

RICHMOND PUBLIC LIBRARY

Board meeting minutes for Wednesday, August 31, 2023
Park Community Center

The meeting began at 6:00 pm with Kayla Robison calling the meeting to order. Board Members missing were: Fran Schumann, and Wyman Satchel. Board Members present were: Kayla Robison, City Rep Holly Jo Karren, KarLee Roberts, Tori Fischer, Alexia Lott, Annie Griffiths, Richard Carlson, Wayne Henderson, and Lora Smith. Minutes from the January and May meetings were then read by Annie Griffiths. Motion to approve the minutes as read was made by Tori Fischer and Richard Carlson—respectively— and both were seconded by KarLee Roberts.

Reports from Board Members were then Presented.

- Chairperson Kayla Robison expressed ideas regarding library pins, T-shirts, and stickers. This led to a group discussion over how said merchandise should be distributed. Discussion of a library logo was also discussed.
- City Rep Holly Jo Karen conveyed the city's support for the library and had no further updates, other than a reminder of the upcoming city party.
- KarLee Roberts shared the success of the summer reading program, and the positive turnout for the kickoff party.
- Lora Smith in lieu of Fran Schumann, shared ideas for upcoming adult programming activities. October's activity will be a self defense night, and more information pertaining to this will be sent out.
- Tori shared the success of the most recent teen programming activity. The scavenger hunt went well, and the group agreed to continue to do this next summer. She then shared the next planned teen activity for September; the activity will include cornhole and yard games.
- RCYC representatives had no necessary updates for the board.
- The board discussed ideas for Park Bench's book checkout program, and brought up sending childrens books, along with the adult books, for grandparents to read to their grandkids. Further coordination will go into this program, and its success.
- Richard Carlson encouraged the library to continue having a positive social media presence, and further explore the aforementioned library logo and merchandise ideas.
- Wayne Henderson then shared an idea he'd gotten from his grandchildren's local library about having a library mascot (potentially a cow hinting at the town's culture, or a bookworm) to hide in the library monthly. This would be a passive program aimed to increase excitement from younger members of the community about coming to the library.
- Lora Smith then did a Directors report which included the board viewing a budget report (refer to attached), and reviewing the strategic plan. Discussion over the strategic plan is to be continued at the next meeting.

Next meeting will be held on Wednesday, ^{NOV 1} October 4, 2023, from 6:00-7:30 at the Park Community Center. Volunteer hours reported and Meeting adjourned at 7:32 pm.

Draft of minutes compiled by Annie Griffiths on August 31, 2023.

Annie Griffiths 11/1/2023

FY24 Budget

Justin Lewis <jlewis@richmondutah.org>

Fri 6/23/2023 2:27 PM

To: Lora Smith <lsmith@richmondutah.org>

4811 LIBRARY - SALARIES	\$ 64,330
4813 LIBRARY - BENEFITS	\$ 10,639
4820 LIBRARY - MILEAGE & CONVENTION EXPENSE	\$ 1,200
4823 LIBRARY - SUBSCRIPTIONS & MEMBERSHIPS	\$ 350
4824 LIBRARY - OFFICE EXPENSE	\$ 900
4825 LIBRARY - MAINTENANCE	\$ 800
4826 LIBRARY - UTILITIES	\$ 4,000
4827 LIBRARY - PROCESSING SUPPLIES	\$ 700
4835 LIBRARY - AUTOMATION	\$ 1,800
4837 LIBRARY - COMPUTER UPGRADE	\$ 2,000
4839 LIBRARY - TECHNOLOGY	\$ 3,200
4851 LIBRARY - BONDS & INSURANCE	\$ 6,400
4855 LIBRARY - PROGRAMS	\$ 3,000
4863 LIBRARY - SUNDRY	\$ 900
4866 LIBRARY - OTHER MATERIALS	\$ 800
4864 LIBRARY - ELECTRONIC MATERIALS	\$ 1,800
4865 LIBRARY - PRINT MATERIALS	\$ 4,500
4885 LIBRARY - KUED GRANT	
TOTAL LIBRARY EXPENSE	\$ 107,319

Utah State Library
Division

Richmond Public Library													Population of Legal Service Area	
Library Figure Reported for FY2022	Benchmark #1 Library Visits	Benchmark #2 Circulation of Physical Materials	Benchmark #3 Circulation of Electronic Materials	Benchmark #4 Turnover Rate of Physical Materials	Benchmark #5 Turnover Rate of Electronic Materials	Benchmark #6 Internet Terminal Users	Benchmark #7 WiFi Users	Benchmark #8 Attendance at Programs	Benchmark #9 Local Operating Expenditures	Benchmark #10 Percentage of Collections Budget	Benchmark #11 Staffing Levels	Benchmark #12 Number of Programs		
12,878	12,878	11,965	12,112	2.31	0.04	825	5,254	2,011	\$89,874	4.35%	1.75	101	2,967	11
Benchmarks at the 10th Percentile	10,485	9,648	9,882	0.42	0.01	214	325	517	\$47,258	6%	0.86	18		
50th Percentile	10,485	19,113	7,385	1.58	0.05	304	1,999	1,487	\$70,068	13%	1.54	61		
70th Percentile	13,002	26,435	9,085	2.50	0.13	1,417	7,235	1,995	\$105,978	16%	2.00	99		
Legend: Green = Reaching the 10th percentile or better (10% or more of libraries are at or below the 10th percentile) Pink = Reaching the 50th percentile or better (50% of libraries are at or below the 50th percentile) Light Pink = Reaching the 70th percentile or better (70% of libraries are at or below the 70th percentile) Pink = Reaching the 90th percentile or better (90% of libraries are at or below the 90th percentile) Light Pink = Reaching the 95th percentile or better (95% of libraries are at or below the 95th percentile) Pink = Reaching the 99th percentile or better (99% of libraries are at or below the 99th percentile) Light Pink = Reaching the 99.5th percentile or better (99.5% of libraries are at or below the 99.5th percentile) Pink = Reaching the 99.9th percentile or better (99.9% of libraries are at or below the 99.9th percentile) Light Pink = Reaching the 99.5th percentile or better (99.5% of libraries are at or below the 99.5th percentile) Pink = Reaching the 99.9th 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