

**CACHE COUNTY
LIBRARY BOARD MEETING
MINUTES
July 18, 2024**

The Cache County Library Advisory Board convened in a regular session on July 18, 2024 at 5:30 PM at 520 S 500 E River Heights, UT 84321

ATTENDANCE

Members of the Library Board in Attendance:

Mark Hurd – County Council
Chelsi Kartchner – Citizen Representative
Karina Brown – County Liaison
Lana Hanover – River Heights Representative
Brynnan Sainsbury – Library Director
Natalie Darley – Citizen Representative

Members of the Library Board Absent:

Jeanell Seally – Providence Representative
Brandon Major – Citizen Representative

Others in Attendance:

Megan Izatt – Minutes
Steve Mansfield – Architect
Jason Thompson – River Heights Mayor
Abby Chesley – Library Employee

05:38:00

Call to Order

Kartchner called the meeting to order and asked for introductions.

Disposition and Approval of Minutes (April 10, 2024)

ACTION: A motion was made by Kartchner and was seconded by Darley.
The vote in favor was unanimous, 3-0 (Hanover abstained).

05:39:00

Action Items

#1 Library Activity Report

1 **Sainsbury** reported on the summer reading program and there has been an increase in
2 participation this year. The library is using Instagram and trying to grow the following.
3 There has been more use of Libby this year compared to the entirety of last year.
4

5 **#2 Library Budget Report**

6

7 **Sainsbury** reviewed the budget. The largest portion of the budget is for buying books.
8

9 **#3 Accreditation Process**

10

11 **Sainsbury** reported that she is waiting on the State for the next steps.
12

13 **05:43:00**
14

15 **Discussion Items**

16 **#1 Building Report/Tour – Mayor Jason Thompson and Steve Mansfield**

17

18 **Steve Mansfield** commented that they have not been able to find plans for the River
19 Heights building which means it needs to be field measured. There would need to be
20 asbestos abatement done, seismic renovations would be needed, and it is not well
21 insulated.
22

23 **Staff, Board, Mr. Mansfield, and Mayor Thompson** discussed the field measuring of
24 the building, the possibility of a north location, and the expense of renovating an old
25 building compared to building new, and what the long-term goals of the library are.
26

27 **06:10:00**
28

29 **#2 Countywide Library System Report – Board Member Reports**

30

31 **Staff** and **Board** discussed contacting the other libraries in the County and their
32 concerns creating a county wide system, how to reach the most patrons and citizens in
33 the county, and what the benefits could be joining systems.
34

