

**Agenda**  
*Grand County Public Library*  
Board of Directors  
Thursday, January 13, 2022  
5:00 pm  
Held in the Library's Board Room

**Public Notice is Hereby Given** that there will be a meeting of the *Grand County Public Library* Board of Directors on Thursday, January 13, 2022 at 5:00 pm in the library's Board Room at the Grand County Public Library, 257 E Center St., Moab, Utah 84532.

- I. Call to Order
- II. Approval of the Minutes (November 9, 2021) (Action Item - Mailed)
- III. Review of Bills
- IV. Citizens to be Heard
- V. Director's Report
- VI. Old Business
  - A. Review and Consideration of Reapproval of Grand County Public Library Board Bylaws (Action Item – Mailed)  
Note: If changes are made, they will need to be sent to the County Commission for approval
  - B. Review and Consideration of Reapproval of the Grand County Public Library Policy for Board Meeting Minutes (Action Item – Mailed – no changes recommended by library staff)
  - C. 2021 Budget Update and 2022 Budget Discussion
- VII. Consent Agenda
- VIII. New Business
  - A. Election of Board Officers (Action Item)
  - B. Review Library Board Committees and Determine Changes for 2022 (Action Item)
  - C. Review and Discussion of Grand County Disclosure Statement as defined in Grand County Ordinance No. 593

- IX. Board Member Reports
- X. Future Agenda Items
- XI. Closed Session (if needed)
- XII. Adjournment

**Please Note: The next Library Board meeting is scheduled for Thursday, March 10, 2022 at 5:00pm.**

At Grand County Public Library Board meetings the public may be heard on any agenda subject. The number of persons heard and the time allowed each may be limited at the sole discretion of the Chair.

Requests for inclusion on an agenda must be received by 5:00 p.m. the Thursday prior to a regular Library Board Meeting and 48 hours prior to any Special Meeting. Request forms are available at the library's circulation desk and completed forms should be returned to the Library Director.

Those with special needs requests wishing to attend Library Board meetings are encouraged to contact the Library two (2) days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any questions or comments can be communicated to: (435) 259-1111.

PENDING  
Grand County Public Library  
Minutes for the Regular Board of Directors Meeting  
November 9, 2021 5:00 pm  
Board Room, Grand County Public Library

In attendance for the November 9, 2021 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Didar Charles, Rose List, Jenna Woodbury, Trish Hedin, and Lillian Scott. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Assistant Director (minutes). Jeremy Lynch was absent. Alanna Simmons-Cameron arrived at 5:05 pm.

Jenna called the meeting to order at 5:01 pm.

The first item on the agenda was Interview Board Candidates. There is one vacant seat on the Board and Alanna's first term will end this year. The Board interviewed Rachel Stenta as a candidate for the vacant seat.

Alanna arrived at 5:05 pm.

The Board interviewed Alanna Simmons-Cameron to serve a second term.

Approval of the minutes for the September 9, 2021 meeting was discussed. Alanna made a motion to approve the minutes as presented. Jenna seconded the motion and it passed unanimously.

The next item on the agenda was Review of Bills. Didar reviewed bills.

There were no Citizens to be Heard.

Carrie began her Director's Report. The library has been very successful with grant proposals this year. Approximately \$200,000 in grant funding has been awarded to the library in 2021. Funded projects include: wifi printing, interlibrary loan support, mobile hotspot data, outdoor movie theatre equipment, upgrades to meeting room technology, wifi solar benches, diverse books collection development, a discovery layer, and a hydroponic garden. Grant projects also involve partnerships with Moab Valley Multicultural Center, Youth Garden Project, and several potential others. GCPL's teen librarian is currently applying for a maker cart grant. If successful the Utah State Library will supply GCPL with a maker cart.

The library has also coordinated with Utah State Library to pursue opportunities available via the federal Emergency Connectivity Fund (ECF). Thanks to this funding GCPL will likely be doubling or tripling the number of mobile devices, such as hotspots, iPads, and laptops, that will be available to patrons for check out. Discussion followed.

There was no Old Business.

There was no Consent Agenda.

The Board moved on to New Business. The first item on the agenda under New Business was Discussion and Recommendation of Candidates to the Grand County Commission for Appointment to the Library Board. Alanna made a motion to recommend the appointment of Rachel Stenta to the Library Board. Didar seconded the motion and it passed unanimously. Jenna made a motion to recommend the appointment of Alanna Simmons-Cameron to serve a second term on the Library Board. Rose seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Discussion and Consideration of Setting a 2022 Library Board Meeting Schedule. Discussion followed regarding schedule options and preferences. Jenna made a motion to set the Library Board meeting schedule to bi-monthly meetings starting in January on the second Thursday of the month at 5:00 p.m. Didar seconded the motion and it passed unanimously.

The Board moved on to Board Member Reports. Carrie shared that the Utah State Library officially recognized GCPL as an impactful library during the pandemic. Lillian shared that she is representing Grand County on a UServeUtah youth council that is tasked with creating a volunteer project. She asked if there may be an opportunity to partner with the library on the project. Discussion followed. Lillian also shared that she is interested in helping with a teen council at the library. More discussion followed.

The Board moved on to Future Agenda Items. Didar asked if the library has considered offering a book recommendation service. Carrie noted that the library provides recommendation services in the form of displays and access to the NoveList database.

A closed session was not needed. Jenna adjourned the meeting at 5:52 pm.

## **BYLAWS FOR THE GRAND COUNTY PUBLIC LIBRARY BOARD OF DIRECTORS**

### **Article 1. Name and authorization**

This organization shall be called the Grand County Public Library Board of Directors ("Board"). The Board is authorized by Utah Code Annotated 9-7-501 - 511 and by Grand County Ordinance 372 and 432. The Board exercises authority and assumes responsibilities delegated to it under these authorities.

### **Article 2. Meetings**

Section 1. The regular meeting of the Grand County Public Library Board of Directors shall typically be held at the Grand County Public Library, 257 East Center Street, Moab, Utah 84532. At the beginning of each calendar year, the Board shall specify regular meeting dates and times.

Section 2. The Board shall name officers at its first regular meeting each calendar year or as necessary at other times to fill vacant positions.

