

# **Library Board Meeting Agenda**

## **05/30/2024**

### **Highland City Hall**

**7:00 pm-Call to Order:** Kevin Tams, Board Chair

#### **1. Public Comment**

#### **2. Consent**

Approve Minutes 04.25.2024

#### **3. Reports**

Director's Report

#### **4. Action/Policy Items**

- FY 2024 Budget Adjustments
- FY 2025 Budget
- Library Board Expiring Seats

#### **5. Discussion Items**

- Collaboration with American Fork and Pleasant Grove update
- Library Recertification

#### **6. Future Agenda Items**

- Collaboration with American Fork and Pleasant Grove libraries
- New upholstered furniture

#### **7. Adjournment**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

#### **ELECTRONIC PARTICIPATION**

Members of the Library Board may participate electronically during this meeting.

#### **CERTIFICATE OF POSTING**

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website ([www.highlandcity.org](http://www.highlandcity.org)).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 28<sup>th</sup> day of May, 2024      Stephannie Cottle, City Recorder

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.**

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, April 25, 2024 at 7:00 p.m.

**IN ATTENDANCE**

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton  
Ron Campbell  
Rachel Farnsworth, Vice-Chair  
Lynn Lonsdale  
Kevin Tams, Chair

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Wayne Tanaka, Friends of the  
Library

**Absent Board Members**

Wesley Warren

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:03 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

**AGENDA**

**1. Public Comment**

None.

**2. Consent**

*a. Approve Minutes from 03.28.2024*

Jessica Anderson moved to approve the consent agenda. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Donna Cardon gave her report. Story times continue to be hugely popular, with one recently having 90 attendees. Attendance at the video editing and house plants classes was low. There were some passive programs to celebrate poetry month, including a poet-tree for people to hang their poems. Programs largely stop in May for the staff to prepare for summer reading. Summer story times will be split over two days, with a craft on one day and science on the other.

The library put out a post-it note survey asking for praise and suggestions. The response was great, with people specifically noting their love of the books. The library has been able to respond and put in place some of the suggestions, including ordering additional Spanish picture books and books from specific authors, and is considering adding a Spanish story time.

The Library is adding another shelf to the intermediate graphic novels section, to bring out some that are in storage. Donna shared an impact story about a STEM seed project. She made 16, those were gone in two days, and by the end 141 kits were taken home.

Circulation of digital items exceeded 8,000 this month for the first time. The Foundation is going to do a fundraiser this summer to raise more money for digital items.

### **4. Action/Policy Items**

#### *a. Presenter/Sponsor Policy*

The Board resumed its previous discussions about the presenter policy and considered specific provisions of the proposed policy. The Board suggested removing "not available to the general public but" and adding "that" from the second paragraph.

Rachel Farnsworth moved to adopt the presenter/sponsor policy as amended. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

*b. Background Check Policy*

The Board resumed its previous discussions about the criminal background check policy required by state law and discussed particular provisions, including those related to volunteers.

Rachel Farnsworth moved to approve the background check policy as stated. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

**5. Discussion Items**

*a. Proposed Library Collaboration*

The Board discussed a proposal regarding collaboration with the Pleasant Grove and American Fork libraries. There would be a shared catalog and a system to shuttle books back and forth among the libraries. Patrons could borrow and return books from any of the three libraries. They would require that (1) we raise our nonresident fee from \$70 to \$85 and (2) no late fees match the rates at Pleasant Grove and American Fork. American Fork and Pleasant Grove will have to switch to Koha. The Board discussed some numbers and statistics, including the following:

Physical items: Highland 41,000; AF 93,000; PG 63,000.

Annual budget: Highland \$382,000; AF \$1,138,510 (double per capital than us)

The collaboration would quadruple the number of items available to our patrons. This could be a first step toward a county system, and libraries could potentially start to establish specializations.

The fiscal impact to Highland would be about \$6,000 increase in expenses overall over the year. The board discussed the impact of removing fees. 40% of libraries (by actual library, not by population) in Utah no longer charge fees; Salt Lake County just eliminated fees. There is a concern that we are close to no longer being viable, so the Board needs to carefully consider eliminating a revenue source and increasing costs.

The Board discussed the policy issues, like circulation policies, and the eventual issues with a vehicle, etc. The Board discussed the current circulation between the three libraries and various potential issues. Eagle Mountain and Lehi are also NUCLC libraries and may be interested as well.

We need to consider at the following meeting whether we want to remove the fines and raise the nonresident fees in preparation for the merger.

