



Regular Board Meeting September 20, 2022 @ 4:30 PM: Duchesne Library

Conducting: Chair Lori Ann Potter. Attending: Chair Lori Ann Potter, Vice Chair Jessica Shaw, Deb Evans, Jenny Adams, Director Daniel Mauchley, Secretary Amy Snow, Dixie Swasey

Welcome / Roll call: Meeting began at 4:32 p.m.

July 2022 minutes approval: Jenny Adams made a motion to approve the minutes from July 2022 meeting. Jessica Shaw 2nd the motion. Minutes unanimously approved.

Public comment: None.

Library Board Photo. Library board photo was taken.

Board Training: Utah Open Public Meetings Act Training. Board members were asked to take the board training through the online link. Board members were asked to have it completed before the October 2022 board meeting.

Approval of Circulation Policy change: No hotspots for patrons in probation phase. Launchpad tablets were included for restriction during a patron's probation phase. Motion to approve Circulation Policy changes was made by Deb Evans, 2nd by Jenny Adams. Circulation Policy change unanimously approved.

Review of the 2023 Library Budget: Due to the early departure of Commissioner Greg Todd, the commissioners moved up the library budget discussion. The budget will be approved by the county commissioners in a December 2022 public hearing. The budget reflects a shift by patrons towards more eBooks and digital audio book circulation and away from hard copy book circulation. There is less interest in books and DVDs. However, Children's books, non-fiction and LDS fiction remain popular in hard copy. About 70% of digital check outs are audio books. There will be more space for books at the new Roosevelt branch building; however, it will take time to fill in the extra space. Increased funding is allocated for utilities at the new Roosevelt branch building. There will be an annual payment on the new building of about \$142,000 annually several years to come. A new part-time janitor will be hired for the Roosevelt Branch. There is still money left in the construction budget to cover change orders on the new Roosevelt branch building. Director Mauchley reviewed staff salaries and found that salaries of some Duchesne County Library staff were lagging behind other library employees in the state with a comparable budget to Duchesne County Library. He is proposing some salary increases based on education and experience and compared to other comparable library employees in the state.

Review of Strategic Plan Update: Technology Plan. Patrons are more and more often coming into the library asking for help with technology questions and issues. There is a great need for teaching digital literacy to our patrons. Duchesne County is part of a group of a few counties (Emery, San Juan, Tooele) applying for a digital literacy grant. Among other things the grant will provide funding to help train the staff to teach patrons digital

literacy. The new Technology Plan will need to include items covered by the grant. So, the review of the Technology Plan will take place at a later library board meeting.

Jessica Shaw asked if once the new Roosevelt branch is finished, whether the library will sponsor more community events and classes on digital literacy and other topics. Director Mauchley said that he is uncertain about committing extra staff time and budget to additional community events, but he is open to partnering with community members who would like to hold community events at the library. The library board recommended that free and open to the public events held at the library be included in the library's monthly newsletter.

Updates on Roosevelt Library construction & opening: Construction is progressing. The missing roof panel has been installed. The ridge cap still needs to be installed. There is some rain coming in through the ridge cap. Most of the windows are in. Most of the painting is done. Dry wall, generators, concrete, stucco, and rock is mostly complete. Holes in the concrete floors have been filled in. Bathroom fixtures have arrived. Some exterior lights are up. Secondary water will be turned off soon. A change order was approved to connect the landscaping irrigation lines to the culinary water so that the landscape can be planted and watered before the winter. It will give the library the option to use culinary water for irrigation if secondary water is unavailable in the future. The construction company has asked for some extensions but are working hard to finish. Building substantial completion is expected in mid-October, but furniture is not due to arrive until November.

The grand opening tentative date is November 19, 2022. Barefoot Baker is booked for the cupcake order. There was a discussion about purchasing mementos for the grand opening. The board considered coins, bags, and bookmarks. It was decided to purchase 300 Bags and 300 coins. Patrons can choose one or the other for free. If they would like the other one, they can purchase it as a fund raiser. There will be 400 printed paper bookmarks for everyone. If we are unable to have the grand opening on November 19, the library will open for service and the grand opening will be postponed until March or April.

