

# **Library Board Meeting Agenda**

## **July 25, 2024**

### **Highland City Hall**

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

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

#### **2. Consent**

Approve Minutes

#### **3. Reports**

1. Director's Report

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

1. Election of Officers
2. New Library Staff Position
3. Timpanogos Library Cooperative

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

1. Pride Month Display Letter
2. August Meeting
3. Schedule City Council Presentations
4. Furniture Colors

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

1. Strategic Plan Update

#### **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 23<sup>th</sup> day of July 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, May 30, 2024 at 7:00 p.m.

**IN ATTENDANCE**

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton  
Ron Campbell  
Rachel Farnsworth, Vice-Chair  
Kevin Tams, Chair  
Wesley Warren

**Other**

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

**Absent Board Members**

Lynn Lonsdale

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 04.25.2024*

Rachel Farnsworth moved to approve the consent agenda. 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

Yes                    Wesley Warren

The motion passed.

### **3. Reports**

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

Donna Cardon gave her report. There were no weekly programs in May to prep for summer reading. But the Library had a successful presence at the City open house, the penultimate class for the small business grant, and a short story contest. The Summer Reading kickoff will be a reptile show this Saturday. There are reading logs for all age groups. Summer activity ideas for kids will be moved to Facebook. In the Library, there will be a different scavenger hunt each week during the summer. Storytimes will be twice a week.

The Friends of the Library are making a float for the summer parades. They need volunteers to march and someone to pull the float.

Three members of the Library staff went to the Utah Library Association Conference and came back with new ideas for the Library. Donna is going to be serving as the Management and Leadership Roundtable vice-chair this year and the chair next year.

Donna reported that the Library's budget for the coming fiscal year is comfortable, though we have to keep a close eye on it in the future.

Donna shared an impact story and highlighted a few statistics, including the slow decline of the physical collection. The staff will be pulling back on weeding. Donna noted how books are cycled through the Library, through the Friends, and then to various charities.

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

#### *a. FY 2024 Budget Adjustments*

Donna presented the adjustments to the FY 2024. The Library gets a percentage of all property taxes, including real and personal property. She highlighted select adjustments to revenue including lower than projected revenue from the motor vehicle tax and fees and fines and additional revenue from donations and grants. Adjustments to expenditures included lower than expected expenses for equipment,

software, continuing education, and capital outlays (for the carpeting) and additional expenses for office supplies and books and materials.

Jessica Anderson moved to approve the Library FY 2024 budget adjustments understanding that slight variations of less than 5% of the total budget may occur at final year closeout. 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
Yes	Wesley Warren

The motion passed.

*b. FY 2025 Budget*

The Board reviewed the proposed FY 2025 budget. Donna noted that it will be at least six months before there would be any impact on the budget by the proposed collaboration with other libraries, so this budget does not make any changes and can be adjusted midyear as necessary. Donna highlighted some of the revenue projections, including property tax, non-resident cards, grant income, credit card fees (new this year), and carryover for new furniture. Donna also highlighted proposed expenditures, including wages, equipment, books and materials, credit card fees, and capital outlay for the furniture. The Board discussed various budget items and the long-term financial viability of the Library.

Jessica Anderson moved to approve the proposed Library FY 2025 budget. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
No	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board discussed the possibility of a tax increase and fund study.

*c. Library Board Expiring Seats*

At 8:07 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as permitted by Utah Code § 52-4-205. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
No	Kevin Tams
Yes	Wesley Warren

The motion passed.

Amy Brinton and the public left the meeting. The Board convened in closed session.

Rachel Farnsworth moved to recommend to the mayor that Amy Brinton continue to serve on the Library Board in seat 4 and Lynn Lonsdale continue to serve in seat 5 starting July 1, 2024. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

At 8:09 p.m., Rachel Farnsworth moved to adjourn the closed session Wesley seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth

Yes	Kim Rodela
Yes	Kevin Tams

The motion passed. The Board returned from closed session at 8:09 p.m.

