

Agenda
Grand County Public Library
Board of Directors
Thursday, December 8, 2016
5:30 pm
Held in the Moab Brewery

Public Notice is Hereby Given that there will be a meeting of the *Grand County Public Library* Board of Directors on Thursday, December 8th, 2016 at 5:30 pm in the Moab Brewery, 686 S. Main Street, Moab, Utah 84532.

- I. Call to Order
- II. Approval of the Minutes (October 13, 2016) (Action Item - Mailed)
- III. Review of Bills (October and November 2016) (Action Item - Handout)
- IV. Citizens to be Heard
- V. Director's Report (Handout)
- VI. Old Business
- VII. Consent Agenda
- VIII. New Business
 - A. Discussion and Recommendation of a renewed Inter Local Agreement with San Juan County to the Grand County Council for Approval (Action Item)
 - B. Discussion and Recommendation of a renewed Memorandum of Understanding (MOU) with the Friends of the Grand County Public Library to the Grand County Council for Approval (Action Item)
 - C. Discussion and Recommendation of Candidates to the Grand County Council for Appointment to the Library Board (Action Item)
 - D. Discussion and Consideration of Setting a 2016 Library Board Meeting Schedule (Action Item)
- IX. Board Member Reports
- X. Board Member Discussion of Future Agenda Items
- XI. Closed Session (if needed)

XII. Adjournment

Please Note: The January 2017 board meeting's date and time will be set at the December 8, 2016 meeting.

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

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

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

PENDING
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
October 13, 2016 5:30 pm
Board Room, Grand County Public Library

In attendance for the October 13, 2016 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Kathy McHugh, Susan Roche, Dan McNeil, Jenna Woodbury, Jeremy Lynch, and Rob Magleby. Also present were Carrie Valdes, Library Director, and Meghan Flynn, Head of Adult Services (minutes). Ken Ballantyne and Brityn Ballard were absent.

Kathy McHugh called the meeting to order at 5:31 pm.

Approval of the minutes for the July 14, 2016 meeting was discussed. Dan McNeil made a motion to approve the minutes as presented. Jenna Woodbury seconded the motion and it passed unanimously.

The library bills were passed around for review.

Library staff member Adrea Lund spoke as a citizen to be heard. She thanked the Utah State Library for the recent receipt of an UPLIFT grant and informed the board that she was attending the meeting to observe the Library Board's annual budget review and recommendation process.

Carrie reviewed the Director's Report that was passed out at the meeting. She discussed the success of the library's Children's and Adult/Teen Summer Reading programs, library participation in the Utah Humanities Book Festival and the Moab Festival of Science, and the Castle Valley lecture/film series. Carrie also noted that the Friends of the Library Book Sale will start October 22 and the parking area behind the library is going to be used for county vehicle parking when the county jail remodel begins.

Carrie continued the Director's report and informed the Board of two patron incidents. There is a library patron that has exercised his legal right to open carry in the library. There have been no issues with the patron to date. Library staff has determined that an appropriate time, place, and manner restriction will apply if the patron, or any other individual exercising their legal right to open carry, loiters in the Children's Room. This decision is meant to prepare library staff with a procedure in case such a situation arises. Carrie also informed the Board of a patron concern regarding lack of access to a print version of a metropolitan newspaper. In February 2016, the Utah Media Group discontinued the delivery of newspapers to rural areas in Utah. As a result, GCPL has not since offered access to print newspapers beyond those produced locally. Carrie told the Board that there are two ways the library can provide access to metropolitan newspaper content. The first is providing electronic access to metropolitan newspapers. This is something the library currently offers. The second way would be to have newspapers mailed to the library. If the library pursues this avenue to access, newspapers will be delivered approximately 3 – 5 days late and will cost the library from \$1200 - \$1500 per newspaper per year. The library's current periodical budget is \$3400. That line item is currently used to subscribe to 85

periodicals. Mail delivery of one newspaper would require that the library discontinue subscriptions to one third to the current periodical offerings.

Carrie concluded the Director's report and told the Board about a recent upgrade in wireless bandwidth. She also informed the Board that the federal E-Rate program is phasing out support of voice services. Internet access is still eligible for the E-Rate program but the telephone system is not. Emery Telcom recently outbid Frontier for the supply of a connection from the library building to a separate local building that provides the connection to the Utah Education Network – the library's internet service provider. As a result, Emery Telcom has been changing out equipment in the library to provide the necessary connection. Carrie noted that the library is also working with Emery Telcom to provide necessary voice services.

