

Agenda  
Grand County Public Library  
Board of Directors  
Thursday, July 14, 2016  
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, July 14th, 2016 at 5:30 pm in the Library's Board Room at the Grand County Public Library, 257 E Center St., Moab, Utah 84532.

- I. Call to Order
- II. Approval of the Minutes (May 18, 2016) (Action Item - Mailed)
- III. Review of Bills (May and June 2016) (Action Item – Handout)
- IV. Citizens to be Heard
- V. Director's Report (Handout)
- VI. Old Business
  - A. Review and Consideration of Approval of a Revised Grand County Public Library Code of Conduct Policy (Action Item – Mailed)
  - B. Review and Consideration of Reapproval of the Grand County Public Library Art Acquisition Policy (Action Item – Mailed – no changes recommended by library staff)
  - C. Review and Consideration of Reapproval of the Grand County Public Library Art Exhibit Policy (Action Item – Mailed – no changes recommended by library staff)
  - D. Review and Consideration of Reapproval of the Grand County Public Library Bulletin Board and Display Policy (Action Item – Mailed – no changes recommended by library staff)
- VII. Consent Agenda
- VIII. New Business
  - A. Discussion and Recommendation of a Revised Grand County Public Library Fee Schedule to the Grand County Council for Approval (Action Item – Mailed)
- IX. Board Member Reports

- X. Board Member Discussion of Future Agenda Items
- XI. Closed Session (if needed)
- XII. Adjournment

**Please Note: The September Board meeting is scheduled for Thursday, September 8, 2016 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  
May 18, 2016 5:30 pm  
Board Room, Grand County Public Library

In attendance for the May 18, 2016 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Ken Ballantyne, Dan McNeil, Susan Roche, and Jenna Woodbury. Also present was Meghan Flynn, Head of Adult Services (minutes). Kathy McHugh, Rob Magleby, Jeremy Lynch, Brityn Ballard, and Library Director Carrie Valdes were absent.

Ken Ballantyne called the meeting to order at 5:37 pm.

Approval of the minutes for the February 11, 2016 meeting was discussed. Dan McNeil made a motion to approve the minutes as presented. Susan Roche seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no citizens to be heard.

Meghan Flynn provided a Library Report on behalf of Carrie Valdes, Library Director. She reviewed staffing updates including the recent hire of a full time Children's Library Assistant and a part time Library Clerk position. Meghan also reviewed a first quarter comparison of library statistics. She noted that checkouts of both physical materials and electronic items show increased use in the first quarter. Meeting room use and adult programming both show a decrease as compared to the first quarter of 2015. Meghan asked the board to keep in mind that the first quarter of 2015 contained the library's centennial anniversary. The centennial celebration involved several special programs in addition to regular library programming.

Meghan continued the report and reviewed recent upgrades to the building. New flooring, sound tiles in the teen area, and security cameras have been successfully installed. Wifi bandwidth has been increased and both the concrete and benches in front of the library's front entrance have been re-stained. Susan asked if anyone monitors the security camera footage. Meghan replied that the footage is not monitored. Cameras record approximately three days-worth of footage before recordings are taped over. Camera recordings will not be viewed unless there is a probable cause. Meghan concluded the library report and reviewed the current Friends of the Library book sale, the recent Library Comic Con event, and upcoming events and summer reading programs for kids, teens and adults.

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 Code of Conduct Policy. No changes were recommended by library staff. Dan McNeil asked if the Code of Conduct's reference to weapons is posted somewhere in the library. Meghan replied that the Code of Conduct Policy is posted and available in the library and on the library's website, but there is not a sign that specifically highlights the policy's reference to weapons. Dan also asked