Amy Brinton returned to the meeting. Donna will notify the mayor of the recommendation.

## **5. Discussion Items**

### *a. Collaboration with American Fork and Pleasant Grove update*

Donna gave an update on the potential library collaboration. The American Fork Library is submitting a grant to cover the cost of migrating to Koha. American Fork also may be willing to pay for the vehicle that would eventually be needed for the collaboration. The whole NUCLC group meets at the end of June and will discuss the collaboration, among other things.

### *b. Library Recertification*

Donna noted that recertification is coming up in June. A Board member needs to come do a walk through. Kevin volunteered.

## **6. Future Agenda Items**

- Collaboration with American Fork and Pleasant Grove libraries
- New upholstered furniture
- Advocacy for tax increase

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

## **7. Adjournment**

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

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

Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:24 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 May 30, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.



# LIBRARY BOARD AGENDA REPORT ITEM #4.1

**DATE:** July 25, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Library Board Officer Elections

## **PURPOSE:**

In accordance with the Highland Library Board Bylaws, the Library Board will elect officers for the coming year.

## **BACKGROUND:**

The Bylaws of the Highland City Library Board state, “The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.” (E.1) The Bylaws also describe the duties of each officer:

1. The Chair shall:
  - a. Preside at all the Board meetings.
  - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
2. The Vice-Chair shall:
  - a. In the absence of the Chair, assume all duties of the Chair.
  - b. Serve as the presumptive chair-elect, subject to the Board’s regular voting procedures.
3. The Secretary shall:
  - a. Take official minutes at the meetings and send them to the City Recorder.

Officers for 2023-2024 have been:

- President: Kevin Tams
- Vice-Chair: Lynn Lonsdale
- Secretary: Jessica Anderson

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

The Library Board should choose from among their members new Board officers.

**PROPOSED MOTION:**

I propose that \_\_\_\_\_ serve as Board Chair, \_\_\_\_\_ serve as Vice-Chair, and \_\_\_\_\_ serve as Secretary for the 2024-2025 year.

**ATTACHMENTS:**



# LIBRARY BOARD AGENDA REPORT ITEM #4.2

**DATE:** July 25, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** New Staff Library Staff Position

## **PURPOSE:**

The Board will discuss the Library's request to add a substitute librarian staff position.

## **BACKGROUND:**

During most of FY 2024 the Library has had 11 employees: the director, two managers, five library assistants and three pages. The library assistants are scheduled to sit at one of two desks, and the Library tries to make sure a staff member is at each desk every hour the Library is open. It is difficult for a library assistant to meet all the patron's needs alone at peak times during the day and in the evening it would be unsafe for a single employee to be in the building.

When a library assistant is absent because of sickness or vacation, we try to find other staff to cover their shift. In practice, the same two or three staff members end up working extra hours to cover shifts, and several have expressed dissatisfaction with frequently feeling obligated to cover other shifts.

The way some other libraries deal with this problem is by hiring what amounts to "substitute" librarians. They are librarians that do not have a regularly scheduled shift but are called in to cover for others when they are out sick or on vacation. Hiring a substitute librarian would not increase overall staff expenses very much because they get paid what the missing staff member would have been paid if they had worked. The only additional expense the new position would cause for the Library would be a few hours spent in training when the substitute is first hired.

There is no policy that states that the Library Board is required to approve the addition of new types of positions in the Library, but it does have general oversight of the Library and I thought it would be appropriate to receive the Board's approval before approaching HR about establishing the new position.

## **FISCAL IMPACT:**

In the last five years, Library expenditures on part-time staff have been lower than budgeted. This is because holidays are not figured in when creating the budget, and the

Library has not always been able to cover absences. In FY 2024, for example, the Library ended the year with \$6800 unspent in the part-time salaries budget. This additional position would likely make it so expenditures on staff would more closely match budgeted amounts.

**STAFF RECOMMENDATION:**

The Board approve the addition of a new substitute librarian staff position.

**PROPOSED MOTION:**

I move that we approve the creation of a new substitute librarian position.