Lynn Lonsdale left the meeting.

The board discussed the possibility of asking for a tax increase in conjunction with the collaboration.

*b. Alpine's Children's Library*

Donna reported on developments in Alpine's library considerations. A contingent in Alpine is trying to get a children's library in place. There was a historical house that could be renovated and used in part as a library, but it fell through. They have 2,500 books donated and asked the city council to stop funding the book mobile and pledge the money to the effort to get a children's library. The board discussed potential outreach efforts.

*c. Seats Expiring this Year*

Donna noted that Kevin's and Amy's seats are expiring this year but both are eligible for renewal.

## **6. Future Agenda Items**

- Library Budget
- New American Fork and Pleasant Grove Library Agreement
- Fee adjustment

The Board's next regular meeting will be held on May 23, 2024 at 7:00 p.m.

## **7. Adjournment**

Rachel Farnsworth moved to adjourn the Library Board meeting. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:35 p.m.

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I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on April 25, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.



# LIBRARY BOARD AGENDA REPORT ITEM #4a

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**DATE:** May 23, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** FY 2024 Budget Adjustments

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**PURPOSE:**

The Board will consider and approve the final FY2024 library budget adjustments.

**BACKGROUND:**

In June 2024 the City Council approved the Library's FY 2024 budget. During the year there was some small variation in expenditure from the original approved budget. In January I submitted a preliminary budget adjustment to the City Council. In June the City Council will approve final budget adjustments for this fiscal year. I have attached an overview of the proposed budget adjustments. Most of them are small, but here is a listing of the larger ones.

Revenue:

- Motor Vehicle Tax: from \$24,000-\$20,000
- Fees & Fines: from \$18,000-\$16,000 This may have arisen from changing our number of possible renewals from 3 to 2.
- Donations: from \$200-\$1200 This is because of the Friend's donation at our Winter Reading Kickoff. It was added to the Books and Materials account.
- Grant Income: from \$5,000-\$9,138 When I did the budget last spring, I had not yet received this year's LSTA grant.

Expenditures:

- Equipment: from \$5,000-\$2,500 I always put more in this account in case a major piece of equipment needs to be replaced. Luckily that was not the case this year.
- Books & Materials from \$42,000-\$43,000 The extra is from the Friend's donation.
- IT Software from \$15,000-\$13,500 This amount was lower due to the switch to Koha.
- Continuing education from \$2,500-\$1,200 Since the ULA conference this year was in SLC we didn't have to pay lodging for the three of us that attended.
- Office Supplies from \$5,000-\$6,500 I had to order new library cards this year, and there were a few extra costs associated with the painting and carpeting projects.
- Grant Expenditure from \$5,000-\$9,138 The addition of the LSTA grant

- Capital Outlay from \$35,000 to \$25,060 The carpet cost less than I had estimated.

The Council had also approved spending \$18,454 from the Library's previous year's carryover budget to cover the cost of the carpet replacement. It appears now that we will not need to take that much out of that account to make the budget balance. The exact amount taken from that account will be determined when the fiscal year budget is closed and a final total of expenditures is tallied. Whatever is needed to balance the expenditures with the revenue will be deducted from that account.

**FISCAL IMPACT:**

The adjustments to the budget assume revenues of \$427,928.00 and expenditures of \$421,119.00. That is a difference of \$862 less of revenue and \$7,671 less of expenditures.

**STAFF RECOMMENDATION:**

The Library Board approve the budget adjustments with the understanding that some of the budget expenditures may vary slightly by the time of the close out of the fiscal year.

**PROPOSED MOTION:**

I move that we approve the Library FY 2024 budget adjustments understanding that slight variation of less than 5% of the total budget may occur at final year closeout.