The Board moved on to Old Business. The first item on the agenda under Old Business was review and consideration of approval of the Policy and Protocol Regarding Privacy of Library Records and Seizure of Library Collections. Carrie told the Board that the policy exists to ensure that the library is compliant with state law. Discussion followed. Jenna Woodbury made a motion to approve the policy as presented. Susan Roche seconded the motion and it passed unanimously.

There was no Consent Agenda.

The Board moved on to New Business. The first item on the agenda under New Business was Discussion and Recommendation of a 2017 Grand County Public Library Budget to the Grand County Council for Approval. Carrie reviewed a budget worksheet that was passed out at the meeting. She explained that columns on the worksheet reflect: 2015 actual revenues and expenditures, current revenues and expenditures for 2016, approved 2016 budget, County Clerk's modifications to 2016 budget, percentage of 2016 budget expended, and proposed 2017 budget numbers. The Clerk's estimate for 2017 library revenue from general property taxes is \$662,000. This estimate is approximately equal to the 2015 actual revenue from general property taxes and the expected revenue from property taxes in the approved 2016 budget. Susan Roche asked when the 2016 amended budget numbers will be finalized. Carrie answered that property taxes are collected in November and the county conducts an audit the following April.

Carrie continued the review of the budget worksheet and reviewed each revenue line item. She then reviewed expenditure line items. Carrie noted that the proposed 2017 expenditures for salaries and benefits reflect an expected 1.5% COLA, Pay for Performance increases, and the Clerk's estimate for benefit increases. She also pointed out that the Utilities line item showed a proposed \$4000 increase over last year to accommodate voice services that are no longer eligible for the federal E-Rate subsidy. Discussion followed.

Carrie moved on to review the fund balance summary worksheet that was passed out at the meeting. She explained that the fund balance has increased over the last several years as revenues have exceeded expenditures. As a result, it has not been necessary for the library to draw from the fund to balance the library budget in the last several years. Despite this actual fund balance history, the library budget typically includes an estimated draw from the fund to

balance the budget. For 2017, the estimated draw from the fund is \$130,021. This is from the 2017 budgeted fund balance of \$496,544. Dan McNeil asked about Grand County's policy regarding the fund. Carrie replied that state code prohibits the addition of library fund monies to the county general fund. She added that the County Clerk has informed her that the library fund balance can be equal to the library's annual operating budget. Discussion followed. Rob Magleby made a motion to recommend the 2017 Library Budget to the Grand County Council as presented. Jeremy Lynch seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Discussion of 2017 Board Vacancies. Kathy McHugh's first term will end on December 31, 2016. Kathy is eligible to apply to serve a second term on the Library Board if she wishes. Brityn Ballard's high school representative position will also be vacant at the end of December. Discussion followed.

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. Kathy adjourned the meeting at 7:09 pm.

Inter-local Agreement Between
Grand County Public Library and San Juan County Library
To Provide Library Services to San Juan County Residents with 84532 Zip Codes

This agreement is entered into this _____ day of _____, _____, by and between the Grand County Public Library (GCPL), and the San Juan County Library (SJCL).

WHEREAS, San Juan County residents pay San Juan County taxes in benefit of the San Juan County Library; and

WHEREAS, San Juan County residents are required to purchase a non-resident library card to use the Grand County Public Library; and

WHEREAS, San Juan County residents with Moab zip codes (84532) are geographically considerably closer to the Grand County Public Library; and

WHEREAS, San Juan County residents with Moab zip codes are currently without Library services;

NOW THEREFORE, in consideration of the benefits to be received by the two library systems and their respective customers and of the mutual covenants contained here, it is hereby agreed by GCPL and SJCL as follows:

1. **Purpose.** The purpose of this Agreement is to establish an agreement to provide library services to San Juan County residents with Moab zip codes.
2. **Term.** The term of this Agreement shall be from January 1, 2017 to December 31, 2021.
3. **Specific Provisions.** San Juan County residents with Moab zip codes may obtain a library card from GCPL without payment of any non-resident fees under the following conditions.
 - a. They can provide GCPL proof of residence in an area of San Juan County with a Moab zip code.
 - b. SJCL pays GCPL a yearly fee of \$6,000 to be received before January 31 for that year.
4. **Review.** The Directors of GCPL and SJCL will review this Agreement and will submit a final report to their respective Board of Directors prior to December 31, 2021.
5. **Liability.** Each library system shall, at all times, be solely responsible for the acts, or the failure to act, of its personnel that occurs or arises in any way out of the performance of this Agreement by its personnel only; and to save and

hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as a result of any acts or omissions of the library's personnel relating to the performance of this Agreement.

