



LIBRARY BOARD

Wednesday, January 08, 2025, at 6:00 PM
Council Chambers at City Hall Building
110 S. Center Street, Santaquin, UT 84655

MEETINGS HELD IN PERSON

The public is invited to participate as outlined below:

- **In Person** – Meetings are held in the City Council Chambers on the Main Floor in the City Hall Building

ADA NOTICE

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

AGENDA

WELCOME

INVOCATION/INSPIRATIONAL THOUGHT

PLEDGE OF ALLEGIANCE

MEETING MINUTES

1. July 10, 2024
2. October 9, 2024

NEW BUSINESS

3. Annual State Library Board Training

BOARD MEMBERS UPDATES, QUESTIONS, RECOMMENDATIONS

NEXT MEETING

4. April 9, 2024

ADJOURNMENT

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda may be found at www.santaquin.gov, in three physical locations (Santaquin City Hall, Zions Bank, Santaquin Post Office), and on the State of Utah's Public Notice Website, <https://www.utah.gov/pmn/index.html>. A copy of the notice may also be requested by calling (801)754-1904.

BY:

Amalie R. Ottley, City Recorder



LIBRARY BOARD

Wednesday, July 10, 2024, at 6:00 PM
Council Chambers at City Hall Building

BOARD MEMBERS PRESENT: Riana Jasperson, Alicia Thornton, Ashlyn Nguyen, Justin Craig

OTHERS PRESENT: Library Director Jen Wagner, Community Services Director John Bradley, Council Member Travis Keel

WELCOME

PLEDGE OF ALLEGIANCE

Travis led the pledge of allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Jennifer gave an invocation.

MEETING MINUTES

1. Board Members unanimously approved the 4-10-2024 Minutes. Motion-Ashlyn and seconded Alicia.
2. Library Director Jen Wagner gave update on Book Sale and Quilt Silent Auction Fundraiser. There are three quilts donated, all proceeds benefit Library. The book sale will take place Aug 1st-3 at City Hall multipurpose room. Set up will be July 31 from 2-5pm.
3. Library Director Jen Wagner gave an update on Summer Reading Program. Last year we had 1300 participants, this year we have already 1893 participants. RAP TAX funds have been acquired to help summer reading program purchase awards and prizes. The goal is to have a prize for everyone that finishes the program. There will be raffle ticket prizes based on destination trips including a grand prize National Park trip visit. Committee meeting members include Anita, Dayna and Taylr. Board members are welcome to share ideas for next year 2025 Summer Reading program.
4. Library Director Jen Wagner discussed Statistics for FY 2023-24. 852 new cards, 81,213 physical items checked out. Online Libby is expected to exceed last year 60,000 checkouts. Still awaiting final numbers. The cost for annual Libby subscription has increased from \$1300-\$2700.
5. Library Director Jen Wagner discussed Grants. We have received a WiFi Tower grant that provides 24 hour access in the parking lot.
6. Community Services Director, John Bradley gave an update on new cameras on the exterior of the building.

7. Board members asked how the Libby subscription works. Discussion on costs associated with paying for additional Libby access for Santaquin residents. Quite costly.

8. Discussed the partnership between Payson and Santaquin. Members in good standing in both communities can access library services in either City. Great partnership.

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

9. Wednesday October 9th, 2024 at 6pm

ADJOURNMENT

Board Member Alicia motioned to adjourn the meeting and Justin seconded the motion.

ATTEST:

Board Chair

Meeting Recorder



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 3rd 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