for a definition of a service animal. Meghan replied that if a person replies “yes” when asked if they are with a service animal, then it is considered a service animal by library staff. The question staff may ask about the animal is per the Americans with Disabilities Act. Jenna Woodbury asked why the policy describes different consequences for children as compared to adults if they violate the Code of Conduct. Meghan noted that the Head of Children and Teen Services and the Library Director have worked to create behavior contracts that are both fair and effective for juveniles that violate the Code of Conduct. Discussion followed. Dan McNeil asked if there is a record of how often the Code of Conduct is violated in a patron incident log, and if so, could the Board review the log. Meghan replied that there is a patron incident log and that she would look into an answer regarding the question of Board review, as privacy issues may exist. Jenna asked if the police have been called from the library. Meghan replied that the police have been called in the past, and noted that Carrie is very supportive of library staff seeking assistance from law enforcement whenever necessary. Discussion followed. Dan asked if “stealing” should be added to Addendum A under “Dangerous, destructive or criminal conduct may include, but is not limited to.” He asked how frequently library items are stolen. Meghan replied that the library’s calculated loss rate is very low compared to other Utah libraries. Dan noted that some of the formatting within the “First Violation” section of Addendum A could be improved. Discussion followed. Ken Ballantyne asked the Board if they would like to table the policy approval so that questions can be answered and potential adjustments made. Dan McNeil made a motion to table the approval of the Code of Conduct Policy. Susan Roche 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 Interlibrary Loan Policy. Jenna asked if Grand County Public Library loans books to other libraries via interlibrary loan. Meghan replied that GCPL only borrows items from other libraries via the Utah State Library’s Interlibrary Loan Program. Dan McNeil asked why it costs \$4 for a patron to interlibrary loan an item. Meghan replied that \$4 is reflective of the cost of postage for interlibrary loan materials. Discussion followed. Dan asked if a lower cost could be considered for interlibrary loans. Meghan noted that any price changes would be part of the Grand County Fee Schedule. Dan McNeil made a motion to approve the Grand County Public Library Interlibrary Loan Policy 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 Computer Use Policy. No changes were recommended by library staff. Susan Roche asked how the iPad and Kindle lending program has been going. Meghan replied that the lending program has been working well. Discussion followed. Susan Roche made a motion to approve the Computer Use Policy as presented. Dan McNeil seconded the motion and it passed unanimously.

The Board moved on to the Consent Agenda. The item under Consent Agenda was Ratify Chair’s Signature on Community Library Enhancement Fund (CLEF) Agreement. Meghan explained that the CLEF grant is funding from the Utah State Library that Grand County Public Library uses to replace and update technology in the library. She told the Board that the Consent Agenda is in place to ensure that the Chair has authority to represent the Library Board with her signature on the CLEF Memorandum of Agreement (MOA). Discussion followed. Jenna

Woodbury made a motion to ratify the Chair's signature on the CLEF MOA. Dan McNeil seconded the motion and it passed unanimously.

The Board moved on to New Business. The first item on the agenda under New Business was Discussion of Open and Public Meetings Act Training coming up on Thursday, June 9 at the Grand Center. Ken Ballantyne noted that a portion of the training is now required for board members each year. Discussion followed. Ken also noted that there is an online version of the training available.

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. Susan Roche noted that she would like the Board or Strategic Planning Committee to have a discussion about creative strategic plan ideas in the future.

A closed session was not needed. Ken adjourned the meeting at 6:25 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:

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

Examples (includes but isare 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.

- (b) 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 isare 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.

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

Examples (includes but isare 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.

(d) Consumption of intoxicants and/or tobacco.

Examples (includes but isare 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.

(e) 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.

(f) 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.

(g) Stalking.

Examples (includes but isare 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.

(h) Indecent exposure; harassment; displaying pornography or materials harmful to minors.

Examples (includes but isare 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.

(i) 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.

(j) Offensive personal hygiene or appearance.

Examples (includes but isare 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.

(k) Producing excessive noise separate from an authorized Library program.

Examples (includes but isare 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.

(l) Bringing animals or pets into the Library separate from authorized programs, with the exception of service animals.

(m) 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, or stealing 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.

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.

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 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.

~~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.



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**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.**

- 1<sup>st</sup> violation – suspension from the library for one day**
- 2<sup>nd</sup> violation – suspension from the library for one week**
- 3<sup>rd</sup> 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 (2 locations)	
471 S. Main and 16 W 100 N	
	435-260-9628
Moab Speedqueen Laundromat	
702 S. Main St.	435-259-7456

**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



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**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.**

**1<sup>st</sup> violation – suspension from the computers and/or library building for one day**

**2<sup>nd</sup> violation – suspension from the computers and/or library building for one week**

**3<sup>rd</sup> violation – suspension from the computers and/or library building for one year**



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**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.**

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

1<sup>st</sup> violation \_\_\_\_\_

2<sup>nd</sup> violation \_\_\_\_\_

3<sup>rd</sup> 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.

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Signature

date

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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.

