

**Library Board of Directors
Columbus Library
July 18, 2016**

Attending: Paul Benner, Chair; Kristin Covili, Richard H. Nixon, Chelsea DiFrancesco, Cynthia Mecklenburg

Others: Jim Cooper, Suzanne Tronier, Darlene Nethery, Megan Smith, Gordon Bradberry, April Townsend, Kent Dean, Pete Bromberg, Pamela Park, Nyssa Fleig, Susanne Jones, Carol Ormond, Brian Maxwell, Cheryl Mansen, Leslie Webster, Liz Sollis, Megan Smith

Paul Benner called the meeting to order at 12:35

Welcome – Columbus Library Update, *Darlene Nethery, Library Manager*

Columbus Library has a staff of 10. Four are full-time.

- Lee Alexander coordinates the Mail-a-Book program and does two book groups.
- Laurie Hoecherl does all the programs and school visits.

They have hired a library assistant to help at the reference desk and do circulation tasks. This is a non-degreed, 20-hour flexible position. They hope to be able to make it full-time.

The South Salt Lake community is largely low-income with a large refugee population. Multiple languages are spoken by the Columbus patrons.

They have three summer interns - all refugees - who are helping them during the summer. One is back from last year and is mentoring the others.

Columbus has the third highest computer use in the Library system. Most customers don't have their own computers.

They have five different tablets with 10 learning applications on them that check out to kids.

The library hosts S.T.E.A.M. programs on Wednesdays. One of the projects was to build solar cars which helped the children learn concepts in ways they don't get through language. The programs are geared for teens but are attracting younger kids.

The staff does a lot in the community:

- They coordinate with South Salt Lake on their Promise Program.
- They do two blood drives.
- They hold Kids' Café on Saturdays.

Jim Cooper said that Darlene gives children opportunities that they may not otherwise have. She exemplifies what we are about in providing books and other opportunities.

Minutes from the Previous Meeting, Public Comments, Correspondence

Richard Nixon made a motion to approve the minutes of the May meeting. Kristin Covili seconded the motion. It passed unanimously.

There were no members of the general public present.

Correspondence

Jim Cooper mentioned information that had been forwarded to the Board from Patrick Smith regarding a display at Millcreek Library complaining it supported a political agenda. The response to Mr. Smith was that it was to express support for those impacted by the Orlando shootings. We currently have displays in some libraries to express support for law enforcement officials.

We received a letter from the State Library that our Internet Access and Computer Use Policy are in compliance with State Code. Our recertification is good until 2019.

Marketing Manager Liz Sollis read a comment from an individual new to the community who went to an opera performance at the Viridian. She commented it has changed and enriched her life. Marie Spring sent a letter to the Salt Lake Tribune encouraging people to take their children to the musical concerts held at the Viridian.

Library in the Media

Board members should be getting emails when we have a presence in the media. We are pushing a lot of things out on community calendars.

Interlibrary Loan Policy Update - Jim Cooper, Library Director

Lending & Borrowing - The Library is requesting that music CDs and DVDs be removed from the items that we borrow from and loan to other libraries. They are readily available to our customers in many other formats and places. Many libraries are no longer lending these materials, making requests difficult to fill and labor intensive. We will continue to lend and borrow audiobooks.

Chelsea DiFrancesco made a motion to approve the changes to the both the Interlibrary Loan Lending and Borrowing Policies by removing music CDs and DVDs. Richard H. Nixon seconded the motion. The motion passed unanimously.

Aspen Institute - Citizen Initiative - Jim Cooper, Library Director

We are one of seven libraries that have been asked by the Aspen Institute to hold a community discussion about what it means to be an American citizen. Jim has spoken with Ken Verdoia, a former Board chair, about facilitating the discussion. We are still working on the details. It will be next year before it comes together. The program that the Aspen Institute will produce will air on nationally on PBS.

Project Outcome Dashboard – *Jim Cooper, Library Director*

The Public Library Association (PLA) has developed surveys that enable us to ask standardized questions that will rank us locally and nationally. There are a variety of ways we can understand and use the information. We also receive comments from open-ended questions.

Jim demonstrated a map on the dashboard that links to demographics around different library branches that will give staff information they can use for designing programs for their populations. We will use this on the branch and system levels. Demographic information comes from census data.

Data & Statistics Task Force – *Kent Dean, Whitmore Library Manager*

Over the years we've gathered a lot of data to help us understand the use of our resources. The task force is identifying relevant data and statistics that align with our goals, exploring ways to interface our data with external data, and looking for ways to organize and structure the data so it is digestible and that we can analyze it.

This will dovetail with Project Outcome.

Right now we are documenting all the data and statistics we gather. We expect to complete the project by March 2017.

Jim Cooper said this project is important because we want to make sure we are directing our resources to the best places for the greatest impact. When we look at trending, data will give us empirical evidence for how to direct our resources.

One of the questions we will continue to explore is what does the public want from us. What do they expect from us? What constitutes "traditional" library services? How are people using our libraries? Jim said that library services are intended to meet the needs and wants of the public. Our responsibility is to lead experiences but we also have a responsibility to respond to what the public is demanding of us.

