

Agenda
Grand County Public Library
Board of Directors
Wednesday, May 18, 2016
5:30 pm
Held in the Library Board Room

Public Notice is Hereby Given that there will be a meeting of the *Grand County Public Library* Board of Directors on Wednesday, May 18th, 2016 at 5:30 pm in the Library Board Room at the Grand County Public Library, 257 E Center, Moab, Utah 84532.

- I. Call to Order
- II. Approval of the Minutes (February 11, 2016) (Action Item - Mailed)
- III. Review of Bills (February, March, April 2016) (Action Item – Handout)
- IV. Citizens to be Heard
- V. Library Report (Handout)
- VI. Old Business
 - A. Review and Consideration of Re-approval of the Grand County Public Library Code of Conduct Policy (Action Item. Mailed. No changes recommended by library staff.)
 - B. Review and Consideration of Re-approval of the Grand County Public Library Interlibrary Loan Policy (Action Item. Mailed. No changes recommended by library staff.)
 - C. Review and Consideration of Re-approval of the Grand County Public Library Computer Use Policy (Action Item. Mailed. No changes recommended by library staff.)
- VII. Consent Agenda
 - A. Ratify Chair’s Signature on Community Library Enhancement Fund (CLEF) Agreement (Action Item)
- VIII. New Business
 - A. Discussion of Open and Public Meetings Act Training: Thursday, June 9, 2016 at the Grand Center 10:30 AM – 2:50 PM
- IX. Board Member Reports
- X. Board Member Discussion of Future Agenda Items

XI. Closed Session (if needed)

XII. Adjournment

Please Note: The May Board meeting is scheduled for Thursday July 14, 2016 at 5:30 pm.

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 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
February 11, 2016 5:30 pm
Board Room, Grand County Public Library

In attendance for the February 11, 2016 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Rob Magleby, Kathy McHugh, Ken Ballantyne, Jeremy Lynch, Jenna Woodbury, and Dan McNeil. Also present were Carrie Valdes, Library Director, and Meghan Flynn, Head of Adult Services (minutes). Susan Roche was absent. Brityn Ballard arrived at 5:33 pm.

Rob Magleby called the meeting to order at 5:30 pm.

Approval of the minutes for the January 14, 2016 meeting was discussed. Ken Ballantyne made a motion to approve the minutes as presented. Kathy McHugh seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no citizens to be heard.

Carrie welcomed the two new board members, Daniel McNeil and Jenna Woodbury. Introductions were made around the room.

Brityn Ballard arrived at 5:33 pm.

Carrie reviewed the Director's Report that was passed out at the meeting. She discussed helpful digital resources available to the board and a summary of library budget information covering years 2010 – 2015. Carrie also reviewed the library's 2015 Community Report that was passed out at the meeting. She highlighted library services, statistics, mission and roles, and the work of both library staff and volunteers. Dan and Kathy asked questions to clarify the presented statistics information. Discussion followed. Carrie continued review of the 2015 Community Report. She reviewed the year's programs and noted that the library used approximately \$600,000 in county property taxes to deliver the equivalent of \$4.8 million worth of direct services to the community in 2015. The value of direct services was calculated using a return on investment calculator provided by the American Library Association. Based on 2015 statistics, the Grand County Public Library provided the community with approximately \$8 in services for every \$1 of property tax collected.

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 Board Bylaws. No changes were recommended by library staff. Carrie informed the board that any proposed changes to the bylaws would need to be approved by the Grand County Council. Discussion followed. Kathy McHugh made a motion to approve the Library Board Bylaws as presented. Ken Ballantyne seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Policy for Board Meeting Minutes. No changes were

recommended by library staff. Discussion followed. Ken Ballantyne made a motion to approve the Policy for Board Meeting Minutes as presented. Jenna Woodbury seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was review and consideration of re-approval of Grand County Public Library Mission Statement and Library Roles. No changes were recommended by library staff. Discussion followed. Jeremy Lynch made a motion to approve Library Mission Statement and Library Roles as presented. Kathy McHugh seconded the motion and it passed unanimously.

The fourth item on the agenda under Old Business was review and consideration of a revised Grand County Public Library Collection Development Policy. Carrie told the Board that the suggested revisions were to add acknowledgement that the library now collects eBooks and eAudiobooks. Further suggested revision was meant to clarify statements regarding government documents. The suggested revisions noted that the library makes government documents available if they are provided by issuing agencies, but does not serve as a government documents depository. Discussion followed. Kathy McHugh made a motion to approve the revised Collection Development Policy as presented. Jenna Woodbury 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 Election of Board Officers. Rob Magleby told the board that they needed to elect a chairperson and a vice-chairperson. Discussion followed. Jenna Woodbury made a motion to nominate Kathy McHugh for the position of Library Board Chairperson. Rob Magleby seconded the motion and it passed unanimously. Discussion then followed about the Vice-Chairperson position. Ken Ballantyne made a motion to nominate Jeremy Lynch as the Vice-Chairperson. Jenna Woodbury seconded the motion and it passed unanimously. Discussion followed about the Board Secretary position. Ken Ballantyne made a motion to re-appoint library employee Meghan Flynn as the secretary. Rob Magleby seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Review Existing Library Board Committees and Determine Committee Assignments for 2016. Rob reviewed some roles of the library board committees, and Carrie pointed out the vacant positions left by previous board members. Discussion followed. The board decided that Ken, Kathy, and Jenna will be on the Finance and Funding Committee; Ken, Jeremy, and Susan will be on the Personnel and Policy Committee; Dan and Rob will be on the Technology Committee; Rob and Kathy will be on the Art Committee; Susan will remain the Friends of the Library Liaison; and Kathy, Jeremy, and Susan will be on the Strategic Plan Task Force. Non-voting high school board member, Brityn Ballard will participate on the Personnel and Policy Committee and the Technology Committee.

The next item on the agenda was Board Member Reports. There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. There were no future agenda items.

A closed session was not needed. Rob adjourned the meeting at 6:20 pm.

Grand County Public Library Code of Conduct

Adopted by the Grand County Public Library Board of Directors on July 10, 2003 and revised on September 19, 2007, July 9, 2008, January 21, 2009, June 16, 2010, May 17, 2012, August 8, 2013, April 17, 2014, and March 12, 2015.

The Grand County Public Library has an obligation to its patrons to maintain an atmosphere conducive to reading, study, research, and the pursuit of life-long learning opportunities. Library patrons are expected to use the Library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous manner.

This Code of Conduct exists for the comfort and protection of all. It will be courteously and firmly enforced by Library staff. Behavior becomes unacceptable when it infringes on the rights of others to utilize library services and facilities, when it could result in injury to oneself or others or when it could result in loss or damage to patron or Library property. If necessary, the police may be called for assistance. Persons who fail to follow the Library Code of Conduct, depending upon the severity of the offense, may be given a verbal warning, suspended from utilizing Library privileges, suspended from entering Library property for a specified time period, and/or face legal action. Repetitive violations could mean permanent suspension from Library privileges and/or property. For further clarification please see Addendum A: Procedure for Adults who Violate the Library's Code of Conduct, Addendum B: the Grand County Public Library's Children's Policy and Addendum C: Procedure for Children who Violate the Children's Policy.

Instances of irresponsible use of the Library and supporting examples include:

- Any illegal activity including stealing, damaging, or altering any Library property.