6. **Amendment.** This Agreement may be modified only by further agreement in writing as mutually agreed to by both library systems.
7. **Modification.** This Agreement represents the entire Agreement between GCPL and SJCL. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the library systems. The Agreement shall not be modified, supplemented, or otherwise affected by any course of dealing between the parties.
8. **Severability.** If any provisions of the Agreement or its application are held invalid, the remainder of the Agreement shall not be affected.
9. **Mediation/Arbitration Clause.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussion, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator before resorting to arbitration. The mediator will be selected by agreement of the library systems. Following mediation, or upon written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration. The arbitrator may be selected by agreement of the library systems. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each library system shall bear the expense of its own counsel, experts, witnesses and preparation and presentation of evidence.
10. **Benefit.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied on any third person.

GRAND COUNTY COUNCIL CHAIR

SAN JUAN COUNTY REPRESENTATIVE

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Memorandum of Understanding

Between the Grand County Public Library and the Grand County Public Library Friends

This Memorandum of Understanding (hereinafter "MOU") is entered by and between the Grand County Public Library Friends (hereinafter "Friends") and the Grand County Public Library (hereinafter "Library") this the ____ day of _____, 2017.

RECITALS

WHEREAS, the Library is a department of Grand County.

WHEREAS, the Friends is a 501(c)(3) non profit corporation whose purpose is to create public awareness of the Library, promote literacy, and provide volunteer and financial support beyond the Library's budget through fundraising activities, endowments, bequests, and donations of books, magazines, and desirable collections;

WHEREAS, the Friends and the Library desire to work together in coordinating their efforts relative to the parties' individual and combined fundraising activities and the Friend's funding support and volunteer service donated to the Library;

NOW, THEREFORE, the Parties have agreed upon the terms of this MOU whereby certain obligations are undertaken, as described herein

SECTION I

PURPOSE AND SCOPE OF MOU

The Library and Friends acknowledge and agree that the purpose of this MOU is to identify the parties' respective intentions and understandings relative to the parties fundraising, strategic initiatives, planning, advocacy, and utilization of donated materials and funding.

SECTION II

LIBRARY'S OBLIGATIONS TO THE FRIENDS

2.1 Long Term Planning and Strategic Initiatives. At the beginning of each fiscal year, the Library will discuss with the Friends the Library's long term plans, goals and strategic initiatives and agrees to involve the Friends in the long term planning process. The Library also agrees to solicit input from the Friends regarding how the Friend's resources and support could assist the Library in formulating and reaching it strategic initiatives.

2.2 The Library's "Wish List". At the beginning of each fiscal year and periodically thereafter as determined by the Library, the Library shall provide the Friends with a written summary or "wish list" that describes the Library's needs and anticipated support from the Friends to meet those needs. The Library shall prioritize these needs and state the funding support necessary to meet those needs.

2.3 Staff Support. The Library agrees to provide the Friends with staff support to assist with fundraising, completing grant applications or the creation and coordination of Friends' promotional materials. The parties agree and acknowledge that the Library's ability to provide staff support will be governed by the Library's operational priorities. The Library will use its best efforts to make staff available for assistance, the dates, time, and number of staff support will be at the sole discretion of the Library.

2.4 Public Space Provided. The Library agrees to provide the Friends public space for displaying Friends' membership brochures and materials, a webpage on the Library's website, limited storage space for book sale materials and supplies, use of the Library's meeting rooms, limited storage space for office supplies and archives, and other office needs (including a mailing address, an email account, computer space for storage of electronic files and use of the Library's copy machine). The parties agree and acknowledge that the Friends will not be required to pay any additional consideration for these items and that the Library, in its sole discretion, will determine the size, times and/or location of the items identified in this subsection.

2.5 Lockbox Provided. The Library agrees to allow the Friends to use a lockable self-pay box into which all Friends membership money and Friends correspondences collected by Library staff will be deposited, and a self-pay box into which all money from the book sale cart in the front lobby will be deposited.

