



Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: 11/19/2025

Time: 1:00 PM

Location: Uintah County Library
204 E 100 N, Vernal, UT 84078

Board Members Present: Karen England (Library Director), Heather McKee (Chair), Mary Fontes (Secretary), Amanda Jenkins, and Linda Nay.

Board Members Attending Electronically: Katrina Jensen.

Board Members Excused: Sonja Norton (County Commissioner) and Vail Batty.

Other Attendees: Chrystal Summarell (Assistant Library Director), Karina Valencia (Paralegal), and Amanda Bolejack and her children, with Stacia Watkins (staff assistant to the Board) taking the minutes.

1. Welcome

The meeting started at 1:06 p.m.

2. Approval of October 15, 2025 Regular Meeting Minutes

Amanda moved to approve the October 15, 2025 Regular Meeting Minutes as presented. Mary seconded. The motion passed unanimously.

3. 2026 Annual Meeting Resolution

See the attachment labeled “Uintah County Library Board Resolution 11-19-2025” on the Utah Public Notice Website.

Heather wondered about skipping a meeting in June or July. Karen recommended leaving the meetings on the resolution and cancelling meetings as needed.

Mary motioned to approve the 2026 Annual Meeting Resolution dated 11-19-2025 and the 2026 Tentative Meeting Schedule. Amanda approved. The motion passed unanimously.

4. Budget Summary Year-To-Date

See the attachment labeled “Budget Summary 2025-10” on the Utah Public Notice Website.

Mary wondered if the numbers are updated automatically. Karen explained that for the revenue, the first five lines are things we have no control over.

Mary wondered why 3545-335 (CLEF Grant) and 3512-220 (Photo Copies) are showing as uncollected revenue. Linda explained that it's a mathematical thing with the programming, and that it is normal.

It was clarified that so far, the library is doing fine with its budget.

Linda wondered what we are expecting for the line 3610-0 (Interest Earnings). Karen and Chrystal explained that it is most likely a savings account. Karen offered to have a county representative attend the December board meeting to have him go over and explain the budget.

Heather noted that the library went over on Education and Training, and Karen explained that part of that was due to two new hires who were sent out for training. Chrystal added that some of those funds also went toward Niche Academy for both staff and the public.

Heather also asked what the Library Catalogue funds go toward, and Chrystal explained that it goes toward our online catalogue, website, and other items such as RFID, barcodes, and other materials used for cataloging items.

Chrystal explained that we also went over on Building and Grounds because we are currently paying for a storage unit. Karen and Sonja are in discussions for finding storage space on county property.

The board also went over the detailed general ledger. It is broken down by categories.

5. Account and Card Policy Amendments

See the attachment labeled “Account and Card Policy DRAFT Oct 2025” on the Utah Public Notice Website.

Karen read into record the letter she sent to the board regarding this policy. The letter is attached at the end of these minutes.

Adjustments are being made to the policy to bring Uintah County Library into compliance with our memorandum of agreement with the Beehive Library Consortium. We previously added a Paid Access Account (Pterodactyl Account), but this is not in compliance with our agreements, and will therefore be removed from policy and practice.

Additionally, an amendment is being added to include Daggett County into the library's

service area, as Daggett County does not have a library of their own and they do not have e-cards available to Daggett County residents.

Stacia suggested changing library card prefixes to allow Colorado patrons to utilize physical resources without allowing access to Libby and Overdrive. This would keep the library in compliance with the memorandum of agreement with the Utah State Library.

Questions were brought up about potentially adding Rangely to the library's service area. However, the only reason we are able to add Daggett County to our service area is because they do not have a library of their own in the county.

Mary corrected the amendment date from 2015 to 2025. Mary also brought up the verbiage in 6.2, which states that Velociraptor accounts have limited access, and then the bullet point about having no access to e-content. Linda suggested amending the line to read “provides the following limited or no access to resources:” to clarify the section.

The board expressed support for a card with a different prefix that would allow for physical borrowing privileges only.

