

**CITY OF OREM**  
**LIBRARY ADVISORY COMMISSION**  
**March 18, 2025**

**Place:** Media Auditorium

**At 6:00 p.m.:** Katrina Brittner conducted the meeting

**Library Advisory Commission:** Katrina Brittner, Matthew Brown, Lorraine Jeffery, Karina Lewis, and Nancy Schultze

**Excused:** Chris Killpack (City Council Representative)

**Staff:** Jaime Bartlett, Sheron Buttars, Bryce Merrill, Shannon Montes de Oca and Mike Smith

1. Review and approve January 21, 2025 minutes - [0:07](#) (Click here for recording)

Karina Lewis made a motion to approve the minutes. Matthew Brown seconded the motion.

Vote: Katrina Brittner - Yes, Matthew Brown - Yes, Lorraine Jeffery - Yes, Karina Lewis - Yes, and Nancy Schultze - Yes

2. Introduction of Shannon Montes de Oca, new Collection Services Library Manager - [0:24](#) (Click here for recording)

Shannon Montes de Oca, new Collection Services Library Manager was introduced. The Library Advisory Commission members introduced themselves.

3. Approve Orem City Art Collection and Display Policy - Policy was reviewed during the January meeting - [5:27](#) (Click here for recording)

The Orem City Art Collection and Display Policy that was reviewed during the January 21st meeting by Holly Grierson was presented to be approved. Bryce Merrill asked if there were any questions or comments. There was one question, which was asking for a clarification on who oversaw the art collection. Jaime Bartlett explained that she is Holly Grierson's Supervisor and Mike Smith oversees the Art Committee. Katrina Brittner mentioned that the Feedback Form link did not work in the document. Jaime Bartlett will follow up on this issue.

Lorraine Jeffery made a motion to approve the Orem City Art Collection and Display Policy. Matthew Brown seconded the motion.

Vote: Katrina Brittner - Yes, Matthew Brown - Yes, Lorraine Jeffery - Yes, Karina Lewis - Yes, and Nancy Schultze - Yes

4. Update on Library renovation - renovation of North Wing Circulation area and gardens - Bryce Merrill - [10:35](#) (Click here for recording)

Bryce Merrill reported that he met with the architects today, Method Studio and the contractor, Layton Construction. The plan at this point is to start demolition of the old City Center on April 28. A construction fence will go up and a new construction site will be established for the library project on that date. The parking closest to the library will be the construction staging area for the library construction project. The ADA parking will be moved to spaces in the north east parking lot along 100 North. A temporary book drop will be installed. The location is still being determined.

Due to the construction, the Summer Reading programming has been revised and some programs will be held at the City Center Park and at Hillcrest. During the construction, Storytime will be held at the City Center Park, weather permitting. Makerspace camps will be held at Hillcrest and at other locations. Core services will be kept in place as much as possible during the construction.

One of the three big windows on the north side of the Children's library will become a new main entrance during the construction. The current main entrance and south entrance will be closed. The south entrance will only be used as an emergency entrance.

5. 2025-2026 Library Budget Overview - Bryce Merrill - [24:35](#) (Click here for recording)

The staff have been working on the Fiscal Year 2026 budget. The proposed budget was turned in to the staff Budget Sub-committee in February. The City Council will be reviewing and discussing the budget during their Work Session meetings in March and April. The Tentative Budget is scheduled to be discussed and approved during the April 22 City Council Meeting. The final budget approval will take place during a City Council Meeting in June.

There was an increase of \$69,000 for part time staff to adjust for the Lead Library Assistant positions and other positions that were elevated related to the MGT Study. Adjustments to staff and collection percentages with increases in collection budgets were made as well. Equipment and major supplies will be pooled in the Administration budget to help make it easier to do larger projects. The Library Managers will work together on projects that use this combined budget. The programming budget is proposed to increase to \$21,000 with the increase to 3,500 kids participating in Summer Reading last year. On the revenue side, Mike Smith and his team are working hard on rentals and ticketed shows and that feeds into the ability to purchase new equipment for Library Hall.

6. 2025-2026 Beehive Consortium Overview - The Beehive Library Consortium is a cooperative member of Utah libraries, including Utah State Library Division, that provides shared digital content (e-books, audiobooks and magazines.) - Bryce Merrill - [33:06](#) (Click for recording)

Shannon Montes de Oca gave an overview of the Beehive Library Consortium. Bryce Merrell reported that the Beehive Library Consortium has the 12th highest circulations worldwide for e-materials. The Utah State Library puts in funds allocated through the legislature and Overdrive charges the state \$55,000 to host. The State tells the library what they have to pay into the Consortium, which is based on each library's circulation totals per library. The amount paid by the libraries is a percentage based on circulations by that library and the Utah State Library receives a percentage for OverDrive purchases and a portion is used by the libraries to use for their OverDrive purchases. Library patrons have first access to the items their libraries purchase. There are 70 member libraries that participate in the Beehive Library Consortium. Orem Public Library spends approximately \$500,000 per year to participate in the Consortium.

The budget for digital is a bit tricky due to how digital titles are sold. Some titles are currently around \$130 from Simon & Schuster. A metered copy is available for two years, or 52 checkouts and then is gone forever. With a book it is available for however long the libraries want to keep them in their collection. There is also concurrent use available, but that is the most expensive option available. Currently there are metered titles and concurrent titles being purchased, but sometimes it makes the collection look a bit out of balance. Collection developers attempt to meet the longer term needs while still getting what is popular at any given time. The costs are increasing and the increase in the budget is not keeping up with the demand. Bryce Merrill said the ongoing question is how to try and stay ahead of what people are wanting and the continuing demands while dealing with the budget constraints. Hoopla and Kanopy have other options on the digital side, but those options are hitting libraries hard as far as budget. Bryce Merrill spoke to the intersection of the business of books and handling the digital issue prudently. Bryce Merrill said there is trust in the State Librarian, Cara Rothman with this process. Cara Rothman is sharp and aware of what options libraries have available and she keeps libraries updated.

7. Other - [1:03:51](#) (Click here for recording)

The Book Sale was held on March 3 and 4 and went well. There were between four to five thousand items sold. The plan is to hold these events on a quarterly basis. August 4 is the next tentative Book Sale. This date is tentative due to the construction. It was requested that the dates of the upcoming Book Sales be sent out to the Commission members prior to each Book Sale event.

8. Adjournment - [1:07:08](#) (Click here for recording)

The next Library Advisory Commission Meeting will be held on May 20, 2025.

**Adjourn:** Karina Lewis motioned to adjourn. Katrina Brittner seconded the motion.

Vote: Katrina Brittner - Yes, Matthew Brown - Yes, Lorraine Jeffery - Yes, Karina Lewis - Yes, and Nancy Schultze - Yes

Adjourned: 7:11 p.m.

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Sheron Buttars, Executive Assistant

Approved: