

Approved July 18, 2024

**CACHE COUNTY
LIBRARY BOARD MEETING
MINUTES
April 10, 2024**

The Cache County Library Advisory Board convened in a regular session on April 10, 2024 at 5:30 PM at 15 North Main Street, Providence, UT

ATTENDANCE

Members of the Library Board in Attendance:

Brandon Major
Natalie Darley
Chelsi Kartchner
Jeanell Seally
Brynnan Sainsbury
Karina Brown

Members of the Library Board Absent:

Mark Hurd

Others in Attendance:

Megan Izatt – Minutes
Abby Chesley – Library Staff
Kevin Searle

05:35:00

Call to Order

Major welcomed everyone.

Disposition and Approval of Minutes (January 10, 2024)

ACTION: A motion was made by Major to approve the minutes and was seconded by Kartchner. The vote in favor was unanimous, 4-0.

05:36:00

Action Items

#1 Election of Chair and Vice Chair

ACTION: A motion was made by Seally to elect Brandon Major as chair and Natalie Darley as vice chair and was seconded by Kartchner. The vote in favor was unanimous, 4-0.

1
2 **Seally** will reach out to River Heights to ask for a new representative.

3
4 **05:39:00**

5
6 **Library Director's Report/Financial Report**
7 **#1 Library Activity Report/budget Report**
8

9 **Sainsbury** reviewed the new account growth for the year, OverDrive trends, and the
10 budget.

11
12 **05:48:00**

13
14 **#3 Accreditation Process**
15

16 **Sainsbury** has talked with the State library on accreditation and is working on the
17 process. There are trainings that the Board will need to complete at some point.

18
19 **#4 Outreach**
20

21 **Sainsbury** informed the board that FaceBook and Instagram are both being utilized
22 now. Staff is working on making the library more engaging by doing battle of the books
23 in April, blind date with a book in February, and working on building up the juvenile
24 nonfiction. The library was featured in the County's newsletter in March and Sainsbury
25 is working on contacting other municipalities in the County to get the word out about the
26 library.

27
28 **05:52:00**

29
30 **Discussion Items**
31 **#1 Building Report**
32

33 **Brown** has reached out to Mayor Thompson and has not heard back.

34
35 **Izatt** will work on setting up a meeting at the building.

36
37 **05:53:00**

38
39 **#2 Outline of what would be needed in Master Plan**
40

41 The **Board** discussed the master plan. A county wide system has been on the ballot
42 before but failed to pass. The Mendon library has an interest in trying to join the County
43 library. Members of the public who are interested in helping with a county wide system
44 should contact their county council representatives. Different libraries were assigned to
45 board members and they will try to attend their board meetings and see what interest
46 there possibly is in a County wide library system.

1
2 **Abby Chesley** commented on lots of patrons expressing interest.
3

4 **Other Items**

5
6 **Next Scheduled Meeting**
7

8 **July 18, 2024** at 5:30 tentatively at the River Heights building.
9

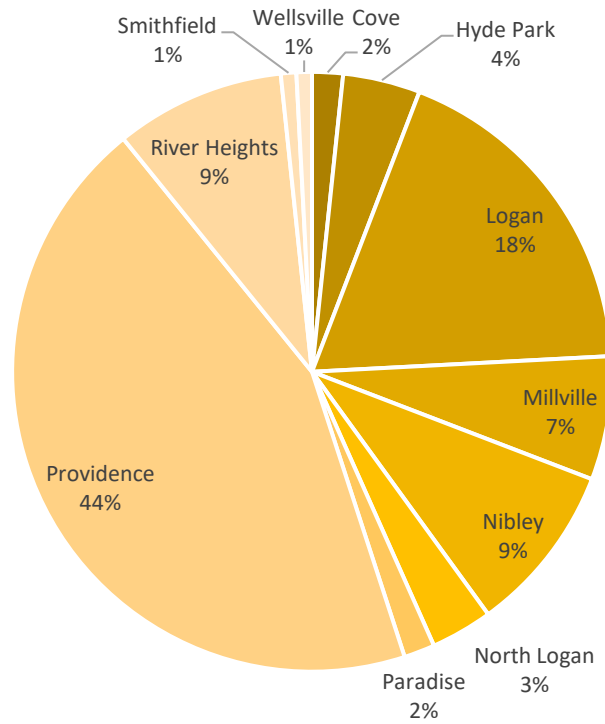
10 **ACTION: A motion to adjourn was made by Seally and seconded by Major.**
11 **The vote in favor was unanimous, 4-0.**