Section 3. A quorum for the transaction of business shall consist of four voting members present either in person or through real-time telecommunications pursuant to Grand County Resolution No. 2944, which allows board members to participate by telephone, video-conferencing, or other applicable technology. In the event of failure of equipment, or other factor, which causes a lack of communications with a member(s) causing lack of a quorum, no additional business may be conducted until the quorum can be reconstituted.

Section 4. The Library Director prior to the meeting date shall notify Board members of all meetings and a record of such notification shall be maintained at the library.

Section 5. Robert's Rules of Order, Newly Revised shall govern the parliamentary procedure of the Board unless otherwise specified in the Bylaws.

Section 6. All newly appointed Board members shall be provided with a current copy of the library's policies and bylaws prior to the next regular meeting.

Section 7. Meetings shall comply with all requirements of state law including, but not limited to, the Utah Open and Public Meetings Act.

### **Article 3. Members and officers**

Section 1. The Board shall consist of seven voting directors appointed by the Grand County Council for up to two consecutive four-year terms and one non-voting High School student representative appointed by the Grand County Council for one two-year

term. Of the voting directors, one shall be a member of the Grand County Council and all directors shall be residents of Grand County. Directors appointed to fill mid-term vacancies shall serve until the end of the term of the member replaced. As this is a partial term, that person shall be eligible for two more full terms for a voting director or one full term for a non-voting member.

Section 2. Officers shall include a Chair and Vice-chair both of whom shall be voting members of the Board.

Section 3. The Chair shall preside at all meetings, appoint all committees, authorize calls for all meetings, and generally perform the duties of an executive officer as it relates to duties delegated in Ordinance 372 and 432. The Council Administrator may invite the Board's Personnel Committee to participate in the Library Director's annual evaluation.

Section 4. In the absence of the Chair, the Vice-chair shall exercise the Chair's functions, and may, upon the request of the Chair, take over any duties that he or she is unable to perform.

Section 5. The Library Director shall arrange for the recording of a true and accurate account of all proceedings (minutes) at Board meetings. The Library Director shall maintain a permanent file of these written and approved Board proceedings and other records of the Board. Upon consultation with the Chair, the Library Director shall prepare the agenda for all meetings.

Section 6. The Library Director, or an appointed representative, shall attend all Board meetings, except in the case of a closed session, when the Board may meet privately.

#### **Article 4. Committees**

The standing committees shall be appointed annually in the month of January. The standing committees shall be the Finance and Funding Committee, the Personnel and Policy Committee, the Technology Committee and the Art Committee.

Special committees for the study and investigation of annual operations or special problems or tasks may be appointed by the Chair. Both Board members and individuals with special skills or interests from the public may serve on committees so long as a Board member acts as Chair of each committee.

#### **Article 5. Financial**

Section. 1 The library budget shall be presented at a Board meeting prior to November of each year.

Section 2. Any funds raised by the Board or monetary gifts received shall be deposited in an appropriate Grand County account to be administered for the benefit of the Library.

## **Article 6. Order of Business**

The normal order of business at regular meetings of the Board shall be:

1. Call to Order
2. Approval of Minutes
3. Review of Bills
4. Citizens to be Heard
5. Director's report
6. Old Business
7. Consent Agenda
8. New Business
9. Board Member Reports
10. Board Member Discussion of Future Agenda Items
11. Closed Session (if needed)
12. Adjournment

## **Article 7. Amendments**

The bylaws will be reviewed by the Board at the beginning of each calendar year. Amendments will be recommended to the County Council for approval as per County Ordinance 472.

Approved by Grand County Council Resolution No. 2847 on October 7, 2008 and amended by Grand County Council Resolution No. 2931 on April 6, 2010 and by Grand County Council Resolution No. 2996 on February 5, 2013. The Grand County Council approved the addition of electronic participation parameters on February 21, 2017.

## **Grand County Public Library Board Policy for Board Meeting Minutes**

### Approval of Minutes:

Written and recorded minutes shall be kept of all open meetings. Minutes shall be read by members prior to the next scheduled meeting. At the beginning of the meeting, at the direction of the chair, minutes shall be amended and/or approved with individual votes recorded in the minutes. The minutes will then be marked as “Approved.”

### Publication of Minutes:

The recording of the meeting shall be made available to the public within three business days.

Written and approved minutes from open meetings will be made available within three business days.

When the minutes are complete but waiting for official approval they are public record and must be marked as “Pending.”

When the minutes are “approved” they will be so labeled in the printed and electronic version.

Adopted by the Grand County Public Library Board on 7/15/2009 and reviewed/reapproved on 1/20/2010; 1/19/2011; 1/12/2012; 1/17/2013; 1/9/2014; 1/8/2015; 2/11/2016; 1/12/2017; 2/1/2018; 1/14/2019; 1/9/2020; and 1/14/2021.

# **Board Committees & Officers**

For reconsideration at the beginning of each year

## **Officers**

Chair

Vice-chair

Secretary (appointed)

## **Finance Committee**

2-3 board members

## **Policy Committee**

2-3 board members

## **Technology Committee**

2-3 board members

## **Art Committee**

2-3 board members

## **Friends of the Library Liaison**

1 board member

## **Grand County Public Library Board Committees**

### **Finance Committee**

- Assists Director with review of bills
- Provides review and guidance regarding non-technology grants and other non-traditional funding sources

### **Policy Committee**

- Works with staff on development of Library policy for presentation to the Board

### **Technology Committee**

- Provides advice and review regarding technology planning, grant development, and expenditures for major projects

### **Art Committee**

- Coordinates with library staff to host art displays and promote hanging shows to the larger community

### **Friends of the Library Liaison**

- Attends Friends of the Library Meetings and facilitates communication between the Board and the Friends of the Library



## GRAND COUNTY DISCLOSURE STATEMENT

**TO:** ALL GRAND COUNTY OFFICERS, EMPLOYEES, AND VOLUNTEERS

**FROM:** GRAND COUNTY ATTORNEY

**SUBJECT:** ETHICAL AND DISCLOSURE REQUIREMENTS

All Grand County officers, employees and volunteers must be aware of and abide by County Ordinance and the County Officers and Employees Disclosure Act (Utah Code §§ 17-16a-1, *et seq.*, as amended) which prohibit or require disclosure of certain actual or potential Conflicts of Interest, as defined in Grand County Ordinance No. 593, as follows:

### PROHIBITED ACTS:

1. County officers, employees and volunteers shall not:
  - a. use their office, employment, or volunteer status for private advantage by revealing confidential, controlled, private or protected information gained through that position;
  - b. use their County position to secure special privileges;
  - c. accept other investment or employment that would reasonably be expected to interfere with the ethical performance of their public duties;
  - d. knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or loan for themselves or another in violation of Sections 2.0 and 3.0 of Ordinance No. 593; or
  - e. participate in discussions, deliberations, decision-making or voting regarding any direct outside, private Financial Interest held by them or a member of their household.

