

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, February 17th, 2026, 7:00pm

Members Present:

Ian Harding, Chair

Stacy Jardine, Vice Chair

Robin Troxell, City Council Rep.

Mike Adams

Tiffani Ballingham

Barbara Poelman

Elizabeth Schow, Library Dir.

Liz Martinez, Admin. Asst.

Members Absent:

Joe Dutson

CC:

Mayor DJ Bott & Derek Oylar

Opening of Meeting:

Ian Harding called the meeting to order.

Consent Items:

Ian Harding introduced one consent item:

1 – Approval of the January 20, 2026, Library Board Meeting Minutes

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

Unfinished Business:

None discussed.

New Business:

Review of the January 2026 Voucher Statement

No discussion.

Donation from Carnegie Corporation of New York

The Brigham City Library received a \$10,000 donation from the Carnegie Corporation of New York. The Carnegie Corporation has requested a picture of whatever project(s) these funds are used for. Members expressed appreciation for this generous gift.

Proposed Budget 2026-2027 FY

Elizabeth Schow noted that the presented budget sheet does not include an estimate of property tax revenue. The Brigham City Library will receive these revenues through the General Fund, but because these estimates have been removed, the revenues and expenditures of the presented sheet will not balance.

Stacy Jardine asked if Elizabeth Schow would be requesting more expenditures in “Personnel Costs.” Elizabeth stated that she will. The amount listed is a projection of current assigned hours and does not include any progression increases or any increase in part-time staff hours. These increases have been requested, but other departmental requests and needs around Brigham City will determine if the library’s request for additional hours for part-time staff is granted.

Elizabeth Schow and members discussed the pros and cons of increasing hours for part-time staff. This is a change that has been requested over multiple years and one that would keep part-time staff trained in their regular duties as well as expand their responsibilities to include further cross-training and participation in programming.

Robin Troxell asked why so many expenditure amounts were unchanged from this fiscal year to next. She asked if staff were worried about inflation in the cost of goods and services. Elizabeth Schow stated that staff did examine the possibility of increased costs and did their best to project the amount needed for next fiscal year based on the spending during this fiscal year. Any expenditure line that could reasonably be kept at the same amount was.

Elizabeth Schow pointed out the request to increase the “Library Collection & Software” expenditure line. This increase would cover a contract for platinum services through SirsiDynix, which would enhance the level of support staff receive from SirsiDynix for training and the administration of the integrated library system. The increase would also cover the approximately \$1,500 raise in the Beehive Library Consortium agreement.

Ian Harding asked about the decrease in “Appropriated Surplus” revenue. Elizabeth Schow stated that this amount in the previous year’s budget was intended to catch all of what remained in the Library Fund during the transition to the General Fund. The balance of the Library Fund will continue to be brought forward in the “Appropriated Surplus” revenue line. These funds have usually covered library capital projects and will continue to be used for this purpose. Elizabeth reviewed the proposed capital projects for the upcoming fiscal year.

Members asked if the Library Fund would ever be fully expended with no funds left to call forward. The amount in “Appropriated Surplus” will likely continue to decrease over time as more capital projects are completed. Starting this fiscal year, revenue going toward “Appropriated Surplus” comes from sources such as donations and gifts made to the library.

During March’s meeting, there will be training regarding the budget presented by the new Finance Director, the previous Finance Director, and the City Administrator.

Library Fees – for the Consolidated Fee Schedule

Staff are in the process of submitting the library’s fines and fees to the Brigham City consolidated fee schedule. Elizabeth Schow stated that before the schedule is presented to the City Council, she would like to present the library’s portion to the Library Board for their recommendation.

Robin Troxell stated that the Brigham City Council have been working with the Brigham City Attorney to create this consolidated fee schedule. This will result in all Brigham City fees being in just one location in the Brigham City code.

Library Programming Update

Storytimes have been very well attended. A few sessions in the last few weeks have had 70+ people in attendance. Evening Storytimes are held on the Thursday before Closed Friday and are not nearly as crowded. If patrons are available in the evenings, this monthly Storytime could be a great option.

Marketing and Publicity Spotlight

There will be a USU Extension class titled “Couple Links” that will be taking place at the library. This class is a series of lectures over four weeks. Adults in committed relationships are invited to register and attend.

The Weber County Borrowing Agreement was also highlighted. Because of this agreement, Brigham City residents can get a Weber County Library Card without charge, and Weber County residents can get a Brigham City Library Card without charge.

Other Items

Members noted that the Winter Book Sale gained a lot of Facebook interest. Elizabeth Schow stated that this sale went very well, with Children's books being very popular.

Robin Troxell suggested that the library could work with the museum to create reading lists on topics highlighted through their events or exhibits. Elizabeth Schow thanked her for this idea, stating it could create additional marketing opportunities for both the library and museum.

Distribution Items:

Marketing and Publicity Packet

Library Statistical Report: January 2025 – January 2026

Collections and Overdue Items Statistics: February 2026

Staff Meeting Minutes: December 3, 2025

Announcements:

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

Adjournment

Barbara Poelman motioned to adjourn the meeting. Stacy Jardine seconded the motion. All were in favor. The meeting adjourned at 7:54pm.

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