

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, February 18, 2025, 7:00pm

Members Present:

Ian Harding, Vice Chair
Joe Dutson

Stacy Jardine
De Ann Lester
Barbara Poelman

Elizabeth Schow, Library Dir.
Liz Martinez, Admin. Asst.

Members Excused:

Fred Perkins, Chair

David Hipp, City Council Rep.

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Ian Harding called the meeting to order.

New Board Member:

This item was moved to the agenda for the following meeting.

Review/Approval of Minutes:

Board members reviewed the January 30, 2025, Library Board Meeting Minutes.

Joe Dutson motioned to approve the minutes of the Board Meeting of Thursday, January 30, 2025. De Ann Lester seconded the motion. All were in favor. Motion passed.

Review/Approval of Vouchers:

Board members reviewed the Vouchers Statement for January 2025.

Ian Harding asked if the large natural gas bill was usual for this time of year. Elizabeth Schow stated that this is a typical December/January amount and that the bill was over a longer period than usual, with services billed for a month and a half instead of one month.

Barbara Poelman motioned to approve the Vouchers Statement for January 2025. Joe Dutson seconded the motion. All were in favor. Motion passed.

Literacy Report:

ELL classes were not as well attended in January as in previous months, but there was a very well attended party on the 13th of February for ELL students. One ELL student is preparing for their driver's test. Martin Herrera from "Zero Fatalities" is scheduled to do a guest presentation for ELL students soon. Three students are working with reading tutors, and all are making good progress. One teen and one new adult are also working with Linda Ashcraft, studying for their upcoming drivers' exams.

Ian Harding asked for clarification about Citizenship classes, asking if the Library or Literacy maintains any information on a participant's immigration status. Elizabeth Schow clarified that these classes review the questions on the civics test and the required English language responses. The Library does not ask for the immigration or legal status of those studying. All that information is provided during the legal process of immigration and citizenship, which the Library does not handle.

Unfinished Business:

None.

New Business:

Proposed Budget 2025-2026 Fiscal Year

Elizabeth Schow stated that staff have not yet had the budget meeting with the Mayor, City Administrator, and Finance Director, but that this proposed budget will be presented to them. “Grayed out” amounts represent best estimates as the final amounts for these lines are determined by other City departments. It is projected that the Library will receive \$3,000 in BRAG grant funding for the Literacy program. However, the Library is proposing adding \$3,000 in Programming funding so Literacy can be assured of this amount independent of federal grant funding. Ian Harding asked if adding \$3,000 in Programming would eliminate the option to request BRAG grant funding. Elizabeth stated that the BRAG grant is received at the end of each fiscal year, after Literacy has already spent their budget. This request would eliminate the possibility of non-funding at the end of the fiscal year.

Ian Harding asked about the Appropriated Surplus line and why the amount varied so much from the previous fiscal year. Elizabeth Schow explained that the Appropriated Surplus line represents the amount called forward from the Library Fund that will be used to take care of various capital projects. The 2025-2026 amount is lower than the 2024-2025 because of the large expense of the restroom remodel which is expected to happen entirely in the 2024-2025 fiscal year. 2025-2026 proposed projects include the removal of outdoor flowerbeds and grass causing foundational leakage to the old Carnegie section of the Library, replacement of the Carnegie basement windows, modification of the circulation desk to include a seated station for staff and a wheelchair accessible approach for patrons, and a new desk for the Children’s area.

Joe Dutson asked about the negative amount in the “Increase in Fund Balance” line. Elizabeth Schow stated that this amount is the difference, after all the above projected revenues and expenditures, that is needed to balance the budget. If all the above numbers were exact, which they are not, this is the amount that would need to be spent from the Library Fund to cover the remainder of the expenditures not already covered by other revenue.

Ian Harding asked approximately how much money is left in the Library Fund. Elizabeth Schow didn’t know the exact number but offered to bring that information to the next meeting. Elizabeth also stated that anything budgeted but not spent on the restroom renovations or on other Library expenditures will return to the Library Fund at the end of the fiscal year.

Elizabeth Schow noted the large amount in the “Other Grants” revenue and expenditure lines. This amount has been budgeted in anticipation of the UETN Technology Grant receiving requested funding from the federal government. The Brigham City Library has already pre-applied for this grant with a technology “wish list” that would use approximately \$175,000 of grant funding. This amount has been put into the proposed budget to create a placeholder for these funds. If this grant is not funded, this money will not be received or spent.

