

Salt Lake County Library Services Board of Directors
Draper Library
July 30, 2018
Approved August 27, 2018

Attending: Paul Benner, Chair; Nancy Thorne, James Jackson III, Cindy Mecklenburg,

Others: Jim Cooper, Sarah Brinkerhoff, Kent Dean, Carol Ormond, Sean Bailey, Maggie Mills, April Townsend, Leslie Webster, Jennifer Fay, Liam Keogh, Liz Sollis, Rob Beishline (Method Studio), Nic Dunn (for Aimee Winder Newton) , Holly Yocom, Jodi Hoffman (South Salt Lake City – Hoffman Law), Lauren Hoffman (South Salt Lake City – Hoffman Law)

Paul Benner, Board Chair called the meeting to order at 12:30 p.m.

Welcome – Draper Library, Sarah Brinkerhoff, Draper Library Manager
Sarah has been manager since February. About half of the staff is new to the library in the past year. They are setting their vision for how they serve the community and the patrons.

Their focus is on the customer experience. They are developing more collaboration between the circulation team and the information team. They had the circulation team help with Summer Reading sign ups this year.

They have expanded early literacy programming. There was no break in programming between May and August as there has been in the past.

They have also expanded their community outreach. This summer they participated in the Draper City parade.

They are adding coding programs and special needs programming.

Paul Benner asked if there is interaction between the library and the senior center. They do a monthly book club, seniors come to the library, and the two facilities do cross promotion.

Jim thanked Sarah for the tone she is setting at Draper.

Minutes of the Previous Meeting

James Jackson III made a motion to approve the minutes from the June meeting. Nancy Thorne seconded the motion. The motion passed unanimously.

Public Comments - None

Correspondence - None

NEW BUSINESS

Introduction of Method Studio & Update on Granite & Holladay – Jim Cooper
Library Director

Rob Beishline – Method Studio
Holladay Library

- Anticipated construction start is October.

- Anticipated occupancy is late summer 2019.

They are looking at revised plans to cover seismic issues that have come to light that would bring the building to the existing standard and perhaps provide some modest upgrades.

The remodel was initiated because of HVAC replacement needs. Rather than investing a lot of money in an old building the Library determined that a better use of resources would be to do a significant remodel. Also the facility is too small for the community.

We will put in new higher energy efficient equipment, add on to the building and modify other areas.

We will be adding space for children that will accommodate a storytime for 70 kids and adults. There will be a craft area and storage for the children's librarians. The children's area will be prominent from the entrance.

The existing children's area will be modified for teen use.

We are creating a large create space that will include a small recording studio and area for video production.

There will be updated seating and additional small meeting rooms.

Method Studio has worked with staff to understand their workflow needs. There will be expanded staff areas, new offices, a break area, an upgraded staff rest room, an exterior book drop, and a family rest room.

The building will include a new entry feature.

Altogether we are adding about 2,000 square feet. We will lose about 2 parking spaces to the book drop.

Granite Library

- Granite Library will be located at 3300 South & 5th East.
- It is currently in the programming and master planning phase.
- Method Studio will do community outreach sessions.
- Anticipated construction begins spring 2019.
- Anticipated occupancy is fall 2020.

The first community outreach session will be within the next month or so. Method Studio is doing demographic research to understand the community, get the right people in the room, and ask the right questions of them.

Master Plan Options

There is plenty of land and the site is flat. To the East will be townhomes. To the South will be single family houses.

Basic requirements for the design:

- Outdoor programming space (library-related, managed)
- Independent play space (for the community, not staff managed)
- Transitional space between parking and outdoor spaces

The design most favorably received has been outdoor spaces placed front and center of the property and not as a buffer between the library and residential areas. This gives the message that the outdoor space is connected to the library. It is also more visible and easier to oversee for safety and use. We see this as a way for the library to contribute to the community by providing green space. This is the option Method Studio will be developing further.

Nancy Thorne asked who is responsible for maintenance of outdoor spaces. Jim Cooper said it maybe our responsibility with some support from South Salt Lake.

Bus stops and 33rd South and 5th East will both be covered and have benches.

Holly Yocom said we are first looking at the property and saying where is the best place for the library and then what other partners would we bring in for development.

At this point there is no barrier between the townhomes and the library. We do want to have a defined boundary yet not a hard line created by a wall or fence.

The library will be a 30,000 square foot building.

U of U 2017 Summer Reading Report – Jim Cooper Library Director

Jim reviewed a Summer Reading report done by the University of Utah Education Policy Center. The purpose of the study was to find out what impact, if any, participation in the Library's Summer Reading program might have on participants' learning loss over the summer.