CACHE COUNTY GOVERNMENT

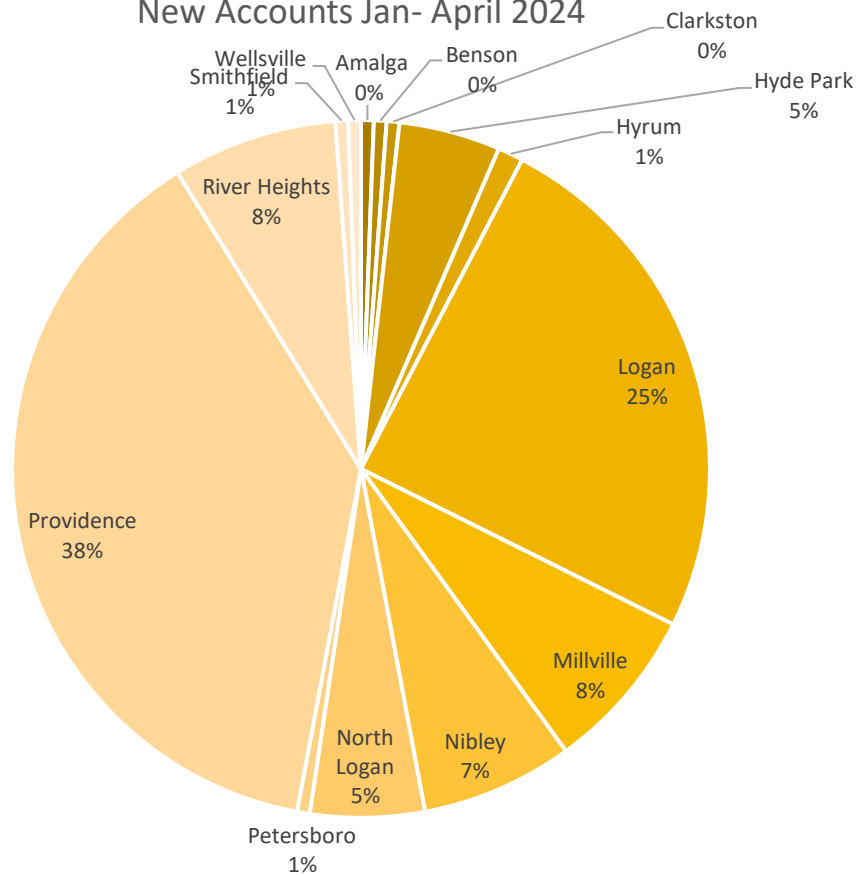
Account List: 03/24 (03/31/2024)