2.6 Participation in Friends Meetings. Library staff and Library Board members are encouraged to become members of the Friends and to attend Friends meetings. However, Library staff and Library Board members shall not hold office nor serve on the Friends Board

SECTION III

FRIENDS' OBLIGATIONS TO THE LIBRARY

3.1 Public Support. The Friends agree to publicly support the Library and its policies. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees. In its advocacy role the Friends may speak out in the interest of providing such things as expanded library services, more library branches or protecting the existence of library branches already in the system particularly when the Library is restricted from public advocacy, political or otherwise.

3.2 Volunteers. The Friends agree that they will be an organization consisting solely of unpaid volunteers and the parties agree that this MOU must be amended in writing before the Friends hires paid employee(s).

3.3 Fundraising Revenue. The Friends agree that all monies collected from book sales or materials sold from the book sale cart will be spent exclusively for Library programs, services, and other Library defined needs and that they will work with the Library's Administration to determine how money raised by the Friends can best assist the Library. The Friends agree that all monies collected from memberships, donations and fundraising other than book sales will also be spent on Library programs, services, and other Library defined needs except for administrative costs including but not limited to, the Friends' annual corporation filing fee, postage, and blank checks.

3.4 Annual Accounting. The Friends agree to provide an annual accounting of revenues and expenses to the Grand County Clerk for review to ensure that all Friends monies are being spent according to this MOU.

3.5 Approval of Expenditures. The Friends agree that each item on the “wish lists” from the Library will be subject to a motion of the Friends as funds become available.

3.6 Library Acceptance of Donated Materials. The Friends agree that if an individual or organization donates books or audiovisual materials directly to the Friends, the Friends will allow Library staff to review the materials to select materials to be added to the Library’s collection before the materials are sold at a book sale. The Friends agree that the Library, in its sole discretion, will make the determination to accept or decline any materials gifted to the Library directly or through the Friends. The Friends will not charge the Library for any gifted materials.

3.7 Library Surplus Materials Policy. The Friends agree to abide by the conditions detailed in the Grand County Public Library Surplus Materials Policy.

3.8 Clerical Support. The Friends agree to provide the majority of the clerical support for their activities, including, but not limited to: creating/mailing/posting agendas, writing and distribution of minutes, processing membership applications, maintaining files, etc. Other than photocopies the Friends will provide their own supplies and paper goods, including postage.

3.9 Maintaining and Sharing of Records. The Friends are responsible for maintaining their archived records which are stored at the Library. The Friends agree to update their membership list on a monthly basis and provide the Library with this updated membership list.

3.10 Library Participation in Friend’s Meetings. The Friends agree to include a member from the Library’s administration and a Library board member as non-voting presences at all Friends’ meetings and to allow room on the agenda for a Library report.

3.11 Book Sales. The Friends agree to stock the book sale cart in the library’s lobby and to maintain displays of membership applications at the library. The Friends agree to collect and deposit the money from the self-pay boxes on a weekly basis, and the Friends agree that it is the sole responsibility of the Friends to collect and account for monies from the self-pay boxes and that no liability accrues to the library or library staff for damage or theft.

3.12 Grants. The Friends agree to work closely with Library staff when applying for grants.

3.13 Meetings and Records. The Friends agree to provide advance notice to the Library of all meetings, and to distribute meeting minutes and financial reports to Library staff in a timely manner so that minutes and financial reports are available for public inspection. The Friends agree to maintain all their records in a businesslike manner.

3.14 Dissolution. The Friends agree that if they cease to actively fundraise and promote the Library, or lose non-profit status, or if this MOU is terminated by either party, the Friends will dissolve the Friends non profit corporation by filing the appropriate articles of dissolution with the State, allowing for a new Friends group to be established in the future. Before dissolution, the Friends will donate the balance of their bank account to the Library.

