

Approved November 12, 2025

**CACHE COUNTY
LIBRARY BOARD MEETING
MINUTES
October 8, 2025**

The Cache County Library Advisory Board convened in a regular session on October 8, 2025 at 5:30 PM at 15 North Main Street, Providence, UT 84321

ATTENDANCE

Members of the Library Board in Attendance:

Natalie Darley – Citizen Representative
Chelsi Kartchner – Citizen Representative
Jeanell Sealy – Providence City Council
Brynnan Sainsbury – Library Director

Members of the Library Board in Attendance Electronically:

Mark Hurd – County Council

Members of the Library Board Absent:

Brandon Major – Citizen Representative
Lana Hanover – River Heights City Council

Others in Attendance:

Megan Izatt – Minutes

05:40:00

Call to Order

Darley called the meeting to order.

05:40:00

Approval of Minutes (July 9, 2025)

Will be approved at a future meeting.

05:41:00

Library Director's Report/Financial Report
#1 Library Activity Report

1 **Sainsbury** reviewed the summer reading program, the new joint program called
2 Nature's Tales with the Stokes Nature Center, and the other programs that have been
3 started at the library. There is a new teen volunteer program where two teenagers come
4 once a week for about 4 hours each and help with odd jobs around the library. There
5 are also two new collections, teen graphic novels and teen nonfiction. The computers
6 are now password protected which has helped control the gaming and other issues that
7 were happening. The internet has changed over to Providenc City's Wi-fi network,
8 however, there has been issue with the phones syncing with the new Wi-Fi and IT will
9 hopefully be helping with that. OverDrive is at the highest usage rate ever.

10
11 **05:45:00**

12
13 **#2 Library Budget Report**

14
15 **Sainsbury** reviewed the budget report for 2025. There is a lot of unknown with the
16 budget for 2026 at this point.

17
18 **05:47:00**

19
20 **Discussion Items**

21 **#1 Update on Library Interlocal Agreement with Cache County, River Heights, and**
22 **Providence**

23
24 **Sealy** informed the Board that the interlocal agreement was approved by Providence
25 City.

26
27 **Hurd** informed the Board that the interlocal agreement was approved by the County
28 Council for 3 years. The county budget has not been presented to the County Council
29 but should be in the next month.

30
31 **05:51:00**

32
33 **#2 Update from State Librarian – Jeanell Sealy**

34
35 **Sealy** informed the Board that she met the State library director in passing and
36 discussed some of the issues facing a county wide system. The consortium for the north
37 end of the valley, Smithfield, Lewiston, Newton, and Richmond, made the change to the
38 same software using a grant which allowed their residents to have one card that worked
39 for all four branches. Also, the County Executive informed the County Council that he
40 intends to defund the county library completely.

41
42 **Board** and **Staff** discussed trying to get all the libraries in the county on same library
43 software and the possibility of the library being defunded. A social media campaign will
44 be started by the library over the next couple of days. Sainsbury is going to try and put
45 some talking points together of the ways the library benefits the communities in the
46 county and rally support for keeping funding for the library.

1
2 **Izatt** will contact Andrew Erickson and Eric Davis regarding communication for the
3 board to coordinate for the October 28, 2025 County Council meeting.

4 **06:42:00**

5
6 **#3 Update Library Board Bylaws**

7
8 This item is on hold for the foreseeable future.

9
10 **#4 Goals for Building**

11
12 This item is on hold for the foreseeable future.

