

Library Board Meeting Agenda

November 21, 2024

Highland City Hall

7:00 pm-Call to Order: Amy Brinton, Board Chair

1. Public Comment

2. Consent

Approve 09.26.2024 Minutes

3. Reports

Director's Report

4. Action/Policy Items

- a. Furniture Purchase
- b. Library Application Policy
- c. 2025 Meeting Schedule
- d. Fund Study
- e. Additional Storage Unit

5. Discussion Items

- a. Holiday Party
- b. Consortium Report
- c. City Council Reports

6. Future Agenda Items

- a. Annual Training
- b. Budget Adjustments

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.highlandut.gov).

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 20th day of November, 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, September 26, 2024 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Ron Campbell
Rachel Farnsworth, Vice-Chair

Other

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

Absent Board Members

Lynn Lonsdale
Kevin Tams, Chair
Wesley Warren

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:05 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 July 2024 Meeting

Ron Campbell moved to approve the July minutes. Jessica Anderson seconded the motion. The vote was recorded as follows:

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

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She noted that she sent out a report in August despite the no meeting. She therefore focused on September. She noted some recent programs, including a surprise welcome event at the Ridgeview subdivision. Things coming up include "A Day at Highland School of Magic" for kids age 9 and up.

In the Library, there is a new substitute librarian. The blood pressure kits, which include temporal thermometer and a pulse oximeter. from the American Heart Association are in circulation. Donna decided to put in a grant request as part of a big state grant. The wish list includes replacements for public access computer monitors, keyboards, a new router, and two privacy pods.

Donna also gave an update on the potential "Timpanogos Library Consortium." AF and PG are starting the process of migrating their catalog systems. There are still a lot of policy questions to sort out, and the group is currently meeting twice a month.

Wesley Warren joined the meeting.

Donna shared an impact story of a local family and highlighted some statistics, including 300 new library card holders over the last year largely due to the new subdivision.

4. Action/Policy Items

a. Strategic Plan

Ron Campbell briefly stepped out of the meeting.

The Board discussed the strategic plan. Topics the Board discussed included financial feasibility, including a fund study, the dedicated tax, a future potential addition, expanding the picture book section, and potential fundraising options.

Kevin Tams joined the meeting.

The Board also discussed including a “why” by expanding the “value” section to tie the items to community value.

Jessica Anderson moved to approve the 2024-2029 Long-Range Strategic Plan as will be amended and present it to the City Council for approval. Kevin Tams 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. City Council Presentations

Donna left the meeting briefly to print some statistics.

Amy Brinton gave the draft version of the presentation, which was based heavily on impact stories. The Board reviewed and discussed the presentation prepared by Amy. Amy did a great job putting the presentation together, and she exudes her love of the library as she presents.

The Board particularly discussed the way to present the Library’s fiscal responsibility, the current financial tipping point, the new consortium, statistics, program participation, and overall library value.

Jessica Anderson moved to approve the presentation and that the Board present it the Annual Report to the Highland City Council on October 15, 2024 and contact Alpine and Cedar Hills City Councils to arrange to present it to them as well. Ron Campbell 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.

c. Furniture Selection

The Board briefly considered the options for furniture, including divided couches.

Jessica Anderson moved to table the discussion of furniture selection until the next meeting. Kevin Tams 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.

5. Discussion Items

a. Alpine Library Update

Donna gave a brief update on the status of a library in Alpine. They are moving forward with plans to start their own children's library.

b. Library Fund Study

The Board discussed whether to move forward with the fund study and ask the Foundation to fund it.

c. Timpanogos Library Consortium Update

Donna distributed the executive summary on the consortium that she compiled for the city administration.

6. Future Agenda Items

- Approving fund study

- Furniture selection

The Board's next regular meeting will be held on October 24, 2024 at 7:00 p.m.

7. Adjournment

Kevin Tams moved to adjourn the Library Board meeting. Ron Campbell 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 9:00 p.m.

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 September 26, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.



LIBRARY BOARD AGENDA

REPORT ITEM #4a

DATE: November 21, 2024
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: New Furniture

PURPOSE:

The Board will select colors for the new furniture for the Library and approve its purchase.

BACKGROUND:

The FY 2025 Library Budget adopted in June 2024 included funding to replace the upholstered furniture in the Library. The existing furniture was purchased when the library opened in 2008 and is worn and shabby looking. It also does not match the carpet installed in 2023. The furniture will be purchased with the Library's unallocated funds from previous year carryover.