Examples (includes but is not limited to): gambling, altering or damaging setup of computer equipment or software; writing on Library materials; cutting or tearing out pages from Library materials; carving table tops; puncturing upholstery; trampling the landscape; starting a fire; moving furniture without the express consent of the Library staff; or use of furniture in any manner that may damage the furniture, including placing feet on the furniture; using a library card for which you are not an authorized user to check out library materials or use the library's public access computers.

- Disorderly, drunken, dangerous, disruptive, or threatening behavior that may jeopardize the personal safety of adult patrons, juvenile patrons, staff or facilities at the Library, or that cause a nuisance to other patrons or Library staff.

Examples (includes but is not limited to): cursing; making obscene gestures; wearing clothing which can reasonably be deemed vulgar or obscene by community standards; wearing inadequate clothing including failure to wear shoes; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threatening the personal safety of patrons or staff; transmitting threatening, harassing, malicious, or abusive language and images; running, skateboarding, or rollerblading; fighting; spitting; using a laser pointer (except for authorized use in a presentation); climbing the courtyard walls; improperly using Library restrooms or facilities for purposes such as bathing, shaving or changing clothes; disciplining children in a manner which disrupts use of the Library by others; leaving children under the age of eight unattended on Library premises; entering non-public areas of the Library without permission. Any bicycle or other item blocking the Library entryway is subject to confiscation.

- Loitering (Patrons shall be engaged in activities associated with the use of a public library while in the building.)

Examples (includes but is not limited to): blocking the entry ways, vestibules or book return; laying down on the floor or on library furniture; refusing to leave Library premises at closing. Disruptive groups congregating on Library grounds will be asked to disperse.

- Consumption of intoxicants and/or tobacco.

Examples (includes but is not limited to): consuming drugs, alcohol, or tobacco products inside the Library, including entryways and restrooms or within a 25 foot perimeter of an outside door.

- Consumption of food and/or drink. (Water in covered containers is allowed in the Library.) Food and drinks other than water are only permitted in staff areas, the Library's courtyard, and for groups in the meeting rooms participating in a Library organized program.

- Possession of a weapon (except for a law enforcement official or an owner with a legal permit), brandishing or displaying weapons, or exhibiting any tool or other item in a threatening manner.

- Stalking.

Examples (includes but is not limited to): conduct that alarms, annoys, or harasses another patron or staff; an adult (unaccompanied by a child) in the Children's Library area who is not engaged in Library business.

- Indecent exposure; harassment; displaying pornography or materials harmful to minors.

Examples (includes but is not limited to): inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet in view of minors; exhibitionism/flashing; excessive public displays of affection.

- Soliciting donations of money; or distributing materials at the Library without prior approval. Community organizations may submit literature to the Administration for approval for display in the display racks in the Library. Soliciting signatures on a petition is allowed outside the library. Petitioners may not impede access to the library or alarm, annoy, or harass another patron or staff member. Petitions left unattended will be discarded.

Examples (includes but is not limited to): panhandling.

- Offensive personal hygiene or appearance.

Examples (includes but is not limited to): body odor/perfume/cologne which is detectable by smell from two or more feet away from the offending patron and which elicits complaints or causes discomfort to other Library users or staff; failure to wear shoes and/or shirt inside the Library building or courtyard.

- Producing excessive noise separate from an authorized Library program.

Examples (includes but is not limited to): loud talking, singing, whistling, playing a musical instrument or portable audio player; prolonged ringing of any portable instrument; crying children for an extended period; loud headphones. Talking on a cell phone and using VOIP (Voice over Internet Protocol) is only permitted in the library's courtyard and the library's meeting rooms.

- Bringing animals or pets into the Library separate from authorized programs, with the exception of service animals.
- Any questionable behavior or actions not listed above will be left to the discretion of the Library director or his/her designee for review and action.

In addition, parents are responsible for the behavior of their children. Parents are asked to come with their children not only for their own safety but to show respect for other Library patrons. The Library enforces its Children's Policy (Addendum B). A parent or caregiver must keep a child aged seven and under within his/her sight. A caregiver must be at least 12 years of age and be able to monitor the child's behavior and ensure compliance with library policy on behavior.

The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to disposal.

Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent suspension from the Library and/or arrest. Any patron who has been suspended from the Library or denied library privileges by the Library Director can submit a written appeal within 30 days of receiving the Library Director's decision. The appeal will be reviewed by the Grand County Public Library Board of Directors at their next regularly scheduled Board meeting.

Addendum A

Procedure for Adults who Violate the Library's Code of Conduct

If an adult is exhibiting dangerous, destructive or criminal behavior in the library, library staff will immediately call dispatch and ask dispatch to send over law enforcement. As soon as the staff member is able s/he will locate the Library Director in the library or call him/her at home to inform him/her about the situation. Afterwards, the staff member will record the incident in detail in the Patron Incident Log on the P drive. Based on the severity of the situation, the Library Director may decide to suspend the patron's library privileges for up to one year without any advanced warning. Repetitive violations could mean permanent-suspension from Library privileges and/or property. Any patron who has been suspended from the library or denied library privileges by the Library Director can submit a written appeal within 30 days of receiving the Library Director's decision. The appeal will be reviewed by the Grand County Public Library Board of Directors at their next regularly scheduled Board meeting.

Dangerous, destructive or criminal conduct may include, but is not limited to:

- physical abuse or assault
- fighting or challenging to fight
- making violent or threatening statements
- sexual harassment or misconduct
- damaging or destroying library property

Other behaviors are also prohibited by the Library's Code of Conduct. In the event that a patron is in violation of another aspect of the Library's Code of Conduct then please follow the procedure explained below.

First, investigate the situation and determine if there is a problem. Library staff does not have to wait for a patron to complain in order to act, if s/he feels that a patron is violating the Library's Code of Conduct. If the Library Director and the Department Heads are available, library staff should consult with them before issuing a patron a warning. At least two staff members should confirm/agree that there is a problem before asking a patron to leave.

First Violation

Approach the patron and ask for the patron's name if you do not already know it (you will need it for your incident report). Provide the patron with his/her first warning. When speaking to the offending patron please use the phrases/vocabulary used in the written warning.

- 1) Body Odor – provide the patron with a verbal warning and give him/her a copy of the written warning/code of conduct policy – tell the patron s/he is required to leave the building within ten minutes.

2) Any other violations – patron is provided with a verbal warning and given a copy of the written warning/code of conduct policy. Tell the patron to cease the behavior or s/he will be asked to leave the library building.

If a patron with offensive body odor does not leave within ten minutes of being given the warning – call dispatch, tell them you have a patron who has violated the Library’s Code of Conduct Policy and has refused to leave the building and request that an officer be sent over to escort the patron out of the building.

If a patron with any other type of violation continues his/her behavior – tell the patron s/he needs to leave within ten minutes and if the patron does not leave call dispatch and ask for an officer to escort the patron out of the building.

Record the incident in detail in the Patron Incident Log on the P drive.

Second Violation

If a patron violates the Library’s Code of Conduct on a second occasion within a year following the patron’s first violation, library staff will follow the procedure listed above and make sure that the Library Director has been informed. The patron will have his/her library/computer privileges suspended for one week, or the patron will be suspended from the library building for one week. Any patron who has been suspended from the library or denied library privileges by the Library Director can submit a written appeal within 30 days of receiving the Library Director’s decision. The appeal will be reviewed by the Grand County Public Library Board of Directors at their next regularly scheduled Board meeting.