SECTION IV

MISCELLANEOUS

- 4.1 **Term of Agreement.** This MOU is executed as of the date of the last signature and remains in effect for five (5) years, unless terminated earlier by either party as per the Section 4.2 of this MOU.
- 4.2 **Termination.** Either party may terminate its participation in this MOU prior to its expiration by giving the other party at least ninety (90 days) advanced written notice. The parties agree that this MOU may be terminated for any reason at any time before the date of expiration of the term identified in Section 4.1 by providing written notice to the other party.
- 4.3 **Entire Agreement.** This MOU merges and supersedes all prior negotiations, representations and agreements between the parties relating to the subject matter hereof and constitutes the entire agreement between the parties.
- 4.4 **Modification/Amendment.** This MOU shall not be modified or amended except by mutual agreement of the Parties hereto in writing, which shall be signed by the duly authorized representative of the Parties.
- 4.5 **Severability.** Whenever possible each provision of this MOU shall be interpreted in such a manner as to be valid; but, if any provision of this MOU shall be held, in a final judicial determination, to be invalid or prohibited under applicable law, such provision shall be severed, and the remaining provisions of this MOU shall remain in effect. Notwithstanding the foregoing, however, should such judicially determined invalidity of any provision of this MOU frustrate the intended purpose of the parties, as expressed herein, such invalidity shall cause this MOU to be terminated, with the parties, to the extent possible, to be restored to the status quo as though this MOU had not been signed.
- 4.6 **Indemnification.** Each party shall indemnify, save harmless and defend the other party, and the other party's officers, agents, employees and representatives, from and against any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses incident thereto, which may hereafter arise or be incurred, that are caused in whole or in part, by any negligent or willful act or omission of the indemnifying party, its officers, agents, employees and representatives.

DATED this ____ day of _____, 2017

GRAND COUNTY COUNCIL

By: _____

Its: _____

GRAND COUNTY PUBLIC LIBRARY
FRIENDS

By: Belinda Ledbetter

Its: President

**PUBLIC NOTICE
MEETING SCHEDULE FOR
Grand County Public Library Board of Directors
2016 CALENDAR YEAR**

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

Library Board Meeting Dates

January 14
March 10
May 12
July 14
September 8
November 10

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Grand County Public Library
(435) 259-1111

GRAND COUNTY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
72-3110-000-000 LIBRARY GENERAL PROPERTY TAXES	6,732.51	6,732.51	662,042.00	655,309.49	1.0
72-3113-000-000 FEE IN LIEU TAXES	32,931.17	32,931.17	35,000.00	2,068.83	94.1
72-3120-000-000 REDEMPTION PRIOR YEARS	23,806.37	23,806.37	25,000.00	1,193.63	95.2
72-3190-000-000 TAX PENALTIES & INTEREST	649.29	649.29	1,000.00	350.71	64.9
TOTAL TAXES	64,119.34	64,119.34	723,042.00	658,922.66	8.9
<u>INTERGOVERNMENTAL</u>					
72-3340-000-000 CLEF GRANT	7,700.00	7,700.00	7,700.00	.00	100.0
72-3347-000-000 UPLIFT GRANT	500.00	500.00	500.00	.00	100.0
72-3350-000-000 SAN JUAN COUNTY ILA	6,000.00	6,000.00	6,000.00	.00	100.0
TOTAL INTERGOVERNMENTAL	14,200.00	14,200.00	14,200.00	.00	100.0
<u>MISCELLANEOUS</u>					
72-3610-000-000 INTEREST.	132.02	132.02	200.00	67.98	66.0
72-3650-000-000 LIBRARY FINES & FEES	13,965.33	13,965.33	15,000.00	1,034.67	93.1
TOTAL MISCELLANEOUS	14,097.35	14,097.35	15,200.00	1,102.65	92.8
<u>CONTRIBUTIONS</u>					
72-3890-000-000 CONTRIBUTION - LIBRARY FUND SU	.00	.00	22,950.00	22,950.00	.0
72-3891-000-000 DONATIONS	3,781.59	3,781.59	4,000.00	218.41	94.5
TOTAL CONTRIBUTIONS	3,781.59	3,781.59	26,950.00	23,168.41	14.0
TOTAL FUND REVENUE	96,198.28	96,198.28	779,392.00	683,193.72	12.3