### DISCLOSURE:

1. County officers, employees and volunteers shall disclose:
  - a. all interests in a business entity regulated by the County or doing business with the County;
  - b. compensation for assistance in transaction involving the County;
  - c. any Conflict of Interest as defined in Ordinance No. 593.
2. All written disclosures must be sworn statements containing the information required above and be in a form similar to that on the reverse side of this document. All such statements are public records, open to public inspection. All disclosures must be made as provided in Sections 4.0 and 5.0 of Ordinance No. 593.

Violation of County Ordinance and the County Officers and Employees Disclosure Act may result in disciplinary action or criminal prosecution. Any violations will be thoroughly investigated and prosecuted. Please be aware that this document is a shortened and simplified statement of the legal requirements of Ordinance No. 593 and the County Officers and Employees Disclosure Act. **YOUR CONDUCT WILL BE GOVERNED BY COUNTY ORDINANCE AND UTAH LAW, NOT THIS FORM.** Feel free to direct any questions regarding this form to the Grand County Attorney's office.

# GRAND COUNTY DISCLOSURE STATEMENT

## FOR DISCLOSURE OF PERSONAL OR BUSINESS INTERESTS

(Use one form for each outside business entity, institution, or person involved)

Under the provisions of Grand County Ordinance No. 593 and the County Officers and Employees Disclosure Act, Utah Code §§ 17-16a-1, as amended, I, the undersigned, under penalties of perjury, make the following statement regarding my personal or business interests:

A. \_\_\_\_\_  
Name Position/County Department County Phone

B. FOR PERSONAL INTERESTS (NON-RESTRICTED CONFLICT OF INTEREST):

\_\_\_\_\_  
Describe the nature of the personal interest

\_\_\_\_\_  
Location or address of personal or real property involved

\_\_\_\_\_  
Describe the relationship between the personal interest and business of Grand County

C. FOR BUSINESS INTERESTS (INCLUDES RESTRICTED OR NON-RESTRICTED CONFLICT OF INTEREST):

\_\_\_\_\_  
Business entity or person involved

\_\_\_\_\_  
Describe your status, employment or investment in the business entity or with the person involved

\_\_\_\_\_  
Address and phone number of business entity or person involved

\_\_\_\_\_  
Describe the nature of the assistance you are providing to the business entity or person named above, or the nature of the economic interest or employment you hold in the business entity or with the person involved

\_\_\_\_\_  
Describe the relationship with or transaction between the business entity or person involved and Grand County

D. ADDITIONAL NOTES:

State of Utah)

\_\_\_\_\_  
SIGNATURE

§  
County of \_\_\_\_\_)

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

[SEAL]

\_\_\_\_\_  
NOTARY PUBLIC:

*This statement is a public document. It must be filed with the County Council Administrator and HR Director. It must be filed when the potential Conflict of Interest arises and re-filed every January as long as the potential Conflict of Interest persists.*

## ORDINANCE NO. 593

### AN ORDINANCE ESTABLISHING POLICIES AND PROCEDURES GOVERNING PROFESSIONAL ETHICS AND CONFLICTS OF INTEREST OF GRAND COUNTY OFFICERS AND EMPLOYEES AND REPEALING AND REPLACING ORDINANCE NO. 462

WHEREAS, Grand County policy and Utah law, including the Utah County Officers and Employees Disclosure Act, Utah Code §17-16a-1 *et seq.*, the Utah Public Officers and Employees, Utah Code §§ 67-16-1 *et seq.*, and the Utah Election Code, Utah Code §§ 20A-11-101 *et seq.*, requires honest and ethical conduct by its officers, employees and volunteers;

WHEREAS, the effective operation of County government requires officers, employees and volunteers to be independent, impartial, and responsible to County government and its citizens;

WHEREAS, it is the intent of Grand County Government to promote confidence in County government and ensure that citizens of the community are represented in a fair and impartial manner by County officers and employees;

WHEREAS, the County desires to establish standards of conduct for County officers, employees and volunteers where there are actual or potential conflicts of interest between their public duties and their private interests, and to promote honest and ethical conduct; and

WHEREAS, the County Council adopted Ordinance 462 on November 20, 1997, which is hereby repealed and replaced.

NOW THEREFORE, the Grand County Council ordains:

#### 1. DEFINITIONS.

- 1.0 CONFLICT OF INTEREST: A Restricted Conflict of Interest or Non-Restricted Conflict of Interest or any other interest that creates a potential or actual conflict between the interest and the public duties of the County officer, employee, or volunteer.
- 1.1 DISCLOSURE STATEMENT: The Disclosure Statement, as required by the "County Officers and Employees Disclosure Act", Utah Code, Title 17, Chapter 16a, and the "Utah Public Officers' and Employees' Ethics Act", Utah Code, Title 67, Chapter 16, and the Utah Election Code, Utah Code, Title 20A, Chapter 16, is a written and sworn public document which discloses Financial Interests, Non-Restricted Conflicts of Interest, and Restricted Conflicts of Interest filed with the County Council .
- 1.2 FINANCIAL INTEREST: An interest that could result in direct or indirect pecuniary gain or loss to the officer, employee, or volunteer, or a member of their household, as a result of ownership or interest in a business entity, or as a result of salary, gratuity, or other compensation or remuneration from any person.
- 1.3 GIFTS: Anything of value including a loan at a rate that is substantially less than a prevalent commercial rate, compensation for goods or services exceeding fair market value, goods or services provided for less than fair market value, gratuity, entertainment, hospitality or forbearance, unless consideration of equal or greater value is received.
- 1.4 HONORARIA: The offering or acceptance of perquisite, gift or anything of value for speaking, writing or participating in a meeting, convention, social event, meal or like gathering.