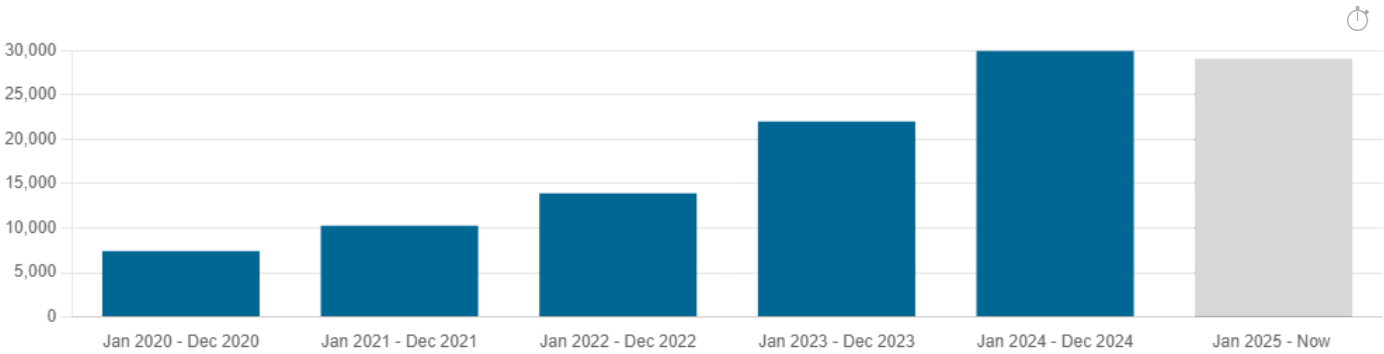
13
14 **Adjourned.**

Trends

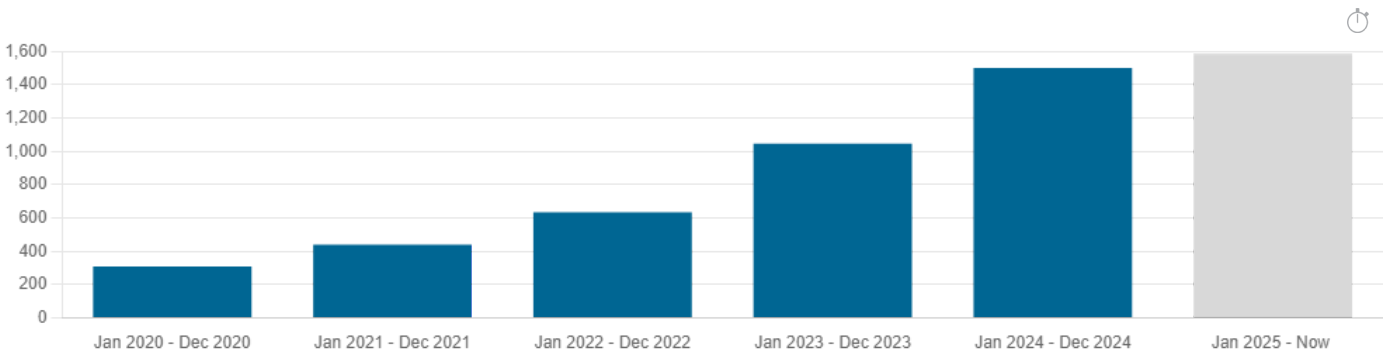
Year over year / User activity

Year over year

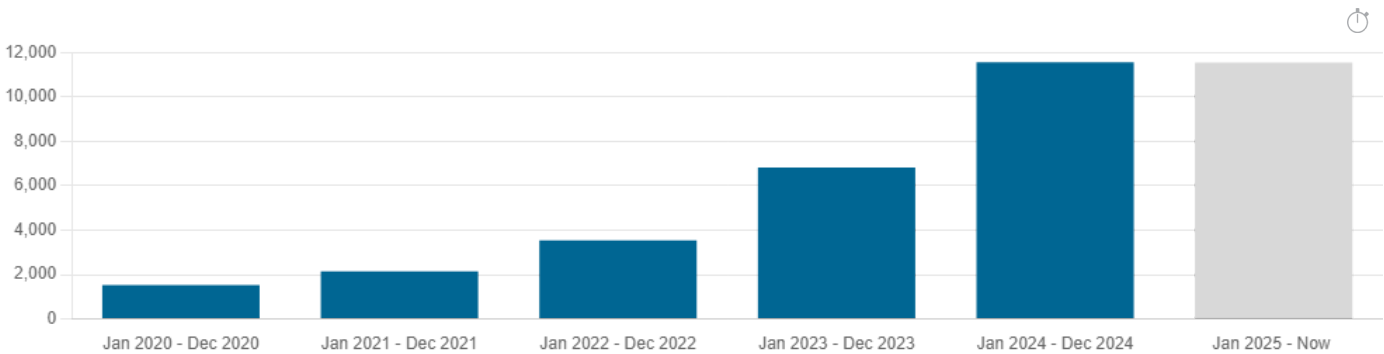
Checkouts: Year over year



Unique users: Year over year