GRAND COUNTY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
72-4272-110-000 SALARIES	341,827.45	341,827.45	413,679.00	71,851.55	82.6
72-4272-110-001 OVERTIME	35.89	35.89	36.00	.11	99.7
72-4272-130-000 EMPLOYEE BENEFITS	159,439.28	159,439.28	183,623.00	24,183.72	86.8
72-4272-210-000 PERIODICALS	691.75	691.75	3,400.00	2,708.25	20.4
72-4272-220-000 PUBLIC NOTICES	203.95	203.95	200.00	(3.95)	102.0
72-4272-230-000 TRAVEL	3,405.48	3,405.48	3,000.00	(405.48)	113.5
72-4272-240-000 OFFICE SUPPLIES & EXPENSE	12,080.47	12,080.47	15,000.00	2,919.53	80.5
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	12,242.92	12,242.92	14,000.00	1,757.08	87.5
72-4272-270-000 UTILITIES	29,741.14	29,741.14	33,000.00	3,258.86	90.1
72-4272-290-000 FUEL	89.46	89.46	200.00	110.54	44.7
72-4272-310-000 PROFESSIONAL & TECHNICAL SERVI	6,895.00	6,895.00	7,540.00	645.00	91.5
72-4272-320-000 JUVENILE COLLECTION DEVT.	8,382.29	8,382.29	10,000.00	1,617.71	83.8
72-4272-330-000 ADULT PROGRAMS	2,495.84	2,495.84	3,000.00	504.16	83.2
72-4272-340-000 JUVENILE AV	1,508.98	1,508.98	4,000.00	2,491.02	37.7
72-4272-360-000 CELL PHONE ALLOWANCE	690.00	690.00	840.00	150.00	82.1
72-4272-400-000 BOOKS	20,628.68	20,628.68	25,000.00	4,371.32	82.5
72-4272-410-000 DONATION EXPENDITURES	.00	.00	1,000.00	1,000.00	.0
72-4272-420-000 AUDIO/VIDEO	7,689.60	7,689.60	10,500.00	2,810.40	73.2
72-4272-430-000 ART FUND	750.00	750.00	750.00	.00	100.0
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
72-4272-610-000 MISCELLANEOUS SUPPLIES	23.55	23.55	24.00	.45	98.1
72-4272-620-000 TECHNICAL SERVICES	10,150.64	10,150.64	11,000.00	849.36	92.3
72-4272-780-000 CLEF GRANT EXPENSE	8,029.42	8,029.42	7,700.00	(329.42)	104.3
72-4272-800-000 INVENTORY	639.34	639.34	5,000.00	4,360.66	12.8
72-4272-840-000 GRANT MATCH	.00	.00	10,000.00	10,000.00	.0
72-4272-860-000 SCHOOLING	547.95	547.95	3,000.00	2,452.05	18.3
72-4272-930-000 CHILDREN'S PROGRAMS	4,095.60	4,095.60	4,000.00	(95.60)	102.4
TOTAL LIBRARY EXPENSES	637,275.56	637,275.56	779,392.00	142,116.44	81.8
TOTAL FUND EXPENDITURES	637,275.56	637,275.56	779,392.00	142,116.44	81.8
NET REVENUE OVER EXPENDITURES	(541,077.28)	(541,077.28)	.00	541,077.28	.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	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	11,135	13,630	7,821	384	1,036	38	533	104
August	12,476	14,601	8,307	406	1,092	35	723	84
September	12,491	13,056	6,859	376	1,143	27	547	127
October	14,676	13,416	7,559	352	1,088	27	654	136
November	13,086	12,817	6,574	319	798	25	505	98
December								
2nd Half	63,864	67,520	37,120	1,837	5,157	152	2,962	549
Totals	138,190	151,967	82,588	4,573	11,686	407	6,661	1,120

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
313	35	36	872
300	17	21	829
1,803	164	145	5,221
225	16	25	793
274	12	27	924
319	22	36	884
237	16	24	580
281	28	14	831
1,336	94	126	4,012
3,139	258	271	9,233

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	34	846	1	235	5	523	40	1,604
June	24	527	0	0	7	159	31	686
1st Half	166	3,114	1	235	38	1,358	205	4,707
July	26	377	0	0	8	237	34	614
August	16	315	1	12	8	259	25	586
September	28	445	0	0	9	222	37	667
October	27	548	0	0	10	144	37	692
November	24	284	1	17	6	142	31	443
December								
2nd Half	121	1,969	2	29	41	1,004	164	3,002
Totals	287	5,083	3	264	79	2,362	369	7,709

LIBRARY CARDS			
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
70	53	17	2
80	62	18	2
55	40	15	2
62	51	11	5
56	42	14	4
323	248	75	15
681	527	154	27