- 1.5 HOUSEHOLD: All persons who occupy a residence or dwelling with the officer, employee or volunteer for an entire year including family members (spouse, child, ward, parents, siblings, mother-in-law, father-in-law, grandparent, legal guardian, grandchild, adult designee, dependent child of an adult designee and step-relatives of the same order), relatives (uncle, aunt, nephew, niece, first cousin, brother-in-law, sister-in-law, son-in-law, daughter-in-law) and any unrelated persons.
- 1.6 NON-RESTRICTED CONFLICT OF INTEREST: A Financial Interest in a business entity generally regulated by the County; a personal (political, family, fraternal, social) interest that may create the appearance or the actuality of a Conflict of Interest with county responsibilities; or any campaign contribution made to an elected official or to any member of their household totaling more than five hundred dollars during the prior calendar year.
- 1.7 PURCHASING OFFICIAL: Any officer or employee who recommends for final action, prepares specifications, or approves or rejects any part of a specific procurement or disposal of goods, services or real property, or any specific contract related to a procurement of goods or services or disposal of property.
- 1.8 RESTRICTED CONFLICT OF INTEREST: A Financial Interest in a business entity doing business with the County or a Financial Interest involving a person doing business with the County. Outside public sector employment does not constitute a Restricted Conflict of Interest. As used herein, "doing business with the County" includes, without limitation, the process of contracting with the County to provide services, supplies, materials, or equipment or the act of requesting from the County a land use approval specific to real property owned by the business entity or person.

## 2.0 PROCEDURE

- 2.1 Conflicts of Interest - County Officers, Employees and Volunteers shall not:
  - 2.1.1 Accept employment or engage in any business or professional activity which may be reasonably expected to require or induce improper disclosure of controlled, private or protected information gained through affiliation with the County.
  - 2.1.2 Disclose or improperly use controlled, private or protected information acquired through affiliation with the County for the private gain or benefit of self or others.
  - 2.1.3 Use or attempt to use their official position to secure special privileges or exemptions for self or others.
  - 2.1.4 Engage in any outside activity, employment or financial investment which impairs their judgment regarding the faithful performance of county responsibilities.
  - 2.1.5 Knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or economic benefit tantamount to a gift such as a loan at an interest rate that is substantially lower than the commercial rate then currently prevalent for similar loans; and compensation received for private services rendered at a pay rate substantially exceeding the fair market value of the services, if:
    - 2.1.5.1 It may be reasonably expected to improperly influence an officer, employee or volunteer to depart from the faithful and impartial discharge of their County duties;

- 2.1.5.2 The officer, employee or volunteer knows, or a reasonable person in that position should know under the circumstances, it is primarily for the purpose of rewarding the officer, employee or volunteer for an official action already taken.
- 2.1.5.3 The officer, employee or volunteer is now or in the near future may be involved in any governmental action directly affecting the donor or lender unless disclosures have been made as required under Section 5.0.
- 2.1.6 Participate in vendor / customer incentive programs which place the officer, employee or volunteer at risk of being viewed as either misappropriating county property or using their position to secure a privilege by virtue of the county position or employment held by the purchaser.
- 2.1.7 Accept an incentive from any retailer or vendor.
  - 2.1.7.1 If the officer, employee or volunteer were to come into possession of such property, the property must be turned over to the county as soon as practicable and a record made of the fact it was turned over to the county.
- 2.1.8 Accept honoraria in regard to activities related to their county duties or purpose except as allowed in Section 2.1.14.
  - 2.1.8.1 Consultation, Speeches and Presentations: The County may grant the requests of schools, universities, civic organizations, governmental entities or private businesses to have employees give speeches or other presentations, teach or provide consultation services. Such services by employees must be authorized by the employee's Supervisor and the County Council Administrator and shall be compensated as for other regularly assigned duties.
- 2.1.9 Knowingly accept or solicit any gift for themselves, a relative, a household member or organizations of the officer, employee, volunteer or others, except as allowed in Section 2.1.14.
- 2.1.10 Participate in an official capacity or receive compensation in respect to any transaction between the County and any business entity in which the officer, employee, volunteer or a member of their household is also an officer, director, employee or owns a substantial interest, as defined under financial interest, in the company without first filing a conflict of interest disclosure statement as outlined in Section 5.0.
- 2.1.11 Receive or agree to receive compensation for assisting any person or business entity in any transaction involving the County without first filing a conflict of interest disclosure statement as outlined in Section 5.0.
- 2.1.12 No county officer or employee shall employ, appoint or attempt to influence the appointment or hiring of a relative or household member to any county position or employment paid out of county funds, except for temporary or seasonal employment or positions lasting twelve weeks or less.
- 2.1.13 No county officer or employee shall directly supervise or evaluate for purposes of pay, benefits, promotion or discipline a relative or household member in any county position or employment paid out of county funds.
- 2.1.14 Exceptions - The following are exceptions to the gifts and honoraria requirements:
  - 2.1.14.1 The gift is a political contribution authorized by law and reported as part of the campaign disclosure requirements of the county or any other governmental entity;

- 2.1.14.2 Token items of nominal value (\$50 or less) including, but not limited to educational materials, t-shirts, coffee mugs, parking validations or other commemorative or similar souvenir items;
- 2.1.14.3 Snacks, beverages, educational or informational materials provided at meetings or other functions;
- 2.1.14.4 Transportation to and attendance at conventions, seminars or events of a primarily educational nature, including meals and entertainment that are part of the required registration, and any associated educational or informational materials directly related to the official duties of the officer, employee or volunteer;
- 2.1.14.5 Gifts not related to the activities of the officer, employee or volunteer with the county;
- 2.1.14.6 Awards publicly made for public service;
- 2.1.14.7 Food or a beverage given at a widely attended reception, meal or meeting by an organization before whom the recipient appears to represent the County, make a speech, answer questions or participate in part of a program;
- 2.1.14.8 Attendance at political events that are primarily sponsored by a political party or political candidate;
- 2.1.14.9 Flowers, plants, balloons or similar tokens which are given to express condolences, congratulations or sympathy for ill health or to commemorate holiday or special occasions;
- 2.1.14.10 County-sponsored programs, activities, or work;
- 2.1.14.11 Gifts for the County that become the property of the County;
- 2.1.14.12 Gifts to county officers, employees, volunteers or agencies from other county officers, employees, volunteers or agencies;
- 2.1.14.13 Death transfers including bequests and inheritances; and
- 2.1.14.14 Gifts to blind trusts related to legal defense funds for imminent or pending litigation against officers or employees related to their official duties.

