



Regular Board Meeting July 15, 2025 @ 4:30 PM: Roosevelt Library

The mission of Duchesne County Library System is to enrich our residents' knowledge and inspire their growth. Through these efforts the library envisions our residents empowered to strengthen each other and unite their communities.

Conducting: Chair Jessica Shaw

Welcome / Roll call: Meeting called to order at 4:35. Roll Call: Chair Jessica Shaw, Kathryn Crapo, Jesse Walker, Secretary Amy Snow, Jenny Adams, Director Daniel Mauchley. Absent Vice Chair Deb Evans and Commissioner Jeff Chugg.

June 2025 minutes approval. The board reviewed the minutes. Jenny Adams made a motion to approve the minutes as written. Kathryn Crapo seconded the motion. The minutes were approved unanimously by the board.

Election of 2025-2026 Board Officers. Library board elections were held. Amy Snow nominated Jessica Shaw to serve as board Chair. Jenny Adams seconded it. No other nominations were made. Jessica Shaw was elected unanimously by the board to serve as Chair.

Jessica Shaw nominated Kathryn Crapo to serve as board Vice Chair, with a second by Jenny Adams. No other nominations were made. Kathryn Crapo was elected unanimously by the board to serve as Vice Chair.

Kathryn nominated Amy Snow to serve as board Secretary, with a second by Jesse Walker. No other nominations were made. Amy Snow was elected unanimously by the board to serve as Secretary.

Board Training: Discussion of Review of Library Board Ethics Statement and Libraries-An American Value. The board reviewed the *Libraries: An American Value* document. The document was written in 1999. The board resonated with many of the points brought out in the document. A few that stood out include libraries stand up for the rights of individuals, libraries provide a wide variety of information (within budget constraints), we respect the right of parents to guide the learning of their children, libraries are a gift, and the importance of diversity. Libraries are still valuable. Libraries connect people to ideas, and people then make their judgment about the information. People have the right to complain about the library if they would like.

The board reviewed the *Library Board Ethics Statement*. A few items from the document were highlighted, namely, the board is a group of individuals, but once a decision is made, they stand together as one. Board meetings allow people to discuss ideas and come together. The board discussed that it follows all laws regarding libraries.

Approval of Library Behavior & Use Policy – Accompanying Adults for After-Hour Activities. All forms of smoking (including vaping) are prohibited and is now clearly stated in the policy. The major update is that minors under 16 must be accompanied by adults at after-hours programs or events. The word privacy was removed from item 1. Privacy is respected at the library, but the library cannot guarantee privacy while in the library's public areas. After the board

reviewed the policy, Kathryn Crapo made a motion to approve the policy with a second from Jenny Adams. The policy, as written, was approved unanimously by the board.

Approval of Internet & Online Use Policy – Procedures for complaints about patron behavior, the policy, and its enforcement. The board reviewed the changes and updates to the policy. Items that were added include: Patrons are asked to notify staff of prohibited behaviors. A statement allowing patrons to complain about the policy was added to the policy. Only Duchesne County residents can complain about the policy if they would like. Amy Snow made a motion to approve the policy as written, with a second by Kathryn Crapo. The board approved the policy unanimously as written.

Review Circulation Policy – Purposes of personal data in library accounts. The board reviewed the updates to the policy. An addition to the policy includes a paragraph stating why we need to collect personal data and how it is used and protected.

Review of Room Reservation Policy – 3 business day window to pick up cleaning deposits. The board discussed an update to the policy regarding cleaning deposits. Deposits must be picked up within 3 business days of single events. If the deposit is not collected, it will be considered a donation to the library. If the deposit is for a series of events, the deposit must be cashed, but a refund may be requested within 3 business days of the final event; otherwise, it is considered a donation.

Review of 2026 Library Budget. The board reviewed the budget. The director predicts a decrease in spending of \$63,000. The decrease in spending will be applied towards the Roosevelt Branch construction loan repayment. The board discussed the increasing cost of Hoopla. The board will continue to discuss Hoopla use and, in the future, will decide if the circulation will be limited to 4 items instead of 5 per patron per month to reduce expenses. The average cost of a checkout in Hoopla is \$2.45. Overdrive checkout costs can reach \$3-\$10 per checkout on their cost per circulation items; though most purchases in OverDrive are one copy/one user licenses that the library pays once and can lend perpetually, much like a physical book in the library.

\$5,000 Library Service and Technology Grant received for the replacement of most of Roosevelt's patron computers. This grant was received from the Institute of Museum and Library Services. We are grateful for the grant, but don't expect to receive one like this in the future as the federal administration recently defunded the institute and will shut it down in 2026.

Updates on Content Controls in Libby & Summer Reading Program. Summer program sign-ups for 2025 are at 383 for the Duchesne Branch, and Roosevelt Branch sign-ups are at 461. For a total of 844 in the county. This is our best year since the 2020 COVID shutdown.

The board reviewed information about Libby. Libby is now offering content controls on the app. This information will be shared with the public on the library's social media accounts.

Review of June Statistics/Budget/Consent Agenda. The board reviewed the items. Hoopla hit a statistical record of 744 checkouts in June. There were 2414 physical checkouts at the Duchesne Branch, the highest since August 2023. 10,722 checkouts is the highest combined physical and digital circulation in the county since August 2023.

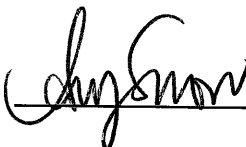
Questions. Chair Shaw asked if there was interest in a board/staff social. The staff are in favor of a gathering. They are considering September 11.

Public comment. No public comment.

Next meeting – Tues. Sep. 16, 2025, 4:30 PM – Duchesne Library

The meeting was adjourned at 5:27 p.m.

Minutes approved on 09/16/2025.

A handwritten signature in black ink, appearing to read "Amy Snow", is written over a horizontal line.

Amy Snow, Secretary