Heather asked for clarification on what needed to be done. Karen clarified that the board simply needs to approve the changes in the document for us to be in compliance with the State. Further discussion will take place for Colorado residents.

Linda moved to approve the Uintah County Library Account and Card Policy as amended with the suggested changes. Mary seconded. The motion passed unanimously.

6. Borrowing Privileges Policy Amendments

See the attachment labeled “Borrowing Privileges Policy DRAFT Oct 2025” on the Utah Public Notice Website.

The changes for this consist of allowing full room access to Duchesne and Limited Access accounts, removing the Pterodactyl Account line, and changing “Create Space” to “Maker Space”.

Amanda moved to approve the Uintah County Library Borrowing Privileges Policy with the recommended changes. Linda seconded. The motion passed unanimously.

7. Fee Policy and Fee Schedule Amendments

See the attachments labeled “Fee Policy DRAFT Oct 2025”, “Fee Schedule DRAFT Oct 2025”, and “20251023 Ord 10-29-2025 01 - Fee Schedule Amendments - Draft” on the Utah

Public Notice Website.

Changes consist of removing references to non-resident cards in Section 2.2 and changing “Create Space” to “Maker Space”.

Linda moved to approve the Uintah County Library Fee Policy as amended. Mary seconded. The motion passed unanimously.

8. Meeting Room Policy Amendments

See the attachment labeled “Meeting Room Policy DRAFT Nov 2025” on the Utah Public Notice Website.

Karen read into record the letter she sent to the board regarding this policy. The letter is attached at the end of these minutes.

Room reservation preference, availability, and expectations are clarified and streamlined, as well as some formatting to preserve consistency across policies.

Amanda wondered how the preference list would be carried out. Examples were given of rare instances where two reservations come in at the same time for the same date, which is when the preference order would take effect.

Mary would like to know why there are changes in 4.1 and 4.4, and Stacia clarified that they were grammatical errors that needed to be corrected.

It was also clarified that Section 6 is reworded to make expectations clear.

Linda moved to approve the Uintah County Library Meeting Room Policy as amended. Amanda seconded. The motion passed unanimously.

9. December 10th Early Closure

The Uintah County Christmas Party is on December 10th. Karen would like the board's approval to close early so that the library staff can attend.

Mary moved to approve an early closure on December 10th. Amanda seconded. The motion passed unanimously.

10. Board Member Items

Karen informed the board that the Memorandum of Understanding for bookmobile stops has been approved. Heather asked if it was possible to shift the schedule a bit later to accommodate families whose children don't get home until 3:30, which makes it difficult to

make it to the bookmobile before it leaves at 4. Chrystal suggested 2-5 rather than 1-4 to see if it would be better utilized by the community.

Amanda asked whether we have a new Social Media person yet. Karen explained that the county cut that position from our budget, so we may be restructuring with the staff that we currently have.

11. Public Comment

Amanda Bolejack wondered if the Account and Card Policy amendments are about Libby and Overdrive, or the physical card itself. Karen explained that because Moffat and Rio Blanco counties have libraries which are also in consortium with the Colorado State Library, we are unable to offer either physical or e-content borrowing privileges to patrons residing in those counties.

Mrs. Bolejack wondered when the changes would go into effect, and Karen explained that if the board approves the changes to the Account and Card Policy, it will go into effect immediately.

Mrs. Bolejack also explained that with Colorado patrons who reached out about the issue, staff told them that they were unable to speak on it and were directed to the board meeting today. She explained that Colorado patrons have felt blindsided by these changes.

Mrs. Bolejack and her children also wrote letters to the board. (These letters are attached at the end of these minutes.) She explained how much they rely on the library, and how much Rangely as a whole relies on Vernal as their closest community partner. She also pointed out how in order to access their next biggest library, they have to brave Douglas Pass to reach Grand Junction. It is a journey which is avoided at all costs in the winter due to the danger it presents.