**ATTACHMENTS:**

Proposed Library FY 2024 Budget Adjustments

Revenue	Approved	Actuals 5/20/2024	Percent (88%)	Adjustment
22-30-90 Transfer from General Fund				
22-31-10 Property Taxes	-309836.00	-304930.59	98%	<b>-309836.00</b>
22-31-11 Delinquent Property Taxes	-19000.00	-17779.79	94%	-19000.00
22-31-12 Motor Vehicle Tax	-24000.00	-17892.16	75%	<b>-20000.00</b>
22-32-10 Fees & Fines	-18000.00	-14515.75	81%	<b>-16000.00</b>
22-32-11 Non-Resident Cards	-32000.00	-30531.09	95%	-32000.00
22-32-12 Proctoring Services		-13.20		
22-32-13 Printing	-1800.00	-1269.62	71%	-1800.00
22-36-10 Interest Income	-500.00	-1768.98	354%	-500.00
22-36-11 Donations	-200.00	-1141.06	571%	<b>-1200.00</b>
22-36-12 Grants	-5000.00	-8341.53	167%	<b>-9138.00</b>
22-36-13 Surplus	0.00			
22-39-90 PY Carryover Budget	-18454.00	?		-18454.00
<b>Total</b>	<b>-428,790.00</b>	<b>-398,183.77</b>		<b>-427928.00</b>
<b>Expenses</b>	FY 2024 Proposed	Actuals 5/20/2024	88%	Adjustment
22-43-11 Salaries/Wages	86414.00	73844.10	85%	86414.00
22-43-13 Employee Benefits	46595.00	42324.30	91%	46595.00
22-43-14 Salaries/Wages Part-Time	144133.00	116127.22	81%	143174.00
22-43-21 Equipment	5000.00	1124.31	22%	<b>2500.00</b>
22-43-22 Library Board Expenses	250.00	133.41	53%	<b>150.00</b>
22-43-23 Books & Materials	42000.00	36337.24	87%	<b>43000.00</b>
22-43-25 Mileage Reimbursement	200.00	142.29	71%	<b>150.00</b>
22-43-27 Postage	500.00	196.76	39%	<b>250.00</b>
22-43-28 IT Software	15000.00	12922.07	86%	<b>13500.00</b>
22-43-29 Printing	800.00	2090.24	261%	<b>2090.00</b>
22-43-30 Programming	12000.00	8286.91	69%	12000.00
22-43-31 Phone Reimbursement	2160.00	1929.40	89%	2160.00
22-43-32 Uniforms/Emp. Misc.	1000.00	1654.97	165%	<b>2000.00</b>
22-43-33 Continuing Education	2500.00	1122.00	45%	<b>1200.00</b>
22-43-35 Office Supplies	5000.00	5969.93	119%	<b>6500.00</b>
22-43-50 Grant Expenditures	5000.00	8945.54	179%	<b>9138.00</b>
22-43-61 Indirect Overhead	7236.00	7236.00	100%	7236.00
22-43-62 Insurance Expense	1412.00	873.76	62%	1412.00
22-43-70 Capital Outlay	35000	25058.99	72%	<b>25060.00</b>
22-43-75 Internal Service IT Expense	16590.00	16590.00	100%	16590.00
Total Expense	<b>428,790.00</b>	<b>362,909.44</b>		<b>421119.00</b>
Total Revenue	<b>-428,790.00</b>	<b>-398,183.77</b>		<b>-427928.00</b>
Difference	0.00	-35,274.33		-6809.00



# LIBRARY BOARD AGENDA REPORT ITEM #4b

**DATE:** May 23, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Library FY 2025 Budget

## **PURPOSE:**

The Library Board will review and approve a FY 2025 Library budget.

## **BACKGROUND:**

One of the responsibilities of the Library Board is to “Provide oversight of the Library Fund” (Bylaws G.2.a). Part of that responsibility is to review and approve the Library’s annual budget. In February I submitted a preliminary budget to the City Council for approval. At that time the City Council had not yet determined what raises might be given to staff in the coming year. On May 7<sup>th</sup> a revised budget was approved by the City Council. It contains a few revisions including estimated staff wages. Below are the major changes from last year’s budget.

### Revenue:

- Property Tax: \$320,000 which represents the City’s estimate.
- Nonresident cards: \$34,000 This represents the 2023 actual amount. This may go up if the Library joins the collaboration with AF and PG libraries.
- Grant Income: \$5000 This is what might be expected from the annual CLEF grant.
- Credit Card Fees: \$2000 The city now requires patrons to pay a 3% credit card fee for any card purchase. This offsets the fee charged by the bank.
- PY Carryover Budget: \$25,000 This will be a one-time transfer to cover the cost of new upholstered furniture.

### Expenditures:

- Salaries/Wages \$97,850 This represents a market adjustment pay increase. This number includes the director’s pay, part of the assistant city manager’s pay, and part of the City Council’s pay.
- Salaries/Wages Part Time: \$153,450 This represents a 6% market adjustment pay increase.
- Equipment: \$2,000 I put funds in this account in case the Library needs to replace a piece of equipment. I don’t anticipate any new equipment purchase.
- Books & Materials: \$47,500 This will allow for an increase of \$350/month to be spent on E-books to meet higher demand.

