6
4
4
7
5
27
40

2017 Acquisitions by Month

Call Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
Adult Fiction	75	69	80	58	85	87	98	131	69	100	99	73	1024	19.2%
Adult Non-Fiction	59	122	142	78	61	56	37	66	52	73	55	59	860	16.2%
Board Books	1	3	8	5	2	4	2	0	0	0	1	7	33	0.6%
Biographies	14	5	7	4	17	13	3	9	1	8	12	10	103	1.9%
Audio Books - CD	39	25	19	51	1	7	34	5	1	0	77	0	259	4.9%
E-Books / E-Audio	5	0	2	0	3	3	0	3	0	0	0	0	16	0.3%
Fiction DVD	23	46	32	30	19	26	42	38	18	41	22	55	392	7.4%
Juv. Biographies	3	3	0	2	9	12	0	8	1	3	11	5	57	1.1%
Juv. Chapter Books	1	10	2	5	0	4	2	11	1	6	8	4	54	1.0%
Juv. Audio Books - CD	24	0	0	0	0	2	5	5	4	0	2	3	45	0.8%
Juvenile DVD	8	11	10	8	3	3	15	6	15	10	20	0	109	2.0%
Juv. Music CD	0	0	2	0	0	0	0	3	0	0	0	0	5	0.1%
Juvenile Books	14	21	36	14	30	29	23	13	24	32	42	32	310	5.8%
Juvenile Playaway	1	0	0	0	0	0	0	0	0	0	2	2	5	0.1%
Large Print	4	26	6	8	8	13	6	10	3	23	8	8	123	2.3%
Leveled Reader	0	0	0	0	2	0	0	0	0	1	2	0	5	0.1%
Magazine	86	95	108	88	102	100	82	103	87	107	90	83	1131	21.3%
Music CD	13	12	24	14	7	11	12	12	5	3	20	4	137	2.6%
Mass Market Paperback	1	4	4	1	4	2	0	2	1	0	1	1	21	0.4%
MP3 Format CD	1	0	0	0	0	0	4	0	0	0	0	0	5	0.1%
Non-Fiction DVD	10	17	9	15	13	11	15	14	5	13	2	17	141	2.6%
Over-Sized Books	0	0	3	0	2	0	1	0	0	0	0	1	7	0.1%
Parenting	0	3	1	4	4	1	1	2	4	1	1	4	26	0.5%
Picture Books	12	20	17	15	11	26	21	22	9	43	25	14	235	4.4%
Playaways	2	1	0	0	0	0	0	0	0	0	5	7	15	0.3%
Playaway Video	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Reference	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Instructional Set	0	2	5	0	0	1	1	2	3	0	0	0	14	0.3%
Spanish	0	2	0	0	0	0	1	0	0	0	0	0	3	0.1%
Young Adult	9	13	7	17	12	19	22	16	16	34	10	1	176	3.3%
YA Audio Books - CD	7	1	0	0	0	1	0	1	1	0	0	0	11	0.2%
Totals	412	511	524	417	395	431	427	482	320	498	515	390	5322	Total