## **Art Acquisition Policy Grand County Public Library**

One of the roles of the Grand County Public Library is to showcase artwork for public viewing. One way to do this is to have a permanent collection of artwork that is shown in the library. To accomplish this, the Library will purchase selected works of art and will sometimes accept gifts of art work. The following is the process for acquiring art work and for considering offers to donate:

### **Acquisitions**

1. Walk in or phone offers will be accepted by staff and filed.
2. The Art Committee will review offers at the next meeting and inform the artist of plans.
3. If the Art Committee thinks the work should be added to the Library's collection, and if space and funds are available, a recommendation will be made to the Library Board.
4. After a favorable vote, the Art Committee will make the purchase.

### **Donations**

Offers to donate will be reviewed by the Art Committee at its next meeting. A decision will be based on artistic merit and availability of appropriate exhibit space. Acceptance of donations will be reported to the Library Board at the next Board Meeting.

### **Sunset Clause**

The library reserves the right, at its sole discretion, to re-assess the advantage of retaining works of art in its permanent collections from time to time, and may dispose of works of art by sale, auction, gift, or any other means it deems appropriate. Gifts should be given, if possible, without restrictions. However, outstanding work should not be declined because of restrictions which are deemed reasonable.

Adopted by the Grand County Public Library Board of Directors on May 14, 2008 and reapproved on September 23, 2009, November 9, 2011, April 11, 2013, June 12, 2014, and May 19, 2015.

**Art Purchase/Donation Proposal Guide**  
**Grand County Public Library**

Thank you for your interest in selling/donating artwork to the Grand County Public Library. You will need to submit a clear and concise proposal to the Library Art Committee. Your proposal should include the following:

1. Name, address, and phone number of artist or organizer
2. Price of artwork
3. A descriptive statement about the artwork, including the motivation behind selling or donating it.
4. Name(s) of artist(s) featured in the work
5. Quantity and dimensions of artwork to be exhibited
6. Images of work to be sold/donated (digital files are preferred)
7. Information on any past showings of this exhibit (if applicable)

## **Art Exhibit Policy Grand County Public Library**

One of the official roles of the Grand County Public Library is to provide programs and events for cultural enrichment. Showcasing artwork and related items for public viewing is considered an appropriate extension of this role. The Library's Large Meeting Room is considered by the Grand County Library Board of Directors (Trustees) to be an appropriate and adequate facility for occasional public exhibits. The following are the parameters of exhibits to be displayed within this space:

1. The exhibit organizer(s) must submit a clear and concise proposal to the Library Art Committee (comprised of members of the Library Board of Directors, Board-appointed members of the community, and the Library Director) well in advance of the proposed exhibit. Images of the artwork/exhibit items are required as part of the proposal. Please see the *Exhibit Proposal Guide* (attached) for more information on submitting a proposal.
2. The Library Art Committee will make decisions regarding scheduling and artistic appropriateness of a proposed exhibit. Controversial work will not be excluded because of subject matter; however, a community standard may be applied because of the diverse age range of the community served by the Library.
3. Works of art should reflect the practical considerations of quality, durability, ease of maintenance and public safety, including scale, material, form, and content. The work must be able to be sustained in the library's non-museum setting.
4. The Director (or designee) will determine final acceptance of an exhibit. If the exhibit organizer(s) wishes to appeal the Director's decision, they may do so at the next regularly scheduled Library Board of Directors meeting.
5. Exhibits will normally be limited to a one month period with definite dates established in advance. Use of the Large Meeting Room for Library purposes takes precedence over other uses.
6. Each exhibit will be reviewed by a library staff member prior to hanging to ensure the actual exhibit is consistent with what has been approved.
7. Exhibits should include labels with title and artist contact information. Pricing information is not allowed on these labels.
8. Library staff will not be involved in sales transactions associated with the exhibit.
9. Items sold during the exhibit may not be removed from the exhibit before the exhibitor's closing date unless a replacement acceptable to the library is provided.
10. The Library does not have space for storage of exhibits and associated materials in the Library building beyond the date of the original agreement.
11. The Library is not responsible for any items on exhibit that are lost, damaged, or stolen. Insurance covering the value of the exhibit will be the responsibility of the exhibit organizer(s). Exhibit items in the Library enjoy the same security as the library collection and equipment; however, this level of security does not eliminate the possibility of loss, damage, theft, etc.
12. The responsibility for any damage to Library property caused by the installation, exhibit, or dismantling of an exhibit will rest with the exhibit organizer(s). Exhibitors must sign the *Exhibit Agreement Form* (attached) upon approval of an exhibit.
13. The Library Art Committee may, at its discretion, conduct a juried exhibit each year. Additional traveling exhibits (e.g., Utah Arts Council exhibits) may be held as well.