- Credit Card Fee: \$2,000 The amount that will be paid to the bank for patron card use.
- Capital Outlay: \$25,000 This will pay for new upholstered furniture for the Library and will be covered by previous year carryover funds.

**FISCAL IMPACT:**

The total revenue in this budget is \$452,500 and total expenses in this budget are \$450,789. This budget does not require any funding from the city's General Fund.

**STAFF RECOMMENDATION:**

The Library board approve the proposed Library FY 2025 budget.

**PROPOSED MOTION:**

I move that we approve the proposed FY 2025 budget.

**ATTACHMENTS:**

FY 2025 Budget (v2)

Revenue		FY 2022 Actuals	FY 2023 Approved	FY 2023 Adjustments	2023 Actuals	FY 2024 Approved	2024 adjustments	FY 2025 Estimated
beginning Fund Balance				0.00		111971		93571
22-30-90	Transfer from General Fund							
22-31-10	Property Taxes	-279,867.71	-288,000.00	-288,000.00	-305,056.00	-309,836.00	-309,836.00	-316,032.72
22-31-11	Delinquent Property Taxes	-19,994.88	-20,000.00	-20,000.00	-19,567.00	-19,000.00	-19,000.00	-19,000.00
22-31-12	Motor Vehicle Tax	-24,641.39	-22,000.00	-22,000.00	-21,900.00	-24,000.00	-20,000.00	-20,000.00
22-32-10	Fees & Fines	-18,050.17	-13,000.00	-18,000.00	-15,990.00	-18,000.00	-16,000.00	-16,000.00
22-32-11	Non-Resident Cards	-32,415.10	-25,000.00	-32,000.00	-34,390.00	-32,000.00	-32,000.00	-34,000.00
22-32-12	Proctoring Services	-12.20	0.00	0.00				Match 2023 actuals
22-32-13	Printing	-1,854.16	-1,200.00	-1,800.00	-1,418.00	-1,800.00	-1,800.00	-1,200.00
22-36-10	Interest Income	-510.17	0.00	-500.00	-4,040.00	-500.00	-500.00	-2,800.00
22-36-11	Donations	-679.56	-200.00	-200.00	-428.00	-200.00	-1,200.00	-200.00
22-36-12	Grants	-36,339.50	-5,000.00	-18,720.00	-18,221.00	-5,000.00	-9,138.00	-4,800.00
22-36-XX	Surplus		0.00	0.00		0.00		No LSTA grant this year, just CLEF
22-39-90	PY Carryover Budget		0.00	-10,600.00		-18,454.00	-18,454.00	-25,000.00
	<b>Total</b>	<b>-414,364.84</b>	<b>-374,400.00</b>	<b>-411,820.00</b>	<b>-421,010.00</b>	<b>-428,790.00</b>	<b>-427,928.00</b>	<b>-439,032.72</b>
								Help defray the cost of new furniture
Expenses		FY 2022 Actuals	FY 2023 Approved	FY 2023 Adjustments	2023 Actuals	FY 2024 Approved	Adjustments	2025 Proposed
22-43-11	Salaries/Wages	86,359.37	84,941.93	84,941.93	97,948.39	86,414.00	86,414.00	89,870.56
22-43-12	Overtime	0.00						Assuming a 4% pay increase
22-43-13	Employee Benefits	46,065.19	43,639.38	44,000.00	45,411.00	46,595.00	46,595.00	48,924.75
22-43-14	Salaries/Wages Part-Time	134,848.04	138,319.26	141,000.00	115,607.00	144,133.00	143,174.00	152,671.92
22-43-21	Equipment	4,557.92	5,000.00	5,000.00	1,017.00	5,000.00	2,500.00	2,500.00
22-43-22	Library Board Expenses	354.39	250.00	9,000.00	96.00	250.00	150.00	150.00
22-43-23	Books & Materials	19,506.13	30,000.00	33,000.00	31,777.00	42,000.00	43,000.00	46,000.00
22-43-25	Mileage Reimbursement	127.18	300.00	300.00	144.68	200.00	150.00	200.00
22-43-27	Postage	327.03	500.00	500.00	204.58	500.00	250.00	250.00
22-43-28	IT Software	14,064.24	15,000.00	24,000.00	25,482.29	15,000.00	13,500.00	13,500.00
22-43-29	Printing	670.92	1,500.00	700.00	945.00	800.00	2,090.00	2,000.00
22-43-30	Programming	11,391.14	10,000.00	12,000.00	9,589.00	12,000.00	12,000.00	12,000.00
22-43-31	Phone Reimbursement	1,661.74	1,800.00	2,160.00	2,127.00	2,160.00	2,160.00	2,160.00
22-43-32	Uniforms/Emp. Misc.	1,255.78	1,200.00	1,200.00	767.00	1,000.00	2,000.00	1,000.00
22-43-33	Continuing Education	1,162.50	2,000.00	2,000.00	2,068.95	2,500.00	1,200.00	1,600.00
22-43-35	Office Supplies	4,992.02	5,000.00	5,000.00	4,204.00	5,000.00	6,500.00	6,500.00
22-43-50	Grant Expenditures	34,018.55	5,000.00	18,720.00	21,367.00	5,000.00	9,138.00	4,800.00
22-43-61	Indirect Overhead	8,114.00	8,253.51	8,253.51	8,253.00	7,236.00	7,236.00	9,735.00
22-43-62	Insurance Expense	899.00	832.00	900.00	895.00	1,412.00	1,412.00	1,500.00
22-43-63	Credit Card Fees	0.00						2,000.00
22-43-70	Capital Outlay	0.00				35,000.00	25,060.00	25,000.00
22-90-90	Transfer to General Fund	0.00						For new furniture
22-43-75	Internal Service IT Expense	11,850.00	16,590.00	16,590.00	16,590.00	16,590.00	16,590.00	16,590.00
	<b>Total Expense</b>	<b>382225.14</b>	<b>370,126.08</b>	<b>409,265.44</b>	<b>384,493.89</b>	<b>428,790.00</b>	<b>421,119.00</b>	<b>438,952.23</b>
	<b>Total Revenue</b>	<b>-414,364.84</b>	<b>-374,400.00</b>	<b>-411,820.00</b>	<b>-421,010.00</b>	<b>-428,790.00</b>	<b>-427,928.00</b>	<b>-439,032.72</b>
	<b>Difference</b>	<b>-32,139.70</b>	<b>-4,273.92</b>	<b>-2,554.56</b>	<b>-36,516.11</b>	<b>0.00</b>	<b>-6,809.00</b>	<b>-80.49</b>