35 **Other Items**

36

37 **Next Scheduled Meeting**

38

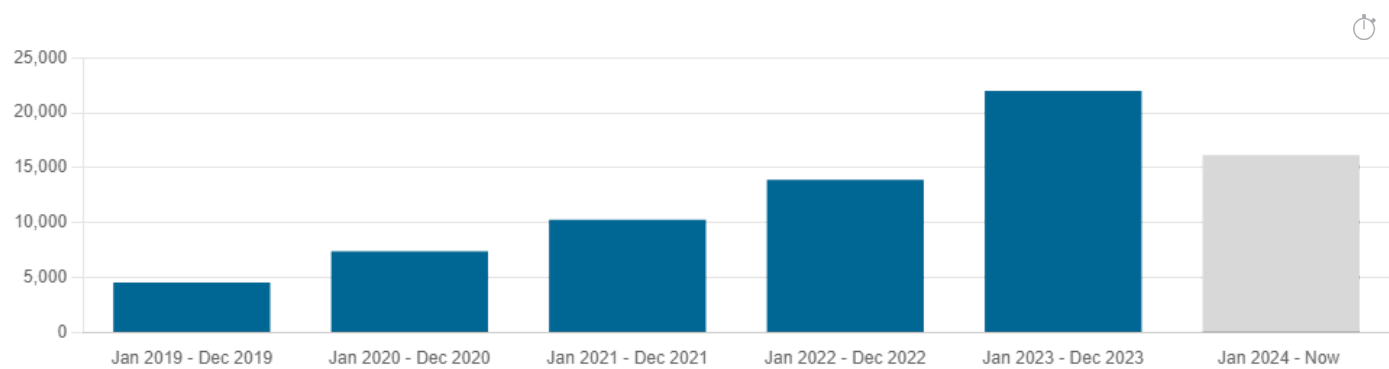
39 **October 9, 2024 at 5:30 pm**

Trends

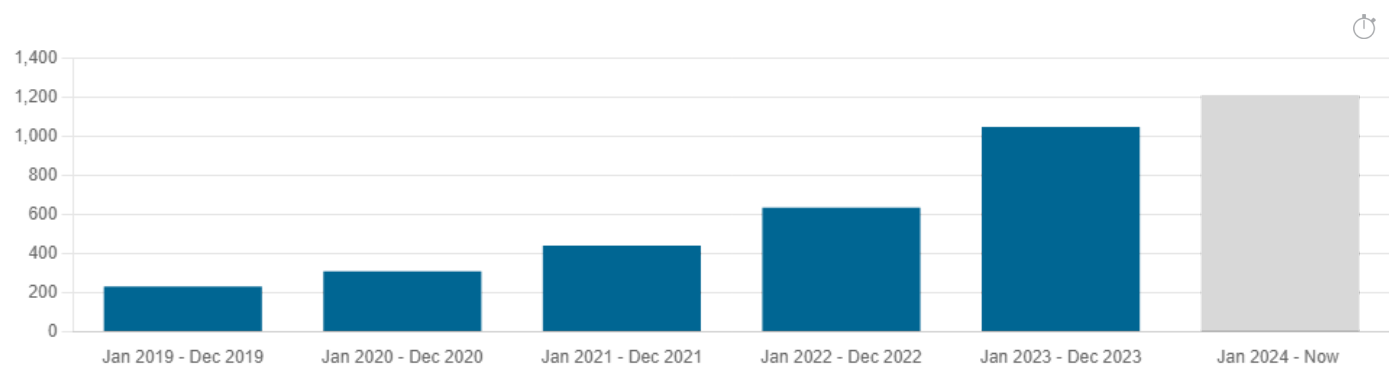
Year over year / User activity

Year over year

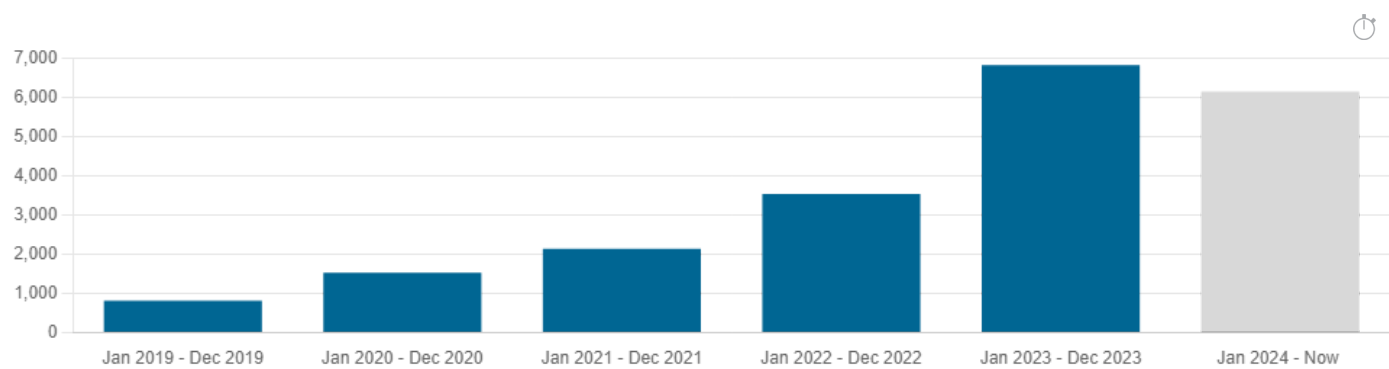
Checkouts: Year over year



Unique users: Year over year

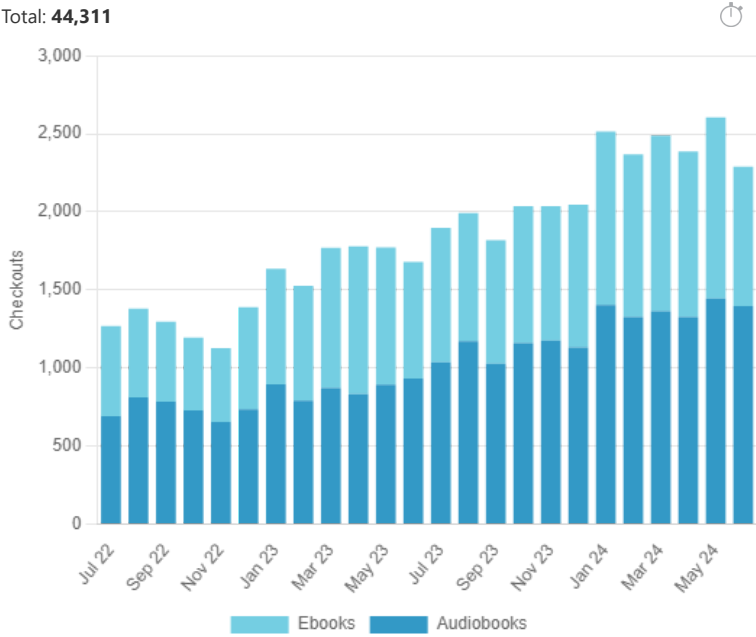


Holds: Year over year



User activity

Checkouts by format

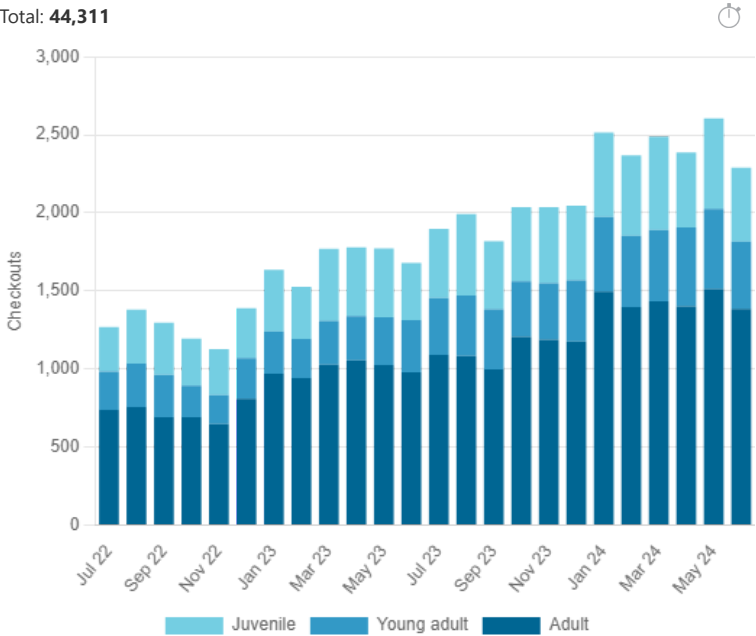


LAST 12 MONTHS

LAST 24 MONTHS

[View Checkouts report](#)

Checkouts by title audience



LAST 12 MONTHS

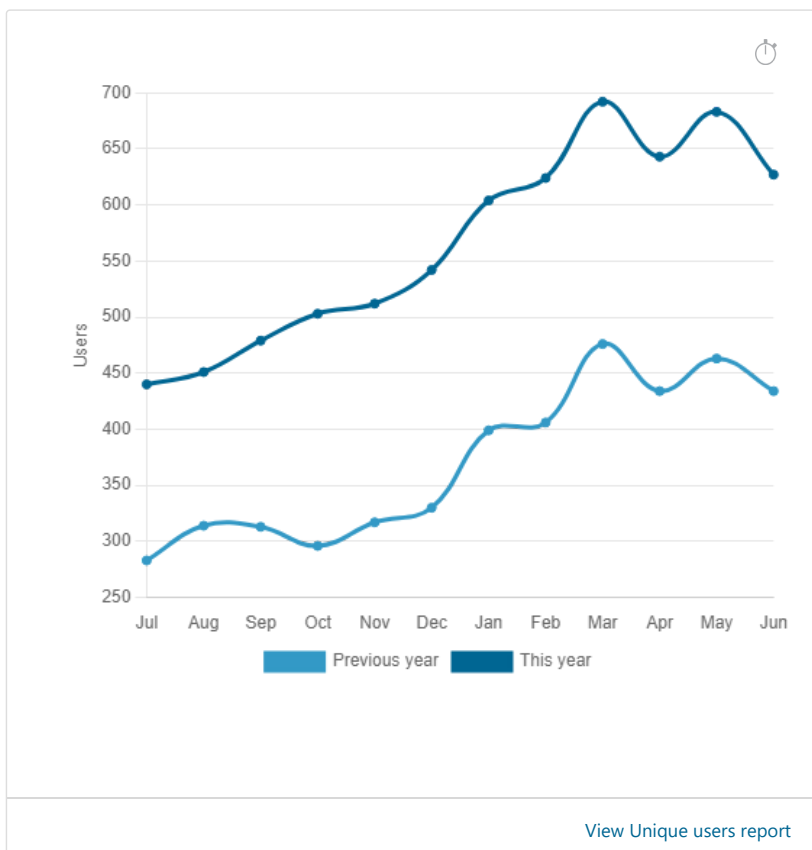
LAST 24 MONTHS

[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.

CACHE COUNTY GOVERNMENT

Account List: 07/24 (07/31/2024)

Account Number	Title	Period Amount	YTD Amount	YTD Budget	Variance	Percent of Budget
100-4581-110	FULL TIME EMPLOYEES	0	28734.92	58399	29664.08	0.492
100-4581-120	PART TIME EMPLOYEES	0	31016.54	62907	31890.46	0.493
100-4581-130	EMPLOYEE BENEFITS	0	15285.69	31367	16081.31	0.4873
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	646.87	3500	2853.13	0.1848
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	77.95	2492.46	3000	507.54	0.8308
100-4581-310	PROFESSIONAL & TECHNICAL	0	0	0	0	0
100-4581-330	EDUCATION & TRAINING	0	196	1000	804	0.196
100-4581-485	LIB. MATERIALS-BOOK COLLECTION	5326.86	24639.71	65000	40360.29	0.379
100-4581-510	INSURANCE	0	0	1000	1000	0
100-4581-610	MISC SUPPLIES	0	2489	5000	2511	0.4978
100-4581-620	MISC SERVICES	8750	9614.96	12800	3185.04	0.7511
100-4581-740	CAPITALIZED EQUIPMENT	0	0	0	0	0