

DRAFT
June 10, 2021
North Logan City Library Board
Meeting Minutes

Welcome:

Lynette Taylor, Board Chair, welcomed all in attendance, which included: Charlotte Brennand, Liaison to Friends of the Library; Emily Wheeler; Steve Derrick; Linda Young, Treasurer; Kate Petersen; Lyndsay Peterson, President, Friends of the Library; Von Mendenhall; Jenny Lyman, Past Chair; James Britsch, Library Director; and Flora Shrode, Secretary.

Minutes of the meeting, May 19, 2021:

Charlotte pointed out one correction that is needed in the minutes that Flora sent to the board members. Steve moved to accept the minutes pending that correction; Charlotte seconded; all voted in favor.

Library Friends Report:

Lyndsay Peterson, President of the Friends of the North Logan City Library, reminded us that volunteers were needed to help select books for the Friends' book sale and to stock the "book buggy," a trailer that the Friends use to store and transport books for the sale. Time is tomorrow, June 11, 2021 at 10:00am at Jenson Books warehouse (a used book dealer; address 1189 West 1700 North in Logan).

Lyndsay and others will meet on Monday, June 14 with administrators of the Thorne Endowment for the annual discussion about the endowment, and she anticipates that they will administer funds.

On Tuesday, June 15 at 2:00pm Lyndsay would welcome anyone to join her to help clear the shelving in the lobby of the library, where the perpetual book sale is held. New, custom shelving will be installed, and a volunteer will paint the area.

The Friends of the Library will hold their annual breakfast fundraiser on Pioneer Day. This year the event will take place on Saturday, July 24 at 7:30am at the Lions' building by Elk Ridge Park. The breakfast is free with donations encouraged, and she has raised \$1000 for the Friends. Lyndsay asked us to consider helping to set up for this event on Friday evening, July 23.

Budget Report:

Linda Young, Board Treasurer, provided us with the current library budget report from the North Logan City office and information from the City's general fund revenue report that shows how property tax revenue is allocated to support the library. (Reports are attached to these minutes.) The budget is only \$1464 short of projected expenditures for FY2021. Bills for expenses in FY2021 are likely to continue to arrive into August; July 15 is the date when the city usually closes the books. Linda conferred with Scott Bennett, North Logan City Recorder, about the library's finances. He provided her with information about how property taxes are used to fund the library, specifically property tax collected to date in FY2021 totals \$1,366,179 of which 29% goes to the library's budget of \$401,903. A small proposed increase in the allocation to the library would provide \$11,000 additional for FY2022.

Steve moved to accept the budget report ; Von seconded; all voted in favor.

Library Update & Training:

James Britsch, Library Director, thanked Linda for her optimism about the budget and for her thorough examination and reporting about the finances. She has learned fundamental details of how the city manages the library’s funding and helps to clarify details on accounting reports. As Director, James aims to manage the budget responsibly, which requires spending so that City administrators recognize that the Library needs funding while avoiding overspending. Library finances are complicated in part from the nature and timing of expenditures. For example, large lump sums are required to pay bills that arrive once or twice in a year to maintain subscriptions to databases and for software licenses, like that which operates the library catalog. Building maintenance is a continual challenge, and this year the lighting needed to be upgraded, an improvement that cost just over \$46,000.

James reported that the search has ended to hire a full-time librarian, who will concentrate on organizing library events and programs for the community. He worked with Jenny Lyman, past Library Board Chair, and Buzzy Mullahkhel, City Council representative to the library board, to interview candidates. They recommend that the board approve hiring Morgan Taylor, who has an undergraduate degree from BYU in public health and has nearly completed a master’s degree in librarianship from San Jose State University. The board will hold a closed session to discuss this hiring decision.

James met with Liz Gabbitas, a consultant from the Utah State Library, whose assignment includes service to the North Logan City Library to help with planning and evaluation associated with library certification. Liz provided James with a report about how North Logan City Library met performance indicators established by the State Library for FY2020 (i.e., July 1, 2019 - June 30, 2020; see summary handout attached). In order to be certified by the State Library, public libraries must meet or exceed seven of twelve benchmarks at the tenth percentile. In spite of the pandemic’s having interfered with typical operations, use of the North Logan library exceeded benchmarks that the state library has established for public libraries with similar demographics. The State Library used 11,237 as the population served in North Logan. James submits a report to the State Library annually, usually in September.

Category	Benchmark at 10th percentile	North Logan City Library
Visits to the library	24759	79887
Circulation - physical items	38000	34000
Circulation of electronic items	9000	36187
Internet terminal users	1308	10000
Number of programs	70	235
Attendance at programs	1351	6652
Percentage of budget spent on	6.97	11.04

collections		
Operating budget	\$181,638	\$400,000 (does not include supplemental \$140K from Thorne endowment)

James reminded us that the library was closed at the beginning of the pandemic to reduce COVID-19 spread, and they did not charge late fees, so many people did not renew loans; that affects the numbers recorded for circulation. The State Library provides public libraries with access to thousands of e-books, and James judiciously purchased additional e-book titles during the pandemic. North Logan library patrons' use of titles purchased by the State Library count toward the number in our library's report. The number of library cardholders is slightly low, as many residents did not renew their library cards during the pandemic. Having the library card registration form online facilitates access, and library staff promote card sign-up at events, including advertising a QR code for direct access to the registration form.

The North Logan City library's budget compared to the benchmark makes clear that the city supports its public library extremely well. The State Library recommends that public libraries use 60 to 80% of their budget for payroll and 10% for collections. We must remember that the agreement governing the Thorne endowment specifically requires that funds be used to supplement the library's base budget in order to enhance the library's ability to serve the community. Lyndsay put the tremendous benefit from the Thorne endowment in context by comparing the funding to the fact that the Friends of the Library for Logan City Library struggles to raise \$10,000 per year.

James regularly invites local public library directors to meet for informal discussions. He briefly described the challenges that Karen Clark, Director of the Logan City Library faces, as the city plans to raze the current facility and build a new library at the same location. Library collections will be moved to a warehouse, and staff will provide curbside delivery to patrons. Details remain to be determined.

The group next discussed the idea of a suggestion box. Charlotte wondered if that would be useful to gather citizens' feedback about library services and to generate excitement for a new facility. James would prefer an online form to facilitate access and to avoid the need for data entry to analyze input. He plans to administer an online survey FY2022 to citizens and library patrons. The survey would be advertised widely and accessible via a QR code; a raffle may be possible to encourage people to complete the survey and enter to win prizes. The online form would enable library or city staff to follow up with respondents via phone or email.

One expectation from the State Library is that Library board members will review training annually about their roles and responsibilities. In May the board viewed relevant training sessions for public library trustees as part of the Utah Library Association's annual conference, which was held virtually this year. James believes that recordings of these sessions will be available soon. One topic in that training was the idea of collecting stories from library users about the benefit of having access to the library. Such stories could be compiled and presented in various formats to advocate for a new building. Kate

reminded the group to take a look at the Hyrum Public Library's active presence on social media, as she considered that to be a good source for ideas.

Library Board Members:

Lynette reminded us that she will be moving away from North Logan later this year, so we need to identify a Board member to succeed her as chair. Emily has completed her first term of service on the board (three years). Fortunately, she has agreed to serve a second term, so Lynette will follow procedure and talk to Mayor Damon Cann, who then can invite Emily to continue her service. Flora would like to hand off the role of secretary, which she has held for three years; she is in the second year of her second term on the board.

The Board adjourned from its regular meeting and held a closed session to discuss the qualifications of a candidate for a full-time librarian position.

Next meeting will be Thursday, July 8, 2021 at 1:00pm.