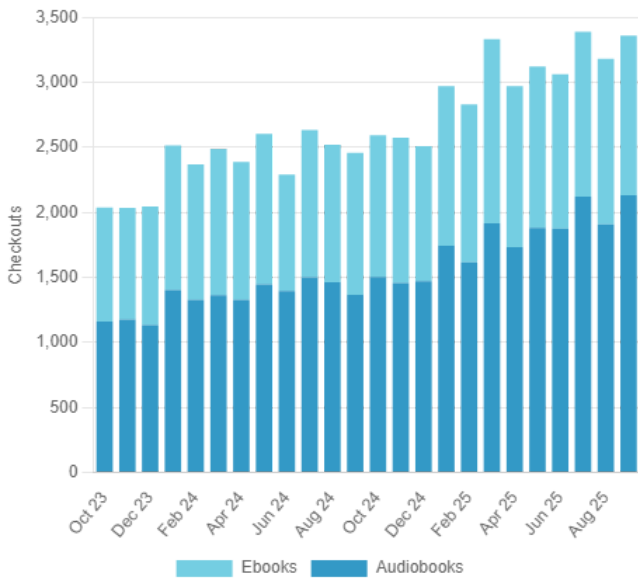
Holds: Year over year



User activity

Checkouts by format

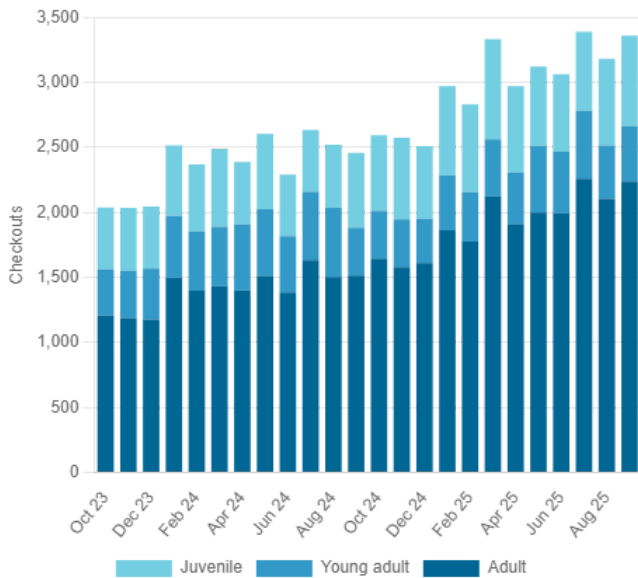
Total: 64,286



[View Checkouts report](#)

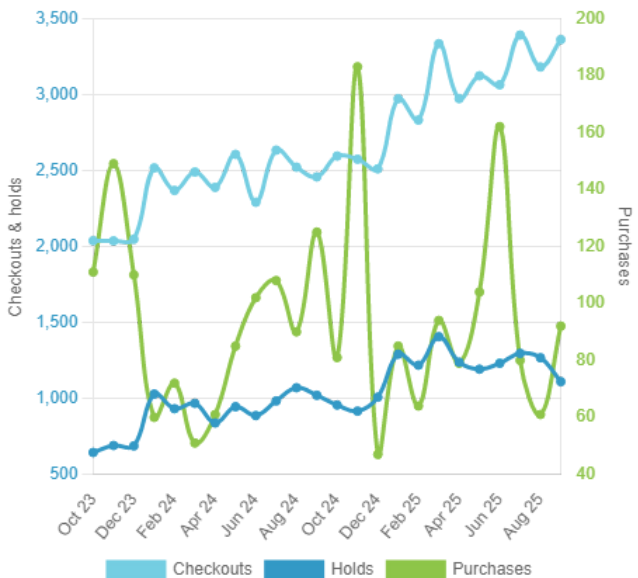
Checkouts by title audience

Total: 64,286



[View Checkouts report](#)