Noah Bolejack read his letter into the record. He explained how their local library has extremely limited resources. He advocated for the continued allowance of borrowing privileges for Rangely residences.

Mrs. Bolejack read another letter from her children. It emphasized the importance of books over screens for the Rangely community.

Another of Mrs. Bolejack's children read her letter into the record as well. She expressed that her life would be a disaster without books. She explains that 50% of her life would be empty without books. The children are very eager whenever they bring books home from the library.

Another letter, read by Mrs. Bolejack, pleaded with the library board not to take away

their library cards.

A final letter from another homeschool parent, Kristin Lohry, was read into the record by Mrs. Bolejack. She expressed concern about the changes and emphasized that they do use the local libraries in their area.

Karen asked what county they are in, and Mrs. Bolejack explained that they are part of Rio Blanco County, which has discontinued Libby services. Moffat County has also discontinued its Libby services.

The board thanked Mrs. Bolejack for coming in and for speaking on behalf of the Rangely community. The board determined that the Colorado cards will remain active until the beginning of the year, at which time the board will have new prefixed cards to allow physical access for Rangely residents.

Letters will be sent to Colorado residents to inform them of the upcoming changes.

12. Next Meeting Date

The next board meeting is scheduled for December 17th at 1:00 p.m. at the Uintah County Library.

13. Adjourn

Amanda moved to adjourn the meeting. Linda seconded. The meeting adjourned at 2:24 p.m.

November 15, 2025

Uintah County Library Board Members

**Subject: Necessary Policy Amendments to Achieve Beehive Library Consortium
Compliance**

Dear Board Members,

At our next Library Board meeting on Wednesday, November 19, I am presenting amendments to our Account and Card Policy to bring Uintah County Library into full compliance with our obligations as a member of the Beehive Library Consortium (BLC) and the OverDrive Memorandum of Agreement (MOA).

Background and Issue:

Uintah County Library is a member of the Beehive Library Consortium, which collectively negotiates and subsidizes our OverDrive/Libby services. In FY2026, our proportional contribution to the consortium is \$11,808.94, representing our 1.54% share based on our 108,574 circulations in 2024. This consortium membership provides us with access to digital content that would be cost-prohibitive to purchase independently.

However, our current Account and Card Policy includes provisions for paid subscription accounts (Pterodactyl Accounts) that allow residents outside our service area—including those in Colorado and other states—to access consortium-funded OverDrive/Libby services. This practice is not in compliance with both our OverDrive contract and BLC governing policies.

Contractual and Policy Requirements:

The OverDrive MOA we sign annually contains the following critical requirement:

"LIBRARY acknowledges that LIBRARY'S contribution will be used by the USL for the shared collection and will be equally accessible to ALL patrons."

At the recent Utah Library Directors' Summit, slides 18 and 19 (see attached) of the BLC presentation addressed the issue of non-resident cards:

From the USL/OverDrive Contract (Slide 18): The presentation clarified that the phrase "equally accessible to ALL patrons" refers to patrons within our designated service area, not all patrons nationwide.

From the BLC Governing Document (Slide 19): Section 5(a) addresses non-resident cards and establishes expectations for how libraries should handle patrons outside their service

areas.

Additionally, the MOA requires libraries to "follow all policies and guidelines put forth by the Beehive Library Consortium Administrative Committee." These combined requirements make it clear that access to consortium-funded digital resources must be limited to residents within our defined service area.

Clarification from Utah State Library:

I reached out to Marie Erickson, Library Resources Program Manager at USL, for clarification. She confirmed:

1. The BLC does not maintain formal documentation of how libraries determine patron eligibility for OverDrive access.
2. Service area determinations are left to individual libraries, their boards, and county commissions.
3. The USL does not control or regulate specific service areas of individual libraries.
4. However, libraries are expected to provide consortium-funded resources only to residents within their designated service areas.