In 2022, the City purchased new furniture for the lobby of City Hall. I decided it would be best to use the same style furniture from the same vendor, Modern Office, but in a different color for the Library. At the July 25, 2024 Library Board meeting Amy Brinton and Lynn Lonsdale agreed to provide input about colors for the new furniture. During September both came to the Library to consider colors, and I also talked with the library staff and a few patrons about color suggestions.

After considering the input of the Board and the library staff, I am suggesting that we order most of the furniture in the standard quality fabrics, and a few pieces in matching vinyl. We also hope to order eight new desk chairs to replace the upholstered desk chairs at the public access computers.

Modern Office offers both traditional and divided couch options. The Library staff is interested in purchasing divided for all except the three-person sofa to discourage patrons from sleeping in the Library, which is against the Patron Behavior policy, but has been a problem in the past.

I have obtained a quote from Modern Office for my selections. The purchase will have to be presented to the City Council for approval. I hope to present it at the December 3rd meeting.

FISCAL IMPACT:

The cost of the furniture would be \$23,516, which is a little less than the budgeted \$25,000

STAFF RECOMMENDATION:

The Library Board approve the purchase of the proposed furniture from Modern Office for \$23,516.

PROPOSED MOTION:

I move that the Library order furniture in the selected color combinations and style.

ATTACHMENTS:

1. Quote from Modern Office
2. Furniture Choices
3. Colors
4. Colors 2



7550 Corporate Way
Eden Prairie MN 55344

www.modernofficefurniture.com
P: 800-443-5117 / F: 952-949-4913

Price Quote 2411072-SS

Date 11/7/24
Cust No.
Dept.
Ship via TRUCK
Ship Time 2-3 WEEKS

Sales Person
Sean Staley

Contact Info:
Toll Free: 1-800-443-5117

Terms: NET30

Sean@ModernOfficeFurniture.com

Bill To
Highland City
Attn: Donna Cardon
5400 W Civic Center Dr.
Highland, UT 84003

Bill To Phone
801-772-4529

Ship to
Highland City
Attn: Donna Cardon
5400 W Civic Center Dr.
Highland, UT 84003

Ship to Phone:
801-772-4529

PO Number:

Email: DCardon@highlandut.gov

Qty	Item #	Description	Unit price	Total price
2	Y11221	Fremont 500 lbs 2-Seater w/Center Arm in Standard Fabric or Vinyl	\$2,229.00	\$4,458.00
		Vinyl: Dillon Ocean Leg Finish: Natural	\$0.00	\$0.00
2	Y11221	Fremont 500 lbs 2-Seater w/Center Arm in Standard Fabric or Vinyl	\$2,229.00	\$4,458.00
		Fabric: Archtype Admiral Leg Finish: Natural	\$0.00	\$0.00
7	Y11193	Fremont Modular Reception Series - 500 lb. Capacity Guest Chair	\$1,019.00	\$7,133.00
		Fabric: Archtype Admiral Leg Finish: Natural	\$0.00	\$0.00
1	Y11211	Fremont 500 lbs Armless Loveseat in Standard Fabric or Vinyl	\$1,569.00	\$1,569.00
		Vinyl: Dillon Ocean Leg Finish: Natural	\$0.00	\$0.00
3	Y11231	Fremont Small Rectangular Table in Standard Fabric or Vinyl	\$649.00	\$1,947.00
		Vinyl: Dillon Ocean Leg Finish: Natural	\$0.00	\$0.00
1	Y11213	Fremont 700 lbs Sofa - Fabric: Archtype Admiral Leg Finish: Natural	\$2,329.00	\$2,329.00
8	Y13889	Gray 300 lb. Capacity Padded Mobile Stacking Classroom Chair	\$169.00	\$1,352.00

This quote is valid for 30 days.

Special Notes:

Special Instructions: Freight shipments: Free shipping to your loading dock. Extra services such as liftgate, inside delivery, before/after hours delivery, expedited, and guaranteed delivery are additional.

Subtotal	\$23,246.00
Shipping (Liftgate)	\$75.00
Misc	\$0.00
Sales tax	\$0.00
Total	\$23,321.00

Furniture Choices

Item, Standard upholstery	Covering type	Item #	Number	Cost each	total
Fremont 2 seater (maple)	Dillon Ocean vinyl	Y11221	2	2229	4458
Fremont 2 seater (maple)	Archtype Admiral	Y11221	2	2229	4458
Fremont modular guest chair (maple)	Archtype Admiral	Y11193	7	1049	7343
Freemont armless loveseat (natural)	Dillon Williamsburg	Y11211	1	1569	1569
Fremont Small Rectangular table (natural)	Dillon Williamsburg	Y11231	3	669	2007
Fremont sofa (maple)	Archtype Admiral	Y11213	1	2329	2329
Padded Mobile Stacking Classroom Chair	Gray 300 lb	Y13889	8	169	1352
				total	23516