Third Violation

If a patron violates the Library’s Code of Conduct on a third occasion within a year following the patron’s second violation, library staff should follow the procedure listed above and make sure that the Library Director has been informed. The third violation will result in the Library Director suspending the patron’s access to the computers or other library services for a year and/or the Library Director will consider suspending the patron from access to the library grounds and building for one year. Any patron who has been suspended from the library or denied library privileges by the Library Director can submit a written appeal within 30 days of receiving the Library Director’s decision. The appeal will be reviewed by the Grand County Public Library Board of Directors at their next regularly scheduled Board meeting.



257 East Center Street · Moab, Utah 84532
435-259-1111 · www.moablibrary.org

The library staff has determined that your odor is preventing library patrons and staff from having a pleasant experience at the library. You are in violation of the Library's Code of Conduct and you must leave the building within the next ten minutes. You can not return until you have bathed and washed your clothing. If you do not leave the library building within the next ten minutes, law enforcement will be called to escort you out of the building. Following is a list of consequences for repeating this violation, a list of facilities at which you can purchase a shower, a list of Moab's laundromats and a copy of the Library's Code of Conduct Policy.

Thank you for your cooperation.

- 1st violation – suspension from the library for one day**
- 2nd violation – suspension from the library for one week**
- 3rd violation – suspension from the library for one year**

Public Showers

Canyonlands Campground	\$6.00	259-6848
555 S. Main St.		
Moab Rec. & Aquatic Ctr.	\$4.00	259-8226
181 W. 400 N.		
Lazy Lizard Hostel	\$3.00	259-6057
1213 S. Highway 191		

Laundromats

Moab Laundry Express	
471 S. Main #6 & 16 W 100 N	
435-260-9628	
Moab Speedqueen Laundromat	
702 S. Main St.	435-259-7456
The Wet Spot	
96 S. Main	

Inexpensive Used Clothing

Wabi Sabi Thrift Store	
160 E 100 S	435-259-3313
The Remnant Vintage & Thrift Store	
350 N 500 W	435-259-2747



257 East Center Street · Moab, Utah 84532

435-259-1111 · www.moablibrary.org

The library staff has determined that your behavior is in violation of the Library's Code of Conduct and you must stop immediately or you will be required to leave the building. If you are asked to leave and do not leave within ten minutes, law enforcement will be called to escort you out of the building. Following is a list of consequences if you do not stop immediately or if you repeat this violation in the future. The Library's Code of Conduct Policy is on the back side of this warning.

Thank you for your cooperation.

- 1st violation – suspension from the computers and/or library building for one day**
- 2nd violation – suspension from the computers and/or library building for one week**
- 3rd violation – suspension from the computers and/or library building for one year**



257 East Center Street · Moab, Utah 84532

435-259-1111 · www.moablibrary.org

The library staff has determined that you are viewing inappropriate material on the library computers. You are in violation of the Library's Code of Conduct and you must close your browser/computer window and stop immediately or you will be required to leave the building. If you are asked to leave and do not leave within ten minutes, law enforcement will be called to escort you out of the building. Following is a list of consequences if you do not stop immediately or repeat this violation in the future. The Library's Code of Conduct Policy is on the back side of this warning.

Thank you for your cooperation.

- 1st violation – suspension from the computers and/or library building for one day**
- 2nd violation – suspension from the computers and/or library building for one week**
- 3rd violation – suspension from the computers and/or library building for one year**

Addendum B

Grand County Public Library Children's Policy

The Grand County Public Library has an obligation to its patrons to maintain an atmosphere conducive to reading, study, research, and the pursuit of life-long learning opportunities. Library patrons are expected to use the Library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous manner. This obligation includes young patrons and families with young children.

This Children's Policy exists for the comfort and protection of all. It will be courteously and firmly enforced by Library staff. Behavior becomes unacceptable when it infringes on the rights of others to utilize library services and facilities, when it could result in injury to oneself or others, or when it could result in loss or damage to patron or Library property. Families and children are always welcome and encouraged to use the library. A child aged seven and under must have a parent or caregiver within sight. A caregiver must be at least 12 years of age and be able to monitor the child's behavior and ensure compliance with library policy on behavior.

If a child age seven or under is unattended at the library, the children's room staff will make a reasonable attempt to notify a parent/legal guardian and inform him/her of library policy. When the parent/legal guardian is located, s/he will be informed of the library policy and asked to either join the child at the library or to pick the child up immediately. If a parent/legal guardian cannot be reached or does not arrange for supervision, the Department of Child and Family Services or local law enforcement may be notified. The Department of Child and Family Services or local law enforcement will be provided with a copy of this policy to give to the parent/legal guardian.

Children age eight and older may use the library on their own. However, parents/legal guardians are still responsible for the actions and well-being of their child(ren). Children exhibiting inappropriate behavior may be asked to leave the library. If a child in this age group is not able to leave the library without an adult, he/she should not be in the library alone.

Should it be determined that a child has been left at the library without a ride or assistance home at closing time, staff will attempt to contact an adult or family member. Staff is not permitted to remain after hours with an unattended child nor give him/her a ride home. If an adult or family member cannot be reached, local law enforcement may be called to escort the child home or keep the child until parents/legal guardian can be reached. Two staff members will remain with the child until law enforcement has arrived. The Head of Children/Teen Services will be informed whenever this action becomes necessary. The Head of Children/Teen Services will contact the child's parent or guardian to explain the library policy and why the action was required.

If the library staff determines that a child's behavior is in violation of the Library Code of Conduct, they will notify Children's Room staff. Children's Room staff will ask the child to stop the behavior. If behavior is dangerous, destructive, or criminal, library staff will immediately call dispatch and request law enforcement. Children's Room staff may also request assistance from other staff so that order is maintained. When altercations occur between juveniles, parents/guardians will also be called.

A Progressive Discipline Plan is included to insure that children are consistently held to a standard of behavior and given consistent consequences and most importantly, that the library remains a pleasant place for all the patrons. A child may be asked to leave the library for the day when s/he exhibits inappropriate behavior as defined below:

Instances of inappropriate behavior may include, but are not limited to, using profanity, loud voices, bullying/teasing, lying to staff, physical contact with another child, and/or interfering with another child's turn on the computer. Staff *may* remind a child a maximum of three times.

Children who are asked to leave the library for the day will be required to sign an "Acceptable Behavior Contract" with the Children's Room staff prior to being allowed in the library again. If the child violates the contract within a year following the first offense, they will be suspended from the library for two weeks and must meet with the Library Director or a representative appointed by the Library Director. If an additional violation occurs, the child will be suspended from the library for three months and a parent/guardian will be required to meet with the Library Director. Any subsequent violation within a year following the first offense will result in a six month suspension.

Addendum C

Procedure for Children who Violate the Children's Policy

If a child is exhibiting dangerous, destructive or criminal behavior in the library, library staff will call dispatch, and ask for a law enforcement officer. If the child leaves or tries to leave before law enforcement arrives, library staff will follow the patron to the front of the building to ensure the safety of the patron and other patrons entering the building. As soon as you are able, locate the Head of Children/Teen Services or Library Director to inform him/her of the situation. Afterwards, record the incident in detail in the Patron Incident Report on the P drive. Based on the severity of the situation, the Director may suspend the patron's library privileges for up to one year without any advance warning. Suspended patrons or their parent/legal guardian may submit a written appeal within 30 days of receiving the Library Director's decision. The appeal will be reviewed by the Grand County Public Library Board of Directors at their next regularly scheduled Library Board meeting.