# LIBRARY BOARD AGENDA REPORT ITEM #4c

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**DATE:** May 23, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Library Board Expiring Seats

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**PURPOSE:**

The Library Board will consider recommending reappointing existing members whose Board Seats are expiring this year.

**BACKGROUND:**

Library Board members are appointed for three-year terms and can hold two consecutive terms in a row. (Utah Code 9-7-403) This year Seats 4 and 5, held by Amy Brinton and Lynn Lonsdale are expiring. Lynn has completed her first full term and is eligible to complete another term. Amy is finishing out a term vacated by Claude Jones in 2022 and is eligible to begin her first full term.

Library Board members are appointed by the Mayor and approved by the City Council. The Board can recommend candidates for the Mayor's consideration. Since terms expire on June 30 of each year it is time for us to recommend to the mayor candidates for the expiring seats.

**FISCAL IMPACT:**

No fiscal impact

**STAFF RECOMMENDATION:**

The Board recommend Amy Brinton and Lynn Lonsdale to the Mayor to serve additional terms on the Library Board.

**PROPOSED MOTION:**

I propose that the Board recommend Amy Brinton to serve on the Library Board in seat 4 and Lynn Lonsdale to serve in seat 5 starting on July 1, 2024.

**ATTACHMENTS:**

Library Board Seats and Expiration Dates

<i>Highland City Library Board Seats and Expiration Dates</i>				
<i>Seat</i>	<i>Current Board Member</i>	<i>Appointed</i>	<i>Term Expiration</i>	<i>Notes</i>
1 (City Council)	Ron Campbell	01/14/2024	06/30/2026	Appointed to fill the seat vacated by Kim Rodella
2	Rachel Farnsworth	9/6/2022	06/30/2025	First full term.
3	Kevin Tams	2/15/2022	06/30/2025	Filled the seat left by Edgar Tooley
4	Amy Brinton	11/01/2022	06/30/2024	Filled seat vacated by Claude Jones
5	Lynn Lonsdale	9/7/2021	06/30/2024	Serving first full term
6	Wesley Warren	08/06/2022	06/30/2025	Serving first full term
7	Jessica Anderson	09/18/2018	06/30/2026	Filled the expired seat of Claudia Stillman. Appointed to a 2-year term to even out the term lengths.