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UTAH STATE LIBRARY BOARD MEETING
March 21, 2016
11:00 A.M. to 2:00 P.M.

Official Place of Board Meeting
Salt Lake City Library
Marmalade Branch
280 West 500 North
Salt Lake City, Utah 84116
801.715.6756

Lorri Quigley, Board Member, called the meeting to order 11:00 a.m. on March 21, 2015. Introductions were made.

State Library Board:

Lorri Quigley, Chair; Jon Ostler, Vice-Chair; Carrie Valdes, Linda Fields, Grace Acosta, Jennifer Thronsen, Susan Allred, Tim Shea and Chad Hutchings, Board Members

Utah State Library Staff:

Donna Jones Morris, State Librarian/Division Director; Kari May, Assistant Director; Britton Lund, Bookmobile Program Manager; Telesa Nicholes, Grants Coordinator; Sharon Deeds, Youth Services Coordinator; Ron Van Harten, Administrative Service Manager; and Amanda Rock, Executive Secretary

Department of Heritage and Arts:

Julie Fisher, Executive Director and Josh Loftlin, Communications Director

The Salt Lake City Library and Marmalade Branch

Debbie Ehrman, Interim Director and Safi Safiullah, Marmalade Branch Manager

Tour of Marmalade Branch Library:

Ms. Ehrman presented a brief overview of the work and initiatives of The City Library. She also shared five dashboards from the 2015-16 FY Board reports.

She stated that the dashboards focus on output measures and are important in providing a good sense of how successfully or how accurately the Library is meeting our output measure goals such as circulation, gate counts, storytime attendance, program attendance, Summer Reading, and collection usage. Output measurement is also critical in gathering data that is used in national library surveys such as Library Journal's 5-Star Libraries. Salt Lake City Public Library has achieved 5-Star status for the last two years.

The data we provide to the State Library each year is used to determine the status of libraries nationwide. The Library Journal Index compares US public libraries with their spending peers on four per capita output measures: circulation, library visits, program attendance and public Internet use. The scores are determined through measuring the relationships between each library's statistics in the four areas and the averages for its expenditure category. Salt Lake City's peers include libraries whose expenditures are in the \$10-29 million range.

Ms. Ehrman stated that while output measurements are critical to providing a good barometer of the overall use and health of the organization in a community, this type of measurement is limited in telling the stories of the impact of libraries on their communities.

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Ms. Ehrman briefly explained **“Turning Outward”**

Turning Outward using *Community Conversations* is an initiative between the American Library Association and the Harwood Institute. SLCPL staff trained in the Harwood process have identified a number of groups representative of the community and have facilitated the conversations by asking aspirational questions developed for this program. SLCPL plans to complete the conversations by the end of May and compile the information in preparation to begin their next strategic planning process once the new Executive Director is on board.

Mrs. Morris thanked Ms. Ehrman for all the work that is being done by the City Library and how they are reaching out to the community.

At 11:20 the Board Members toured the Marmalade Branch Library.

At 12:25 Introductions were made.

LUNCH

Minutes of December 7, 2015 Meeting:

Mr. Shea moved to accept the minutes as written with Ms. Thronsdon seconding the motion. All Board members voted in the affirmative. The motion passed unanimously.

Department of Heritage and Arts and Legislative Report Update:

Ms. Fisher briefed that Board on the legislative session. She stated that DHA didn't get prioritized for CLEF but \$100,000 on-going was funded as a competitive culture grant through DHA, which can include libraries. *(Amended to read that there is an additional \$350,000 one-time funds for a Competitive Grant Program for Cultural Activities that is administered by DHA)* She then discussed Weber Works, which is a partnership between Weber County Library, Workforce Services, and many other partners from throughout Weber County. It's a Technology based jobs skilled training program that is developed specifically for Weber County and is a pilot program. Ms. Fisher stated that as this program was presented to the legislature, the committee was so fascinated that the Chair of the Committee asked to have a report and Ms. Fisher stated she will work closer with the Director of Workforce Services to ensure there are more partners in this pilot program and will report back to the Committee.

Ms. Fisher stated there was legislation presented to the legislators to repeal the capital facilities grant but it didn't pass through the Senate.

Chair Report:

Ms. Quigley talked briefly about this past legislative session and asked the board members that if they know any legislators to please reach out them so that they can learn more about the State Library and the programs within the State Library.

She stated to the Board that if any board member wants to attend the upcoming Utah State Library Association (ULA) Annual meeting, USL will pay registration but can't pay travel.

State Library Background Material:

Mrs. Morris discussed the future of libraries and provided the Board with some resources to look over. She specifically talked about "Rising to the Challenge, Re-Envisioning Public Libraries" which is a report from the Aspen Institute Dialogue on Public Libraries Information. She stated that another resource comes from American Library Association (ALA) which is the "Libraries Transforming Communities". She stated that communities have challenges

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and Libraries can help. ALA has posted a Step-By-Step action guide to “Turning Outward” to Your Community, and these resources are posted on the USL website as well.