Proposed Solution:

To achieve compliance while continuing to serve our community effectively, I propose the following amendments:

1. **Remove Section 8 (Full-Access Subscription – Pterodactyl Account)** from our Account and Card Policy, eliminating all paid non-resident subscription cards.
2. **Formally recognize Daggett County as part of our service area** throughout our policies.
3. **Update Section 6 (Limited Access – Velociraptor Account)** to remove Daggett County from the limited access category.
4. **Make corresponding updates to our Borrowing Privileges Policy and Meeting Room Policy** to reflect Daggett County residents as full-access patrons.

Rationale for Including Daggett County:

Uintah County Library has historically provided library services, including Libby access, to Daggett County residents (population 956). We currently serve 172 active Daggett County patrons—122 in Dutch John and 50 in Manila—and all of them use Libby. As the closest

brick-and-mortar library to Daggett County, we have been their de facto library system for many years.

The USL confirmed that there are currently no active Daggett County eCards through the Utah State Library system that provide Libby access. While the USL historically offered eCards to Daggett County residents, this program has largely ceased since 2018, when member libraries began contributing to content costs.

Including Daggett County in our service area:

- Formalizes a long-standing service relationship
- Provides library access to a small, underserved population
- Has minimal budget impact (956 people, 172 current active users)
- Allows us to maintain BLC compliance while serving our neighboring county
- Aligns with the BLC governing document's approach to service areas

Commission Support:

I presented this matter to the Uintah County Commission during their work session, and the Commissioners are in favor of the library's extended service to Daggett County. We are currently in discussions regarding a cost-sharing arrangement with Daggett County. This cooperative approach would formalize our service relationship while exploring options for Daggett County to contribute to the services its residents receive.

Impact on Non-Resident Accounts:

We will need to terminate existing Pterodactyl (paid subscription) accounts held by residents outside our service area, primarily those living in Colorado. I will draft a communication to these patrons directing them to their local library systems (Moffat County or Rio Blanco County, Colorado) for library services.

Financial Impact:

- **Revenue Loss:** Minimal—we have had very few active paid subscription accounts
- **Budget Impact:** The cost of absorbing Daggett County's OverDrive usage is negligible, given its small population and current usage patterns
- **Potential Cost Recovery:** We are exploring cost-share arrangements with Daggett County
- **Value Preserved:** We maintain our consortium membership, which provides significant

cost savings on digital resources

Legal Department Feedback:

I have consulted with the Uintah County Legal Department regarding these changes. They confirmed that, per the USL's clarification, service area determinations are the responsibility of the library, the library board, and the county commission—not regulated by the State Library or the BLC MOA. Therefore, formally recognizing Daggett County as part of our service area is within our authority and allows us to provide OverDrive services to those residents in compliance with consortium requirements.

Recommendation:

I recommend that the Board approve these policy amendments to ensure our continued compliance with BLC requirements, the OverDrive contract, and the BLC Governing Document. These changes will maintain our continued access to cost-effective digital content for our community. These amendments reflect best practices in library service delivery, respect the terms of our consortium membership, and have the support of the Uintah County Commission.

I am happy to answer any questions or provide additional information.

Respectfully,

Karen England

November 15, 2025

Uintah County Library Board Members

Subject: Proposed Meeting Room Policy Changes

Dear Board Members,

I am writing to inform you of proposed changes to our Meeting Room Policy, which will be presented for approval at our upcoming board meeting. These revisions reflect feedback from our community and align our practices with neighboring library systems while better serving our mission.

Key Changes:

1. Reciprocal Access for Duchesne County Residents

We propose extending meeting room reservation privileges to Duchesne County residents on the same terms as those for Uintah County residents. Duchesne County Library currently allows Uintah County residents to use their meeting rooms without additional charges or restrictions, and we would like to reciprocate this courtesy.

As Daniel Mauchley, Director of Duchesne County Library, shared with me, when Uintah County residents reserve the meeting room for public events, it often benefits Duchesne County residents as well, given proximity and shared community interests.

