

Salt Lake County Library Board of Directors

June 27th, 2022

Approved by the Board on August 22, 2022

Attending: Kristin Covili, chair; Nancy Thorne, Vice Chair; Sam Klemm, Hollie Pettersson, Kaati Tarr, Chelsea Lindbeck, Sandra Osborn by Web Ex.

Excused:

Others: Jim Cooper, Melanie Mitchell, Sara Neal, Pamela Park, Jenn Fay, Matt McLain, Robin Chalhoub, Leslie Webster, Bradford, Christa Warren, Liesl Seborg, David Bird, Russ Snow, Susanne Jones, Don White

Kristin Covili opened the meeting at 12:35 p.m.

Welcome: Jim Cooper - Thank you for attending today. We are expecting some guests from Midvale City who are not here yet so we will move forward.

Approve Minutes from May 23rd Meeting

*Kristin Covili made a motion to approve the May 23rd board meeting minutes.
Kaati Tarr seconded the motion. The motion passed unanimously.*

Sam Klemm - aye

Kaati Tarr – aye

Kristin Covili – aye

Sandra Osborn – aye

Hollie Pettersson - aye

Chelsea Lindbeck – aye

Nancy Thorne - aye

Public comment - None

Correspondence - None

Kristin Covili read a letter from Wanda Huffaker thanking the Library Board and Library Administration for the opportunity to be appointed to the Executive Board of the American Library Association Intellectual Freedom Committee and serve as the chair of the John Philip Imroth Intellectual Freedom Award Committee.

Wanda said she is proud to be a staff member of the Salt Lake County Library System and feels fortunate that this Library System has such sound policies and strong values. Values and policies which have been developed and adopted by a committed Salt Lake County Library Board. Wanda reported that our values and policies have been the foundation and led the way in helping to create documents for ALA membership nationwide. She stated that to Salt Lake County Library, Intellectual Freedom is not just a policy, but a concept which affirms that all people can come to our library and investigate, examine and study for themselves, without judgment and from all points of view.

Wanda especially wanted to recognize the Board and Leadership Team of the Library system for their commitment to these principles. She reported that it is rewarding to teach others what we do. The opportunity to grow and share is one thing that makes us unique.

Jim commented on how the system also appreciates the Library Board and staff efforts to help keep our policies current. Jim also stated that as a Library System, are committed to reviewing all our policies on a regular basis.

NEW BUSINESS

Tour and discussion of Tyler Branch / Midvale needs – David Bird, Manager

David Bird, Manager of the Tyler branch expressed appreciation for the relationship that the library system has with the City of Midvale. Many programs and events are held in conjunction with Midvale. They are very easy to work with on many levels.

Jen Fay thanked the staff for hosting the library board meeting. She noted how capable staff here at the Tyler branch were.

Jim Cooper invited David Bird, Tyler Branch Manager to show off his building and then answer any questions from the board about the branch itself. Are there any particular needs or issues that we need to discuss for this location?

Leslie addressed the structural issues that the Tyler branch is facing. The building is at the end of useful life. The bathrooms, exhaust fans, iron fencing, lighting, ceiling made of asbestos, electrical system, janitors area, cooling system, carpeting, windows, roofing, staff area, basically the whole building is failing. The systems are so old they just need to be replaced. Some additional life, health and safety issues also come in to play and the expense to do all this is basically not worth the investment.

David Bird commented on how the population in Midvale is changing from the very old to the very young. So having the library stay connected to their community is very important.

Bulletin Board Policy – Jenn Fay, Associate Director

It time for the Bulletin Board policy to be review. This policy is basically the rules for what we allow to be posted on the public facing bulletin boards at the library. The intent of the public bulletin board is not for commercial purposes or advertising. The policy sets forth rules that staff follow so that they don't have to make arbitrary decisions or a judgement call on flyers or information posted by the public or municipalities.

Talking Points:

- Kaati Tarr asked if there was ever any push back on what is allowed on the bulletin boards. Jenn Fay said not to her knowledge.
- Political activism is not allowed. Again Jenn said it is mostly for community announcements.
- Public notices are allowed.

- Certain library policies, including the Library Bill of Rights are often posted.
- The policy indicates that space is limited and varies according to location.
- Community periodicals are sometimes handed out in this same area.
- The policy does explain exactly what types of notices can be posted.
- Sam Klemm asked if it there could be a consideration to add a clause on being more clear about political referendum. Jenn said that the Library Board could make a suggestion to our policy and procedure committee for review and comment. The committee has been tasked with evaluating the practicality and implications of changes that are suggested.
- David commented there is a priority list on what is listed based on community importance.
- Jenn asked if the board had any concerns on Bulletin Board Policy. The board asked for more time to review the policy. Jenn will send the policy out to the Library Board to review and then vote to approve next meeting.

Library Budget Presentation – Leslie Webster, Associate Director

Leslie reviewed the basics of the library budget and implications for long range planning, including:

Data Analysis Structure:

- Collection Statistics and internal Tracking
- Key Performance Indicators
- CountyStat

Library Funding Structure:

- Revenue
- Separate Tax Rate
- Downward Bias of property tax
- Fund Balance
- Long Range Plan

Managers Build Budget Process:

- June-Managers prepare requests
- July-Leadership Review
- August-Department Review/Enter SHERPA
- September-Mayor's Office Review
- October-Mayor's Finance Stage
- November-Council Review

Major Library budget areas

Public Services - 69% of Budget

- Branches
- Collections

ADM Services – 25%

- Facilities
- Finance
- Human Resources
- IT

Community Engagement 6%

- Outreach
- Non-traditional branches
- Marketing
- Viridian Event Center

Branch related budget items vary from these areas:

- Personnel
- Building operations
- Staff related
- Patron related
- Furniture/Equipment Requests
- IT requests

Technical Services budget related items:

- Collections
- Processing of Materials
- Interlibrary Loans

Grants

Collections:

- LSTA Books - \$15,500
- ARPA Books - \$7,500
- ARPA Spanish Collections - \$1,500

Databases

- ARPA Overdrive - \$130,092
- Community Library Enhancement Fund (CLEF) - \$45,730
- ARPA-Library of Things - \$15,000

Interlibrary Loan

- Lender Support - \$12,661

Questions brought up during the presentation-

Sam asked a question on FTE from SMI that turned into Granite. 10 going to 19 FTE's
Also staff came from CCL which closed during COVID.