Upgrade Fabrics

RISE | CLEAN IMPACT | 100% RECYCLED BIODEGRADABLE | GRADE 3



ADLER | TEFLON | GRADE 3



REFRAME | CLEAN IMPACT | 100% RECYCLED BIODEGRADABLE | GRADE 3



MARCHMOUNT | i-Clean | GRADE 3



Healthcare Vinyls

PATRIOT PLUS | VINYL | GRADE 3



WHISPER | VINYL | GRADE 3



CASTILLO | POLYURETHANE | GRADE 3



LINETTE | VINYL | GRADE 3



MILANO STITCH | VINYL | GRADE 3



Standard Fabrics

OPEN HOUSE | 100% RECYCLED | GRADE 2



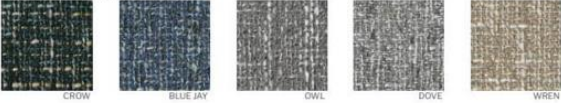
ARCHETYPE | i-CLEAN | GRADE 2



EMERGE | CLEAN IMPACT | 100% RECYCLED BIODEGRADABLE | GRADE 2



CONNELLY | i-CLEAN | GRADE 2



Standard Vinyls

DILLON | POLYURETHANE | GRADE 2



MODENA | VINYL | GRADE 2





LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: November 21, 2024
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Card Application

PURPOSE:

The Library Board will consider whether to change the library card application and/or circulation policy to facilitate collection of lost book fees.

BACKGROUND:

In March of 2020, the Library Board voted to enforce the circulation policy that stated that patrons owing over \$50 in fees and fines could be sent to a collection agency and that they would be responsible to pay the collection fee. In July 2023, that threshold was raised to \$100 and the policy was changed to reflect the collection agency's insistence that collections could only be made for fees associated with missing items and the associated processing fee, not for overdue fines. Because of these restrictions, the number of people sent to collections has decreased. In FY 2024, two patrons were sent to collections and fees were collected from only one of them, totaling \$147.

Earlier this month the collections agency informed our City Treasurer that they "will not include an 18% collection fee to the patron without a signed contract showing the patron knowingly agreed to it. The application form attached needs to be very clear on that point, also requiring a signature, then scanned into your system or saved in some other method, so that we can include it with the collection data or that 18% fee will then become directly assessed to the library as taken out of any collected monies." (quoted from the City Treasurer's email to me).

Staff proposes three options to deal with this development:

1. The Library could add a disclosure statement on the application that mentions the 18% fee, and then scan and save the applications in case the person is ever sent to collections.
2. The Library could add a statement about obeying the collection policy, but not include anything about the collection fee, and absorb the collection fee.
3. The Library could, as some cities do, strenuously urge patrons to return missing items, but only report egregious loss of materials to the police rather than going through a collections agency.

FISCAL IMPACT:

Since income from collections is only a few hundred dollars a year, the impact on the budget will be minimal.

STAFF RECOMMENDATION:

If the library wants to continue sending people to collections for missing items valuing above \$100, it makes sense to include a disclaimer on the application stating the fact. However, scanning all applications and storing them electronically is time consuming, and it might not be worth the trouble for the amount we collect through the collection agency each year.

PROPOSED MOTION:

I propose that we approve the Physical Item Circulation policy as amended.

ALTERNATE MOTION:

I propose that we approve the Physical Item Circulation policy as amended, the library card application be altered to include a disclosure about the collection policy and fee, and that patron applications be scanned and stored on a secure drive in the city system.

ATTACHMENTS:

1. Library Card Application (track changes)
2. Circulation Policy (track changes)



Highland City Library Card Application

Last Name _____ First Name _____

Birthday (if under 18) _____

Address _____

City/State/ZIP _____

Phone _____

Email _____

PIN _____ (for checkout & online account login)

I understand that by having a library card at the Highland City Library I am agreeing to:

- 1) Return items on time.
- 2) Be responsible for any fees or fines on my account.
- 3) Be responsible for replacement costs for lost or damaged items.
- 4) Report any change of address, phone, or email to the library.
- 5) Late fees of 10¢/day for books, \$1/day for DVD's, Discovery Kits, and e-readers.
- 6) Return items to the library where they were checked out.

Patron Signature _____

(if under 18)

Guardian Name _____

Guardian email _____

Guardian Signature _____

We look forward to seeing you again soon!

Highland City Library (HCL) reserves the right to use any photograph/video taken at any event sponsored by HCL, without the expressed written permission of those included within the photograph/video.