### 3.0 GIFTS AND PROCUREMENT.

3.1 Without exception, it is unlawful and punishable as provided by law for any Purchasing Official, in the course of their public duties and during negotiation or transaction for a specific procurement, disposal, contract, or subcontract, to receive or solicit any gift or a request for employment from any person including a vendor or service provider.

3.1.1 It is unlawful and punishable as provided by law for any payment, gift or offer of employment to be made by any person to a County officer, employee, volunteer, contractor or any household member of the County officer, employee or contractor of the county to obtain a specific procurement, disposal, contract or subcontract.

#### 4.0 CONFLICTS OF INTEREST – DISCLOSURE AND RECUSAL.

- 4.1 Disclosure Required: All County officers, employees, and volunteers shall disclose all Restricted and Non-Restricted Conflicts of Interest relating to: a) an interest in a business entity or person regulated by the County or doing business with the County, b) compensation for assistance in transactions involving the County, and c) any other Conflict of Interest which creates a potential or actual conflict with their County duties, as follows:
  - 4.1.1 Written Disclosure: By Disclosure Statement as provided in Section 5.0.
  - 4.1.2 Oral Disclosure: By oral disclosure prior to each and every discussion or deliberation related to the matters specified in this Section 4.1. Such disclosure shall be entered in the minutes of the meeting.
- 4.2 Recusal Required: After first making the necessary disclosure, all County officers, employees, and volunteers with a Restricted Conflict of Interest shall recuse themselves from all discussions, deliberations, decision-making, or voting relating to: a) an interest in a business entity or person regulated by the County or doing business with the County, and b) any other Conflict of Interest which creates an actual conflict with their County duties. Such recusal shall be entered into the minutes of the meeting.

#### 5.0 DISCLOSURE STATEMENT.

- 5.1 Filing, generally: County officers, employees and volunteers are responsible for filing and updating their Disclosure Statement(s) with the HR Director.
- 5.2 Statement Form: The Disclosure Statement shall provide the name and position of the County officer, employee, or volunteer; the nature of the Conflict of Interest; the relationship between the Conflict of Interest and the business of the County; the name and address of the person or business entity involved; and the nature and value of a Financial Interest.
- 5.3 Time for Filing: The Disclosure Statement shall be filed:
  - 5.3.1 Within thirty (30) days of being sworn into office, new employment, or providing volunteer services, and on or before January 31 of each year thereafter during which a person continues to be a County officer, employee, or volunteer.
  - 5.3.2 At least ten (10) days prior to the date of any agreement to provide assistance or receive compensation.
  - 5.3.3 Prior to a meeting at which a transaction involving a Conflict of Interest, as more particularly defined in Section 4.0, is included on an Agenda of a relevant County board, commission, or agenda.
- 5.4 Audit Committee: The HR Director shall maintain scans of all Disclosure Statements and shall provide copies of the same to the Grand County Audit Committee on or before the last day of February each year for consideration and to potentially eliminate or mitigate conflicts of interest within the County.
- 5.5 On an annual basis, the HR Director shall coordinate with the County Council Administrator to place the list of Disclosure Statements received by County officers, employees, and volunteers in the preceding year on the County Council's Consent Agenda.

6.0 PROFESSIONAL CODE OF ETHICS.

- 6.1 County employees and volunteers who work in occupations having professional codes of ethics or standards of professional responsibility shall adhere to those requirements in the performance of their County duties. Failure to abide by professional codes of ethics may adversely affect the employees' ability to perform their duties and may, in appropriate cases, result in disciplinary action or termination of County employment.
- 6.2 Failure by a County employee or volunteer to meet the requirements of their professional or occupational licensing authority, resulting in loss of the license required to practice in such profession/occupation and the inability to continue to work in the County position may be a basis for immediate termination of employment.
- 6.3 County employees and volunteers shall have an ongoing obligation to report to their supervisor any actions taken by the licensing authority, including the facts giving rise to such action, which affects their right to continue to practice in that profession to report as required may be a basis for immediate termination of employment.
- 6.4 County employees, officers and volunteers are expected to comply with applicable County policies, ordinances and laws in their position with the County.

7.0 SUSPENSION. Any provisions of this Ordinance that are more restrictive than state law may be suspended by the County Council, Planning Commission, or any board, commission, or committee of the County if the body hears the nature of the Conflict of Interest and a 2/3rds majority of the remaining body as assembled agree by affirmative vote that said Conflict of Interest should not prohibit the conflicted County officer, employee or volunteer from participating, commenting, and voting during the meeting.

8.0 SAVINGS CLAUSE. Ordinance No. 462 is hereby repealed and replaced by this Ordinance; provided, however, that Ordinance No. 462 shall remain in full force to authorize the discipline of a person who violated Ordinance No. 462 prior to the effective date of this Ordinance.

9.0 ENFORCEMENT.

- 9.1 In consultation with the County Attorney, it shall be the responsibility of the HR Director to advise elected officials of the requirements and prohibitions of this Ordinance; the County Council Administrator to advise department heads of the same; and each elected official and department head to advise employees and volunteers in their office or department of the same.
- 9.2 Each elected official or department head may adopt more restrictive internal policies regarding outside employment only applicable to their office or department as allowed by law and approved by the County Council.
- 9.3 In addition to any penalty contained in any other County policy or provision of Utah law, any County officer, employee, or volunteer who knowingly and intentionally violates this Ordinance is guilty of a class A misdemeanor and shall be dismissed from employment or removed from office.

