

WASHINGTON COUNTY LIBRARY SYSTEM LIBRARY BOARD MEETING

A meeting of the Library Board was held February 4, 2026, 3:00 PM
St. George Branch Library
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
Kelly Atkin	Board Member
Lacie Hughes	Board Member

Board Members Not Present:

Darin Larson	Board Member
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Also present:

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

Board Chair, Gene Garate welcomed all in attendance.

CALL TO ORDER

1. CONSENT AGENDA

- a. Approval of agenda
- b. Review and approve minutes from December 3, 2025
- c. Next meeting date and location – April 1, 2026, St. George Branch

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

Seconded: Dana Moyle

Vote was taken: All voted “aye”.

MOTION PASSED

2. CELEBRATIONS

Alan celebrated the great programming that went on at library branches to celebrate the holiday season. He also celebrated a new year and new possibilities ahead.

The good work of the library system staff was celebrated.

Grants have been received, and will be talked about later in the meeting.

3. 2026 BUDGET IMPACTS

The Commission approved the 2026 library budget in the December County Commission Meeting.

One of the impacts on the 2026 budget will be COLA and Merit raises for staff.

The state changed the Overdrive allocation back to a 50/50 split, from the 75/25 it was last year. The library system paid more this year, due to the state raising allocations. Alan explained that being a part of the library consortium needed to allow access to more content.

2026 budget looks to be in good shape. 2025 end of year budget numbers have not been received from the County Clerk's office.

4. CLEF GRANT

The CLEF Grant was applied for and the library system will receive \$30,000. Plans are to use the funds for buying material through Overdrive, to meet holds and demand. Computers will also be purchased to complete the upgrade of computers to Windows 11. The CLEF Grant requires that funds are used for patrons, not staff.

5. LSTA GRANT

Funds received from the LSTA Grant will go towards book lockers in the Veyo area. Plans are moving forward to have them completed by the end of June 2026; which is the end of the state's fiscal year. The board talked about the Fire Department being a desired location for the book lockers.

Questions were asked about how the book lockers work. Alan explained the procedure from a patron putting a book on hold, to receiving and returning the book in the book lockers. He also explained the differing options of configuration of the book lockers, depending on the company that builds them.

The library system is considering purchasing two or three modules, for around 30 spots.

6. AUDITOR INTERNAL CONTROLS

The County Clerk's office sends documents to the library system on an annual basis, outlining how each branch handles cash. Each branch updated the document as needed and they will be returned to the clerk's office.

A situation with Santa Clara Swiss Days from last Fall, and the state wanting to charge tax on a book sale, sparked new procedures in regards to the dispersing of items such as used books, book bags and ear buds.

A item revenue key is being added to cash registers to be used when processing items. Terms such as "sale" or "purchase" will be avoided. The County Treasurer's office will be creating new deposit slips that reflect the changes.

7. STATS 2025 REVIEW

An infographic of 2025 statistics was created and shared with the board members.

Every year in the Spring, a statistical report is turned in to the state to help create comparative statistics for the country.

Some overall take-aways from the report were the following:

- Overdrive usage is up by almost the same percentage physical usage is down.
- More programming is happening.
- Video streaming is taking over DVD use.
- The industry as a whole is moving away from selling physical items to a streaming environment. It is much more lucrative for them.

8. SUPER READER PARTY – review

A \$500 PBS Grant was received to conduct a Super Reader program to keep kids reading during the holidays. To finish the challenge, children grades K-6 needed to read 20 minutes per day or read a total of 600 minutes over a six-week period. The program ran from the middle of November to the end of December. For those children who finished the reading challenge, a pizza party was held on January 17.

The library board were shown a power point presentation that shared pictures from the event. Those not able to attend the party, were given goody boxes.

9. BLOOD PRESSURE KITS

In February of 2025, a grant was received from the health department. Blood pressure kits were created to be checked out by patrons at library branches.

Each quarter of 2025, the library has compiled statistics to share with the health department in regards to check-outs of the blood pressure kits.

10. SOCIAL MEDIA POLICY

It was time to review the Social Media Policy which hadn't been reviewed since 2021. The policy was evaluated by the attorney's office and recommendations of possible changes were presented to the library board.

Paragraph 4 of the policy was re-written to clarify the county's position in regards to comments on social media platforms.

Staff members at each branch have been tasked with reviewing comments made to library posts, to ensure that all comments are reasonable.

MOTION: Hailee Caplin made a motion to approve the changes to the Social Media Policy.

Dana Moyle seconded.

Vote was taken: All voted "aye".

MOTION PASSED

11. AMERICA 250 CELEBRATION

Commissioner Victor Iverson met with Alan and Marketing Specialist, Michelle Clements to brainstorm ideas for involving the library in the America 250 Celebration happening throughout the year. July will be a focal point. He wants the library system to be a hub for events.

Ideas will be talked about for programs, displays or celebrations. The library board was asked to share any ideas they may have with the Library Director.

Plans already underway within the county were discussed. Organizations such as Liberty Village, Daughters of the American Revolution, Chamber of Commerce to name a few, will be carrying out festivities celebrating the 250th anniversary of the signing of the Declaration of Independence.

MOTION: Kelly Atkin made a motion to adjourn the meeting at 4:50 pm.

Seconded: Lacie Hughes

Vote was taken: All voted "aye".

MOTION PASSED