Dangerous, destructive or criminal conduct may include, but is not limited to...

- Physical abuse or assault
- Fighting or challenging to a fight
- Making violent or threatening statements
- Sexual harassment or misconduct
- Damaging or destroying library property

Other behaviors are also prohibited by the Library Code of Conduct and Children's Policy. In the event that a patron is in violation of those stipulations, please follow the procedure below.

If Library Staff notices a child (0-17 years of age) in violation of the Library Code of Conduct or the Children's Policy, you may give the child a fair chance to amend his/her behavior with a warning and a clear statement of the consequences. "Stop that behavior or you will be asked to leave the library." Make sure the Children's Room staff is aware of the warning. If the behavior persists beyond a reasonable or acceptable time, the child should be told to leave the library. ("You may not stay at the library with that behavior. Before you may come back to the library, you must speak to staff in the Children's Room. *Do you need to call for a ride?*") If the child does not leave the library within ten minutes, and s/he is not waiting for a parent, tell him/her that you will call dispatch and have an officer remove him/her from the library.

A child who is asked to leave the library after a first violation will be able to return the following day. Children who get into trouble after 4 pm will be not be able to return until the second day. The child will only be allowed to return if s/he is willing to sign an Acceptable Behavior Contract and speak with a member of the Children's Room staff.

After asking the child to leave, **it is very important to document the incident in the Children's Disciplinary Log on the P drive.**

A second violation of any sort within a year of the first offense will result in a phone call to the child's parents and a two week suspension of library privileges. Upon his/her return, the child will need to speak with the Director and sign a second Library Acceptable Behavior Contract.

A third violation will result in a three month suspension. In order to return to the library the child and a parent or guardian will be required to meet with Children's Room staff and the Library Director to sign the final contract. Suspensions following the third violation will result in a six month suspension.

Library Acceptable Behavior Contract

I have been asked to leave the library for inappropriate behavior. In order for me to have the privilege of being a patron at the Grand County Public Library,

I, _____, agree to follow the rules and demonstrate appropriate behavior including:

- Respect other people who are using the library.
- Respect library property.
- Respect library staff.
- KYHFOOTY*, no physical contact.
- Work or play quietly and allow others to do the same.
- Use an inside voice.

Signature _____ date _____

Library Staff _____ date _____

If I violate this contract, I will not be able to return to the Library for two weeks. When I return, I must see the Library Director before I can use any library services.

*Keep your hands feet and other objects to yourself.

Date and description of violations:

1st violation _____

2nd violation _____

3rd violation _____

Please list any other violations below:

Library Acceptable Behavior Contract

#2

I have been suspended from using the library for two weeks. In order for me to have the privilege of being a patron at the Grand County Public Library,

I, _____, agree to follow the rules and demonstrate appropriate behavior including:

- Respect other people who are using the library.
- Respect library property.
- Respect library staff.
- KYHFOOTY*, no physical contact.
- Work or play quietly and allow others to do the same.
- Use an inside voice.

Signature

date

Library Director

date

If I violate this contract, I will not be able to return to the Library for three months. When I return, I must bring a parent/guardian and meet with the Children's Room staff and Library Director before I can use any library services.

*Keep your hands feet and other objects to yourself.

Library Acceptable Behavior Contract

Final

I have been suspended from using the library for three months. In order for me to have the privilege of being a patron at the Grand County Public Library, I, _____, agree to follow the rules and demonstrate appropriate behavior including:

- Respect other people who are using the library.
- Respect library property.
- Respect library staff.
- KYHFOOTY*, no physical contact.
- Work or play quietly and allow others to do the same.
- Use an inside voice.

Signature

date

Parent Signature

date

Library Director

date

If I violate this contract, I will not be able to return to the Library for six months. When I return, I must again bring a parent/guardian and meet with the Children's Room staff and Library Director before I can use any library services.

*Keep your hands feet and other objects to yourself.

Grand County Public Library Interlibrary Loan Policy

The Grand County Public Library provides interlibrary loan (ILL) services to library patrons in accordance with the provisions of this policy. The Utah State Library Interlibrary Loan Circulation Policy and the Interlibrary Loan Code for the United States, prepared by the Reference and User Services Association, serve as a foundation for ILL service at the Grand County Public Library (see appendix A and B).

I. Definition of Interlibrary Loan

An ILL is a transaction in which library material or a copy of the material is made available by one library to another.

II. Purpose of Interlibrary Loan

The purpose of the Grand County Public Library ILL system is to address the research and recreational needs of patrons whose material requests are beyond the scope of the collection of the Grand County Public Library. The rural demographics of the Grand County Public Library limit research, recreation, and other information-seeking patrons. The ILL system enables patrons to reach beyond the collection of the Grand County Public Library to library collections throughout Utah and the rest of the United States.

III. Interlibrary Loan Rules

The following rules are in place to ensure efficient operation of the ILL system:

1. Patrons can request, via ILL, material not available in the collection of the Grand County Public Library.
2. The Grand County Public Library will not ordinarily request via ILL the following types of materials:
 - a. Rare or valuable material.
 - b. Bulky or fragile items that are difficult to ship.
 - c. Material in high demand at the lending library.
 - d. Material with local or reference circulation restrictions.
 - e. Unique material that would be difficult or impossible to replace.
 - f. Material signed by author or from private collections.
 - g. Entire issues of periodicals (photocopies will be made of individual articles).
 - h. Materials that can be obtained only by FOIA request.
3. All patrons (as defined by the circulation policy) are eligible for ILL service provided they have no history of excessively late or lost materials. Patrons with a history of returning ILLs late may be suspended from using the ILL system.
4. In accordance with Utah State Library ILL policy, the Grand County Public Library always checks availability in the Utah State Library's online catalog

before submitting an interlibrary loan request, and the Utah State Library serves as an intermediary between the Grand County Public Library and other libraries when requesting ILL materials.

5. Requests will be filed electronically with the Utah State Library to insure prompt delivery. However, borrowers must expect a 2-6 week delivery time and must fill out the ILL request form clearly and completely to avoid delay in material delivery.

6. The Grand County Public Library will promptly and efficiently process all ILL requests and promptly and efficiently return borrowed materials to their lending library.

7. The number of ILL requests must not exceed five at one time from one patron.

8. Patrons will be charged for fulfilled ILL material requests and overdue ILL materials according to the Grand County fee schedule for the Grand County Public Library.

9. Occasionally a lending library will charge an additional fee to lend an item or send a photocopy. Under this circumstance the patron will be informed of the additional fee and given the opportunity to cancel their request.

10. The Grand County Public Library due date on each ILL record reflects one week prior to lending library due date to allow time for shipment.

11. Request for renewal of materials is permitted, however, requests can only be granted by individual lending libraries.

12. Replacement cost for lost/damaged materials will be determined by the lending library.

13. All materials more than four weeks overdue will be considered lost, and the patron will be responsible for the cost of the material, due and payable to the Grand County Public Library within thirty days after receiving the invoice for the lost material.