Account Number	Title	Period Amount	YTD Amount	YTD Budget	Variance	Percent of Budget
100-4581-110	FULL TIME EMPLOYEES	4398.71	13241.11	53400	40158.89	0.2479
100-4581-120	PART TIME EMPLOYEES	5122.67	14871.61	60000	45128.39	0.2478
100-4581-130	EMPLOYEE BENEFITS	1934.95	7529.66	25800	18270.34	0.2918
100-4581-210	SUBSCRIPTION & MEMBERSHIPS	0	0	0	0	0
100-4581-230	TRAVEL	0	0	1000	1000	0
100-4581-240	OFFICE EXPENSE & SUPPLIES	0	58.26	3500	3441.74	0.0166
100-4581-250	EQUIP SUPPLIES & MAINT	0	0	0	0	0
100-4581-251	NON CAPITALIZED EQUIPMENT	0	0	500	500	0
100-4581-280	COMMUNICATIONS	78.13	796.49	3000	2203.51	0.2654
100-4581-310	PROFESSIONAL & TECHNICAL	0	0	0	0	0
100-4581-330	EDUCATION & TRAINING	0	98	1000	902	0.098
100-4581-485	LIB. MATERIALS-BOOK COLLECTION	0	9323.92	65000	55676.08	0.1434
100-4581-510	INSURANCE	0	0	1000	1000	0
100-4581-610	MISC SUPPLIES	0	51.7	5000	4948.3	0.0103
100-4581-620	MISC SERVICES	118.56	380.51	12800	12419.49	0.0297
100-4581-740	CAPITALIZED EQUIPMENT	0	0	0	0	0

