



## **LIBRARY BOARD**

Wednesday, October 9, 2024, at 6:00 PM  
Council Chambers at City Hall Building

**BOARD MEMBERS PRESENT:** Shauna Shepherd, Alicia Thornton, Ashlyn Nguyen, Justin Craig

**OTHERS PRESENT:** Library Director Jen Wagner, Council Member Travis Keel

### **WELCOME**

### **PLEDGE OF ALLEGIANCE**

Held the pledge of allegiance.

### **INVOCATION/INSPIRATIONAL THOUGHT**

Justin gave inspirational thought.

### **MEETING MINUTES**

1. National Library Card Sign Up Day. Library staff worked with Public works to hide giant cards around town. These rotated to different locations. Participants submitted their finds and were entered into drawing for prizes.
2. July 1, 2023-June 2024 Santaquin Library added 852 new cards. As an example this previous September we had 53 new cards and 100 card renewed.
3. Library staff try weed out books and items. They find there is better circulation to move things and weed those items. Jennifer has reduced the total items from 25,000 to 23,000 items.
4. Upcoming activities:
  - a. October 14-City employees have quarterly trainings. The Columbus Day training will focus on intellectual wellness. One guest speaker is Cara Rothman from State Library. She just joined that position in July and is excited to join us.
  - b. October 31-Will offer Trick or Treat at Library all Halloween day.
  - c. Nov-Kindergarten aged youth will come to a special night story telling with Anita.
  - d. Dec 4-Story time with Santa. Will hold 4 sessions at the Multipurpose room at City Hall, accommodating nearly 50 youth with adult chaperones.
  - e. Next Year-Scary story night. Will be advertised so participants know what to expect.
5. Director Summit. Santaquin Library won the Quality Award for 3<sup>rd</sup> year in a row.
6. Shauna Shepherd term is wrapping up in 2024. Thank you for your service. Please come back in January 2025 to be recognized. We recommended interested participants contact Jennifer or Mayor if they'd like to serve in that capacity.
7. Library stats for last year:
  - a. Check outs from Library: Increase from 69,000 to over 81,000
  - b. Libby (online): Increase from 25,000 to over 31,000
  - c. Gate Counter: 44,000 tracked people coming into the Library.
8. Summer Reading Training for 2025 is in process.

9. Starting to review budget from last year.
  - a. Look to increase operations budget for Libby, Self-Checkouts and Canva Software. This would help per State Library requirements.
  - b. Look to ask for increased staffing. This would be needed with increased population and per State Library staffing requirements. Ideally, increase staffing for child programming.
  - c. Desire is to stay State Library certified. If you don't stay certified, you would lose grant and administrative privileges for a two-year period.
10. Attendance in programs:
  - a. Children Programming- 9,947
  - b. Total Programming- 15,000
11. Book drop. They would love to have a book drop at the future library building if possible. The current drop box has a lot of use and is checked twice per day.
12. Additional Self-Checkout station will be installed in November.

**BOARD MEMBERS UPDATES, QUESTIONS, RECOMMENDATIONS  
NEXT MEETING**

9. Wednesday January 8, 2025 at 6pm

**ADJOURNMENT**

Board Member Shepherd motioned to adjourn the meeting and it was seconded.

**ATTEST:**

**Board Chair**

**Meeting Recorder**

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