

**WASHINGTON COUNTY LIBRARY SYSTEM
LIBRARY BOARD MEETING**

A meeting of the Library Board was held April 1, 2026, 4:00 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
Darin Larson	Board Member

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 AT 4:05 PM

1. CONSENT AGENDA

- a. Approval of agenda
- b. Review and approve minutes from February 4, 2026
- c. Next meeting date and location – June 3, 2026, Hildale 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: Haylee Caplin

Vote was taken: All voted “aye”.

MOTION PASSED

2. CELEBRATIONS

- St. George received rain today which is always a celebration.
- Money has been received from three different grants: LSTA, CLEF and Carnegie.
- America 250 plans are coming along.
- Staff are doing great work.
- Youth Services training in Cedar City about Summer Reading theme – Unearth Your Story.

- **AMERICA 250**

Plans have been made for monthly celebrations of America 250.

March – March Into March. Patrons received an incentive for reading 250 minutes.

April – America the Beautiful. The library is teaming up with the Washington County Fair’s art and writing contest (poetry or prose). The library system will be giving away Americana gift baskets for winners in Children, young adult and adult categories. All library branches have fair booklets available.

May – America Read Together. The library system will have book clubs focused on Americana themes. There will be a Recycle/Upcycle book art workshop and contest.

June – Unearth Our History. This goes along with the Summer Reading theme: Unearth Your Story.

July – Some branches will be having children’s parades.

August – Voices of America. The focus will be on cultural spotlights such as immigrants, women and indigenous people.

September – How It All Began. Constitution Week will be celebrated.

October – Innovation and Ingenuity. Focusing on innovative library offerings such as 3D printers.

November – Service, Sacrifice and Gratitude. Veterans Day will be highlighted.

December – Then and Now. Displays and activities will be about local histories.

3. BUDGET

The County Clerk’s office has generated new budget reports that should provide consistent numbers going forward.

Alan shared the budget numbers which were complete through the end of February. Budget lines with less than 65% remaining were highlighted.

-Advertising budget 49%

-Admin. Programming 29% due to purchasing movie copyright licensing.

-Hurricane Copy Machine 63%. The maintenance agreement vendor wants to replace copier. Kelly Atkin asked about the ongoing construction projects. Alan updated the board on the status of several projects.

- Washington Branch roofing still needs to be replaced. Bids need to be received on metal roofing. For now, a patch has stopped the water leak.
- Hurricane Branch construction is complete, except for some flooring still needing to be replaced. More trees died during the winter and will need to be replaced.
- Enterprise Branch outdoor pavilion is still in planning and evaluation. Costs are high. Dana Moyle asked if it will be similar to the pavilion at New Harmony Branch. She reiterated the desire by the branch manager to have a storage shed built on the South side to help block the wind.

4. CARNEGIE GRANT

St. George had a Carnegie Library, which carries a Carnegie legacy. The foundation considers the location always a Carnegie, even though the building was torn down. The doors to the old Carnegie Library are on the current St. George Branch reading room, which also has a portrait of Andrew Carnegie.

Alan received a \$10,000 check from the Carnegie Foundation in honor of America's 250th Anniversary, specified to be used for the St. George location only. A press kit was sent to recognize the Carnegie Foundation's gift.

5. CLEF GRANT

\$30,000 was received to be spent on items that have direct benefit to the public. Computers are a consideration, but the bulk of the money will go towards Overdrive content.

6. LSTA GRANT

\$30,000 in grant funds were received to create a book locker system, that will service the small towns along State Route 18. Three bids were received and Bibliotheca was chosen for the book lockers. The purchase has been approved by the Commission and the lockers have been ordered. Alan shared pictures of existing locker systems in use by other library systems.

The second week of March, Alan attended a fire district meeting in Veyo, in hopes of reaching a mutual agreement to house the book locker system at the fire station. The idea was positively received by the board, who then voted to allow the book locker system to be installed outside the firehouse. The fire district committed to provide needed power and internet for the locker system. The library system appreciates the community support.

Alan explained that a patron could put items on hold through the online website, and then go to the book lockers and retrieve the material using their library card. The Enterprise Branch Courier will stock the book lockers with requested items. There will be a separate book drop for material to be dropped off and returned to the St. George Branch library. Citizens wanting to obtain a new library card will need to come to a library branch.

Spending for the project must be completed by the second week of June, per grant specifications.

Courtney Singara, county attorney representative, will draft an inter-local agreement between the library and the fire district to formalize details, along with a resolution to ratify the contract.

7. CITY REGISTRATIONS

A list of cities in the county, along with their population and number of registered patrons was shared. Patrons with library cards, who live in unincorporated areas of the county, skewed some statistics. A purge of the database is needing to be done to aid in more accurate statistics.

Minors who attend Washington County schools, but do not live in Washington County, still qualify for a library card in areas such as Beryl.

Mohave County has a contractual agreement with the library system, to pay for citizens in the area near Hildale, such as Cane Beds, Colorado City, and Centennial Park to obtain resident library cards.

8. LIBRARY CARD POLICY

Revisions have been made to the library card policy. The County Attorney has yet to review policy changes.

The current policy, with suggested policy changes highlighted in red, were shared with the board. Items formerly included in the 2016 policy edition, but taken out in the 2022 policy edition, will be added back into the newly revised policy, along with other needed changes.

- Under Utah law, a Driver's Privilege Card is not acceptable as proof of identification.
- Those under the age of 18, may receive a library card if they are an emancipated minor, or have reached the age of majority by marriage. Appropriate documentation must be presented to a library branch manager or library director.
- Accepting digital ID as a form of identification was discussed.
- Patrons may only present a driver's license (in place of a library card) when checking out material, a total of four times in a 12-month period.
- Library card numbers will not be written and distributed by staff.
- Documents that can be used as a proof of residency were highlighted.
- The materials checkout limit is 20 items per card on all items.
- Non-resident cards will be restricted from community room reservation, certain databases as prescribed by the vendor, and inter-library loans limited to in-library use only.

A board member expressed concern about the requirement for patrons to physically come into a library branch to renew their library card. Many patrons want the convenience of renewing online. Alan explained the need to be able to continue to verify residency in Washington County

before renewing a card. Preserving Libby access to those residing within Washington County is a priority. Patrons physically coming into library branches helps reduce the risk of renewal by those who no longer live in the area.

Clerks are authorized to temporarily renew cards up to one month for patrons on vacation or too ill to come into a branch.

MOTION: Dana Moyle made a motion to approve the changes to the Library Card Policy, contingent upon county attorney not making any major changes.

Kelly Atkin seconded.

Vote was taken: All voted "aye".

MOTION PASSED

MOTION: Lacey Hughes made a motion to explore the possibility of offering a digital library card in the future.

Kelly Atkin seconded.

Vote was taken: All voted "aye".

MOTION PASSED

MOTION: Darrin Larson made a motion to adjourn the meeting at 5:33 pm.

Seconded: Haylee Caplin

Vote was taken: All voted "aye".

MOTION PASSED