Nancy asked about the jail and other smaller entities. Leslie explained that they fall under the Community Engagement non-traditional branch area.

Interlibrary Loan's were discussed. Do ILL's work for us? Do patron's find it a very popular service? How are ILL's requested? Jim commented that, in general ILL is a popular, essential part of the library's ability to provide information and resources to patrons that we would not otherwise have access to. ILL requests can be made online through the regular catalog or to visit staff at the branches .

Leslie Webster will send this presentation to Library Board for them to review and refer to if needed.

The Library's Technical Services Department has a group that review items for Library of things, our non-traditional circulating items such as telescopes, hotspots, chromebooks, etc. and investigate if there other things of interest or demand that would be good to add to the Library of Things collection. Chelsea asked if the amount of collection increases is there the need to increase staff to staff those collection items. Jim commented that training is provided to staff in order to manage all collections items, including our Library of Things collection.

Library Material – Diversity Audit done by INGRAM – Library staff members Bonnie Bradford and Liesl Seborg presented result of a Material Collection Diversity Audit which was commissioned by an independent firm and performed last year. The audit was commissioned to evaluate our ability to serve the various demographics of our community.

Liesl and Bonnie explained in more detail why we conducted the Diversity Audit and explained that it provides a mirror to see ourselves, a window to see other cultures and perspectives, and a door to explore and experience others. What your child reads sets your child's path. A book can provide a look at all cultures without bias and help to overcome preconceived perceptions.

Library staff also presented demographic information on who are we serving and how does our collection compare on a national level? (See attached Audit Results)

Liesl and Bonnie stated that they are confident that our results compare favorably, and are consistent with national statistics.

Jim suggested that we might explore deeper some of our specific demographics as they relate to the audit and reminded us that our system has a shared collection which is available to everyone in the valley and not just for that branch. The idea was to get a sense of how we are doing on how our collection represents a diverse community. We stated a modest goal to increase our diversity of materials at least one percent in the each of the demographic sectors. We do receive buying lists that branches and selectors can review and match for specific demographics at their locations.

Jim thanked staff for their efforts to better understand our effort in this area and to present the result of the findings. He commented that we can make better purchasing decisions in the future as a result of this study and a better understanding of the various demographic populations we serve.

Two questions were asked:

- How do we market these items? Website, displays and staff
- How to we balance the items? We do base decisions on the number of time the items are checked out. Titles not how many copies we have.

Overdrive is our main resource to our eBooks. 2% of other language is a very good percentage.

Collections & Purchasing is attempting to follow the County goal of.... "We hear you, we see you, we are united with you".

Midvale City Mayor- Marcus Stevenson

David Bird and Jim Cooper introduced the City of Midvale Mayor Marcus Stevenson. Mayor Stevenson expressed his appreciation for the Tyler branch and the incredible resources that the branch offers to the community. Mayor Stevenson acknowledged that the Tyler branch is one of the oldest and smallest branches in the library system and asked the Board to please consider a new library to replace the existing branch. He identified gaps in library services that are a concern and he asked that we do our very best to improve services in the area. Mayor Stevenson also acknowledged that Ruth Vine Tyler was the pioneer in bringing the library to the county and that Midvale was where it all started.

OLD BUSINESS

Report on Granite Soft Opening – Jim Cooper

Last Wednesday, June 22nd, the new Granite branch had a successful soft opening. Many patrons have been waiting to experience the new branch. Patrons were happy and quickly spread the word that the branch was open. In conjunction with the soft opening, a Salt Lake County job fair for the community was held. 10 different divisions in the county participated.

The Grand Opening is the July 15th at 10:30. At that time, the flag will be raised and the public will be officially invited to their branch. Outside the branch has become a very popular place to walk and begin their morning. So far, the building has had a wonderful reception from the community. Landscaping was designed to be water efficient and the building and landscaping were designed and configured to allow for visual relief and a break from buildings and parking lots along 33rd. Jim reported that considerable effort was made to preserve and protect the trees along 500 East.

STAFF REPORTS

Marketing Update – Sara Neal, Marketing Manager

Looking ahead-

Summer reading very popular and positive

Two reporters have express interest in covering the new Granite branch and expect to highlight the grand opening,

Owl camp is under way and is an incredible event and brings 100's of kids to WJO for learning and fun. STEM is focused on they have many activities that the kids love.

HR Update- Pamela Park, HR Manager

Active full time – 30 & 40 hour employees = 363

Active part time (20 hours) employees = 108

Active temporary (non-merit) employees = 100
HR is actively recruiting for about 23 positions.

Kaati Tarr made a motion to close the meeting
Nancy Thorne seconded the motion. The motion passed unanimously.

Sam Klemm - aye
Kaati Tarr – aye
Kristin Covili – aye
Sandra Osborn – aye
Chelsea Lindbeck – aye
Nancy Thorne - aye

Meeting adjourned at 2:30