

Agenda  
*Grand County Public Library*  
Board of Directors  
Tuesday, November 6, 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 Tuesday, November 6th, 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. Interview Board Candidates
- III. Approval of the Minutes (September 13, 2018) (Action Item - Mailed)
- IV. Review of Bills (September and October 2018) (Action Item - Handout)
- V. Citizens to be Heard
- VI. Director's Report
- VII. Old Business
- VIII. Consent Agenda
- IX. New Business
  - A. Discussion and Recommendation of Candidate(s) to the Grand County Council for Appointment to the Library Board (Action Item)
  - B. Discussion and Consideration of Setting a 2019 Library Board Meeting Schedule (Action Item)
- IX. Board Member Reports
- X. Board Member Discussion of Future Agenda Items
- XI. Closed Session (if needed)
- XII. Adjournment

**Please Note: The next board meeting's date and time will be set at the November 6, 2018 meeting.**

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  
September 13, 2018 5:30 pm  
Board Room, Grand County Public Library

In attendance for the September 13, 2018 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Jeremy Lynch, Jenna Woodbury, Frank Stewart, Evan Clapper, and Jessica Anderson. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Head of Adult Services (minutes). Kathy McHugh, Dan McNeil, and Alanna Simmons-Cameron were absent.

Jeremy Lynch called the meeting to order at 5:33 p.m.

Approval of the minutes for the July 16, 2018 meeting was discussed. Frank made a motion to approve the minutes as presented. Jenna seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no Citizens to be Heard.

Carrie delivered a Director's Report to the Board. She reviewed updates regarding grant projects, staff training, programming, and library facilities. The book bike has attended several community events to take advantage of outreach opportunities. WiFi hotspots and Chromebooks have begun circulating and staff have received positive feedback so far. Two library staff members recently attended a training focused on reference services. This year's summer reading programming for all ages was successful. The new shade structure for the library's courtyard space, which is sponsored by the Friends of the Library, is almost complete. The library's current Maintenance Worker is retiring at the end of September and staff is hoping to fill the vacant position soon.

Carrie continued the Director's Report and informed the Board that the Budget Advisory Committee is recommending the County Council send out a truth in taxation notice for the library in conjunction with a notice concerning the county's General Fund. This is related to potential compensation adjustments based last year's county-wide salary survey as well as recommended increases associated with some of the library's operational expenditures, which were discussed during the Library Board's budget meeting in July. Discussion followed.

The Board moved on to Old Business. The first item on the agenda under Old Business was Review and Consideration of Re-approval of the Grand County Public Library Art Acquisition Policy. No changes were recommended by library staff. Frank stated that the Board's Art Committee was planning to meet and review the current art policies, but has not yet done so. Carrie noted that re-approval of the art policies is not an urgent matter. Discussion followed. Evan made a motion to table items A and B under Old Business (Review and Consideration of Re-Approval of the Art Acquisition Policy and the Art Exhibit Policy) to give the Art Committee the opportunity to meet and discuss any recommendations for edits. Frank seconded the motion and it passed unanimously.

The Board discussed past approaches to art acquisition and exhibition in the library and the potential for participation in future Moab Art Walk events.

The third item on the agenda under Old Business was Review and Consideration of Re-Approval of the Grand County Public Library Bulletin Board and Display Policy. No changes were recommended by library staff. Carrie clarified which areas in the building are considered display spaces. Evan made a motion to approve the policy as written. Jenna seconded the motion and it passed unanimously.

There was no Consent Agenda.

The Board moved on to New Business. The first item on the agenda under New Business was Discussion and Recommendation of a Revised Grand County Public Library Fee Schedule to the Grand County Council for Approval. Carrie explained that the changes recommended by library staff include some housekeeping items and changes that are in line with the library's strategic plan. Staff is recommending the removal of the fee for library postcards because the library no longer has postcards available for sale. Staff is also recommending the removal of the \$1 fee for a resident library card because Grand County residents already pay property taxes to support library services. Lastly, library staff is recommending the removal of interlibrary loan fees. Carrie noted that there has been a significant drop in interlibrary loan requests, likely due to the library's current use of a patron request driven acquisition policy. Interlibrary loan fees do not add significantly to library revenues and they can serve as a barrier to access for lower income residents. Discussion followed. Carrie noted that the County's photocopy fees will still apply when patrons request a print version of interlibrary loan journal articles.

Jenna asked for information regarding the library's Charges Filed fee. Carrie replied that the library historically had a process in place to provide staff the option of turning over long-overdue item claims to the police department and the County Attorney. The purpose was to file theft charges against patrons with long-overdue items. This process has not been put into action for at least a decade because a cost benefit analysis showed that the cost associated with filing charges was significantly greater than the value of any items recovered. Discussion followed.