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	\$427.79	\$50.15	\$101.00	\$786.64	\$487.18	\$1,852.76
June	\$521.60	\$77.00	\$72.60	\$656.08	\$420.64	\$1,747.92
1st Half	\$2,369.55	\$459.25	\$418.10	\$4,103.57	\$2,319.65	\$9,670.12
July	\$430.59	\$189.00	\$76.00	\$457.29	\$400.02	\$1,552.90
August	\$430.50	\$240.00	\$68.00	\$620.16	\$543.90	\$1,902.56
September	\$368.07	\$69.00	\$56.00	\$726.18	\$509.83	\$1,729.08
October	\$397.03	\$153.30	\$39.20	\$576.65	\$354.04	\$1,520.22
November	\$326.50	\$108.00	\$52.00	\$497.43	\$285.50	\$1,269.43
December						
2nd Half	\$1,952.69	\$759.30	\$291.20	\$2,877.71	\$2,093.29	\$7,974.19
Totals	\$4,322.24	\$1,218.55	\$709.30	\$6,981.28	\$4,412.94	\$17,644.31

Zinio
Checkouts
44
10
25
9
29
29
146
41
34
25
14
36
150
296

Mango
Sessions
36
64
71
33
19
32
255
28
62
31
78
56
255
510

Laptop Usage		
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	9	7
August	25	7
September	24	11
October	25	13
November	9	13
December		
2nd Half	92	51
Totals	186	161

E-Audio / E-Books		
E-Audio	E-Books	Sign-ups
253	228	17
266	227	10
305	239	19
299	215	20
295	193	9
363	248	11
1781	1350	86
387	201	15
314	264	6
374	220	9
326	242	6
403	257	13
1804	1184	49
3,585	2,534	135

Wi-Fi
Sessions
7,823
7,285
9,414
15,640
16,481
14,197
70,840
13,706
15,585
14,795
21,501
15,095
80,682
151,522

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	82	83	40	112	63		791	16.4%
Adult Non-Fiction	63	51	75	47	60	73	63	79	50	97	28		686	14.2%
Board Books	8	5	2	1	1	0	3	2	0	0	1		23	0.5%
Biographies	16	7	7	14	8	6	3	6	10	8	7		92	1.9%
Audio Books - CD	15	11	19	14	17	15	19	4	2	5	20		141	2.9%
Fiction DVD	31	30	58	21	35	21	40	40	18	15	20		329	6.8%
Fiction Video	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
Juv. Biographies	0	2	0	1	0	1	1	1	0	0	1		7	0.1%
Juv. Chapter Books	7	5	13	34	4	11	7	1	2	3	7		94	1.9%
Juv. Audio Books - CD	1	0	0	0	3	1	2	6	6	0	1		20	0.4%
Juvenile DVD	14	9	8	4	5	2	8	12	5	0	31		98	2.0%
Juv. Music CD	0	0	0	0	0	0	0	1	2	0	0		3	0.1%
Scouting Books	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
Juvenile Books	50	25	22	55	19	32	41	51	22	33	44		394	8.2%
Juvenile Playaway	0	0	0	0	0	0	0	0	6	0	0		6	0.1%
Juvenile Video	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
Large Print	13	16	31	14	8	30	19	26	4	19	3		183	3.8%
Leveled Reader	3	0	0	5	0	1	1	1	0	2	0		13	0.3%
Magazine	87	114	128	89	111	97	84	111	100	108	109		1138	23.6%
Music CD	17	21	23	14	17	5	15	8	10	17	26		173	3.6%
Mass Market Paperback	0	0	2	1	0	0	1	6	2	0	11		23	0.5%
MP3 Format CD	0	0	0	0	1	1	0	0	0	0	0		2	0.0%
Non-Fiction DVD	11	9	17	7	11	11	12	7	10	6	7		108	2.2%
Non-Fiction Video	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
Over-Sized Books	0	0	0	0	0	6	0	0	0	0	0		6	0.1%
Parenting	1	1	1	1	2	1	2	5	6	1	1		22	0.5%
Picture Books	23	17	16	7	7	9	30	41	13	6	29		198	4.1%
Playaways	0	0	0	0	2	0	0	0	0	1	0		3	0.1%
Playaway Video	0	0	0	1	0	0	0	0	0	0	0		1	0.0%
Reference	4	1	0	0	0	0	0	16	0	0	0		21	0.4%
Instructional Set	4	0	0	3	0	1	0	0	1	2	0		11	0.2%
Spanish	0	1	0	0	1	0	0	0	0	1	0		3	0.1%
Young Adult	10	24	34	11	20	21	23	24	17	12	21		217	4.5%
YA Audio Books - CD	1	4	0	0	2	0	0	5	3	0	0		15	0.3%
Totals	427	440	538	397	405	415	456	536	329	448	430	0	4821	
													Total	