



Regular Board Meeting

July 21, 2026 @ 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. The meeting began at 4:39 p.m.

Welcome / Roll call. Chair Jessica Shaw, Jesse Walker, Jenny Adams, Vice Chair Kathryn Crapo, and Director Daniel Mauchley were present. Secretary Amy Snow and Deb Evans attended remotely. County Commissioner Jeff Chugg was absent.

June 2026 minutes approval. The board reviewed the June 2026 minutes. Jenny Adams moved to approve the minutes as written, with a second from Jesse Walker. The board unanimously approved the minutes.

The board announced that Jesse Walker has been reappointed by the county commission for her second term on the library board.

Board Training: Board Officer Roles. The board reviewed the roles of the board officers. Each member of the board has equal voting rights and the chair is to vote only to break a tie.

2026-2027 Board Officer Elections. Jessica Shaw nominated Kathryn Crapo as Chair, with a second from Jenny Adams. The board voted unanimously to elect Kathryn Crapo as Board Chair.

Jenny Adams nominated Jesse Walker as Vice Chair, with a second from Jessica Shaw. The board voted unanimously to elect Jesse Walker as Board Vice Chair.

Jenny Adams moved to nominate Amy Snow as Secretary, with a second from Jesse Walker. The board voted unanimously to elect Amy Snow as Board Secretary.

Donor Thanks: Allred's Yard & Garden – Seed Library; USU Uintah Basin – Ice Cream at Activities; Utah Field House Museum – Fossil Education Displays at Activities; Steven Cowling - \$1,000. 130 people participated in the seed library at the Duchesne Branch. There was high attendance at the activities sponsored by the Utah Field House Museum. Thank you letters have been sent for these generous donations.

Approval to Recommend 2027 Library Budget to the Commission. The board reviewed and discussed the 2027 budget. Some staff have completed certifications and were granted raises. Overall, the budget includes a \$10,250 increase in staff benefits and salaries. Less money is being spent on periodicals, while audiovisual

collection items, travel, and library supplies are increasing because of inflation, demand, and service needs. Telephone costs have decreased because some telephone lines that were necessary for alarms have been replaced by cellular service. Most technology costs are covered by grant money. The Utah State Library has asked that summer reading numbers be tracked separately, so a new budget line has been added. It will take time to establish an accurate budget number for that line. For now, a portion of the programming budget is being diverted to fund the new summer program budget line. The interlibrary loan grant budget is being decreased because the current amount is consistently higher than the demand requires. Deb Evans moved to recommend the 2027 Library Budget to the Commission as presented. The motion received a second from Jessica Shaw, and the board unanimously approved the recommendation.

Review of Room Reservation Policy – Requirement of Public Events to Post Notices; Exhibit Parameters. The board reviewed the policy. Director Mauchley suggested that the policy be amended requiring those using the community rooms for free, public events to advertise the event on the library's bulletin board and post a sign at the community room entrance door. Also, Director Mauchley made suggestions about adding policies for exhibits in the library. He proposed that non-library sponsored exhibits only be shown in the community rooms and not in the halls. Exhibitors will not be allowed to sell things from the exhibit and may only reserve the rooms for exhibits twice a year at 4 days maximum each.

Review of Collection Development, Event & Exhibit Policy – Determining Frequency of Submitted Concerns from a Patron or About a Particular Item, Event, or Exhibit; Parameters of Community Bulletin Board & Literature Postings. The board reviewed the policy updates that Director Mauchley proposed related to information posted on the community bulletin board. This includes flyer size, flyer content, and the length of time flyers can stay on the bulletin board. Political flyers are allowed but are lower in priority.

A proposed policy addition is that works—literary or otherwise—created entirely by artificial intelligence will not be prioritized to be added to the collection.

Review of Circulation Policy – Renew Accounts Every 2 Years Instead of Annually. The board discussed proposed updates to the policy. Staff are prohibited from uploading personal data into any artificial intelligence tools, downloading it for any purpose, or accessing it outside library premises or authorized offsite services.

A proposal has been made to change the account renewal frequency from annually to every two years. There is a possibility that nonresidents can continue to use digital collections for an extra year, but the risk appears to be minimal. This new process will reduce staff time required for renewals and lower patron frustration with the process.

Discussion of Exterior Lettering for Duchesne Branch. The Director proposed adding new lettering to the Duchesne Branch building. Three entities are housed in the same building, and without exterior lettering, some patrons have been confused about which door to use for the library. The board discussed the lettering

and placement of the signage. Director Mauchley will follow up with the county maintenance department head and Commissioner Chugg about possibilities and requirements of the project.

Review of June Statistics/Budget/Consent Agenda. The board discussed the June statistics, budget, and consent agenda. Hoopla had a record high of 871 checkouts in June. Hoopla costs about \$2.00 to \$2.50 per checkout. Blackstone is getting some use, but the numbers are still low. If the contract numbers do not improve by the end of the three-year contract, the library will consider discontinuing the program. The summer reading opening parties were successful and well attended. One staff member presented a shark program in Roosevelt with 120 people in attendance. The Uintah County Library asked that the same program be presented at their library.

Questions. No questions.

Public comment. No public comment.

Next meeting – Tuesday, **September 15, 2026**, 4:30 p.m. – Duchesne Library

The meeting adjourned at 5:40 p.m.

THESE MINUTES ARE PENDING AND WILL BE APPROVED AT THE NEXT REGULAR MEETING.

Amy Snow, Secretary