Frank left the meeting at 6:00pm and returned to the meeting at 6:03pm.

Evan made a motion to approve the recommendation of a revised Grand County Public Library fee schedule as presented with the removal of the Charges Filed fee as an additional recommended edit. Frank seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Discussion of Upcoming Library Board Vacancies. Jeremy Lynch and Jessica Anderson will both complete their first term on the Library Board at the end of 2018. Discussion followed. Both Jeremy and Jessica expressed interest in continuing to serve on the Library Board for a second term.

The Board moved on to Board Member Reports. Jenna shared some upcoming volunteer opportunities. The Friends of the Library need help with their fall book sale and a group of library staff and volunteers will be cooking for the next Youth Garden Weed 'n Feed event.

Jeremy reported that Utah State University's Small Business Center is working with some local non-profit organizations to begin providing Foundation Center access at USU. They will host

the database on a trial basis starting this year to determine if it's an effective tool for the community. Access to the Foundation Center at USU is currently funded for one year. Jeremy noted that the library may be able to serve as a partial financial partner in the future if USU decides to continue with the collaborative effort. The current partners have established a Memorandum of Understanding for the project.

The Board moved on to Future Agenda Items. The Board discussed thoughts on a next meeting date.

A closed session was not needed. Jeremy adjourned the meeting at 6:15 p.m.

Grand County Public Library Board Applicant Interview Questions

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

1. Why are you interested in being a member of the Library Board?

2. What strengths do you think you could bring to the Board?

3. What do you think the Library Board should focus on?

4. Do you have any potential scheduling conflicts? In the past, the Library Board's regular meeting has been scheduled on a weeknight evening.

5. Do you have any questions for the Board?

Note: Need to decide  
schedule for 2019

**PUBLIC NOTICE  
MEETING SCHEDULE FOR  
Grand County Public Library Board of Directors  
2018 CALENDAR YEAR**

**NOTICE IS HEREBY GIVEN THAT** the Grand County Library Board of Directors will meet bi-monthly on the second **Thursday** of the month beginning in January. Meetings will begin at 5:30 p.m. and the meetings will be held in the Board Room at the Grand County Public Library, 257 East Center Street, Moab, Utah 84532. Meeting dates, times and locations are subject to change. Dates scheduled for the meetings are as follows:

**Library Board Meeting Dates**

January 11  
March 8  
May 10  
July 12  
September 13  
November 8

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Grand County Public Library  
(435) 259-1111  
info@moablibrary.org

GRAND COUNTY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	28,782.02	28,782.02	35,000.00	6,217.98	82.2
72-3120-000-000 REDEMPTION PRIOR YEARS	7,845.94	7,845.94	20,000.00	12,154.06	39.2
72-3190-000-000 TAX PENALTIES & INTEREST	269.79	269.79	1,000.00	730.21	27.0
<b>TOTAL TAXES</b>	<b>36,897.75</b>	<b>36,897.75</b>	<b>718,000.00</b>	<b>681,102.25</b>	<b>5.1</b>
<u>INTERGOVERNMENTAL</u>					
72-3340-000-000 CLEF GRANT	7,700.00	7,700.00	7,600.00	( 100.00)	101.3
72-3341-000-000 LSTA GRANT	14,706.00	14,706.00	.00	( 14,706.00)	.0
72-3350-000-000 SAN JUAN COUNTY ILA	6,000.00	6,000.00	6,000.00	.00	100.0
<b>TOTAL INTERGOVERNMENTAL</b>	<b>28,406.00</b>	<b>28,406.00</b>	<b>13,600.00</b>	<b>( 14,806.00)</b>	<b>208.9</b>
<u>MISCELLANEOUS</u>					
72-3610-000-000 INTEREST.	295.69	295.69	200.00	( 95.69)	147.9
72-3650-000-000 LIBRARY FINES & FEES	9,072.41	9,072.41	10,000.00	927.59	90.7
<b>TOTAL MISCELLANEOUS</b>	<b>9,368.10</b>	<b>9,368.10</b>	<b>10,200.00</b>	<b>831.90</b>	<b>91.8</b>
<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	3,702.13	3,702.13	4,000.00	297.87	92.6
72-3892-000-000 FRIENDS OF THE LIBRARY	1,000.00	1,000.00	.00	( 1,000.00)	.0
<b>TOTAL CONTRIBUTIONS</b>	<b>4,702.13</b>	<b>4,702.13</b>	<b>121,112.00</b>	<b>116,409.87</b>	<b>3.9</b>
<b>TOTAL FUND REVENUE</b>	<b>79,373.98</b>	<b>79,373.98</b>	<b>862,912.00</b>	<b>783,538.02</b>	<b>9.2</b>