Highland City Library Card Application

Last Name _____ First Name _____

Birthday (if under 18) _____

Address _____

City/State/ZIP _____

Phone _____

Email _____

PIN _____ (for checkout & online account login)

I understand that by having a library card at the Highland City Library I am agreeing to:

- 1) Return items on time.
- 2) Be responsible for any fees or fines on my account.
- 3) Be responsible for replacement costs for lost or damaged items.
- 4) Report any change of address, phone, or email to the library.
- 5) Late fees of 10¢/day for books, \$1/day for DVD's, Discovery Kits, and e-readers.
- 6) Return items to the library where they were checked out.
- 7) **Have my contact and account information sent to a collection agency if the value of missing unreturned items exceeds \$100, and to pay the additional 18% collection fee.**

Patron Signature _____

(if under 18)

Guardian Name _____

Guardian email _____

Guardian Signature _____

We look forward to seeing you again soon!

Highland City Library (HCL) reserves the right to use any photograph/video taken at any event sponsored by HCL, without the expressed written permission of those included within the photograph/video.

Highland City Library: Physical Item Circulation Policy

I. Basic Rules

- A. Borrowers must present a valid Library card to check out Library materials. Patrons may present their card in electronic format from a smart phone once identity is verified and noted in their account.
- B. A fine will be assessed on each item loaned which is not returned according to the rules below.
- C. Repair or replacement costs for damages to materials beyond normal wear and tear will be determined by a librarian.
- D. Account holders will be held responsible for all materials checked out to their Library accounts and for all fines accrued on their account. Patrons are responsible to protect their cards from unauthorized use by others.
- E. Parents or guardians are responsible to monitor the accounts of their minor children, whether their child's card is attached to the parent's or not. Parents are responsible for all materials checked out on their children's cards and to pay fines, fees or replacement costs that accrue.
- F. Patrons may reserve circulating materials. Hold notices will be sent by email or text to patrons who provide valid electronic addresses. No printed hold notices will be sent.

II. Loan Period

- A. All circulating materials will be loaned for a period of three weeks. Items are considered overdue if returned or renewed after the close of business the day they are due.
- B. Patrons with disabilities may request a longer initial loan period of up to six weeks. After this initial loan period, the standard circulation rules will apply.
- C. Due dates will not be set for days the Library is closed.
- D. Specialized library materials cannot be renewed. All other materials that are not on hold for another patron may be renewed up to two times. Borrowers with delinquent accounts may renew materials if no other patron has requested them.
- E. Borrowers may not have more than 100 items checked out on their account at any given time. The Library Director may authorize additional items to be checked out on each account.

III. Fines and Fees

- A. Fines of \$1.00 per day will be charged for overdue videos (any format) and specialized library materials. Fines on other overdue materials will be \$0.10 per day.
- B. Fines will stop at \$10.00 for each overdue item.
- C. Borrowers will be assessed a replacement fee for individual items lost or damaged equal to the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing. No refunds for lost or damaged

materials will be issued. Items are considered “lost” if they are 60 days overdue.

- D. Borrowers will be assessed a replacement fee for items that are parts of specialized library materials that are lost or damaged equal to the current retail price of the material plus a \$5.00 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the specialized library material.
- G. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.
- H. A minimum fee of \$20.00 will be assessed for each returned check.
- I. Patrons with delinquent accounts will not be allowed to check out any materials until all fines are paid in full and materials are returned, or all replacement fees are paid in full. Patron accounts are delinquent if the following conditions exist:
 - 1. They owe fines or fees of more than \$10.00.
 - 2. They have any items more than 8 weeks (56 days) overdue.
- J. The Library reserves the right to seek appropriate and reasonable action to recover materials, fines, replacement costs or fees through the use of courts, law enforcement, or collection agencies. ~~If the amount owed for unreturned materials and processing fees is \$100.00 or over, the patron will be referred to a collection agency. Patrons referred to a collection agency shall be assessed a recovery fee in addition to all other costs or fees allowed by law to defray the cost of recovering delinquent accounts.~~
- K. Patrons who wish to appeal fine or replacement cost assessments may appeal to the Library Director. Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director, who will forward the request to the Board along with staff recommendations. The Library Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.
- L. The Library may charge a fee for credit or debit card use.

IV. Borrower Categories

- A. Residents of Highland shall be provided accounts free of charge. Highland residents must show a government or school-issued photo ID and proof of residence to obtain a card. Proof of residence may be one of the following issued within the last 90 days: a bank statement, utility bill, rental agreement, or mail with a canceled postmark with the applicant’s name and address. Resident accounts are renewed every 3 years.
 - 1. Cards for children 12 and under will be attached to a parent’s/legal guardian’s account. All checked out items, fines, costs, holds, and charges accrued with the child’s card will appear on the adult’s account and will be the responsibility of the adult account holder.
 - 2. Minors ages 13-18 may have their own Library account with their parent’s/guardian’s permission, or they may have a card attached to their parent/guardian’s account.