It is hard to connect library records with school privacy requirements. This study focused on the Kearns Library neighborhood and the Granite School District. Almost half of the children surveyed completed all 8 weeks of Summer Reading. Once they got in, we retained them.

Nancy Thorne would like to get this information out to the schools. Jim Cooper said we would be interested in suggestions the board would have to get this information out. It will be helpful as librarians make school visits and understand what barriers to participation are.

This study provides a good foundation. We may want to build on this in the future.

Update of 2018 budget – Expenditures Review – Jim Cooper Library Director

It is the Board's responsibility to review expenditures periodically. Leslie Webster Administration & Fiscal Manager said that Library leadership has gone through the 2018 June budget review process. She explained some of the code definitions:

- Employee Service Reserve (ESR) – Misc. benefits, unemployment, workers comp, tuition reimbursement, etc.
- OPAB – retirees' benefits
- Employee recognition – Gift certificates (approved to do by the County)

Temporary Budget – We are never fully staffed but have to budget as if we were. With turn over there is gap in the time we can replace a staff member. Although a vacancy occurs, work doesn't stop so we use temporary staff. We underbudget our temporary line item because we can pull money from the fully funded budget.

We are moving some employees to professional or paraprofessional positions as our services transition from clerical to professional.

County facilities charges – We have our own areas of expertise that our staff supply. For more advanced skills we call upon County facilities for their expertise and are charged for their services.

Subscriptions and memberships – These are bought early in the year. That is why it is mostly expended now.

Materials – This is our largest expenditure after personnel. A lot of ordering is done at the end of the year and we will always have an underexpend in this line item.

Managers have shown a willingness to give money back to the system when they discover they won't be purchasing something they have budgeted for.

We have about 1,000 computers deployed and they are on a continuous replacement schedule.

Cost of materials sold – This is for book bags, earbuds, flash drives.

Cost of services from the County went up about 1.8 million dollars this year. The amount is based on last year's expenses and covers such things as the Mayor's Office, the County Council, the DA, etc.

2019 Budget Timeline

- June – Managers prepared budget requests.
- July – The Leadership Team reviewed the requests and made decisions.
- Next week – The Library and the Department will meet to review the budget.
- September – The Library will meet with Mayor's Office to review the budget.
- November – The Council holds budget workshops.
- December 4 – There are public hearings and adoption of the budget.

After we meet with Mayor's Office we will bring the 2019 budget to the Board. This will probably be in September.

Holly expressed appreciation for the library's budget efforts and said the Department is using it as a model with other divisions.

We will bring information about revenues possibly in September.

New Hire Orientation – *Sean Bailey Education Program Manager*

Prior to working with the library Sean had input into the County's onboarding system.

Our on boarding process is used to engage new hires in the library.

We introduce new hires to the Leadership and Human Resources teams. They hear what the mission of the library is. New hire orientation takes about two hours once a month.

Sean handed out our orientation packet. Human Resources and Marketing worked together to come up with a branded orientation piece.

Sean will be rolling out new content for a new Staff Portal soon.

Jim Cooper said we pay a lot of attention to our substitutes. They are a valuable element of our business. We include them in all our activities. They give us a perspective about best practices or issues at various branches. Some of our subs are long-term employees.

OLD BUSINESS

Board Applications – *Jim Cooper Library Director*

We have received 19 board applications. Jim is reviewing them and narrowing the number to interview to four or five. He is focusing on areas of the county that need representation as well as specific qualifications applicants can bring to the board.

STAFF REPORTS

Statistics – *Jim Cooper, Library Director*

We are reevaluating our programming statistics. We want to employ measures that allow us to understand outcomes. We want to survey a broad spectrum of programming and outreach efforts and want the data to be valid and accurate. We have had some issues with new software. We are reexamining how we collect data, if we are capturing the right things, and if we are reporting outcomes. Data is important as we pursue new buildings. After the first of the year we may roll out new measures.

We will have metrics from Summer Reading at the next Board meeting.

Marketing Update – *Liz Sollis, Marketing Manager*

- Marketing will be doing second interviews on Thursday for a public relations coordinator to fill a current vacancy.
- We have ads in City Weekly and We Are Utah.
- Television and movie celebrities Dave Gruber Allen & Lupe Carranza will join Smith Library staff for a Rockin' Storytime. KUER and KRCL will both do promotions.
- KUER will also do a piece about Naloxone at the library.
- FOODstruction is being offered in partnership with Salt Lake County Health Department. The community event collects healthy food for the hungry. Using what is collected sculptures are created for public voting and donation to the Food Bank. Related programs will be happening at six different libraries.
- Liam Keogh has been reviewing copyright laws and there will be a 3-hour training for staff on August 28 at the Viridian Event Center.

Nancy Thorne made a motion to adjourn.

The meeting adjourned at 2:20 p.m.