

WASHINGTON COUNTY LIBRARY SYSTEM LIBRARY BOARD MEETING

A meeting of the Library Board was held October 7, 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
Martell Bennion	Board Member
Darin Larson	Board Member

Also present:

Alan Anderson	Library Director
Tracie Madsen	Administrative Assistant

Board members not present:

Lacie Hughes	Board Member
Dana Moyle	Board Member

CALL TO ORDER AT 4:02 PM

Board Chair, Gene Garate, welcomed those in attendance.

1. CONSENT AGENDA

- a. Approval of agenda
- b. Review and approve minutes from August 5, 2026
- c. Next meeting date and location – December 2, 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: Haylee Caplin

Vote was taken: All voted “aye”.

MOTION PASSED

2. CELEBRATIONS

Alan celebrated and welcomed Martell Bennion as the newest member of the Washington County Library Board and invited him to introduce himself.

\$30,000 in CLEF grant funds were received. The money will be used to upgrade PAC computer stations that provide public access to the catalog.

Alan attended a State Directors Summit Meeting. This gives libraries around the state a chance to come together, discuss statewide resources like Overdrive and receive training.

Commissioner Iverson asked if it is standard practice for a patron to receive an email when library material is due. Alan explained that a notice is sent three days before material is due, and subsequent overdue notices are sent, if needed, until a "Lost" notice is sent.

Alan further explained that Unique Management company has been contracted to be a soft approach to collections if fines and lost material exceed \$50.00. Unique first sends an email and then a phone call if needed, to help the library recover library assets. They also do national tracing if patrons have moved.

When fines reach \$5.00 on a library card, patrons cannot check out material until the fines are resolved and brought below the \$5.00 mark. If requested, the Manager or Director can set up a payment plan with a patron to resolve library fines, so they are able to continue to use the library.

On occasion, the library receives bankruptcy notices about a patron which then stops the procedure of pursuing the debt but does not erase the debt.

3. BUDGET

The budget as of the end of August was presented. Budget lines below 25% remaining were highlighted.

Advertising 17%
Insurance 17%
Admin. Programming 24%
St. George Copy Machine 23%
Santa Clara Copy Machine 12%
Santa Clara Programing 19%
New Harmony Programming 23%
Enterprise Copy Machine 13%
Technical Services Postage 19%

4. LIBRARY BOARD TRAINING

A video, produced by the Utah State Library, was shown. It was an introduction to the State Library Board and highlighted the importance of a library board.

5. LSTA GRANT

The progress on the Veyo Book Locker System was described. Alan is working with the Veyo Fire Department on setting a date for a formal ribbon cutting; hot dogs included. The library is working with the fire station IT department to resolve network challenges. The St. George circulation staff have been trained.

The Intergovernmental Agreement has been approved by the Commission.

6. OVERDRIVE/LIBBY – 2-part authentication

Libby will be starting to require a 2-part authentication for patrons to log into their accounts. As of November 15, a PIN number will be required. The library system is evaluating the best options for informing all Libby-users of the change. The plan is to send an email to current Libby users.

7. CARNEGIE FUNDS

The St. George Branch Library received a \$10,000 gift from the Carnegie Foundation, due to the Carnegie Library heritage.

The money has been used to make repairs to the branch. Some of the repair work done includes rock work on the outside, refinished tables and chairs, repairs to wooden entry doors. A summary of how funds were spent will be sent to the Carnegie Foundation.

8. STAFF DEVELOPMENT DAY 10/12/26

The annual library Staff Development Day will be held Monday, October 12. The Harry Potter themed event is the chance for all library staff to come together in a day of training, fun and connection. The focus of the training will be safety; with CPR, Active Shooter and De-escalation training filling most of the day. A trivia Jeopardy game will give the staff some friendly competition while enforcing library knowledge, policy and procedure. A working lunch is included.

Library Board members were invited to join any part of the day.

9. AMERICA250

Alan highlighted the many themes and activities that have been held at library branches during 2026 to celebrate the 250th anniversary of this important date in American history.

Some of the themes that have been covered include Ingenuity, Notable people from Utah, Voices of America, Unearth History, America Reads, Service, Sacrifice and Gratitude, U.S. History and general patriotism.

MOTION: Martell Bennion made a motion to adjourn the meeting at 5:08 pm.

Seconded: Darin Larson

Vote was taken: All voted "aye".

MOTION PASSED