**ATTACHMENTS:**



# LIBRARY BOARD AGENDA REPORT ITEM #4.3

**DATE:** July 25, 2025  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Timpanogos Library Cooperative

## **PURPOSE:**

The Library Board will consider the Highland Library's commitment to join the proposed Timpanogos Library Cooperative.

## **BACKGROUND:**

### **Prior Action**

In May 2024 the Library Board discussed a proposed collaboration between the American Fork, Pleasant Grove and Highland Libraries. The collaboration (which has tentatively been named the Timpanogos Library Cooperative, or TLC) would involve these key points:

- The three libraries would establish a courier system to deliver materials between the libraries on a regular basis.
- The three libraries would establish a common catalog.
- Patrons from each library would be able to request items from one of the other libraries and have them delivered to their home library for checkout. Likewise, patrons can return materials from other libraries to their home library, which would then deliver them to their library of origin.

Instituting the collaboration would require making some changes in Highland circulation policy. Highland would be required to charge the same nonresident fee as Pleasant Grove and American Fork, and Highland would be required to adopt the policy of the other two libraries of not charging overdue fines.

Since the May Board meeting, the American Fork library director applied for and received an LSTA grant to cover the cost of migrating their and Pleasant Grove's ILS systems to Koha to enable the creation of the combined catalog. Highland was listed as a "Partner" in the grant, but their partnership was stated as dependent on Highland City approval of the collaboration.

### **Argument in favor of collaboration**

Since 2018, when the Library reached its current physical size, usage of the library has increased dramatically. Circulation of physical materials has increased from 159,000 in 2018 to 195,500 in 2023. During that same time, however, the number of physical items in the collection decreased from 45,668 to 41,312. This is primarily due to budgetary

restraints. The amount of money spent on print materials has also decreased from \$41,600 to \$36,900 because the demand for eBooks has caused the library to spend more money on their electronic collection.

The collection that has most borne the brunt of these reductions has been children's books. Use of children's books have skyrocketed from 73,500 in 2018 to 138,000 in 2023. This is due to the increase of younger families moving into the Ridgeview development and because the growing popularity of the Library's children's programs which bring families into the library on a regular basis.

Ideally the Library would increase their children's collections to try to meet demand. The Library currently has about 26,600 physical children's items. At its current size, it could probably accommodate 20% more children's items, or about 5,200 additional books. The cost of that increase would be about \$98,800.

By establishing the collaboration with American Fork and Pleasant Grove libraries, Highland patrons would gain access to 141,600 additional print items that they could check out from our location. I don't have specific numbers of how many of those are children's items, but I would estimate that at least 30% or 42,800 are likely children's materials. Even though there would be a cost to joining the collaboration, it would clearly be the most cost-effective way to meet the increased demand for children's materials.

Of course, adults would also benefit from the collaboration. Those adults who prefer print books will also have increased access to those materials. This will be particularly beneficial for seniors (our biggest group of adults who check out physical books) for whom traveling to Pleasant Grove or American Fork to find and check out a book might be a hardship.

## **FISCAL IMPACT:**

### Overdue Fines

The cost of the collaboration will primarily be due to the loss of revenue from overdue fines. This loss will partially be offset by higher income from nonresident fees. In FY 2024 the Library collected \$16,583 in fees/fines. About 60% or \$9950 of that was collected for overdue fines, and 40% for lost/damaged items and processing fees. We can extrapolate about a quarter of that, or about \$2500 of revenue, would be lost between April 7-June 30 in this fiscal year.

By joining the collaboration, Highland Library would commit to raising nonresident fees from \$70 to \$90 to match American Fork and Pleasant Grove levels. If all 534 nonresidents who paid for cards in 2024 renewed at the higher level, the increase in revenue would be \$10,680. However, if 30% decided not to renew cards with our Library because of the higher price, the increased revenue would only be \$7485. We can estimate that the net result of removing overdue fees and raising nonresident fees would be between a revenue increase of about \$750 and a revenue deficit of \$2465.