GRAND COUNTY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
72-4272-110-000 SALARIES	348,773.31	348,773.31	473,551.00	124,777.69	73.7
72-4272-130-000 EMPLOYEE BENEFITS	170,904.56	170,904.56	224,681.00	53,776.44	76.1
72-4272-210-000 PERIODICALS	2,889.50	2,889.50	3,400.00	510.50	85.0
72-4272-220-000 PUBLIC NOTICES	229.00	229.00	200.00	( 29.00)	114.5
72-4272-230-000 TRAVEL	5,339.11	5,339.11	3,000.00	( 2,339.11)	178.0
72-4272-240-000 OFFICE SUPPLIES & EXPENSE	14,583.87	14,583.87	13,000.00	( 1,583.87)	112.2
72-4272-250-000 EQUIPMENT MAINTENANCE	412.98	412.98	1,000.00	587.02	41.3
72-4272-260-000 BUILDING & GROUNDS MAINTENANCE	8,759.23	8,759.23	14,000.00	5,240.77	62.6
72-4272-270-000 UTILITIES	24,578.75	24,578.75	34,000.00	9,421.25	72.3
72-4272-290-000 FUEL	92.75	92.75	100.00	7.25	92.8
72-4272-310-000 PROFESSIONAL & TECHNICAL SERVI	6,000.00	6,000.00	7,600.00	1,600.00	79.0
72-4272-320-000 JUVENILE COLLECTION DEVT.	9,130.07	9,130.07	10,000.00	869.93	91.3
72-4272-330-000 ADULT PROGRAMS	3,269.64	3,269.64	3,000.00	( 269.64)	109.0
72-4272-340-000 JUVENILE AV	1,591.50	1,591.50	4,000.00	2,408.50	39.8
72-4272-360-000 CELL PHONE ALLOWANCE	855.00	855.00	1,080.00	225.00	79.2
72-4272-400-000 BOOKS	16,788.33	16,788.33	25,000.00	8,211.67	67.2
72-4272-410-000 DONATION EXPENDITURES	300.00	300.00	200.00	( 100.00)	150.0
72-4272-420-000 AUDIO/VIDEO	6,027.55	6,027.55	10,500.00	4,472.45	57.4
72-4272-430-000 ART FUND	.00	.00	1,000.00	1,000.00	.0
72-4272-510-000 MEMBERSHIPS	1,922.50	1,922.50	2,000.00	77.50	96.1
72-4272-520-000 INSURANCE	4,898.89	4,898.89	5,000.00	101.11	98.0
72-4272-620-000 TECHNICAL SERVICES	10,266.00	10,266.00	11,000.00	734.00	93.3
72-4272-750-000 LSTA GRANT EXPENSES	14,706.40	14,706.40	.00	( 14,706.40)	.0
72-4272-780-000 CLEF GRANT EXPENSE	7,700.48	7,700.48	7,600.00	( 100.48)	101.3
72-4272-800-000 INVENTORY	218.73	218.73	1,000.00	781.27	21.9
72-4272-840-000 GRANT MATCH	3,129.17	3,129.17	.00	( 3,129.17)	.0
72-4272-860-000 SCHOOLING	2,211.16	2,211.16	3,000.00	788.84	73.7
72-4272-930-000 CHILDREN'S PROGRAMS	3,493.99	3,493.99	4,000.00	506.01	87.4
<b>TOTAL LIBRARY EXPENSES</b>	<b>669,072.47</b>	<b>669,072.47</b>	<b>862,912.00</b>	<b>193,839.53</b>	<b>77.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>669,072.47</b>	<b>669,072.47</b>	<b>862,912.00</b>	<b>193,839.53</b>	<b>77.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 589,698.49)</b>	<b>( 589,698.49)</b>	<b>.00</b>	<b>589,698.49</b>	<b>.0</b>