2. Maintaining Free Meeting Room Access

We are recommending that meeting rooms remain free of charge. This decision is based on several important considerations:

- **Avoiding competition with local venues:** We do not want the library to compete with private rental spaces in our community, such as the conference center, which pays library taxes. If we charged fees and opened our rooms to all types of private events, we would create unfair competition with these businesses and potentially become a cut-rate venue for large private events that are not part of our core mission.
- **Staying true to our mission:** By keeping rooms free for events that are open and free to the public, we ensure our meeting spaces serve educational, cultural, civic, and community-building purposes rather than becoming a general event venue.
- **Administrative efficiency:** Eliminating fees reduces administrative burden and removes

barriers that discourage community groups from using our facilities.

3. Clarifying User Expectations and Responsibilities

The revised policy provides more explicit guidance on:

- Set up and cleanup expectations
- Acceptable uses of meeting rooms
- Consequences for policy violations
- Room capacity and safety requirements

These clarifications will help prevent misunderstandings and ensure responsible use of our facilities.

4. Removing Barriers to Reservation

We have streamlined reservation procedures to make it easier for community groups to access our meeting rooms while maintaining necessary oversight and accountability.

The proposed policy continues to prioritize library-sponsored events and maintains our commitment to providing meeting spaces for educational, cultural, governmental, and civic purposes that are open and free to the public.

I believe these changes strengthen our ability to serve the community while being a responsible steward of library resources and a good neighbor to other organizations in Uintah County. I look forward to discussing these revisions with you at our next meeting.

Please let me know if you have any questions or would like additional information before our meeting.

Best regards,
Karen England

Amanda Bolejack Letter to the Library Board

My husband works for the national parks and his job has meant that we have lived all over the country and the very first thing we do when we are considering a job offer is to check the towns churches, grocery stores, and the library. Without access to those three things we just couldn't make life work especially as a homeschooling family of six. We have worked big cities, small towns, and remote islands and through all those moves our children's education has subsisted on our access to good literature. When my husband was considering a job in the area visiting Vernal and seeing the library was at the top of our priority list and later became a big part of our decision to move to Rangely. Libraries are part of the life blood of our family. As a homeschooling mom of four voracious readers I rely on frequent trips to the library to keep my kids learning engaged and curious. I understand the desire for everyone to use their own local library, and we do, but small towns come with small libraries and limited services. I understand that we happen to live across state lines, but as a whole the community of Rangely relies on Vernal as our closest neighbor. Grocery shopping, library hauls, and doctors appointments all take place there. Dinners out, movies, bowling, and musicals all mean a trip to Vernal. We love our little town and what it has to offer. Holidays are amazing here and we love getting to be so involved in all that the community does and is. But we are also limited in many ways as a small rural town. Our library is wonderful but small and has no digital lending options to reach books outside of their small building. Those small town limitations become complicated when our nearest Colorado neighbor is Grand Junction which one has to brave Douglas Pass and an extra hour each way of driving to access. Anytime between October and May that trip is avoided at all costs. Access to services here in Vernal isn't an option for us, its necessary. I would ask if you are truly considering taking away our lending privileges, that you please reevaluate and consider the impact this decision will have on dozens of families here in Rangely and their children who simply want to read. Help us as we raise strong readers and strong learners and give our kids the option to always choose to pick up a good book rather than turn on a screen.

Noah Bolejack Letter to the Library Board

Hello, my name is Noah Bolejack, and I'm a homeschooler who uses this library's books every single day

I read about a book a day, and this library has been essential for my learning. Our small community library doesn't have nearly enough books or other online resources, and the next closest large library is two hours away. In the winter, that drive can even be impossible,.

When you offered free out-of-state cards, it gave me and other people in my community the chance to learn, grow, and explore subjects we couldn't otherwise easily access. Now that you are considering stopping offering any non-resident library cards, we're being cut off from the very resources that make education possible for us.

This decision won't just affect me—it will affect our whole community. Many families in my town homeschool, and we all depend on this library for its books and online resources. Taking away non-resident cards means taking away opportunities for kids like me to learn and grow in our everyday lives.