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this 16th day of July 2019 by the following vote:

*Those voting aye:* Halliday, Wells, Morse, Paxman, Clapper

*Those voting nay:* \_\_\_\_\_

*Absent:* McGann, Hawks

This Ordinance shall take effect after publication in the *Times Independent*.

GRAND COUNTY:

\_\_\_\_\_  
Evan Clapper, Chair  
Grand County Council

**ATTEST:**

\_\_\_\_\_  
Chris Baird, Clerk/Auditor

GRAND COUNTY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

		LIBRARY				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
72-3110-000-000	LIBRARY GENERAL PROPERTY TAXES	82,384.49	82,384.49	988,921.00	906,536.51	8.3
72-3111-000-000	LIBRARY PROPERTY TAX MISC.	2,535.38	2,535.38	8,000.00	5,464.62	31.7
72-3113-000-000	FEE IN LIEU TAXES	30,365.98	30,365.98	30,000.00	( 365.98)	101.2
72-3120-000-000	REDEMPTION PRIOR YEARS	26,763.15	26,763.15	18,700.00	( 8,063.15)	143.1
72-3190-000-000	TAX PENALTIES & INTEREST	821.39	821.39	1,000.00	178.61	82.1
	<b>TOTAL TAXES</b>	<b>142,870.39</b>	<b>142,870.39</b>	<b>1,046,621.00</b>	<b>903,750.61</b>	<b>13.7</b>
<u>INTERGOVERNMENTAL</u>						
72-3340-000-000	CLEF GRANT	7,400.00	7,400.00	7,500.00	100.00	98.7
72-3341-000-000	LSTA GRANT	55,393.67	55,393.67	.00	( 55,393.67)	.0
72-3350-000-000	SAN JUAN COUNTY ILA	6,000.00	6,000.00	6,000.00	.00	100.0
72-3380-000-000	EXPENSE REIMBURSEMENT	40.40	40.40	.00	( 40.40)	.0
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>68,834.07</b>	<b>68,834.07</b>	<b>13,500.00</b>	<b>( 55,334.07)</b>	<b>509.9</b>
<u>MISCELLANEOUS</u>						
72-3610-000-000	INTEREST.	80.75	80.75	1,100.00	1,019.25	7.3
72-3650-000-000	LIBRARY FINES & FEES	1,479.60	1,479.60	8,000.00	6,520.40	18.5
	<b>TOTAL MISCELLANEOUS</b>	<b>1,560.35</b>	<b>1,560.35</b>	<b>9,100.00</b>	<b>7,539.65</b>	<b>17.2</b>
<u>CONTRIBUTIONS</u>						
72-3890-000-000	CONTRIBUTION - LIBRARY FUND SU	.00	.00	7,334.00	7,334.00	.0
72-3891-000-000	DONATIONS	5,050.90	5,050.90	4,000.00	( 1,050.90)	126.3
	<b>TOTAL CONTRIBUTIONS</b>	<b>5,050.90</b>	<b>5,050.90</b>	<b>11,334.00</b>	<b>6,283.10</b>	<b>44.6</b>
	<b>TOTAL FUND REVENUE</b>	<b>218,315.71</b>	<b>218,315.71</b>	<b>1,080,555.00</b>	<b>862,239.29</b>	<b>20.2</b>

GRAND COUNTY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
72-4272-110-000 SALARIES	530,105.09	530,105.09	587,403.00	57,297.91	90.3
72-4272-130-000 EMPLOYEE BENEFITS	257,977.68	257,977.68	279,392.00	21,414.32	92.3
72-4272-210-000 PERIODICALS	2,645.77	2,645.77	3,400.00	754.23	77.8
72-4272-220-000 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
72-4272-230-000 TRAVEL	.00	.00	5,000.00	5,000.00	.0
72-4272-240-000 OFFICE SUPPLIES & EXPENSE	10,877.84	10,877.84	15,000.00	4,122.16	72.5
72-4272-250-000 EQUIPMENT MAINTENANCE	2,002.27	2,002.27	1,500.00	( 502.27)	133.5
72-4272-260-000 BUILDING & GROUNDS MAINTENANCE	10,337.84	10,337.84	16,000.00	5,662.16	64.6
72-4272-270-000 UTILITIES	27,526.87	27,526.87	36,000.00	8,473.13	76.5
72-4272-290-000 FUEL	.00	.00	200.00	200.00	.0
72-4272-310-000 PROFESSIONAL & TECHNICAL SERVI	7,200.00	7,200.00	7,600.00	400.00	94.7
72-4272-320-000 JUVENILE COLLECTION DEVT.	10,579.29	10,579.29	12,000.00	1,420.71	88.2
72-4272-330-000 ADULT PROGRAMS	2,531.58	2,531.58	5,000.00	2,468.42	50.6
72-4272-340-000 JUVENILE AV	4,832.55	4,832.55	5,000.00	167.45	96.7
72-4272-360-000 CELL PHONE ALLOWANCE	2,070.00	2,070.00	2,160.00	90.00	95.8
72-4272-400-000 BOOKS	27,148.03	27,148.03	30,000.00	2,851.97	90.5
72-4272-410-000 DONATION EXPENDITURES	( 48.50)	( 48.50)	.00	48.50	.0
72-4272-420-000 AUDIO/VIDEO	12,916.75	12,916.75	13,000.00	83.25	99.4
72-4272-430-000 ART FUND	.00	.00	400.00	400.00	.0
72-4272-510-000 MEMBERSHIPS	2,995.00	2,995.00	3,000.00	5.00	99.8
72-4272-520-000 INSURANCE	4,894.85	4,894.85	5,000.00	105.15	97.9
72-4272-610-000 MISCELLANEOUS SUPPLIES	6,467.99	6,467.99	6,000.00	( 467.99)	107.8
72-4272-620-000 TECHNICAL SERVICES	16,395.22	16,395.22	13,000.00	( 3,395.22)	126.1
72-4272-750-000 LSTA GRANT EXPENSES	52,615.77	52,615.77	.00	( 52,615.77)	.0
72-4272-780-000 CLEF GRANT EXPENSE	7,400.00	7,400.00	7,500.00	100.00	98.7
72-4272-800-000 INVENTORY	.00	.00	5,000.00	5,000.00	.0
72-4272-840-000 GRANT MATCH	5,416.96	5,416.96	10,000.00	4,583.04	54.2
72-4272-860-000 SCHOOLING	320.00	320.00	5,000.00	4,680.00	6.4
72-4272-930-000 CHILDREN'S PROGRAMS	4,092.46	4,092.46	6,000.00	1,907.54	68.2
<b>TOTAL LIBRARY EXPENSES</b>	<b>1,009,301.31</b>	<b>1,009,301.31</b>	<b>1,080,555.00</b>	<b>71,253.69</b>	<b>93.4</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>1,009,301.31</b>	<b>1,009,301.31</b>	<b>1,080,555.00</b>	<b>71,253.69</b>	<b>93.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 790,985.60)</b>	<b>( 790,985.60)</b>	<b>.00</b>	<b>790,985.60</b>	<b>.0</b>