2017 Budget Direction, Priorities and Process – *Jim Cooper, Library Director*

Jim reviewed a handout of our budget priorities.

- Free, high-interest, high-demand materials
- Early literacy skills for parents & caregivers
- Community gathering places
- Online literacy and learning-focused databases

Resources will be aligned around the outcomes we want to achieve.

We have been asked to provide three budget scenarios.

1. A budget with new programs & requests but also with finding efficiencies to be able to support them. (Essentially a flat budget with new programs/requests.)
2. A flat budget with no new programs or requests.
3. A budget with a 3% reduction or \$1.25 million from our budget.

Our 5-year plan shows us healthy into the future.

New requests

Technology bookmobile - This has been done in a few other communities. We can't put maker spaces in all of our branches. A technology bookmobile can make a big impact on a variety of communities.

3 new FTEs

- A Community Engagement Librarian
- A new Library Assistant
- One Youth Service Librarian

Upgrades to AV at Viridian to complete the project we have started.

We modified the approach to putting the budget together this year. The Management Team first shared its vision with managers (handout was shared with the Board). Managers were asked to share their visions for their branches or departments in a second meeting. We will be asking for feedback on the approach after the process is completed.

Jim reviewed the budget schedule.

Upcoming Events & Author Visits - *Liz Sollis, Marketing Manager*

Liz Sollis handed out recent promotional pieces.

- Business to Consumer (B2C) & Business to Business (B2B) cards that promote online business resources.
- A business card that promotes checking out telescopes.
- A free Library Membership flyer that will be used in County onboarding.
- An author events flyer, including promoting Chris Colfer
- Advertising in Devour promoting Yoga
- Flyers created by summer interns for programs they developed and will present.
- Pictures from Junior Achievement

NACo Achievement Award - *Liz Sollis, Marketing Manager*

There were 618 entries for the National Association of Counties (NACo) Achievement Award. We submitted two entries - our Smart Investing @ Your Library® grant and our Book Club for Youth in the Care and Custody of the State (YCCS) programs. We received an award for the YCCS Book Club.

American Graduate Grant - *April Townsend, Associate Director Finance & Operations*

The Utah Education Network (UEN) applied for an American Graduate Grant for what public TV and radio do to encourage graduation rates. The focus in Utah this year is on mentoring. The Library has been asked to partner with UEN. UEN's goal is to encourage people to get an education and assume leadership roles. The Library provides spaces and resources that support this.

April Townsend is being highlighted for the role she has played in mentoring. Her focus is on women and minority leaders.

The UEN program will air on KUED in September.

OLD BUSINESS

Capital Projects Review – *April Townsend, Associate Director Finance & Operations*

April Townsend reviewed capital projects we are proposing in the next 5 years. Let her know if you have questions concerning any of the projects.

Columbus Library is a building we are looking at replacing. This space is leased and we prefer owning our buildings. We have to compete for meeting rooms and we are limited in what we can do.

We are suggesting that West Valley Library be replaced. The building is undersized and overused. They have been without AC for several weeks and the public is complaining.

We are looking at pursuing a financing package for Kearns, Columbus, Smith and West Valley Libraries.

The County has gone out for a contract to do a County facilities assessment that we are participating in.

2016 Mid-Year Budget Adjustment - *Jim Cooper, Library Director*

Four new positions were approved:

- 2 Assistant Managers, West Valley & Kearns
- Custodian at West Valley
- Custodian at the Viridian

Summer Reading Program - *Liz Sollis, Marketing Manager*

Leader Board - Marketing has been sending out weekly Summer Reading sign-up to library branches. The library with the greatest increase in sign-ups will get lunch with administration. There are also prizes for the library with the highest number of finishers and the best display.

Student Cards - *Jim Cooper, Library Director*

Student Cards have been a huge success. 1,246 cards have been issued. 11,000 items have checked out to students.

The Board approved issuing student cards. They don't require a parental signature and there is no financial obligation. They are for kids whose parents don't or won't come to the library.

Darlene Nethery said that many foreign parents don't understand libraries. Student cards were a lifesaver for kids at Columbus Library and other branches with large refugee or immigrant populations.

Kids are limited to three items. They can't check out more until they bring those back. Cards also give them free computer use. Before had to pay \$1.

STAFF REPORTS

Statistics – *Jim Cooper, Library Director*

Jim explained that some statistics weren't available because the Board meeting was being held earlier in the month.

Human Resources Update - *Pamela Park, Human Resources Manager*

Pamela Park highlighted the current status of some of the vacancies.

- Internal posting for the two new custodial positions. They are being offered as a green transfer.
- Internal/external posting for two Assistant Manager positions by the end of the week.
- Interviewing this week for the Education Program Manager and hope to have this position filled before the next Board meeting.

Financials - *April Townsend, Associate Director Finance & Operations*

We are expecting a **3.6** million dollar underexpend. This is more than the 3% underexpend we usually anticipate.

The fund balance as of January 1, 2016 was 11.8 million dollars. We expect that to be 9.25 million dollars as of December 31, 2016. Two million of the 2.5-million-dollar decrease is money set aside for acquiring property for the Kearns Library project.

The meeting adjourned at 2:15 p.m.