GENERAL STATISTICS (including Castle Valley)								
Month	Walk-ins	Check-outs	Computer Use	Phone Calls	Ref Qs	ILLs	Holds	Meeting Room Use
January	11,666	14,419	7,274	369	1,052	34	769	111
February	10,725	12,141	6,780	311	993	37	608	113
March	13,962	14,429	7,814	350	1,299	30	640	128
April	14,033	13,868	7,040	347	1,230	38	602	144
May	14,879	13,210	6,958	392	1,489	55	587	162
June	13,452	14,303	8,145	385	1,144	46	667	114
1st Half	78,717	82,370	44,011	2,154	7,207	240	3,873	772
July	12,092	13,670	8,140	398	866	40	552	110
August	13,370	14,255	8,348	358	984	39	745	106
September	11,162	12,994	6,383	276	896	35	621	115
October	15,193	14,804	7,271	400	1,390	44	720	165
November								
December								
2nd Half	51,817	55,723	30,142	1,432	4,136	158	2,638	496
Totals	130,534	138,093	74,153	3,586	11,343	398	6,511	1,268

CASTLE VALLEY			
Walk-ins	Phone Calls	Ref Qs	Check-outs
327	23	22	1,005
293	21	15	841
344	20	26	868
308	17	22	796
324	28	26	950
300	20	20	901
1,896	129	131	5,361
214	27	30	792
262	25	18	793
286	19	16	780
282	24	24	842
1,044	95	88	3,207
2,940	224	219	8,568

PROGRAMS (Including Castle Valley)								
Month	Children's Programs	# Attends	YA Programs	# Attends	Adult Programs	# Attends	Total Programs	Total # Attends
January	23	387	0	0	20	380	43	767
February	19	245	0	0	15	258	34	503
March	23	336	0	0	14	352	37	688
April	24	397	0	0	14	261	38	658
May	22	1,126	3	412	14	458	39	1996
June	26	732	1	24	12	335	39	1091
1st Half	137	3,223	4	436	89	2,044	230	5,703
July	30	479	0	0	11	579	41	1058
August	21	553	1	41	9	525	31	1119
September	23	342	0	0	14	285	37	627
October	27	1543	3	190	14	1627	44	3360
November								
December								
2nd Half	101	2,917	4	231	48	3,016	153	6,164
Totals	238	6,140	8	667	137	5,060	383	11,867

LIBRARY CARDS			
Total Cards	Adult	Child	Non-resident
63	48	15	1
73	58	15	1
89	63	26	3
59	45	14	1
53	43	10	3
109	81	28	3
446	338	108	12
78	61	17	0
84	59	25	0
80	53	27	1
79	60	19	4
321	233	88	5
767	571	196	17

<b>MONEY</b>						
Month	Donations	New Cards	ILLs	Copies	Other	Total
January	\$467.45	\$144.00	\$24.00	\$543.56	\$60.48	\$1,239.49
February	\$317.85	\$130.00	\$36.00	\$558.39	\$45.09	\$1,087.33
March	\$208.00	\$131.00	\$53.75	\$807.28	\$41.20	\$1,241.23
April	\$202.35	\$78.00	\$32.95	\$712.30	\$148.68	\$1,174.28
May	\$660.25	\$115.00	\$96.00	\$710.20	\$118.57	\$1,700.02
June	\$270.28	\$81.50	\$113.54	\$687.30	\$65.19	\$1,217.81
<b>1st Half</b>	<b>\$2,126.18</b>	<b>\$679.50</b>	<b>\$356.24</b>	<b>\$4,019.03</b>	<b>\$479.21</b>	<b>\$7,660.16</b>
July	\$210.00	\$63.00	\$117.00	\$588.55	\$102.48	\$1,081.03
August	\$854.21	\$97.00	\$72.00	\$668.10	\$145.95	\$1,837.26
September	\$106.15	\$68.00	\$69.35	\$497.53	\$82.99	\$824.02
October	\$351.56	\$122.00	\$108.00	\$577.50	\$50.50	\$1,209.56
November						
December						
<b>2nd Half</b>	<b>\$1,521.92</b>	<b>\$350.00</b>	<b>\$366.35</b>	<b>\$2,331.68</b>	<b>\$381.92</b>	<b>\$4,951.87</b>
<b>Totals</b>	<b>\$3,648.10</b>	<b>\$1,029.50</b>	<b>\$722.59</b>	<b>\$6,350.71</b>	<b>\$861.13</b>	<b>\$12,612.03</b>

<b>Zinio</b>
Checkouts
76
58
26
7
6
29
<b>202</b>
31
22
39
6
<b>98</b>
<b>300</b>

<b>Mango</b>
Sessions
70
142
182
99
100
171
<b>764</b>
34
63
50
111
<b>258</b>
<b>1,022</b>

<b>Laptop Usage</b>		
Month	Parent	Info Desk
January	9	11
February	11	33
March	0	11
April	9	47
May	3	30
June	13	4
<b>1st Half</b>	<b>45</b>	<b>136</b>
July	3	0
August	5	5
September	4	1
October	12	10
November		
December		
<b>2nd Half</b>	<b>24</b>	<b>16</b>
<b>Totals</b>	<b>69</b>	<b>152</b>

