

WASHINGTON COUNTY LIBRARY SYSTEM LIBRARY BOARD MEETING

A meeting of the Library Board was held December 3, 2025, 3:00 PM
St. George Branch 88 W. 100 S. St. George, UT 84770

Board members present:

Victor Iverson	County Commissioner
Gene Garate	Board Chair
Haylee Caplin	Board Vice-Chair
Dana Moyle	Board Member
Darin Larson	Board Member
Lacie Hughes	Board Member

Board Members Not Present:

Kelly Atkin	Board Member
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Also present:

Alan Anderson	Library Director
Tracie Madsen	Administrative Assistant
Courtney Singara	County Attorney

Gene welcomed all in attendance at 3:05 pm.

CALL TO ORDER

1. CONSENT AGENDA

- a. Approval of agenda
- b. Review and approve minutes from October 1, 2025
- c. Next meeting date and location – TBD

MOTION: Commissioner Iverson made a motion to approve the consent agenda and previous meeting minutes, along with next meeting date and location.

Seconded: Darrin Larson

Vote was taken: All voted “aye”.

MOTION PASSED

2. CELEBRATIONS

A re-designed library card for minors (limited access) was shown. Its new black background helps differentiate it more easily from the adult (full access) library card. A card with a bear is also available as a “my first” library card.

Since the last meeting, Halloween events and carnivals occurred at each of the branches. Spook alleys and trunk or treats were part of the fun.

Alan celebrated the library system being nearly fully staffed.

3. BUDGET 2025 & 2026

Numbers were taken from the October budget. Lines below 15% remaining were highlighted.

St. George Buildings & Grounds, 11%
 Washington Copy Machine, 7%
 Washington Office Supply, 9%
 Washington Postage, 11%
 Santa Clara Copy Machine, 8%
 Hurricane Copy Machine, 3%
 Hurricane Facility Maintenance, -94%
 Hurricane Telephone, -1%
 Hildale Office Supply, -3%
 Hildale Postage, 9%
 Enterprise Copy Machine, 13%
 Enterprise Office Supply, 8%
 Springdale Telephone, 7%
 Tech Services Office Supply, -26%
 Tech Services Postage, 5%

Alan explained that branch copy machines are on a contract and are charged per copy. Patrons pay for copies made, but money does not go back into the copy machine budget line.

2026 budget numbers will look much like 2025 with a few minor tweaks.

4. 2026 BOARD MEETING SCHEDULE

The board decided that Library Board meetings during 2026 will continue to be held on the first Wednesday of even months. The time will change from 3:00 pm to 4:00 pm.

Locations will be as follows:

February 4 - St. George Branch
 April 1 – Springdale Branch *
 June 3 – Hildale Branch
 August 5 – Enterprise Branch
 October 7 – St. George Branch
 December 2 – St. George Branch

*In setting up the reservations for the meetings, a conflict exists with Springdale City and the meeting room. By default, the April 1 meeting will be at St. George Branch.

MOTION: Victor Iverson made a motion to approve the 2026 Library Board Meeting schedule.

Seconded: Lacie Hughes

Vote was taken: All voted “aye”.

MOTION PASSED

5. STAFF DEVELOPMENT DAY RECAP

Library Staff Development Day occurred on October 13. The theme for the event was “Library League of Legends”, based on comic book super heroes.

Break-out sessions, led by Branch managers, were geared specific to training on routine library tasks. Two outside speakers were brought in to do teaching. Roger K. Allen spoke on handling key moments well and a representative from Blomquist Hale spoke on wellness principles.

The County Commissioners, County Administrator and County Clerk/Auditor joined the library system for lunch. Pictures from the event were shared with the board.

6. GRANT UPDATE

Alan applied for a LSTA federal grant which were recently funded.

The \$30,000 received from the grant will go towards purchasing an outdoor book locker to be deployed on state route 18. Possibilities for location could include outside the fire station, Sinclair or dollar store.

Pictures were shown of currently functioning book lockers in other locations. They look similar to a PO Box or vending machine concept.

Veyo is centrally located and would provide library service to county residents living 50 or 60 miles (round trip) away from St. George or Enterprise. The Enterprise courier goes back and forth between St. George and Enterprise, and could add materials to the book locker as part of the route.

A library patron would place a hold or request on library material. It would then be loaded in one of the book lockers. Patron would come to the book locker and interact with the electronic screen. A book drop would be a part of the locker system.

The library board were enthused about this new addition to library system offerings. The grant has to be completed by June 30, 2026.

7. STRATEGIC BUSINESS PLAN

The current Strategic Business Plan will be expiring the end of 2025. A new plan to cover years 2026 to 2030 has been drafted.

Alan spoke of the following library celebrations:

- Only shutting down library branches for four weeks during Covid-19 while taking inventory of and cleaning all library books.
- Increasing programming events and offerings, along with increased attendance.
- Read-Squared software for keeping track of Summer Reading Program.
- Facilities: Re-roofing at Santa Clara, Renovation at Hurricane
- Equipment: 5 new multi-function copy machines, replaced many computers, RFID Wands
- Collection: New formats added such as Wonder Books and Playaways
- Credit card payments from home
- Increased library system cohesiveness
- Staff training

As the system looks forward to possibilities over the next five years, a few things were mentioned.

- Saving for a new library with the possibility of bonding
- Marketing – continue to strengthen community ties
- Wireless printing enabled
- Enterprise pavilion

8. ENTERPRISE PAVILION UPDATE

An architect drew up plans for a very nice pavilion addition on the back of Enterprise Branch. The projected cost would be over-budget, so a metal pavilion similar to the one at New Harmony Branch will be considered.

9. DRAFT CONTRACT COPIES

The Attorney's office has proposed a contract for the library to work with Intagly.

MOTION: Darin Larson made a motion to accept the Intagly contract.

Seconded: Dana Moyle

Vote was taken: All voted "aye".

MOTION PASSED

10. SANTA SCHEDULE

Alan will be dressing as either Santa or the Gingerbread Man and will be reading a story for the following Christmas parties:

St. George – Dec 5, 2:30

Santa Clara – Dec 12, 4:00

Hurricane – Dec 16, 10:00

Hildale – Dec 16, 4:00

New Harmony – Dec 17, 11:00

Springdale – Dec 18 at 5:00

Washington – Dec 24 at 10:00

11. PBS SUPER READER

PBS Super Reader program is in full swing. It runs from mid-November through mid-December. The program encourages children grades K-6 to keep reading during the holidays.

Weekly drawings are held, along with a party for those who finish the program. All branches are encouraged to participate. Gift bags are sent to finishers not able to travel to the party.

12. HOLIDAY HOURS 2025

The library system will be open half-day on December 24 and 31 and closed on December 25 and January 1, 2026.

MOTION: Lacie Hughes made a motion to adjourn the meeting at 4:10 pm.

Seconded: Dana Moyle

Vote was taken: All voted “aye”.

MOTION PASSED