14. Submission of an ILL request does not guarantee retrieval.

Adopted by the Grand County Public Library Board of Directors on September 10, 2008 and revised/reapproved on September 23, 2009, February 17, 2010, August 24, 2011, April 11, 2013, April 17, 2014, and March 12, 2015.

Appendix A.

Utah State Library ILL Circulation Policy

1. The State Library Division (Utah State Library) 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.

2. Material in the collection can be located and requested by using the State Library Catalog. If your library or agency does not have Internet access, you may request material by mail:

State Library Division, Attn: Library Resources
250 N 1950 W Suite A, Salt Lake City, UT 84116
or phone (1-800-662-9150), or fax (1-801-715-6767)

All Libraries and Agencies requesting materials will need an access code which allows requests to be placed in the Library's catalog, and to request materials not in the catalog. To obtain an access code, contact the Interlibrary Loan Program.

3. Material from the collection is normally checked out for six weeks if there are no other requests for it. This includes time for mailing in both directions. The due date indicates when the material should be back in our hands. Renewals can be requested on material through the Catalog, or, if no Internet access is available, by mail or phone (see above), provided there are no other requests for the material. Material may be renewed up to two times for six week each. Material must be renewed before the due date.

4. Material requested from the collection will be checked out for four weeks if there are other requests pending. No renewals are allowed if there are other requests pending.

5. Materials not in the collection may also be requested from the State Library by Libraries who are not members of OCLC and by State Agencies. These requests should be made on the InterLibrary Loan Online System. If no Internet access is available, you may request material by mail, phone, or fax (see 2 above). These materials are subject to availability. 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.

6. Your Library or Agency is responsible for all materials requested from the State Library which are loaned from our collection or obtained from another library.

- You will be notified when materials requested are not available.
- Please notify us promptly when your library has received and returned materials borrowed, through the ILL online system, or by mail, phone, or fax.

- **Bookmobile Libraries:** Please have material shipped to your library for distribution to the patron. This ensures that your library has better control over the circulation of these borrowed materials. Having materials shipped to your library for distribution means that the patron has access to a wider array of materials, as most lending libraries will not loan materials directly to private individuals. This also helps patrons maintain a close link with their local bookmobile library.
- The borrowing Library or Agency will be responsible for maintaining due care of the materials, requesting renewals, and returning the materials before the due date. Materials loaned from outside of the State Library collection are normally returned directly to the lending library.

7. All materials more than four weeks overdue will be considered lost, and the library or agency will be responsible for the cost of the material, due and payable directly to the lending library, or in extenuated circumstances, to the Utah State Library Division. Payment should be made within thirty days after receiving the invoice for the lost material.

8. Libraries or Agencies with more than 10 items overdue, or any items lost or damaged, will be ineligible to receive additional materials until until they have resolved the situation.

9. Please contact the Interlibrary Loan Program if you have any questions or comments about this policy.

Appendix B

Interlibrary Loan Code for the United States

Prepared by the Interlibrary Loan Committee, Reference and User Services Association, 1994, revised 2001. Approved by the RUSA Board of Directors January 2001.

Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code recognizes that the sharing of material between libraries is an integral element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests. In this code, "material" includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

1.0 Definition

1.1 Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library.

3.0 Scope

3.1 This code is intended to regulate the exchange of material between libraries in the United States.

3.2 Interlibrary loan transactions with libraries outside of the United States are governed by the International Federation of Library Associations and Institutions' International Lending: Principles and Guidelines for Procedure.

4.0 Responsibilities of the Requesting Library

4.1 The requesting library should establish, maintain, and make available to its users an interlibrary borrowing policy.

4.2 It is the responsibility of the requesting library to ensure the confidentiality of the user.

4.3 Some requesting libraries permit users to initiate online ILL requests that are sent directly to potential supplying libraries. The requesting library assumes full responsibility for these user-initiated transactions.

4.4 Requested material should be described completely and accurately following accepted bibliographic practice.

4.5 The requesting library should identify libraries that own the requested material. The requesting library should check and adhere to the policies of potential supplying libraries.

4.6 When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material, accompanied by an indication that ownership is not confirmed.

4.7 The requesting library should transmit interlibrary loan requests electronically.

4.8 For copy requests, the requesting library must comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.

4.9 The requesting library is responsible for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.

4.10 The requesting library is responsible for honoring the due date and enforcing any use restrictions specified by the supplying library. The due date is defined as the date the material is due to be checked-in at the supplying library.

4.11 The requesting library should normally request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.

4.12 All borrowed material is subject to recall. The requesting library should respond immediately if the supplying library recalls an item.

4.13 The requesting library should package material to prevent damage in shipping and should comply with any special instructions stated by the supplying library.

4.14 The requesting library is responsible for following the provisions of this code. Disregard for any provision may be reason for suspension of service by a supplying library.

5.0 Responsibilities of the Supplying Library

5.1 The supplying library should establish, maintain, and make available an interlibrary lending policy.

5.2 The supplying library should consider filling all requests for material regardless of format, but has the right to determine what material will be supplied on a request by request basis.

5.3 It is the responsibility of the supplying library to ensure the confidentiality of the user.

5.4 The supplying library should process requests in a timely manner that recognizes the needs of the requesting library and/or the requirements of the electronic network or transmission system being used. If unable to fill a request, the supplying library should respond promptly and should state the reason the request cannot be filled.

5.5 When filling requests, the supplying library should send sufficient information with each item to identify the request.

5.6 The supplying library should indicate the due date and any restrictions on the use of the material and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked-in at the supplying library.

5.7 The supplying library should ship material in a timely and efficient manner to the location specified by the requesting library. Loaned material should be packaged to prevent loss or damage in shipping. Copies should be delivered by electronic means whenever possible.

5.8 The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.

5.9 The supplying library may recall material at any time.

5.10 The supplying library may suspend service to a requesting library that fails to comply with the provisions of this code.

Grand County Public Library Computer Use Policy

The Grand County Public Library offers a variety of computer services to the community. This Computer Use Policy was developed under the direction of the Library Board of Directors in order to meet the provisions of Utah Code Section 9-7-215. The policy includes rules for use and is guided by the Federal Children's Internet Protection Act and portions of the Utah Code described in UCA 9-7-213, 9-7-215, and 9-7-216 and Administrative Rule 223-2, and is reviewed at least once every three years. A summary of the library laws regarding internet use is provided on the opening screen of each public Internet computer session in the library. Specific information about the library's various computers and user groups are listed in Attachment A.

Internet Access: The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is germane to the Library's mission. However, the Internet is an unregulated medium, and may provide access to information that is inaccurate, illegal, or that some may find offensive or disturbing. To initiate a session using the Internet, all users must agree to the library's use policy, which appears on the browser's opening screen. The Library prohibits illegal activity on Internet computers and takes no responsibility for content of materials viewed on the Internet. Briefly, illegal activity under Utah law includes gambling, fraud, and viewing materials legally defined as child pornography, obscenity, and materials harmful to minors. For the complete text of the Utah code that pertains to Internet use in the Library, please ask the library staff or find it on the world wide web: (Utah Code Annotated 9-7-213, 9-7-215, 9-7-216 and Rule 223.2). U.S. copyright law (Title 17, U.S.Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, music files or data) without the explicit permission of the copyright holder. All responsibility for any consequences of copyright infringement lies with the user; the Grand County Public Library expressly disclaims any liability or responsibility resulting from such violations.