Adopted by the Grand County Public Library Board of Directors on May 14, 2008 and reapproved on September 23, 2009, November 9, 2011, April 11, 2013, June 12, 2014, and May 19, 2015.

**Art Exhibit Proposal Guide**  
**Grand County Public Library**

Thank you for your interest in holding an exhibit at the Grand County Public Library. We recommend visiting the Large Meeting Room at this point to ensure the space is adequate and appropriate for your exhibit. Once you have done this, you will need to submit a clear and concise proposal to the Library Art Committee. Your proposal should include the following:

1. Name, address, and phone number of exhibit organizer(s)
2. Proposed dates of exhibit
3. A descriptive statement about the exhibit, including the motivation behind exhibiting it
4. Name(s) of artist(s) featured in the exhibit
5. Quantity and dimensions of artwork to be exhibited
6. Images of work to be featured in the exhibit (digital files are preferred)
7. Information on any past showings of this exhibit (if applicable)

## Bulletin Board and Display Policy Grand County Public Library

The purpose for the display areas at Grand County Public Library is to provide the public with information about educational, cultural and civic events. Therefore, only displays with public rather than private benefit will be allowed. With the exception of the areas discussed below, no other area in the Library is considered an appropriate location for material distribution.

### **Library notices, brochures, and display materials are given highest priority.**

Designated areas for displays and notices are as follows:

#### Bulletin Boards

Notices will be posted in designated areas only and with the approval of the Library staff.

Only notices which announce or promote civic, educational, or cultural events or activities, will be allowed.

Notices/messages that convey personal opinion, or are for private benefit, including, but not limited to, for sale signs, yard sale notices, or lost pet announcements will not be posted.

All notices must be dated, and items may be removed after two weeks.

#### Brochure Rack

Non-library brochures will only be displayed in the brochure rack and only with the approval of the Library staff. There will be a monthly review of the brochures in the brochure rack.

Only brochures which announce or promote civic, educational, or cultural events or activities will be allowed.

Brochures that convey personal opinion, or are for private benefit, including, but not limited to, menu guides, visitor information brochures, or business brochures will not be allowed.

The Library does not have space for storage of approved brochures.

#### Display Area

The primary purpose for the display area in the Grand County Public Library is to provide the public with information about civic matters.

Only governmental displays will be allowed. The appropriateness of a display and its location in the Library will be determined by the Library Director. The Library reserves the right to reject any part of a display or to change the manner of display. The Library Director shall have the final decision on the arrangement of all displays.

**Guidelines**

1. Displays will normally be limited to a one month period with definite dates established in advance. Use of display space for Library purposes takes precedence over other uses. Organizations assume the risk that the Library may need to preempt a display for its own purposes.
2. The Director will determine acceptance of a display. If the organization wishes to appeal the Director's decision, they may do so at the next regularly scheduled Library Board meeting.
3. The Library does not have space for storage of displays in the Library. The display must be removed from the building by the agreed upon date.
4. The Library is not responsible for any items on display that are lost, damaged, or stolen. If needed, insurance covering the value of the display will be the responsibility of the displaying organization. Items on display in the library enjoy the same security as the library collection and equipment; however, irreplaceable items or items of great value should not be included in a display.

**Responsibility**

The responsibility for any damage to Library property caused by the installation, display or dismantling of a display will rest with the sponsoring organization. Exhibitors must sign the **Display Agreement Form** (see attached sheet) upon approval of a display.

Adopted 9/7/2000 and Revised or Reapproved 8/10/06, 3/12/08, 5/20/09, 8/18/10,  
10/12/11, 11/8/12, 9/12/13, 8/7/2014, 8/13/2015  
by the Grand County Public Library Board of Directors

**DISPLAY/EXHIBIT AGREEMENT**  
**Grand County Public Library**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Display/Exhibit Dates: \_\_\_\_\_

\_\_\_\_\_

Specific instructions or stipulations: \_\_\_\_\_

\_\_\_\_\_

The Grand County Public Library cannot be held responsible for any damage or theft that may occur during installation, the period of time the exhibit is in the Library, or during the removal of display.

Additionally, the displaying organization agrees to be responsible for any damage to Library property caused by the installation, display, or dismantling of an exhibit.