<b>E-Audio / E-Books</b>		
E-Audio	E-Books	Sign-ups
638	334	22
584	304	9
692	268	19
641	311	11
836	350	18
942	411	20
<b>4333</b>	<b>1978</b>	<b>99</b>
790	447	16
816	418	17
1,103	492	14
1,170	479	22
<b>3879</b>	<b>1836</b>	<b>69</b>
<b>8,212</b>	<b>3,814</b>	<b>168</b>

<b>Wi-Fi</b>
Sessions
8,604
9,424
15,141
17,271
15,316
14,089
<b>79,845</b>
13,242
12,780
13,043
18,500
<b>57,565</b>
<b>137,410</b>

<b>Projector</b>
Checkouts
6
6
3
5
3
4
<b>27</b>
1
2
6
5
<b>14</b>
<b>41</b>

<b>Self Checkout</b>	
Sessions	Checkouts
1,067	3,122
920	2,698
1,083	3,048
1,073	3,164
722	2,089
1,011	3,021
<b>5,876</b>	<b>17,142</b>
948	2,827
1,084	3,067
914	2,730
1,092	3,341
<b>4,038</b>	<b>11,965</b>
<b>9,914</b>	<b>29,107</b>

## 2018 Acquisitions by Month

Call Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
Adult Fiction	70	129	92	87	62	83	64	72	47	94			800	18.3%
Adult Non-Fiction	82	102	83	80	36	68	63	52	50	73			689	15.8%
Board Books	3	0	2	2	1	3	0	0	0	3			14	0.3%
Biographies	11	8	6	8	6	9	4	11	4	13			80	1.8%
Audio Books - CD	26	6	28	5	34	4	31	5	4	0			143	3.3%
E-Books / E-Audio	3	3	10	8	1	5	5	3	4	6			48	1.1%
Fiction DVD	47	26	16	24	23	27	19	38	7	39			266	6.1%
Juv. Biographies	1	0	1	2	0	0	0	0	0	3			7	0.2%
Juv. Chapter Books	10	4	1	1	1	0	18	11	28	7			81	1.9%
Juv. Audio Books - CD	0	1	1	0	1	2	4	0	1	1			11	0.3%
Juvenile DVD	13	12	7	8	0	8	10	9	22	7			96	2.2%
Juv. Music CD	0	0	0	0	0	0	0	0	0	0			0	0.0%
Juvenile Playaway	4	1	0	0	0	0	0	0	0	0			5	0.1%
Juvenile Books	34	24	23	20	32	36	14	31	40	43			297	6.8%
Large Print	5	2	30	4	0	16	9	3	17	9			95	2.2%
Leveled Reader	6	72	2	1	1	13	2	2	1	0			100	2.3%
Magazine	94	90	103	109	99	86	89	86	87	101			944	21.6%
Music CD	16	13	18	11	5	19	10	17	18	11			138	3.2%
Mass Market Paperback	0	2	0	1	0	3	0	1	0	0			7	0.2%
MP3 Format CD	0	0	0	1	1	1	0	1	0	0			4	0.1%
Non-Fiction DVD	9	12	8	12	12	8	8	17	1	16			103	2.4%
Over-Sized Books	0	1	1	0	0	0	0	0	0	0			2	0.0%
Parenting	1	1	3	0	3	3	0	2	0	0			13	0.3%
Picture Books	19	24	32	19	18	25	8	18	25	12			200	4.6%
Playaways	5	0	0	0	0	0	0	0	0	0			5	0.1%
Playaway Video	0	0	0	0	0	0	0	0	0	0			0	0.0%
Reference	0	2	0	0	0	0	0	0	0	0			2	0.0%
Instructional Set	1	1	2	3	0	0	0	1	0	0			8	0.2%
Spanish	0	0	0	0	0	0	0	0	4	5			9	0.2%
Young Adult	7	17	20	16	19	13	13	19	30	30			184	4.2%
YA Audio Books - CD	0	2	3	0	0	0	0	2	1	0			8	0.2%
YA Playaway	0	3	3	1	0	0	0	0	0	0			7	0.2%
<b>Totals</b>	<b>467</b>	<b>558</b>	<b>495</b>	<b>423</b>	<b>355</b>	<b>432</b>	<b>371</b>	<b>401</b>	<b>391</b>	<b>473</b>	<b>0</b>	<b>0</b>	<b>4366</b>	
													<b>Total</b>	