

**North Logan City Library Board
Meeting Minutes, February 5, 2019**

I. Welcome and Roll:

Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: Steve Earl; Kristen Anderson, Liaison to City Council; Cheryl Fullmer, Treasurer; Cristal Robbins; Emily Walker; Charlotte Brennand; James Britsch, Library Director; and Flora Shrode, Secretary.

- a. January 2019 meeting minutes were approved *pending corrections*, which Flora will make before sending the file to Jenny to post on the Utah Public Meetings website.
- b. Following up from the January meeting, James commented on the discussion about a symposium featuring speaker Wayne May that is planned for Logan this spring. Since the symposium has no formal association with the North Logan City Library, James does not believe it is appropriate to advertise on the Library's website, but he is happy to make flyers available at the Circulation desk.

II. Friends Report: No report this month, Lyndsay Peterson, President, was not present. Charlotte mentioned that the Friends meeting that was planned for January has been changed to February.

III. Budget: Cheryl handed out two budget pages: one for January 2019 and the FY2018 summary "Approved Budget." Utilities and other charges have been posted, but as of January 2019 the income from tax has not been added to the budget. January represents 50% of the fiscal year. Expenditures for wages should be \$109,500 and is slightly underspent with \$97,443 remaining. Benefits are budgeted at \$60,700 and are overspent with \$34,345 remaining. The line for administrative allocation is higher for the Library than for other city offices because the library's budget requires more time to check line-by-line. With the assistance of a part-time accounting student, James is overseeing the budget carefully in house, so perhaps the administrative allocation can be reduced in coming years.

IV. Director's Report: James provided information showing the population of North Logan, the taxes collected to support the library, and the North Logan City Library budget. James met with Damon Cann, North Logan Mayor Pro Tem, Alan Luce, North Logan City Administrator, and the mayor of Hyde Park, who has inquired about the potential to include Hyde Park residents in the North Logan Library service community. Board members present recalled that this has been pursued in the past but did not come to pass for many reasons, primarily related to budget.

In light of the Library's current financial situation, James proposed considering a change to the non-resident library fee. Presently, the library receives \$400,000 from taxes in North

Logan (from households and businesses), and the total library budget is \$574,000. The number of non-resident library cards in use now is 805. Alan Luce estimates the number of households in North Logan at 2800 and the population at 10,700 people. Library records show that there are currently 7,369 library cards (a respectable number in light of the population) and 805 non-resident cards. The following table shows a summary of population and library finances:

Library tax (\$400K) / population	\$37.38 per person
Library budget (\$574K) / population	\$53.65 per person
Library tax / households	\$142.85 per household
Library budget / households	\$205 per household
Library tax / North Logan card holders	\$54.28 per card holder
Library budget / North Logan card holders	\$77.90 per card holder

The current nonresident fee to use the North Logan Library is \$90.00 per year. James proposes changing this to \$60.00 in light of the numbers above.

The Board agreed to consider this change in light of this information about population and budget.

The Board meeting adjourned at 2:05pm. Next meeting will be March 5, 2019.