

**Meeting Minutes**  
North Logan City Library Board  
March 10, 2022 – 1:00 pm

**Attendance:** Emily Wheeler, Board Chair; Linda Young, Treasurer; James Britsch, Library Director; Joni Kartchner, City Council Representative; Jeanean Huppi; John Baily; Charlotte Brennand; Jenny Lyman; Lorna Wanlass, Guest; Flora Shrode, Secretary

**Welcome and new library board members:** Emily convened the meeting and welcomed all in attendance. She especially welcomed new board members, Jeanean Huppi and John Bailey. In addition, she welcomed a guest, Lorna Wanlass, who is considering serving on the board.

**Minutes for February 2022:** The group had reviewed minutes from the February meeting, and Linda pointed out one typo. Flora will make that correction and send the final version to the group.

Charlotte moved to approve the minutes; Jeanean seconded. All present voted in favor.

**City council meeting liaison:** Linda regularly attends meetings of the North Logan City Council and has offered to serve as a back-up to Joni Kartchner, the Board's official liaison to the City Council, in representing the Library's needs and to report relevant information to the Board.

Jeanean moved to approve this plan; Jenny seconded; all present voted in favor.

**Budget report:** Linda provided copies of Library Fund Revenue and Expenditures as of March 7, 2022, a report of Expenditure Actuals by Month for FY 2022, a Budget Analysis, and 2023 Budget Background. Some of the estimates for revenue lines for FY2023 may fall short of predicted amounts (e.g., the estimated income from non-resident library card fees is \$11,478 for the year; as of March 7, the amount is \$7,652). John inquired about any communication with Hyde Park, which in the past had expressed interest in paying for its citizens to have library privileges at North Logan City Library. James mentioned that when he became library director in 2018, he met with the Hyde Park mayor and discussed a possibility of a discounted non-resident card for Hyde Park residents if that city provided some funding for library operations. Hyde Park residents voted against paying a tax similar to the one North Logan City residents pay to support library services, and that put the matter to rest in the opinion of North Logan City administrators. James indicated that in light of the fact that Hyde Park now has a different mayor, perhaps it is time to inquire again about the potential for cooperation.

Flora moved to approve the budget report; John seconded; all present voted in favor.

**Friends of the North Logan City Library:** Charlotte reported that Heidi and James have reviewed all programs planned for the coming months. They have discussed soliciting donations for the Friends at Library events. The Friends have a list of companies in North Logan City, which they plan to divide among volunteers to call to solicit support. Sam's Club is required to make monthly donations to nonprofits, and Friends President, Lisa Wilcock has gone there monthly for a \$150 voucher. Charlotte manages the candy machine in the Library, which brings

in some money for the Friends, and Sam's may be willing to sponsor supplies for that. A "color run" is planned in April as a fun run event to raise money. All events will be announced with details of dates, times, and descriptions on the Library's website.

**Director's report:** James Britsch credited Heidi Taylor, recently hired program coordinator, for her success in expanding the types and numbers of programs at the library. The number has increased to the point that events are listed on a separate webpage from the library's homepage. Heidi was interviewed for a feature on the North Logan City Library in the February 2022 edition of *Cache Valley* magazine.

Summer Reading in 2022 will include fundraising efforts to offset the reduction in supplemental funding from the Thorne Endowment, as funds that are usually available for the library are currently dedicated toward saving for the construction/expansion of the library facility. A fundraising party is planned, and while the event will be free to the community, the library will spend roughly one-third less than in previous years. A pickle ball fundraiser is under consideration for the summer. Art on the Lawn will be revived with a new name and some alterations to the format, likely to include an art auction. Spring City, UT provides one example of a successful fundraiser featuring local artists. Heidi has acquired the list of artists who participate in that so that she can invite them to participate in North Logan City events. Heidi will pursue artists from Brigham City as well. The City Council meeting room and Elk Ridge Park will most likely serve as the venues for these art-related events.

Fewer performers will be hired for the Summer Reading kick-off in order to reduce costs. Emily suggested that local authors would likely be willing to donate signed copies of their books for a silent auction. Jeanean described an idea for a display that could present ways that the public library saves families money by offering books, media, board and video games, and other things to borrow. The display could present book covers with price tags to show what people would spend were they to purchase items personally that they may borrow from the library. T-shirts will be available for sale. The group agreed that for all fundraising, it will be important to emphasize the matching funds that Dell Loy Hansen provides for library expansion.

**Discussion of new fiscal year budget:** James distributed the budget he plans to present to City Council for FY2023 in April. The 2023 Budget Background document lists amounts that will be included in the FY2023 Library budget request. James provided rationale for the proposed budget: anticipated revenue is \$606,670 and expenditure \$603,375. As North Logan City plans to expand the library building, significant funding from the Thorne Endowment will be dedicated to construction costs, and the details of any financial agreement remain unclear. James will confer with North Logan Mayor, Lyndsay Peterson, about what funding the library can anticipate for FY2023.

James explained that the expense for Xerox in the Supplies & Repairs budget line may be significantly reduced, as he plans to pursue a different company but is committed by contract to make no change until FY2023. An important cost saving measure is moving to a new library software system. Presently, the Library Software Maintenance budget line shows the company

SirsiDynix, which is the source for the Integrated Library System (ILS) that operates the library catalog and patron records. SirsiDynix charges approximately \$37,000 per year for the software. James has examined alternatives and signed a contract to migrate to a different library software system. The product is called Koha, from ByWater Solutions, a company founded in 2009 whose mission statement says:

“The mission of ByWater Solutions is to empower libraries by giving them the technological flexibility and freedom they deserve through the use of open source software with comprehensive and honest support.”

A major advantage of moving to Koha is that it costs significantly less than the current software (i.e., \$12,000 the first year, to account for migrating existing records to the new software and \$9,000 annually after the first year). Another very important feature is that it is an open-source software product, which means that James can make useful changes to the code without expensive and time-consuming intervention from the software provider. The software interface uses language that is more straightforward, making it more intuitive for library patrons and staff members than the current system. James has communicated with several directors of public libraries who use Koha and speak highly of its functions and effectiveness in supporting their library’s operations.

Board members inquired about logistics of the transition to a new library catalog and urged James to plan communication carefully so that community members will understand any disruption in service, which is anticipated to be short (i.e., the majority of downtime will likely take place on a Sunday, when the library is closed).

Charlotte moved to accept the director’s report; John seconded; all present voted in favor.

**Motion to dismiss:** Charlotte moved to adjourn the meeting; John seconded; all present voted in favor.

**Next board meeting** April 14, 2022 at the Library.