

Minutes from the March 12, 2026 North Logan Library Board Minutes

Attending

Erin Jensen
JoAnn Delange
Emily Schmidt
Trent Bateman
Hollie Bethers
Jenn Albrecht
Sarah Dana
Cathy Larsen
Evelyn Larsen

Good News Minute

Jane Austen ball was a success.

Estimate that 25% of attendees came from outside the valley. Raised the price this year, and still popular. A good proportion of the attendees are repeat guests. The staff has decided to treat it more as an annual event that pays for itself and less as a fundraising endeavor. Next year they hope to host at the new community center, which means the library will keep more of the profits.

Minutes

Cathy proposed to accept the February board minutes, unanimous approval.

Director's Report (Trent Bateman)

State Recertification is now moved to the fall. Right now the library has survey/data to report to the state, and the rest of the process will be in the fall, so not going to worry about it right now.

Before the library re-opens, Trent would like to go through the policies, especially some that have not been reviewed in a long time. He handed out four policies to review over the following month: Strategic Plan, Collection management, Computer use/internet policy, and Board bylaws. As a board we will go over them during the month and come back in April with suggestions/amendments to potentially vote on.

Trent will also send out the link for the board members to do the Open and Public meetings videos for the library board training.

Staffing: Promoted one of the Pages to be a Clerk. Trent is working to hire a Facilities Manager that will coordinate events, supervise, etc. the new community center once it is completed. In the library, we are losing Rachel soon, and Noah at the end of the summer. Heidi just hired someone that will take over for Rachel, and then Noah when he leaves.

The construction company is still working on random items around the community center and the completion/occupancy date keep changing. After having to cancel several programs, Heidi and Trent have decided to stop scheduling activities until the construction company tell us it's ready.

After getting feedback from the Jane Austen survey, next year's ball will probably not have an author. Guests seemed split between wanting to listen and wanting to chat with their tablemates. Maybe have a separate tea party with the author and extend the dancing during the ball.

Trent showed the board pictures of the library construction. A lot of things are torn out and opened up. They will try to preserve the painted column, but if it gets damaged, then will paint over it. After discussing, the board liked the idea of keeping it intact if possible, but is also ok if they feel they need to paint over it and start new.

We hope the construction continues on schedule, especially with furniture/shelves arriving in the summer. If the library is not ready for the furniture to be installed then, the company sending it will keep it for a month, but if it sits more than a month then we will have to pay for storage. Hopefully we don't have to.

Current Budget

Library fines are still lower than projected, because of closure and forgiveness of fines. Non-resident fees normal. The library sold the study pod and the money went into "prints/copies" income line. Benefits same as last month.

2027 Annual Budget Review

The upcoming budget is trickier, with a lot of unknowns with the new building.

There is a new income category in the budget: Facility reservation and rentals, which is set at \$20,000. Hopefully it's a low-ball and the income is more, but we just don't know right now.

Projected income is \$717,675

Adding the new employee that will be managing the facilities has been added into the new budget, so cost of wages are higher. New hire will be part time, but we'll see how it works out. Will probably need to be local if they are going to be on call for activities. The facility manager will also be given a phone line.

The cost of Utilities is going up because of the new building, but hopefully it and the library will be more efficient. Another unknown.

Janitorial/custodial costs absorbed by the facilities department of the city.

Collections budget staying the same, especially with more use going towards Libby.

Overall, expenses are about \$37,000 more than income. Trent is working with the city to overcome the deficit. The city is aware and will discuss at the upcoming budget meeting on the 18th of this month. At the meeting, Trent will present the proposed budget and there will be discussion with the other departments to make things work and fill in the gaps. The board discussed the fact that the community center budget is part of the library budget. Trent pointed out that it is nice to have it under library control so we have priority for programs and use of the space. He feels that once it is set up and the facilities manager hired, it will not be difficult or a hardship for the library.

When asked about the continuation of grants, Trent confirmed that the federal grants have been funded through the next year.

Proposal to approve the 2027 fiscal budget as presented by Trent. Seconded. Unanimous approval.

Proposal to dismiss. Seconded. Unanimous