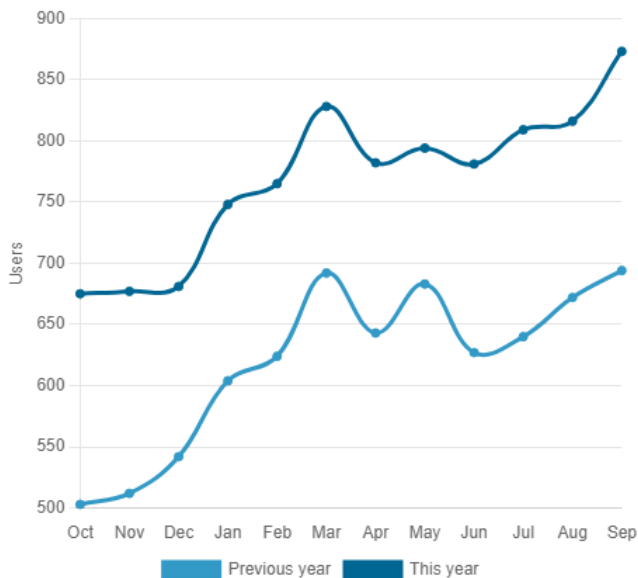
Activity and purchases (USD)



"Units purchased" excludes Cost Per Circ (CPC), Subscription, and external services.

[View Purchase orders report](#)

Unique users



"Units purchased" excludes Cost Per Circ (CPC), Subscription, and external services.

[View Unique users report](#)

Notes:
Trends data may vary slightly from full report data (found on the Reports page).
Consortia and Advantage members: Trends activity includes Advantage-owned titles for all Advantage accounts in your Consortium.

CACHE COUNTY GOVERNMENT

Budget Summary

GL Period: 09/25 (09/30/2025)

Department
LibraryCurrent Budget As
Of
09/30/2025Current Year
Budget
235,903.00YTD Actual
171,572.54Variance
64,330.46

Account Nu...	Account Name	YTD Actual	Current Year B...	Variance
100-4581-110	FULL TIME EMPLOYEES	44,539.32	61,953.50	17,414.18
100-4581-120	PART TIME EMPLOYEES	46,244.27	49,122.00	2,877.73
100-4581-130	EMPLOYEE BENEFITS	21,912.10	34,827.50	12,915.40
100-4581-210	SUBSCRIPTIONS & MEMBER...	9,132.28	10,000.00	867.72
100-4581-230	TRAVEL	0.00	2,000.00	2,000.00
100-4581-240	OFFICE SUPPLIES	1,840.71	4,000.00	2,159.29
100-4581-250	EQUIPMENT SUPPLIES & MA...	3,852.67	5,000.00	1,147.33
100-4581-251	NON CAPITALIZED EQUIPME...	571.57	500.00	(71.57)
100-4581-252	PROGRAMS	0.00	0.00	0.00
100-4581-270	UTILITIES	0.00	1,500.00	1,500.00
100-4581-280	COMMUNICATIONS	3,412.22	5,000.00	1,587.78
100-4581-330	EDUCATION & TRAINING	0.00	1,000.00	1,000.00
100-4581-480	PROGRAM COSTS	0.00	0.00	0.00
100-4581-485	CIRCULATING MATERIALS	40,023.28	60,000.00	19,976.72
100-4581-510	INSURANCE	44.12	1,000.00	955.88