<b>GENERAL STATISTICS (including Castle Valley)</b>								
Month	Walk-ins	Check-outs	Computer Use	Phone Calls	Ref Qs	ILLs	Holds	Meeting Room Use
January	421	9,186	157	2,490	259	27	1,875	0
February	444	8,194	206	2,405	211	38	1,719	0
March	488	7,257	190	2,551	244	41	1,578	0
April	636	8,620	237	2,785	264	47	1,378	0
May	587	8,450	213	2,395	236	58	1,278	0
June	2,267	9,270	1,164	2,348	637	41	1,279	0
<b>1st Half</b>	<b>4,843</b>	<b>50,977</b>	<b>2,167</b>	<b>14,974</b>	<b>1,851</b>	<b>252</b>	<b>9,107</b>	<b>0</b>
July	4,341	10,605	1,392	1,366	808	68	972	5
August	4,134	12,018	1,722	1,386	849	40	1,026	29
September	4,965	11,450	1,755	1,465	951	36	1,020	43
October	6,929	11,634	2,110	1,330	1,097	24	872	106
November	5,280	11,122	1,494	947	906	56	899	80
December	3,800	11,573	1,193	1,096	781	49	928	61
<b>2nd Half</b>	<b>29,449</b>	<b>68,402</b>	<b>9,666</b>	<b>7,590</b>	<b>5,392</b>	<b>273</b>	<b>5,717</b>	<b>324</b>
<b>Totals</b>	<b>34,292</b>	<b>119,379</b>	<b>11,833</b>	<b>22,564</b>	<b>7,243</b>	<b>525</b>	<b>14,824</b>	<b>324</b>

<b>CASTLE VALLEY</b>			
Walk-ins	Phone Calls	Ref Qs	Check-outs
0	228	4	350
0	239	2	343
0	245	3	361
0	272	3	371
0	223	5	289
0	283	6	365
<b>0</b>	<b>1,490</b>	<b>23</b>	<b>2,079</b>
0	250	4	278
0	237	5	319
0	243	5	428
0	201	5	295
0	211	4	298
0	208	4	266
<b>0</b>	<b>1,350</b>	<b>27</b>	<b>1,884</b>
<b>0</b>	<b>2,840</b>	<b>50</b>	<b>3,963</b>

<b>PROGRAMS (Including Castle Valley)</b>								
Month	Children's Programs	# Attends	YA Programs	# Attends	Adult Programs	# Attends	Total Programs	Total # Attends
January	32	343	2	48	3	19	37	410
February	32	324	2	48	3	16	37	388
March	34	174	2	48	3	26	39	248
April	36	187	2	48	4	34	42	269
May	33	72	2	48	5	114	40	234
June	47	351	5	81	3	17	55	449
<b>1st Half</b>	<b>214</b>	<b>1,451</b>	<b>15</b>	<b>321</b>	<b>21</b>	<b>226</b>	<b>250</b>	<b>1,998</b>
July	46	199	5	83	3	17	54	299
August	44	204	7	81	3	68	54	353
September	54	293	3	33	5	84	62	410
October	37	227	6	52	8	331	51	610
November	24	103	5	38	5	53	34	194
December	37	166	2	48	4	69	43	283
<b>2nd Half</b>	<b>242</b>	<b>1,192</b>	<b>28</b>	<b>335</b>	<b>28</b>	<b>622</b>	<b>298</b>	<b>2,149</b>
<b>Totals</b>	<b>456</b>	<b>2,643</b>	<b>43</b>	<b>656</b>	<b>49</b>	<b>848</b>	<b>548</b>	<b>4,147</b>

<b>LIBRARY CARDS</b>			
Total Cards	Adult	Child	Non-resident
37	37	0	0
40	40	0	0
43	41	2	0
41	39	2	1
53	53	0	1
39	38	1	0
<b>253</b>	<b>248</b>	<b>5</b>	<b>2</b>
82	70	12	0
81	70	11	2
65	58	7	2
71	64	7	2
62	57	5	0
58	54	4	0
<b>419</b>	<b>373</b>	<b>46</b>	<b>6</b>
<b>672</b>	<b>621</b>	<b>51</b>	<b>8</b>

Grand County Public Library  
 Statistics 2021  
 rev 1/10/2022

<b>MONEY</b>					
Month	Donations	Cards	Copies	Supplies	Total
January	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
February	\$625.00	\$0.00	\$0.00	\$0.00	\$625.00
March	\$862.50	\$0.00	\$0.00	\$0.00	\$862.50
April	\$1,382.50	\$0.00	\$0.00	\$0.00	\$1,382.50
May	\$662.50	\$0.00	\$0.00	\$0.00	\$662.50
June	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
<b>1st Half</b>	<b>\$4,257.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,257.50</b>
July	\$255.00	\$0.00	\$47.50	\$15.00	\$317.50
August	\$284.50	\$15.00	\$92.00	\$2.00	\$393.50
September	\$140.00	\$75.00	\$119.00	\$37.00	\$371.00
October	\$112.80	\$0.00	\$145.20	\$23.00	\$281.00
November	\$165.00	\$15.00	\$105.50	\$17.00	\$302.50
December	\$100.00	\$0.00	\$94.50	\$10.00	\$204.50
<b>2nd Half</b>	<b>\$1,057.30</b>	<b>\$105.00</b>	<b>\$603.70</b>	<b>\$104.00</b>	<b>\$1,870.00</b>
<b>Totals</b>	<b>\$5,314.80</b>	<b>\$105.00</b>	<b>\$603.70</b>	<b>\$104.00</b>	<b>\$6,127.50</b>

