

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, January 20, 2026, 7:00pm

Members Present:

Ian Harding, Chair

Mike Adams

Elizabeth Schow, Library Dir.

Stacy Jardine, Vice Chair

Joe Dutson

Liz Martinez, Admin. Asst.

Robin Troxell, City Council Rep.

Tiffani Ballingham

Members Absent:

Barbara Poelman

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Ian Harding called the meeting to order welcoming the new City Council Representative, Robin Troxell.

Consent Items:

Ian Harding introduced one consent item:

1 – Approval of the November 18, 2025, Library Board Meeting Minutes

Joe Dutson motioned to approve the consent item as presented. Mike Adams seconded the motion. All were in favor. Motion passed.

Unfinished Business:

None discussed.

New Business:

Review of the November 2025 & December 2025 Voucher Statements

Mike Adams asked about expenditures listed as “Move from 71 to 10”. Elizabeth Schow clarified that these listings moved expenditures that had been paid out of Library Fund lines, beginning with 71, to General Fund lines, beginning with 10.

Stacy Jardine asked about the revenues listed as “Fines/Fees” and what those were. Elizabeth Schow said these were payments for overdue items, damages to items, or lost items. Stacy also asked about the cost of audiobooks and eBooks. Elizabeth stated that some digital content items are expensive, depending on the publisher and the type of license that is purchased. These titles, particularly audiobooks, are extremely popular, but are also often the most expensive content to purchase. Elizabeth expressed gratitude for being part of the Beehive Library Consortium, so that the Brigham City Library can augment what is available but does not have to fund every title that patrons have available to them.

Budget Process for FY 2026-2027

Elizabeth Schow stated that a staff-proposed budget for fiscal year 2026-2027 will be prepared for February’s meeting. This proposal will be reviewed, and the Library Board will recommend a final version, submitting it for

consideration in the mayor's budget. The mayor's budget will be presented to the City Council at the beginning of May.

Ian Harding requested that the proposed budget, particularly any capital expenditure requests, be reviewed alongside the library's strategic plan. Elizabeth agreed to this request.

Library Programming Update

After a programming break in December, many programs began again in January. There are three preschool sessions and one baby/toddler session of Storytime weekly. English classes have also resumed on Mondays and Thursdays. Monthly programs including LEGO club, early readers book club, and the humanities discussion series were well-attended in January.

Marketing and Publicity Spotlight

There will be a winter magazine and book sale, which will take place on January 23rd and 24th in Rooms 1 and 2.

Other Items

None discussed.

Distribution Items:

Marketing and Publicity Packet

Brigham City Library Packet – 2025 Annual Public Library Survey

Library Statistical Reports: November 2024 – November 2025 & December 2024 – December 2025

Collections and Overdue Items Statistics: January 2026

Staff Meeting Minutes: October 29, 2025

Announcements:

The next Board Meeting will be on Tuesday, February 17th, 2026, at 7:00pm.

Adjournment

Mike Adams motioned to adjourn the meeting. Joe Dutson seconded the motion. All were in favor. The meeting adjourned at 7:24pm.

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