In the expenditures section, the largest expenditure is Personnel Costs. This amount is likely to change as staffing requests are approved or denied and adjustments are made. Elizabeth Schow has requested that all five part-time clerks be approved to work 28 hours per week. Clerks are currently assigned 28, 20, or 11 hours per week. This request would add approximately \$40,000 to Personnel Costs if approved. Full-time staff currently spend a lot of time at the Circulation Desk assisting the clerks in circulation duties because of patron demand. This request would allow part-time employees to provide extra back-up at the Circulation Desk and free up full-time staff. It

would also allow clerks to be able to contribute more to Library programming, receive cross-training, and practice their cross-trained skills more frequently.

The Utah Humanities Grant line changed from \$2,000 in the previous fiscal year to \$500 for the upcoming fiscal year. This is because the Library did not apply for the larger grant historically used to pay Scholars for the Adult Book Group. However, some funding is still expected from Utah Humanities for the October 2025 Book Festival.

The Facilities Office will be including \$4,000 more in their budget for the Library. This will pay for the expense of a new water heater and a “booster” water heater for the staff restroom.

Elizabeth Schow will provide updates and changes to the proposed budget at the next Library Board Meeting.

Library Programming Update

Elizabeth Schow stated programs have been going well, apart from the snowstorm-related plummet in P/K attendance. Storytimes have been well attended, and Linda Ashcraft will be recruiting tutors for the summer “Stay-On-Track” program in March.

The Adult Book Group has had a lot of community interest. The Library has 25 copies of each title, but some copies are used by more than one participant. Staff have created waitlists because of the demand for the titles. The Writing Group has also been going well. There is a good-sized, fun group that has been coming for critiques and discussions. A Sensory Writing activity will be held near the end of February and Author Events are coming up in March and April.

The USU Extension is planning to host a class on healthy relationships soon. These classes have occasionally been cancelled in the past because registration has not met the required minimum number. Elizabeth asked members to encourage those they know who might enjoy the class to attend.

Marketing and Publicity Spotlight

Elizabeth Schow turned the time over to Nannette Bauer to discuss Universal Class. This resource can be accessed from the Brigham City Library website. Users do need to have an active library card, but it is easy to get in and register. Universal Class is a service paid for by the Brigham City Library that offers over 600 continuing education classes. Users can browse many different areas of study, many accredited by the International Association for Continuing Education and Training. Universal Class hires well-credentialed instructors, often with bachelor's or master's degrees in the given course of study. Course summaries state how many lessons, exams, and continuing education credits each course contains, as well as an overview of the course. Students can work at their own pace and have opportunities to talk with other students enrolled in the course, earn grades, take exams, watch videos, and discuss with instructors. Students can also audit the course and skip the certifications and exams.

Joe Dutson asked if Universal Class has a limited number of licenses. Elizabeth Schow stated that there is no cap on this service, subscription renewals are tied to the size of a service population. Our patrons have access to whatever they want with no waitlists. If our service population goes up, Universal Class will work with the Brigham City Library to adjust the annual subscription.

Stacy Jardine asked if the Brigham City homeschool community uses this resource. Ian Harding suggested adding Universal Class to different locations on the Library website, potentially adding it as a resource on a “Homeschool

Help” page. Elizabeth Schow stated that the chatrooms with other students may not be monitored, so it is encouraged for parents to supervise their children while using this resource.

Nannette Bauer and Elizabeth Schow encouraged members to get the word out in the community about Universal Class and all it has to offer.

Policy Spotlight

Elizabeth Schow reviewed the second page of the Internet Policy with members of the Board.

Strategic Plan Spotlight

Elizabeth Schow reviewed the restroom remodel project in the “Facilities” section of the Strategic Plan, highlighting the upcoming renovation and the differences between the Strategic Plan and the plan provided by the City’s Facilities and Planning Offices.

Other Items

Elizabeth Schow addressed questions from a few months ago regarding the purchase of tourniquets. There are instructions included with the tourniquets and Library staff will receive tourniquet training from Officer Glover in April 2025.

Distribution:

Marketing and Publicity Packet

Daily Deposit Report: January 2025

Revenues and Expenditures: January 31, 2025

Facilities Maintenance Report: November – December 2024

Circulation Statistics Report: January 2024 – January 2025

Collections and Overdue Items Statistics: July 2024 – February 2025

Staff Meeting Minutes: January 29, 2025

Library Leadership Meeting Minutes: January 31, 2025

Announcements:

The next Board Meeting will be held on Tuesday, March 18th, 2025, at 7:00pm.

Adjournment:

Barbara Poelman motioned to adjourn the meeting. Stacy Jardine seconded the motion. All were in favor. The meeting adjourned at 8:08pm.

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