New Accounts Jan- April 2023



New Accounts Jan- April 2024

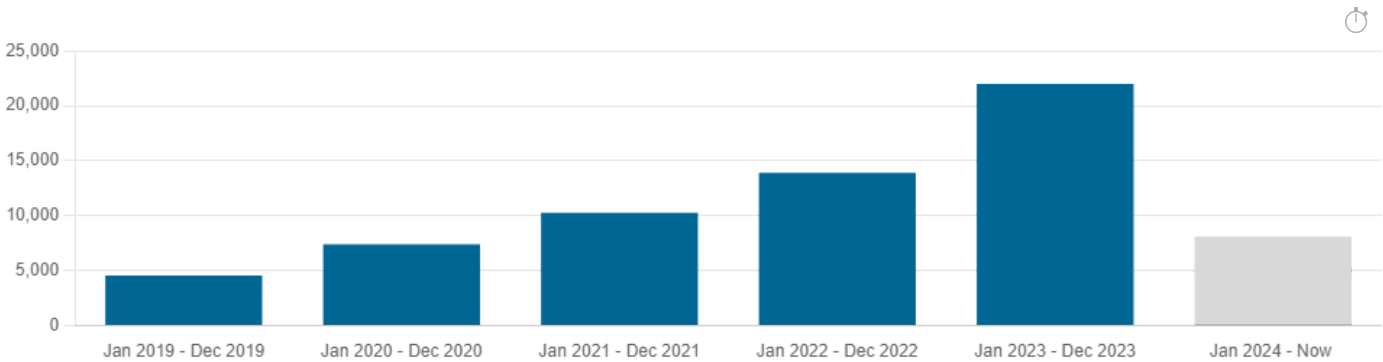


Trends

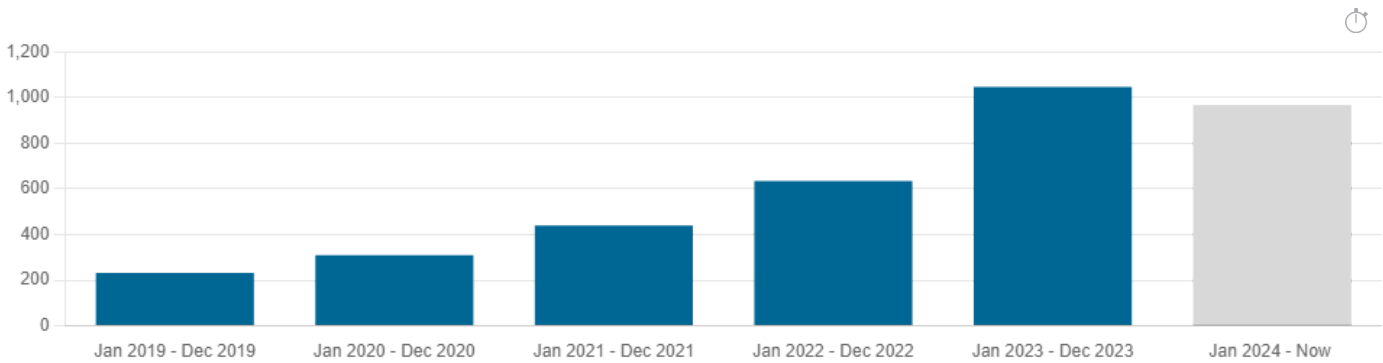
Year over year / User activity

Year over year

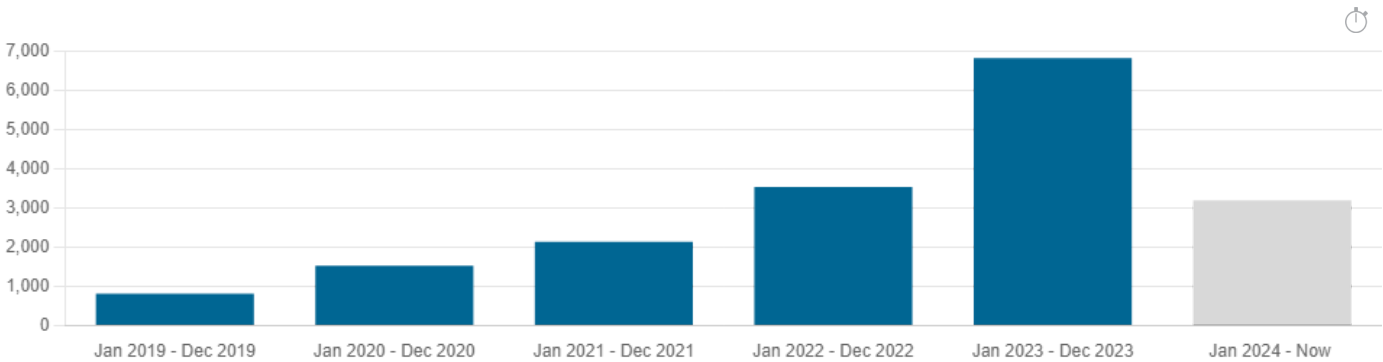
Checkouts: Year over year



Unique users: Year over year

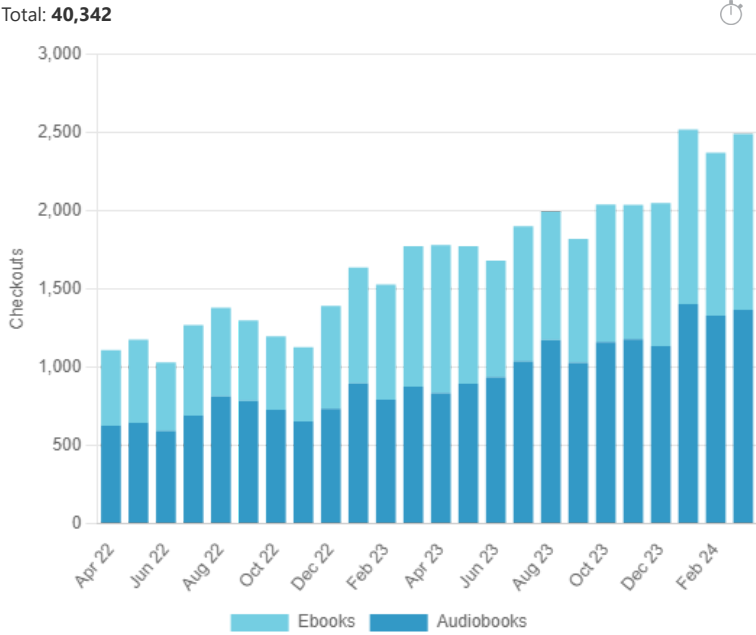


Holds: Year over year



User activity

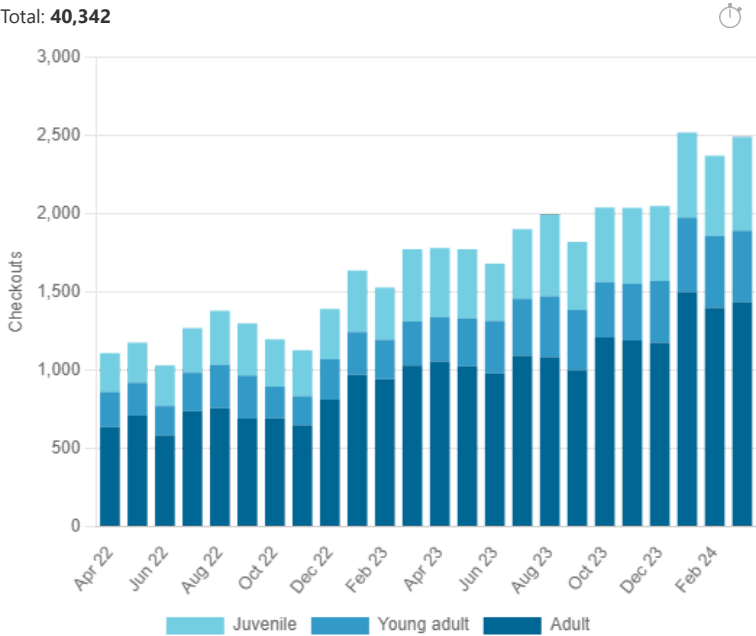
Checkouts by format