<b>Mango</b>
Sessions
90
93
66
81
44
73
<b>447</b>
102
80
107
120
20
30
<b>459</b>
<b>906</b>

<b>Outreach</b>	
Programs	# Books / Attends
0	0
0	0
0	0
0	0
2	129
1	79
<b>3</b>	<b>208</b>
0	0
1	77
3	218
5	2,120
0	0
0	0
<b>9</b>	<b>2,415</b>
<b>12</b>	<b>2,623</b>

<b>Laptop Usage</b>		
Month	Parent	Info Desk
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
<b>1st Half</b>	<b>0</b>	<b>0</b>
July	0	0
August	2	0
September	1	0
October	1	0
November	6	0
December	0	0
<b>2nd Half</b>	<b>10</b>	<b>0</b>
<b>Totals</b>	<b>10</b>	<b>0</b>

<b>E-Audio / E-Books</b>		
E-Audio	E-Books	Sign-ups
1,073	936	22
1,018	789	12
1,315	701	23
1,140	697	20
1,341	804	30
1,328	762	26
<b>7215</b>	<b>4689</b>	<b>133</b>
1,412	772	18
1,409	735	30
1,422	754	22
1,425	695	22
1,455	749	24
1,562	874	42
<b>8685</b>	<b>4579</b>	<b>158</b>
<b>15,900</b>	<b>9,268</b>	<b>291</b>

<b>Wi-Fi</b>
Sessions
5,575
5,345
7,585
12,738
17,550
10,763
<b>59,556</b>
12,871
10,960
13,783
28,515
21,078
11,032
<b>98,239</b>
<b>157,795</b>

<b>Projector</b>
Checkouts
1
1
0
0
0
0
<b>2</b>
5
5
2
4
3
1
<b>20</b>
<b>22</b>

<b>Self Checkout</b>	
Sessions	Checkouts
72	352
75	323
99	440
121	529
125	505
216	782
<b>708</b>	<b>2,931</b>
339	1,056
378	1,243
384	1,308
428	1,366
383	1,103
400	1,271
<b>2,312</b>	<b>7,347</b>
<b>3,020</b>	<b>10,278</b>

## 2021 Acquisitions by Month

Call Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
Adult Fiction	83	105	113	80	87	111	99	110	121	89	69	47	1114	21.4%
Adult Non-Fiction	68	62	62	62	57	81	64	90	69	80	85	46	826	15.9%
Board Books	1	2	14	2	3	1	1	13	1	2	1	4	45	0.9%
Binge Boxes	0	0	0	0	0	0	6	0	0	0	0	1	7	0.1%
Biographies	11	6	4	11	10	22	26	9	5	16	11	3	134	2.6%
Audio Books - CD	6	29	6	17	0	44	23	15	13	21	14	4	192	3.7%
E-Books / E-Audio	10	10	5	0	11	17	9	0	17	12	19	4	114	2.2%
Fiction DVD	32	18	45	39	33	29	32	39	18	32	33	20	370	7.1%
Juv. Biographies	0	2	0	0	2	0	0	5	1	1	3	13	27	0.5%
Juv. Chapter Books	14	4	23	7	0	2	4	7	7	21	6	5	100	1.9%
Juv. Audio Books - CD	0	0	1	0	5	3	1	0	0	0	2	3	15	0.3%
Juv. Comics / G.N.	4	6	6	6	4	2	6	16	2	5	3	6	66	1.3%
Juvenile DVD	2	9	20	5	9	13	7	3	3	1	4	7	83	1.6%
Juv. Music CD	0	0	1	1	0	0	0	0	0	0	0	0	2	0.0%
Juvenile Non-Fiction	4	10	14	7	15	11	10	13	12	3	5	27	131	2.5%
Juvenile Playaway	0	2	0	0	1	7	2	0	0	0	0	6	18	0.3%
Juvenile Books	4	17	19	16	11	3	27	23	13	30	18	17	198	3.8%
Large Print	14	7	10	7	14	12	13	18	6	20	19	7	147	2.8%
Leveled Reader	4	1	0	0	1	0	0	1	3	1	0	1	12	0.2%
Magazine	70	75	89	93	81	92	69	66	94	73	66	102	970	18.6%
Music CD	3	9	3	13	6	4	18	6	3	2	5	2	74	1.4%
Mass Market Paperback	2	0	0	0	0	0	0	0	0	0	2	0	4	0.1%
MP3 Format CD	1	1	0	0	0	0	0	0	0	0	0	0	2	0.0%
Non-Fiction DVD	5	5	14	5	0	2	3	4	2	1	1	5	47	0.9%
Over-Sized Books	0	2	0	0	0	0	0	0	0	0	0	0	2	0.0%
Parenting	0	1	2	0	0	1	0	1	0	1	1	2	9	0.2%
Picture Books	33	22	38	26	20	11	12	12	11	24	12	33	254	4.9%
Playaways	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Playaway Video	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Puzzle	0	16	34	0	0	0	0	0	2	0	0	2	54	1.0%
Reference	0	0	0	0	0	0	0	1	0	0	0	0	1	0.0%
Instructional Set	0	0	0	1	3	1	0	0	0	0	0	0	5	0.1%
Spanish	2	0	0	0	0	0	0	0	0	0	1	0	3	0.1%
Young Adult	5	11	10	14	16	7	7	13	13	17	5	10	128	2.5%
YA Audio Books - CD	0	0	0	0	1	2	0	0	0	0	1	1	5	0.1%
YA Comics / G.N.	0	2	0	0	1	0	1	6	5	1	19	1	36	0.7%
YA Playaway	0	0	0	0	4	0	0	0	1	0	0	8	13	0.2%
<b>Totals</b>	<b>378</b>	<b>434</b>	<b>533</b>	<b>412</b>	<b>395</b>	<b>478</b>	<b>440</b>	<b>471</b>	<b>422</b>	<b>453</b>	<b>405</b>	<b>387</b>	<b>5208</b>	<b>Total</b>