\_\_\_\_\_  
Signature of the Exhibitor date

\_\_\_\_\_  
Grand County Public Library Director date

2. EMT-Advanced class:
  - a. Any Grand County EMS employee is encouraged to enroll and complete the EMT-Advanced class at the department's expense;
  - b. Three hundred dollars (\$400.00) per non-Grand County EMS student (includes text book, insurance, instructors, one testing fee and some supplies);
  - c. Students may be required to purchase some of their own supplies.
3. Practical recertification test:
  - a. Sixty dollars (\$60.00) per student per test (three attempts)—contact Grand County EMS to schedule;
  - b. No fee for Grand County EMS employees.
4. Use of Old Senior Center:
  - a. No charge to governmental agencies.
  - b. Twenty-five dollars (\$25.00) per hour for private groups.
  - c. Twelve dollars and fifty cents (\$12.50) per hour for non-profit groups (documentation of 501(c)3 or Utah State Commercial Code Approved Non-Profit Associations, including fund raisers, is required).
5. AHA CPR and First aid classes:
  - a. CPR class is forty five dollars (\$45.00) per student and includes the required text book.
  - b. First Aid is forty five dollars (\$45.00) per student and includes the required text book.
  - c. If both classes are done together the cost is seventy dollars (\$70.00).
  - d. County Departments who need certification will need to pay five dollars (\$5.00) for the certification cards.

**3.06.100 Fees of the Public Library.**

A. The following fees and charges are approved and shall be assessed and collected by the Public Library:

Services	Fees
Library cards	
Grand County adult resident	\$1.00
Quarterly fee for non-resident adult	\$15.00
Annual fee for non-resident adult	\$60.00
Replacement Cards	\$1.00
Library late fees <sup>1</sup>	
Books and audio books per item	\$0.10 per day
Videos and DVD per item	\$0.10 per day
Interlibrary loan per item	\$1.00 per day
iPads and Kindle Fires per item	\$5.00 per day <i>\$ 1.00 per DAY</i>
Maximum overdue fee per item excluding ILL, iPads and Kindle Fires	\$2.40
Lost or damaged library materials	Replacement cost
Charges filed fee	\$10.00 per item
Interlibrary loans	

Approved October 6, 2015 and Effective January 1, 2016

Book or audio/visual item	\$4.00
Journal article	\$0.10 per page
Blank compact discs	\$1.00
Ear buds	\$2.00
Batteries	\$1.00
Postcards	\$0.50
Envelope (letter size)	\$0.25
Manila envelope	\$0.50
USB Flashdrives	Actual cost

<sup>1</sup> Note: Library late fees may be waived by the Library Director or designee.

**3.06.110 Fees of the Old Spanish Trail Arena Recreation Complex.**

A. The following fees and charges are approved and shall be assessed and collected by the Old Spanish Trail Arena Recreation Complex (OSTARC):

Services	Fees	Unit
<b>Preliminary charges and notes</b>		
<b>Booking fee</b> for this facility is Non-Refundable and is used to secure an event. Fee may be used for multiple events booked at the same time for that year.	\$50.00	Per Booking
<b>Security / Cleaning Deposit</b> (required at least 8 weeks prior to an event). Additional fees (Special Event Permit, etc) may apply to large events. Lower fees may apply for repeat users with a good track record. Fees are adjusted due to size of event & whether alcohol is sold, the security deposit will be determined according to OSTARC policy.	\$100.00-\$2500.00	Per Event
<b>Children Only Events</b> - with no added work - Security / Cleaning Deposit required	No Charge	
<b>Discount for Senior Citizen and Veteran Events</b> – with no added work – Security / Cleaning Deposit required	50%	Off base fees
<b>Open Riding</b> on full facility for residents/renters when available. <b>Not to be used to promote personal business</b>	No Charge	
<b>Government Agency Use</b> –Lighting charges may apply	No Charge	
<b>Events 5 hours or less</b> will be 50% of listed cost. (Entire facility includes lighting, heating & sound.)		
<b>Discount for 501-C3 &amp; Utah State Commercial Code approved Non-Profit Associations</b> on base Cost of Indoor Arena, Outdoor Arena, Race Track, Entire Facility & Ball Fields Area (documentation required)	50%	Off base fees
<b>Local Residents</b> have limited use of all ball fields free except for lighting costs. Use subject to bookings. Lighting costs at rates below.		
<b><u>FOR ALL FACILITIES/EVENTS – USER CLEANS UNLESS PAYMENT FOR CLEANING IS AGREED UPON</u></b>		
<b><u>Off Season Jan, July, Nov, Dec</u></b>		
<b><u>Peak Season Feb, March, April, May, June, Aug, Sept, Oct</u></b>	OFF SEASON / PEAK	
<b>1. Entire Facility<sup>5</sup> (Ballfields and Rodeo Grounds) User Cleans</b>		