LAST 12 MONTHS LAST 24 MONTHS

[View Checkouts report](#)

Checkouts by title audience



LAST 12 MONTHS

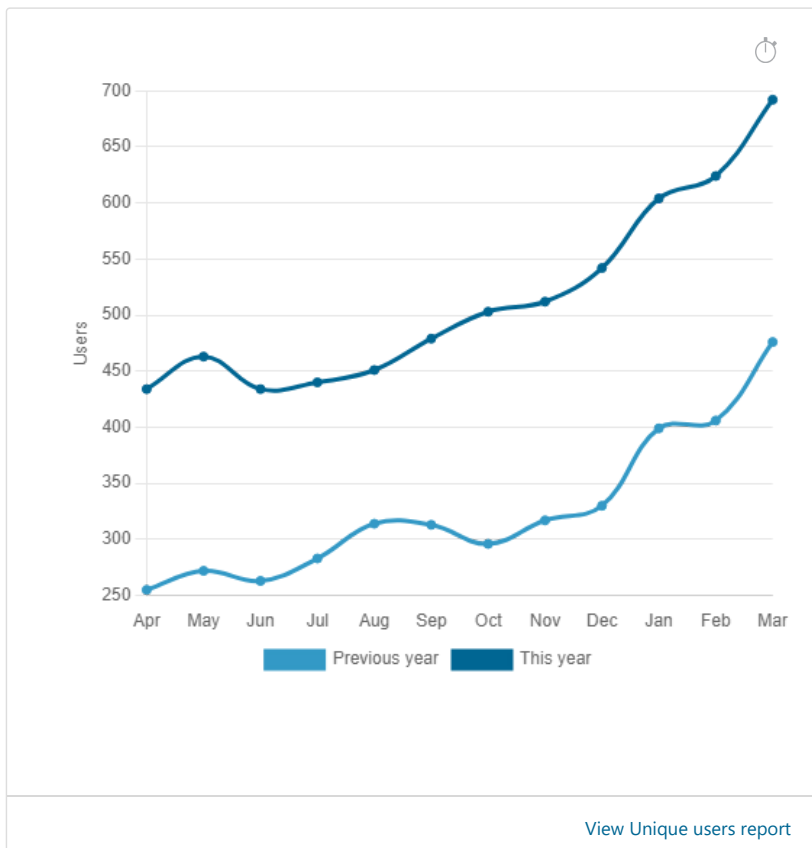
LAST 24 MONTHS

[View Checkouts report](#)

Activity and purchases (USD)



Unique users



Notes:
Trends data may vary slightly from full report data (found on the **Reports** page).
Consortia and Advantage members: **Trends** activity includes Advantage-owned titles for all Advantage accounts in your Consortium.