### **Staff Time**

As the system is being set up there will be staff time spent in meetings and training. I will attend most of the meetings, so there will be opportunity loss to do other tasks, but no additional financial cost. I anticipate two hours of training for each of the five library assistants and two managers to get used to the combined catalog system. There would also be the time needed to transport materials between libraries. As the three libraries will split this responsibility the time cost for Highland would be about two hours/week. The other libraries will migrate their catalogs on April 7, 2025. Transportation of materials would start then, so I estimate the total staff time cost to the budget this year will be.

Training: \$250

Transportation time: \$430

### **Vehicle Costs**

The other cost will be in providing a vehicle for transporting items between libraries. Cassandria Crane from AF has had some indication that her city might be willing to purchase a vehicle. If not, we plan to write a grant proposal next year asking for funding for the vehicle. After we receive the vehicle, the three libraries will share the cost of insurance, maintenance and fuel. The route between the libraries is 14 miles. If we use the Utah standard estimated cost of mileage, the cost of the transportation would initially be \$.62/mile. If the Highland Library were responsible for one trip a week, that would be \$8.68/week or \$104 this FY and about \$500 next fiscal year.

Total estimated cost this fiscal year: between \$784-\$1000

Total estimated cost the following year:

Staff time: \$1872

Vehicle cost: \$500

Possible cost due to decreased income from fees/fines minus increase revenue from nonresident fee rate increase, \$2465

Total estimated cost first full year: \$4837

### **STAFF RECOMMENDATION:**

Staff recommends that we join the proposed Timpanogos Library Cooperative.

### **PROPOSED MOTION:**

I move that the Highland City Library join the Timpanogos Library Cooperative.

### **ATTACHMENTS:**

Dear Doug Cortney:

My wife and I live in Highland and love it here. The community and City Government are excellent. Your integrity, ethics, values, and morals are outstanding. Your form of governing and decision making are excellent.

On June 27<sup>th</sup> we visited the Highland Library on West Civic Center Drive. There were hundreds if not thousands of children in the Library and the splash pad to the north of the Library. I was surprised to see a poster on the wall of the Library celebrating PRIDE month. I cannot believe that the City of Highland is a promoter and advocate of PRIDE.

I was shocked that Highland would support and indorse the Lesbian, Gay, Transgender, Bisexual, and Queer lifestyle, beliefs, and movement to the point that you put up posters in the Library and who knows where else to promote their message and propaganda and solicit and indoctrinate our vulnerable, innocent, and susceptible children. As I said earlier there were hundreds if not thousands of children in the Library on this one day alone.

It is amazing and not just a coincident that PRIDE gets a whole month of publicity, promotion, and visibility like no other. I can't think of another life style or religion or movement that gets a whole month named after them. In fact most religions are banned from public places, schools, and universities. Yet if you go to these same institutions you will most likely see Lesbian, Gay, Transgender, Bisexual, and Queer propaganda and open support including Drag Queen story reading in many elementary schools.

Even President Biden is an open advocate. He issued a Proclamation on PRIDE Month 2024 that contained approximately 934 words. As if one entire month is not enough here is his Proclamation about Easter Sunday March 31, 2024.

“NOW, THEREFORE, I, JOSEPH R. BIDEN JR., President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim March 31, 2024, as Transgender Day of Visibility. I call upon all Americans to join us in lifting up the lives and voices of transgender people throughout our Nation and to work toward eliminating violence and discrimination based on gender identity.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-ninth day of March, in the year of our Lord two thousand twenty-four, and of the Independence of the United States of America the two hundred and forty-eighth.”

JOSEPH R. BIDEN JR.

I was very disappointed to see that Highland is also an open advocate, supporter, and sponsor of this lifestyle and movement. I was even more disappointed that you would put up posters and propaganda

to brazenly solicit, groom, and indoctrinate our most innocent and vulnerable children. We have trusted you with our children and you have gravely let us down. You should know better. We trust you to do what is right. Please do not misplace our trust.

A loyal resident of Highland