**3.06.020 Common Fees for all County Offices.**

A. The following fees and charges are approved and shall be assessed by all County offices unless otherwise specifically noted with their respective sections:

Services	Fees
Postage	Actual cost to County
Other costs allowed by law	Actual cost to County
Dishonored/Returned Check	\$25.00
Copies/Print- Black and White	
Paper Size: 8 ½ x 11	\$0.10/single sided page
Paper Size: 8 ½ x 11	\$0.15/double sided page
Paper Size: 8 ½ x 14	\$0.15/printed page
Paper Size: 11 x 17	\$0.20/printed page
Copies/Print- Color	
Paper Size: 8 ½ x 11	\$1.00/printed page
Paper Size: 8 ½ x 14	\$1.50/printed page
Paper Size: 11 x 17	\$2.00/printed page
Fax	
Send	\$1.50 first page/\$0.50 each additional
Receive	\$0.25
Maps	
Standard maps	\$15.00
Special order maps plus mapping costs	\$5.00 per linear foot
Mapping costs	\$50.00 per hour
Data	
Digital contours 2 feet interval (Spanish Valley)	\$8.00 per acre
Data CDROM	\$3.00

**3.06.030 Fees of the Assessor's Office.**

A. The following fees and charges are approved and shall be assessed and collected by the Assessor's Office:

Services	Fees
Partial list—per page	\$2.00
Parcel information—each	\$0.25
Other	as determined by department

**3.06.040 Fees of the Attorney's Office.**

A. The following fees and charges are approved and shall be assessed and collected by the Attorney's Office: None

**3.06.050 Fees of the Community Development Department.**

A. The following fees and charges are approved and shall be assessed and collected by the Community Development Department for review of development applications:

The Library's new copy machine can complete the print requests included in the chart below

The chart indicates potential print jobs that are not currently included in the Common Fees for all County Offices

	<b>Single Sided</b>	<b>Double Sided</b>
8.5 x 11 (letter) B&W	\$0.10	\$0.15
8.5 x 14 (legal) B&W	\$0.15	no existing fee
11 x 17 (tabloid) B&W	\$0.20	no existing fee
8.5 x 11 (letter) color	\$1.00	no existing fee
8.5 x 14 (legal) color	\$1.50	no existing fee
11 x 17 (tabloid) color	\$2.00	no existing fee

<b>GENERAL STATISTICS (including Castle Valley)</b>								
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	14,752	13,202	7,380	388	991	38	565	110
June	12,381	14,198	8,466	530	1,053	38	632	114
1st Half	74,326	84,447	45,468	2,736	6,529	255	3,699	571
July								
August								
September								
October								
November								
December								
2nd Half	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>74,326</b>	<b>84,447</b>	<b>45,468</b>	<b>2,736</b>	<b>6,529</b>	<b>255</b>	<b>3,699</b>	<b>571</b>

<b>CASTLE VALLEY</b>			
Walk-ins	Phone Calls	Ref Qs	Check-outs
237	26	21	912
272	36	23	802
329	30	21	885
352	20	23	921
313	35	36	872
300	17	21	829
1,803	164	145	5,221
0	0	0	0
1,803	164	145	5,221

<b>PROGRAMS (Including Castle Valley)</b>								
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	34	846	1	235	5	523	40	1604
June	24	527	0	0	7	159	31	686
1st Half	166	3,114	1	235	38	1,358	205	4,707
July								
August								
September								
October								
November								
December								
2nd Half	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>166</b>	<b>3,114</b>	<b>1</b>	<b>235</b>	<b>38</b>	<b>1,358</b>	<b>205</b>	<b>4,707</b>

<b>LIBRARY CARDS</b>			
Total Cards	Adult	Child	Non-resident
59	44	15	0
68	54	14	1
69	54	15	4
49	39	10	4
56	50	6	0
57	38	19	3
358	279	79	12
0	0	0	0
358	279	79	12