Summer Reading 2022 Report. 682 participants. There was a high completion rate this year; with record completions at Duchesne Branch. Participation numbers overall are starting to trend up.

Discussion of July & August statistics / Budget report / Consent agenda. This period has shown Duchesne Branch's highest physical circulation numbers since the pandemic.

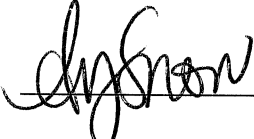
Next meeting – Tues, Oct. 18, 2022 4:30 PM @ Crossroads Sr. Ctr.

Meeting adjourned at 6:02 p.m.

Questions

Dixie Swasey reported on the story time that was held recently in Altamont. Only two families came to the story time. Both groups were already regular patrons. The story time was not very successful. Circulation numbers in Altamont are decreasing while circulation numbers in Tabiona are increasing.

Minutes approved on 10/18/2022.



Amy Snow, Secretary

Consent Agenda: September 2022

DCL Receives \$1,945 Cultural Event Grant for Roosevelt Grand Opening

The Utah Department of Cultural and Community Engagement has awarded an \$1,945 cultural event grant to assist with the grand opening of the Roosevelt Branch. These funds will help fund the majority of the 3,750 mailers we are planning to distribute to Roosevelt, Myton, Ballard, Cedarview, Neola, and Bluebell residents to promote the event and the opening of the new Roosevelt Library.

Summer Reading Activities

Summer Reading participation improved again in 2022; though it still lags greatly behind the record year of 2019 (pre-COVID). The opener programs drew 124 in Roosevelt and 35 in Duchesne; down from 2019 that had 204 and 162 respectively. That Duchesne opener in 2019 was an all-time record event attendance for Duchesne Branch. Duchesne held 2 mid-program activities this year like they did in 2019. Attendance for the two programs both years was 62 in 2019 and 103 in 2022. 102 participated in the Roosevelt Around the World walking challenge online. The closing programs this year drew 148 in Roosevelt and 136 in Duchesne. This was a record attendance for Duchesne's closer. 2019 closers were 256 in Roosevelt and 88 in Duchesne.

Duchesne Branch has highest physical circulation month since Feb 2020

Duchesne Branch circulated 2,429 physical items in August 2022, the highest post-pandemic. February 2020 had 2,929 circulations.

OverDrive/Libby update

An update was made with OverDrive and Duchesne County Library's library catalog, Koha. A session initiation protocol (SIP) connection was created. This now automatically adds new accounts created in the library's catalog to Libby instantly, pending the patron activating the card in Libby. In the past, library staff had to manually enter accounts into OverDrive's account database, and a significant amount were skipped as the step was overlooked from time-to-time.

An unanticipated side effect occurred from the process. Various DCL patrons had been required to renew their cards annually in Koha for their cards to remain active in Libby. Since there were many cases of this occurring, the library director had assumed that all patrons were renewing their accounts if they were continuing to use Libby, even if they were not using the physical collection of the library. As such, a patron database purge occurred in January, wiping out any account that had not been renewed in the past 5 years. The Institute of Museum and Library Services for statistical purposes does not consider an account that is 3 years inactive a current patron.

However, once the change occurred the library received many calls from patrons who could no longer access Libby. It was found that not all Duchesne County Library patron categories were being required to renew their cards before the SIP connection with OverDrive was created. With the update, Libby is now forcing a renewal for all accounts and various patrons who had not renewed in 5 plus years, but were still actively using OverDrive, were suddenly blocked from access. In most cases, the library staff has been able to simply ask patrons to read their physical card number off over the phone along with contact info, and re-add the active card back into the system. Most of these patrons have been very courteous in the process.

This unexpected occurrence will likely result in a more accurate active patron count in January 2023, which will now show not only patrons who are active in using the physical collection, but patrons who are active in the digital collections, to which the library is diverting increasing library tax dollars to fund.