Technology Protection Measures: The Library, pursuant to Federal laws and Utah code 9-7-215, imposes a technology protection measure (filtering software) on all library computers with Internet access (including staff and public access computers) that is intended to (1) protect against illegal visual depictions that are child pornography or obscene, (2) protect minors against visual depictions that are child pornography, harmful to minors, or obscene, and (3) protect the Library's network security and ensure equitable bandwidth distribution. The federal Children's Internet Protection Act and Utah state law specify that patrons may request an exception to filter a specific website.

Library Staff will not allow an exception for any illegal site or for any site blocked that could present a network safety concern including peer-to-peer and file sharing websites. Administrative procedures and guidelines for staff to follow in enforcing the policy have been established and are described herein, and procedures to handle complaints about this policy and its enforcement, and about observed patron behavior, are included below and are available at the library for public review.

Children's Computers: The Library takes no responsibility for content of materials that children view on the Internet, games they may play on the computers, etc. Staff members oversee computers as much as possible, and additional technological measures are used in the Children's Room but parents are ultimately responsible for their children, whether they are present or not.

Consequences for violating Library policies may include:

- Verbal warning from staff.
- Ending a computer session or being required to leave the library.
- Suspension of library privileges including access to computers or to the building.
- Police intervention, including possible arrest and prosecution for trespass and other violations.

Library patrons who have questions or concerns about this or any Library policy and enforcement of these policies may contact the Library Director or the Library Board of Directors (Trustees).

Adopted by the Grand County Public Library Board of Directors on July 10, 2003, and revised May 13, 2004, March 21, 2007, January 9, 2008, October 21, 2009, January 20, 2010, January 19, 2011, November 8, 2012, October 17, 2013, and October 23, 2014.

Attachment A

Library Computer Use by Patron Type and Computer Type

These computer use guidelines may be revised by the library staff, as needed. The Library Code of Conduct applies to acceptable behaviors for computer users.

Facilities for Adult Library Card Holders: The Library provides public access computers for registered patrons with library accounts in good standing that are available on a first-come, first-served basis. Under certain conditions, a patron without a library card may be allowed a one hour session.

Visitor Terminals: The Library provides Internet machines, primarily for email, that do not require a library card to use. These machines are for persons 18 years and older unless a parent or guardian is present and have a 15 (fifteen) minute limit if others are waiting. These computers are available on a first-come, first-served basis. Visitors request a 15-minute code from the checkout desk.

Computers for Young Adults: The Library provides computers specifically for young adults (ages 12 to 17) with library accounts in good standing that are available on a first-come, first served basis.

Computers for Children: The Children's computers are available on a first-come, first-served basis to children with library accounts in good standing. Children may have a maximum of four (4) 30-minute computer sessions per day. The Library provides three types of computers for children:

- Toddler computers (no internet access), for young children and children without library cards or parental/guardian permission;
- Children's computers for patrons up to age 14;
- Children age 12 and over may use the young adult Internet computers, but may not use both children's and young adult computers on the same day.

Laptops for Parents/Guardians: Three Parent Laptops are available on a first-come, first-served basis.

Laptops and Tablets for Adult Library Card Holders: The Library provides laptops on a first-come first-served basis that may be checked out at the information desk for in-library use. The library also provides tablet computers that may be checked out for a one-week time period. Cardholders must read/sign and follow the rules outlined in the Grand County Public Library Laptop Loan Agreement or the Grand County Public Library iPad and Kindle Fire Loan Agreement in order to checkout a laptop or tablet.

A library card is considered "in good standing" if there are no items more than 28 days overdue, the total fine is less than \$10.00, and there is updated contact information.

“Get On Board!”

**The Grand County Council invites you to attend the required
*Annual Open and Public Meetings Act Training***

WHEN: Thursday, June 9, 2016

Session 1: 10:30 AM to noon (Required once for each term of a Board Member's service, typically every 4 years)

Budgeting and Financial Reporting (Ryan Roberts, State Auditor's Office)

Noon: Pizza served for all attendees

Session 2: 12:15 to 1:15 PM (FREE, RSVP required, **mandatory** for Board Member's each year, Staff Liaisons strongly encouraged to attend)

**Legislative Update / Open and Public Meetings Act
Training** (LeGrand Bitter, UASD Executive Director)

- Legislative Update
- State Requirements of the Open and Public Meetings Act
 - Public Notice
 - Written Minutes
 - Closed Meetings
 - Electronic Meetings
 - Chance or Social Meetings
 - Electronic Message Transmission

Session 3: 1:15 to 2:50 PM (Required once for each term of a Board Member's service, typically every 4 years, preferably within one year of appointment)

General Board Member Training (LeGrand Bitter)

- Board Governance (Legislative Auditor General Findings; Board Member Qualifications; Board Responsibilities)
- Ethics
- Nepotism
- Government Records Access and Management Act (GRAMA) Overview
- Board Personnel Policy
- Dealing with other Items of Importance

WHERE: Grand Center, 182 North 500 West, Moab, (435) 259-6623

Affirmative RSVPs by 5PM Friday, June 3rd:

Bryony Chamberlain

bchamberlain@grandcountyutah.net

or (435) 259-1346

GRAND COUNTY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2016

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
72-3110-000-000 LIBRARY GENERAL PROPERTY TAXES	.00	.00	662,042.00	662,042.00	.0
72-3113-000-000 FEE IN LIEU TAXES	2,654.44	2,654.44	35,000.00	32,345.56	7.6
72-3120-000-000 REDEMPTION PRIOR YEARS	18,182.46	18,182.46	15,000.00	(3,182.46)	121.2
72-3190-000-000 TAX PENALTIES & INTEREST	192.52	192.52	1,000.00	807.48	19.3
TOTAL TAXES	21,029.42	21,029.42	713,042.00	692,012.58	3.0
<u>INTERGOVERNMENTAL</u>					
72-3340-000-000 CLEF GRANT	7,700.00	7,700.00	.00	(7,700.00)	.0
72-3347-000-000 UPLIFT GRANT	500.00	500.00	.00	(500.00)	.0
72-3350-000-000 SAN JUAN COUNTY ILA	.00	.00	6,000.00	6,000.00	.0
TOTAL INTERGOVERNMENTAL	8,200.00	8,200.00	6,000.00	(2,200.00)	136.7
<u>MISCELLANEOUS</u>					
72-3610-000-000 INTEREST.	28.41	28.41	250.00	221.59	11.4
72-3650-000-000 LIBRARY FINES & FEES	5,551.63	5,551.63	17,000.00	11,448.37	32.7
TOTAL MISCELLANEOUS	5,580.04	5,580.04	17,250.00	11,669.96	32.4
<u>CONTRIBUTIONS</u>					
72-3890-000-000 CONTRIBUTION - LIBRARY FUND SU	.00	.00	49,830.00	49,830.00	.0
72-3891-000-000 DONATIONS	1,405.42	1,405.42	4,000.00	2,594.58	35.1
TOTAL CONTRIBUTIONS	1,405.42	1,405.42	53,830.00	52,424.58	2.6
TOTAL FUND REVENUE	36,214.88	36,214.88	790,122.00	753,907.12	4.6