<b>MONEY</b>						
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	\$427.79	\$50.15	\$101.00	\$786.64	\$487.18	\$1,852.76
June	\$495.30	\$76.00	\$60.60	\$649.43	\$420.64	\$1,701.97
1st Half	\$2,343.25	\$458.25	\$406.10	\$4,096.92	\$2,319.65	\$9,624.17
July						
August						
September						
October						
November						
December						
2nd Half	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$2,343.25</b>	<b>\$458.25</b>	<b>\$406.10</b>	<b>\$4,096.92</b>	<b>\$2,319.65</b>	<b>\$9,624.17</b>

<b>Zinio</b>
Checkouts
44
10
25
9
29
29
<b>146</b>
<b>0</b>
<b>146</b>

<b>Mango</b>
Sessions
36
64
71
33
19
32
<b>255</b>
<b>0</b>
<b>255</b>

<b>Laptop Usage</b>		
Month	Parent	Info Desk
January	21	23
February	19	20
March	15	18
April	19	17
May	17	6
June	3	26
1st Half	94	110
July		
August		
September		
October		
November		
December		
2nd Half	0	0
<b>Totals</b>	<b>94</b>	<b>110</b>

<b>E-Audio / E-Books</b>		
E-Audio	E-Books	Sign-ups
253	228	17
266	227	10
305	239	19
299	215	20
295	193	9
363	248	11
<b>1781</b>	<b>1350</b>	<b>86</b>
<b>0</b>	<b>0</b>	<b>0</b>
<b>1,781</b>	<b>1,350</b>	<b>86</b>

<b>Wi-Fi</b>
Sessions
7,823
7,285
9,414
15,640
16,481
14,197
<b>70,840</b>
<b>0</b>
<b>70,840</b>

## 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	71	70							411	15.7%
Adult Non-Fiction	63	51	75	47	60	73							369	14.1%
Board Books	8	5	2	1	1	0							17	0.6%
Biographies	16	7	7	14	8	6							58	2.2%
Audio Books - CD	15	11	19	14	17	15							91	3.5%
Fiction DVD	31	30	58	21	35	21							196	7.5%
Fiction Video	0	0	0	0	0	0							0	0.0%
Juv. Biographies	0	2	0	1	0	1							4	0.2%
Juv. Chapter Books	7	5	13	34	4	11							74	2.8%
Juv. Audio Books - CD	1	0	0	0	3	1							5	0.2%
Juvenile DVD	14	9	8	4	5	2							42	1.6%
Juv. Music CD	0	0	0	0	0	0							0	0.0%
Scouting Books	0	0	0	0	0	0							0	0.0%
Juvenile Books	50	25	22	55	19	32							203	7.7%
Juvenile Playaway	0	0	0	0	0	0							0	0.0%
Juvenile Video	0	0	0	0	0	0							0	0.0%
Large Print	13	16	31	14	8	30							112	4.3%
Leveled Reader	3	0	0	5	0	1							9	0.3%
Magazine	87	114	128	89	111	97							626	23.9%
Music CD	17	21	23	14	17	5							97	3.7%
Mass Market Paperback	0	0	2	1	0	0							3	0.1%
MP3 Format CD	0	0	0	0	1	1							2	0.1%
Non-Fiction DVD	11	9	17	7	11	11							66	2.5%
Non-Fiction Video	0	0	0	0	0	0							0	0.0%
Over-Sized Books	0	0	0	0	0	6							6	0.2%
Parenting	1	1	1	1	2	1							7	0.3%
Picture Books	23	17	16	7	7	9							79	3.0%
Playaways	0	0	0	0	2	0							2	0.1%
Playaway Video	0	0	0	1	0	0							1	0.0%
Reference	4	1	0	0	0	0							5	0.2%
Instructional Set	4	0	0	3	0	1							8	0.3%
Spanish	0	1	0	0	1	0							2	0.1%
Young Adult	10	24	34	11	20	21							120	4.6%
YA Audio Books - CD	1	4	0	0	2	0							7	0.3%
<b>Totals</b>	<b>427</b>	<b>440</b>	<b>538</b>	<b>397</b>	<b>405</b>	<b>415</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2622</b>	<b>Total</b>