Mr. Safiullah briefly talked to the Board about how the Marmalade branch has been doing since the grand opening. He stated that since the opening of February 27, 2016 the Marmalade branch has stayed very busy and that feedback from patrons is that they are very happy and feel that the Marmalade Library is what a 21st Century Library should be like.

Utah State Library Strategic Plan, 4-1-16 to 6-30-17:

Ms. May explained that after the Strategic Plan exercise that was conducted in December with the Board, she met with USL staff, and DHA staff and sent out an online survey and was pleasantly surprised to receive over 80 responses.

Mr. Hutchings, stated that he had talked to the Logan City Library Board and Cache Valley Library Association and they are overwhelming pleased with the Strategic Plan.

Ms. May presented the draft Strategic plan to the Board and stated that the draft Strategic Plan can be found on the USL website.

Mr. Hutchings moved to adopt the draft strategic plan through 2017 with Ms. Acosta seconding the motion. All Board members voted in the affirmative. The motion passed unanimously.

Standards for Public Libraries, 7-1-17 to 6-30-18:

Ms. May gave a brief background on the Standards for Public Libraries. She stated that the reason why the standards are being brought to the Board this month is because the certification process for each Utah public library starts on May 1st. She stated that there are 18 Standards and 11 Benchmarks that each library will be measured on and there is some support documentation that needs to be gathered especially for the Standards. Ms. May further stated that the Benchmarks are measured on a percentile base of 11 key areas of libraries.

Ms. Acosta moved to adopt the Standards for Public Libraries as was presented by Ms. May with Ms. Fields seconding the motion. All Board members voted in the affirmative. The motion passed unanimously.

Library Services and Technology Act Funding Allocations:

Mrs. Morris briefed the board on LSTA fund allocation and stated that the LSTA budget for next year will be \$1,800,243. She explained how USL uses these funds. Mrs. Morris explained that there is a formula based on inputs from a state wide analysis for which LSTA funds are allocated and that what is left over is given out as re-grants and those re-grants are what the Board needs to decide on. Mrs. Morris explained that the Board approves the amount given for re-grants.

Ms. Nicholes stated that there will be approximately \$250,000 of LSTA funds available and with the Boards approval USL will be able to offer that money as re-grants. Ms. Nicholes discussed the criteria for re-grants. She stated that the Institute Museum of Library Services (IMLS) oversee LSTA funds for all States and they have a set of criteria for re-grants that each State should follow.

Mrs. Morris stated that the re-grants also fits into the five year plan and that if there are any changes to the plan, then the Board has to approve these changes and this can be done once a year. IMLS needs to approve the changes as well.

Ms. Nicholes spoke about Weber Works as a model for a re-grant and Mrs. Morris stated that she would like to see if this model could be replicated somewhere else within the State to help those who are preparing to find work by

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gaining skills and becoming more employable through Weber Works project. She further stated that the funding has not been earmarked at this point because the costs for the project are unknown as of right now. The only thing certain is that \$50,000 was given for Weber Works and that it would be less for other areas but right now it is just unknown what it would cost.

Ms. Valdes voiced concern on whether there was too much focus on just jobs. Ms. Nicholes further explained how Weber Works helps those who need computer skills to make them more employable and that if this project is successful then hopefully, this can be replicated elsewhere within the State and that this project is not specific to one area or entity and working in partnership with Work Force Services should help all areas of the State.

Ms. Throndsen stated that she needs more information on LSTA funding of re-grants prior to making a decision on how to implement these grants.

Mrs. Morris stated that USL can create a detailed breakdown of LSTA funding of re-grants and then present this to the Board through an electronic board meeting.

Ms. Throndsen moved to hold an electronic meeting to further discuss LSTA 2016 funds with Mr. Hutchings seconding the motion. All Board members voted in the affirmative. The motion passed unanimously.

Staff Reports:

Mrs. Morris briefed the Board on the staff report, which is posted online.

Mrs. Morris stated the new sortation device in the warehouse has now been installed. She explained that the old device had a curtain or what the warehouse staff called the "prom dress" and that technology was outdated which caused the device to give too many faulty signals. Mrs. Morris explained that this new device has the newest technology which will help improve efficiencies with sorting materials within the warehouse and cause less faulty signals. *(Ammended to read that while the new sortation device has been installed, it is still not operational)*

Ms. May stated that the launch of Utah's Online Library was on March 15th. She also stated that the new USL's quarterly newsletter was published on the Utah Library Network (ULN) listserv.

Ms. Deeds talked about USL's new partnership with the Utah Educational Savings Plan (UESP). This adds to the current summer reading program the opportunity for parents of children who are registered and part of a library summer reading program to go online and enter their child in a contest. Four regional winners from around the state will receive \$1000 scholarship in UESP and the winner's library will win \$500 to go towards their collections.

Ms. Lund briefed the Board on the Bookmobile program. She stated that USL hired 4 new relief bookmobile drivers. She also stated that Wednesday, April 13th is National Bookmobile Day.

Ms. Quigley adjourned the meeting at 2:00 P.M.

Ronald R. Van Harten
Administrative Service Manager

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