GRAND COUNTY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2016

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
72-4272-110-000 SALARIES	144,375.86	144,375.86	433,679.00	289,303.14	33.3
72-4272-130-000 EMPLOYEE BENEFITS	66,157.87	66,157.87	180,623.00	114,465.13	36.6
72-4272-210-000 PERIODICALS	(748.96)	(748.96)	5,500.00	6,248.96	(13.6)
72-4272-220-000 PUBLIC NOTICES	60.00	60.00	500.00	440.00	12.0
72-4272-230-000 TRAVEL	792.85	792.85	3,000.00	2,207.15	26.4
72-4272-240-000 OFFICE SUPPLIES & EXPENSE	4,858.30	4,858.30	15,000.00	10,141.70	32.4
72-4272-250-000 EQUIPMENT MAINTENANCE	91.99	91.99	3,000.00	2,908.01	3.1
72-4272-260-000 BUILDING & GROUNDS MAINTENANCE	3,467.86	3,467.86	14,000.00	10,532.14	24.8
72-4272-270-000 UTILITIES	9,882.31	9,882.31	33,000.00	23,117.69	30.0
72-4272-290-000 FUEL	5.60	5.60	500.00	494.40	1.1
72-4272-310-000 PROFESSIONAL & TECHNICAL SERVI	2,485.00	2,485.00	7,200.00	4,715.00	34.5
72-4272-320-000 JUVENILE COLLECTION DEVT.	2,617.13	2,617.13	10,000.00	7,382.87	26.2
72-4272-330-000 ADULT PROGRAMS	339.10	339.10	3,000.00	2,660.90	11.3
72-4272-340-000 JUVENILE AV	295.71	295.71	4,000.00	3,704.29	7.4
72-4272-360-000 CELL PHONE ALLOWANCE	270.00	270.00	720.00	450.00	37.5
72-4272-400-000 BOOKS	6,784.43	6,784.43	25,000.00	18,215.57	27.1
72-4272-410-000 DONATION EXPENDITURES	.00	.00	1,000.00	1,000.00	.0
72-4272-420-000 AUDIO/VIDEO	2,935.93	2,935.93	10,500.00	7,564.07	28.0
72-4272-430-000 ART FUND	375.00	375.00	1,000.00	625.00	37.5
72-4272-510-000 MEMBERSHIPS	.00	.00	2,000.00	2,000.00	.0
72-4272-520-000 INSURANCE	4,898.89	4,898.89	4,900.00	1.11	100.0
72-4272-620-000 TECHNICAL SERVICES	.00	.00	10,000.00	10,000.00	.0
72-4272-740-000 CAPITAL OUTLAY - EQUIPMENT	769.96	769.96	.00	(769.96)	.0
72-4272-800-000 INVENTORY	172.02	172.02	5,000.00	4,827.98	3.4
72-4272-840-000 GRANT MATCH	.00	.00	10,000.00	10,000.00	.0
72-4272-860-000 SCHOOLING	129.95	129.95	3,000.00	2,870.05	4.3
72-4272-930-000 CHILDREN'S PROGRAMS	2,118.39	2,118.39	4,000.00	1,881.61	53.0
TOTAL LIBRARY EXPENSES	253,135.19	253,135.19	790,122.00	536,986.81	32.0
TOTAL FUND EXPENDITURES	253,135.19	253,135.19	790,122.00	536,986.81	32.0
NET REVENUE OVER EXPENDITURES	(216,920.31)	(216,920.31)	.00	216,920.31	.0

GENERAL STATISTICS (including Castle Valley)								
Month	Walk-ins	Check-outs	Computer Use	Phone Calls	Ref Qs	ILLs	Holds	Meeting Room Use
January	10,420	14,473	6,988	473	1,174	41	678	79
February	11,201	14,772	7,222	468	1,129	42	615	80
March	14,142	15,151	8,831	509	1,207	53	619	103
April	11,430	12,651	6,581	368	975	43	590	85
May								
June								
1st Half	47,193	57,047	29,622	1,818	4,485	179	2,502	347
July								
August								
September								
October								
November								
December								
2nd Half	0	0	0	0	0	0	0	0
Totals	47,193	57,047	29,622	1,818	4,485	179	2,502	347

CASTLE VALLEY			
Walk-ins	Phone Calls	Ref Qs	Check-outs
237	26	21	912
272	36	23	802
329	30	21	885
352	20	23	921
1,190	112	88	3,520
0	0	0	0
1,190	112	88	3,520

PROGRAMS (Including Castle Valley)								
Month	Children's Programs	# Attends	YA Programs	# Attends	Adult Programs	# Attends	Total Programs	Total # Attends
January	27	476	0	0	5	176	32	652
February	30	547	0	0	7	178	37	725
March	29	383	0	0	7	130	36	513
April	22	335	0	0	7	192	29	527
May								
June								
1st Half	108	1,741	0	0	26	676	134	2,417
July								
August								
September								
October								
November								
December								
2nd Half	0	0	0	0	0	0	0	0
Totals	108	1,741	0	0	26	676	134	2,417

LIBRARY CARDS			
Total Cards	Adult	Child	Non-resident
59	44	15	0
68	54	14	1
69	54	15	4
49	39	10	4
245	191	54	9
0	0	0	0
245	191	54	9

MONEY						
Month	Fines	New Cards	ILLs	Copies	Other	Total
January	\$311.66	\$46.00	\$27.50	\$544.92	\$333.88	\$1,263.96
February	\$312.83	\$74.00	\$69.00	\$624.36	\$210.91	\$1,291.10
March	\$447.27	\$96.10	\$72.00	\$862.32	\$431.11	\$1,908.80
April	\$348.40	\$116.00	\$76.00	\$629.25	\$435.93	\$1,605.58
May						
June						
1st Half	\$1,420.16	\$332.10	\$244.50	\$2,660.85	\$1,411.83	\$6,069.44
July						
August						
September						
October						
November						
December						
2nd Half	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$1,420.16	\$332.10	\$244.50	\$2,660.85	\$1,411.83	\$6,069.44

