

North Logan Library Board Meeting

04/13/23

Attending: James Britsch, Cassidy Crockett, Janean Huppi, Cathy Larsen, Jenny Lyman
Barbara Middleton, Emily Schmidt, Emily Wheeler, Linda Young

City Council Report

- North Logan City offices are going up well, good progress is being made.
- James did a fantastic job presenting the budget to the city council during this past meeting.

Friends Report

- The pickleball tournament is coming up. Not a lot of people are signing up yet, but they're hopeful they'll have last-minute signups. This tournament will be held April 28-29.

Budget Report

The budget is looking good! Items of note include:

- We are earning some seriously good interest. (Woohoo!)
- We're doing really well on non-resident fees.
- Friends reimbursed the budget \$1,817.
- It's looking like we might come under budget for wage expenditures. James has made a conscious effort to assign full-time employees to the desk and cut back hours for part-time employees (particularly on programs).
- We'll be under budget on building and ground repairs.
- We'll go over budget on utilities (probably because we're running the heater more this year due to colder temps).
- The telephone category will be over because Heidi's phone wasn't being charged to the library and now it is.
- Library special programs are already over budget.
- Overall, if all the revenue comes in (and Linda's estimates are close) then we'll actually be ahead by \$9,269.

Director's Report

- The library will be losing four clerks by June and another clerk in the fall. With each of the full-time staff members taking at least one shift per week (if not more), he thinks he can replace these positions with THREE new employees instead of four. He'd like to hire these new clerks ASAP so they can get trained.
- The library is also losing pages so they are hiring two new pages soon.
- Since we last met with him, James has been implementing two staff meetings per month. With the board's blessing, he is counting page training as part of these scheduled meetings.
- They are having a fun morale-boosting/training staff meeting this coming Tuesday. They will play games, discuss everything that's coming up this summer, and take care of other business.
- James has met every week with his leadership team and they have been instrumental in helping plan the staff meeting on Tuesday. The leadership team includes Heidi, Judy, Sarah, and Emily.
- James has carefully been keeping track of what he does every day. Here's an example:

March 28th: 8-9 a.m. exchanged emails with staff, updated procedures manual, worked on spring schedule, prepared the game to be played at the staff meeting, updated pickleball flier and contacted the Cache Valley Media Group. Throughout the day, he answered staff questions as they came up. He also attended a planning meeting for the summer reading program, etc. etc.

- The first few days he did this, James found keeping track of his time this way very tedious. But as time has gone on, he's learned that logging everything he does has actually been a very helpful tool for him. (He's also been blown away to discover how many meetings he attends!)
- For now, James is keeping track of all of this in a notebook. The board has differing opinions on whether or not these notes should be digital and made available to us or if the notebook is sufficient. More discussion is needed on this topic.

Collection Development

- James has created a spreadsheet with how he allocates the budget for each category (Fiction, Nonfiction, Young Adult, Children, DVD, Ebooks, etc.). James

puts these amounts into a Google Doc. Judy or others can come to James and ask him how much money they have in their budget.

- Overall, collection spending came to a complete halt in December. James did spend a little more since then because of grant money (there's a little wiggle room there). The grant money works like a credit.
- Libby and Overdrive are the same thing. They are discontinuing the Overdrive app; Libby is the same company.
- There's a request form on the website which has been turned off for now, since they're not collecting books at the moment. This request form will be made available again on July 1st and patrons can request books for collection expansion.
- Ingram puts all the RFID tags, etc. on the books and processes them.
- Amazon owns most of the audio publishing companies. Blackstone is the only other option.
- James also described the weeding process of how they remove books that aren't being checked out.

We also went over the Interlibrary Loan Policy. Patrons are checking out tons of books from other libraries and it's VERY time consuming for the staff. James wants to change the policy so patrons can only borrow two books at a time, then return those two books before checking out more.

- Jenny motioned to approve, Cathy seconded.

Amendments were made to the March meeting minutes and then approved.

Meeting was adjourned.