I ask you to please reconsider. Libraries are meant to be places of learning for everyone, and keeping non-resident cards available ensures that kids and teens, even adults that live in Rangely can continue to grow and succeed.

Bolejack Child Letter to the Library Board

Today I am here to speak. To speak for the books. My life would be a disaster without books. Books are a main source of fun in my life. Without books what is the point of life? Books are currently taking up 50% of my life. Without books 50% of my life would be empty. The library is exciting. There are books of all kinds. From books about animals to beautiful stories about love and many more. When my mom goes to Vernal she gets groceries and books. When she gets home we all ask "where are the books?" When she hands out books its like Christmas but with books. If theres a book for all of us to share it's a race to be the first to read it. Its not just me. We babysit a little girl named Ellie and she loves books too, especially ones about ballet and animals. Every day before nap we read picture books to her and she loves it. Every time we go to the library there is something other than books like a scavenger hunt, coloring pages, or fun programs like the one about birds. Whatever it is we all enjoy it. I have had library cards in Washington, North Carolina, Texas, South Dakota, Georgia, Colorado, Montana, and Michigan. All of these were awesome libraries ! If you let us keep our library cards you can be on the list

too! So why close such an awesome library to us Coloradans?

Bolejack Child Letter to the Library Board

Books, the library, learning. Who can go without these things? Not Rangely. Not anyone. Without books I wouldn't know a lot of things that I have learned. If you didn't have books what would you do when you wanted to do something restful? What would you do if you were bored and searching for something to do? A lot of people would just hop on their phone, which isn't healthy for them to do. If they have a library card they can focus more on books than screens which is much better for them. When you have a library card and can get books easily all of those problems can be resolved. When you can go to the Vernal library, you can check out good books, go home, and read to your hearts content. That is why you should not refuse service to us. Without your books kids in Rangely could soon see their brains turn to mush.

Bolejack Child Letter to the Library Board

Do not take or ban our library cards! We do not care if we have to pay to use our library cards. Also our library charge fines for keeping books too many days and I cant read that fast. If we cant go to you guys we have to go to Grand Junction and guess how many hours it takes to get there? It takes two hours to get there and we would have to go every month and maybe every week because me mom has to get groceries and books for us. If we have to go two hours to get that stuff that's a lot. If we could go to Vernal its much easier because its much easier to go to vernal than Grand Junction. That is why we need a library card.

Kristin Lohry Letter to the Library Board

To the Uintah County Library Board,

My name is Kristin Lohry, and I am a resident of Rangely Colorado. I am writing to express my concern regarding the recent decision to discontinue issuing library cards to patrons from out of state. I understand the intent behind the policy is to encourage individuals to utilize their local libraries and I want to emphasize that I already do. My family and I are regular, active users of the Rangely Regional Library as well as our public school libraries, and we greatly appreciate the services they provide.

However, the Uintah County Library has also been an invaluable resource to us. Its size, collection, and breadth of services offer opportunities that are simply not available within our smaller rural community. From access to a broader range of books and research materials to specialized programs and resources for children, your library has filled gaps that our local institutions- despite their dedication and hard work-cannot reasonably meet

Living in a small town often means seeking out essential resources across a broader region. The Uintah County Library has served as a significant extension of our learning environment supporting our family's education, literacy, and personal growth. We regularly travel to Vernal and visiting your library has become a meaningful and beneficial part of those trips. Losing access to its materials would be a significant setback for us and, I imagine, for many other families in similar circumstances

I respectfully ask the Board to reconsider this policy or consider a compromise, such as a non-resident fee structure, limited-use card, or another alternative that would allow responsible out-of-state patrons to continue accessing your outstanding library

Thank you for your time, your service to the community, and the tremendous value you provide through the Uintah County Library. Your work is deeply appreciated, both within Utah and across the border in the rural communities that rely on you

Kristin Lohry