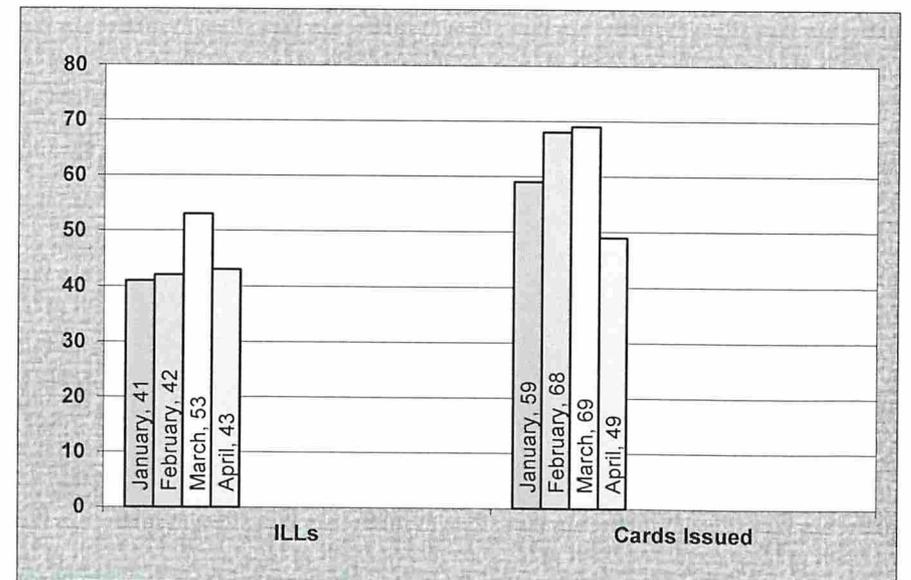
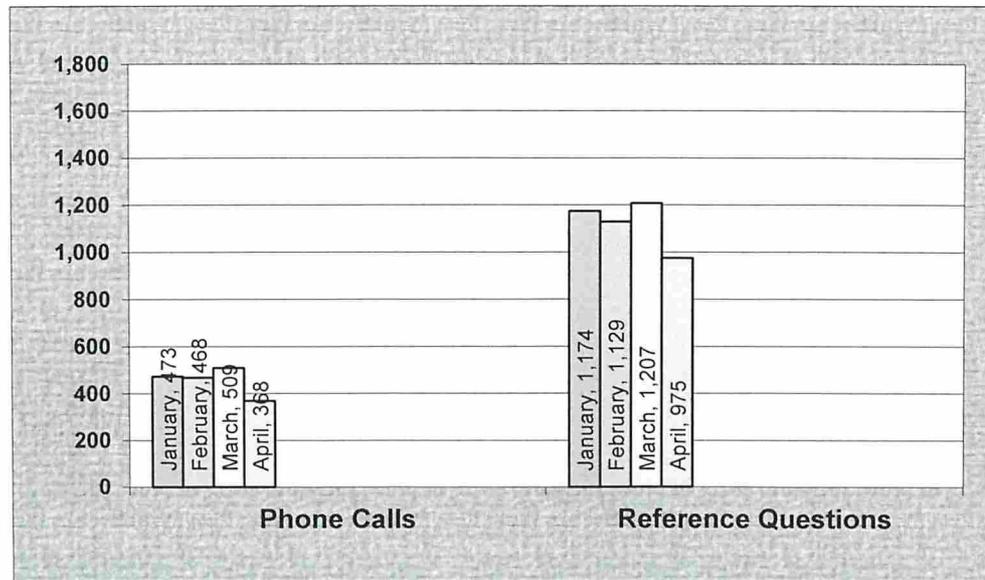
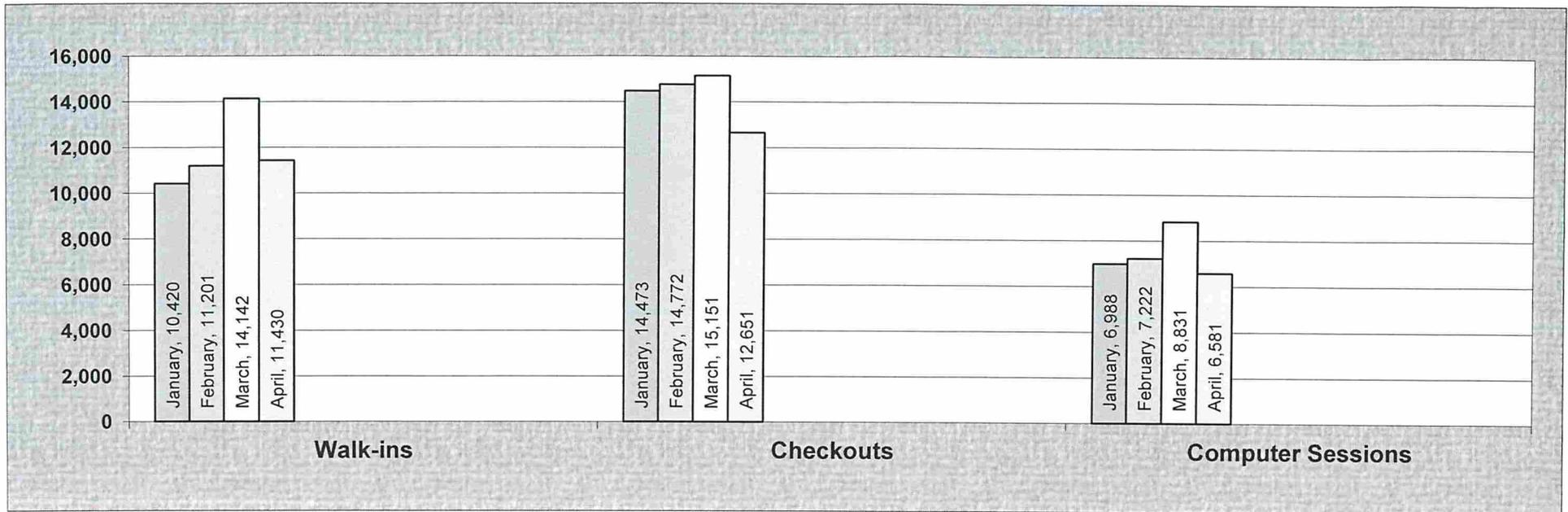
Zinio
Checkouts
44
10
25
9
88
0
88

Mango
Sessions
36
64
71
33
204
0
204

Laptop Usage		
Month	Parent	Info Desk
January	21	23
February	19	20
March	15	18
April	19	17
May		
June		
1st Half	74	78
July		
August		
September		
October		
November		
December		
2nd Half	0	0
Totals	74	78

E-Audio / E-Books		
E-Audio	E-Books	Sign-ups
253	228	17
266	227	10
305	239	19
299	215	20
1123	909	66
0	0	0
1,123	909	66

Wi-Fi
Sessions
7,823
7,285
9,414
15,640
40,162
0
40,162



2016 Acquisitions by Month

Call Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
Adult Fiction	48	87	82	53									270	15.0%
Adult Non-Fiction	63	51	75	47									236	13.1%
Board Books	8	5	2	1									16	0.9%
Biographies	16	7	7	14									44	2.4%
Audio Books - CD	15	11	19	14									59	3.3%
Fiction DVD	31	30	58	21									140	7.8%
Fiction Video	0	0	0	0									0	0.0%
Juv. Biographies	0	2	0	1									3	0.2%
Juv. Chapter Books	7	5	13	34									59	3.3%
Juv. Audio Books - CD	1	0	0	0									1	0.1%
Juvenile DVD	14	9	8	4									35	1.9%
Juv. Music CD	0	0	0	0									0	0.0%
Scouting Books	0	0	0	0									0	0.0%
Juvenile Books	50	25	22	55									152	8.4%
Juvenile Playaway	0	0	0	0									0	0.0%
Juvenile Video	0	0	0	0									0	0.0%
Large Print	13	16	31	14									74	4.1%
Leveled Reader	3	0	0	5									8	0.4%
Magazine	87	114	128	89									418	23.2%
Music CD	17	21	23	14									75	4.2%
Mass Market Paperback	0	0	2	1									3	0.2%
MP3 Format CD	0	0	0	0									0	0.0%
Non-Fiction DVD	11	9	17	7									44	2.4%
Non-Fiction Video	0	0	0	0									0	0.0%
Over-Sized Books	0	0	0	0									0	0.0%
Parenting	1	1	1	1									4	0.2%
Picture Books	23	17	16	7									63	3.5%
Playaways	0	0	0	0									0	0.0%
Playaway Video	0	0	0	1									1	0.1%
Reference	4	1	0	0									5	0.3%
Instructional Set	4	0	0	3									7	0.4%
Spanish	0	1	0	0									1	0.1%
Young Adult	10	24	34	11									79	4.4%
YA Audio Books - CD	1	4	0	0									5	0.3%
Totals	427	440	538	397	0	1802	Total							