GRAND COUNTY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JULY 31, 2016

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
72-3110-000-000 LIBRARY GENERAL PROPERTY TAXES	5,266.42	5,266.42	662,042.00	656,775.58	.8
72-3113-000-000 FEE IN LIEU TAXES	11,732.58	11,732.58	35,000.00	23,267.42	33.5
72-3120-000-000 REDEMPTION PRIOR YEARS	20,665.27	20,665.27	15,000.00	( 5,665.27)	137.8
72-3190-000-000 TAX PENALTIES & INTEREST	454.46	454.46	1,000.00	545.54	45.5
<b>TOTAL TAXES</b>	<b>38,118.73</b>	<b>38,118.73</b>	<b>713,042.00</b>	<b>674,923.27</b>	<b>5.4</b>
<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
<b>TOTAL INTERGOVERNMENTAL</b>	<b>8,200.00</b>	<b>8,200.00</b>	<b>6,000.00</b>	<b>( 2,200.00)</b>	<b>136.7</b>
<u>MISCELLANEOUS</u>					
72-3610-000-000 INTEREST.	77.52	77.52	250.00	172.48	31.0
72-3650-000-000 LIBRARY FINES & FEES	7,918.39	7,918.39	17,000.00	9,081.61	46.6
<b>TOTAL MISCELLANEOUS</b>	<b>7,995.91</b>	<b>7,995.91</b>	<b>17,250.00</b>	<b>9,254.09</b>	<b>46.4</b>
<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	2,089.09	2,089.09	4,000.00	1,910.91	52.2
<b>TOTAL CONTRIBUTIONS</b>	<b>2,089.09</b>	<b>2,089.09</b>	<b>53,830.00</b>	<b>51,740.91</b>	<b>3.9</b>
<b>TOTAL FUND REVENUE</b>	<b>56,403.73</b>	<b>56,403.73</b>	<b>790,122.00</b>	<b>733,718.27</b>	<b>7.1</b>

GRAND COUNTY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JULY 31, 2016

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
72-4272-110-000 SALARIES	189,716.83	189,716.83	433,679.00	243,962.17	43.8
72-4272-130-000 EMPLOYEE BENEFITS	88,581.28	88,581.28	180,623.00	92,041.72	49.0
72-4272-210-000 PERIODICALS	( 716.96)	( 716.96)	5,500.00	6,216.96	( 13.0)
72-4272-220-000 PUBLIC NOTICES	137.95	137.95	500.00	362.05	27.6
72-4272-230-000 TRAVEL	885.85	885.85	3,000.00	2,114.15	29.5
72-4272-240-000 OFFICE SUPPLIES & EXPENSE	7,658.23	7,658.23	15,000.00	7,341.77	51.1
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	5,905.43	5,905.43	14,000.00	8,094.57	42.2
72-4272-270-000 UTILITIES	16,557.62	16,557.62	33,000.00	16,442.38	50.2
72-4272-290-000 FUEL	27.55	27.55	500.00	472.45	5.5
72-4272-310-000 PROFESSIONAL & TECHNICAL SERVI	3,855.00	3,855.00	7,200.00	3,345.00	53.5
72-4272-320-000 JUVENILE COLLECTION DEVT.	3,700.51	3,700.51	10,000.00	6,299.49	37.0
72-4272-330-000 ADULT PROGRAMS	1,038.90	1,038.90	3,000.00	1,961.10	34.6
72-4272-340-000 JUVENILE AV	450.57	450.57	4,000.00	3,549.43	11.3
72-4272-360-000 CELL PHONE ALLOWANCE	360.00	360.00	720.00	360.00	50.0
72-4272-400-000 BOOKS	9,459.66	9,459.66	25,000.00	15,540.34	37.8
72-4272-410-000 DONATION EXPENDITURES	.00	.00	1,000.00	1,000.00	.0
72-4272-420-000 AUDIO/VIDEO	4,206.57	4,206.57	10,500.00	6,293.43	40.1
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	7,154.24	7,154.24	10,000.00	2,845.76	71.5
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	2,906.42	2,906.42	4,000.00	1,093.58	72.7
<b>TOTAL LIBRARY EXPENSES</b>	<b>348,323.46</b>	<b>348,323.46</b>	<b>790,122.00</b>	<b>441,798.54</b>	<b>44.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>348,323.46</b>	<b>348,323.46</b>	<b>790,122.00</b>	<b>441,798.54</b>	<b>44.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 291,919.73)</b>	<b>( 291,919.73)</b>	<b>.00</b>	<b>291,919.73</b>	<b>.0</b>