3. When minors turn 18, they may open an adult account. Fees and fines from their previous account will still be the responsibility of the parent/guardian. Any fines or fees incurred under the new account will be the responsibility of the account holder, not the parent/guardian.
- B. Employees of Highland City shall be provided accounts free of charge and shall be held to the same rules as indicated in Library policies.
- C. Non-residents of Highland may purchase a Library account for \$70 per year and shall be held to the same rules as indicated in Library policies. Non-residents may receive multiple cards for use by immediate family that reside in the same household (no matter what age), but they will all be attached to one non-resident account. The holder of the account will be responsible for all fees, fines, costs and items checked out by all cards attached to their account.
- D. Alpine School District certified teachers and media specialists in schools within Highland, Alpine, and Cedar Hills city limits who do not reside in Highland City qualify for free non-resident cards. Educators are personally responsible for the account, not their school nor their school district. Those with educator accounts are not eligible for additional attached cards.
- E. Registered users of any North Utah County Library Cooperative (NUCLC) library shall be provided non-resident accounts free of charge, provided their account at their “home” library is in good standing. Registered users of junior NUCLC members will be charged a reduced non-resident fee of \$40. If the registration of a NUCLC member’s “home” library card expires in less than a year, their Highland card will have the same expiration date as their home library card. NUCLC patrons may not request interlibrary loans or participate in programs which require registration. NUCLC patrons who are under 18, will require a parent signature in order to open an account with the Highland Library.

Approved by Highland City Library Board July 9, 2008

Revised by the Highland City Library Board, March 25, 2009, September 23, 2009, November 18, 2009, July 28, 2010, September 22, 2010, September 28, 2011, September 25, 2013, May 28, 2014, February 28, 2019, May 23, 2019, October 24, 2019, February 27, 2020, February 25, 2021, May 27, 2021, August 26, 2021, October 28, 2021, September 22, 2022, July 28, 2023, ~~November 21, 2024-~~



LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: November 21, 2024
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: 2025 Meeting Schedule

PURPOSE:

The Library Board will consider and approve a meeting schedule for 2025.

BACKGROUND:

Each year the Board is required to submit a meeting schedule to the city recorder to satisfy open meeting requirements. The meetings have been held on the fourth Thursday of each month except when that conflicts with a holiday. I have drawn up a proposed schedule for 2025 (attached).

The Library Board Bylaws state that additional meetings can be called if needed “at any time when called by the Chair or by any three board members.” (F.3) The Board can also cancel a scheduled meeting if there are no action items to be considered.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board approve the proposed meeting schedule for 2025.

PROPOSED MOTION:

I move that we approve the 2025 Library Board Meeting Schedule as outlined.

ATTACHMENTS:

Proposed Meeting Schedule 2025

**Proposed Meeting Schedule for the
Highland City Library Board, 2025.**

Regular Meeting	Date
January	23
February	27
March	27
April	24
May	22
June	26
July	17*
August	28
September	25
October	23
November	20*
December	No Mtg

Regular meetings of the Library Board are held at Highland City Hall, Main Conference Room, 5400 West Civic Center Drive, Highland, UT commencing at 7:00 p.m., generally on the fourth Thursday of each month (*or as noted above). Meetings may be cancelled due to holidays or lack of agenda items.



LIBRARY BOARD AGENDA REPORT ITEM #4d

DATE: November 21, 2024
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Fund Study

PURPOSE:

The Library Board will consider the timing of commissioning a Library Fund Study.

BACKGROUND:

In 2022 the city finance director, Tyler Bahr, met with me and the City Administrator and suggested that since inflation had been rising faster than property tax, the time would come that the Library would no longer be able to maintain current levels of service without adjusting how the library is funded. We discussed doing a fund study that year to predict when the funding adjustments might need to be made, but other priorities took precedence, and the study was not conducted at that time.

The idea of doing a fund study has been readdressed each year since then. For the past two years increased revenue from new housing development has provided the library with enough revenue to keep up with increased staff and materials costs. Because there was not a pressing need for additional funds, the fund study was postponed.

In September 2024, the Library Board suggested that I approach the Library Foundation about their willingness to pay for a fund study. I contacted Fred Philpot, of LRB Public Finance Advisors, and he provided an estimate for the study. In October 2024 the Foundation met and approved the expense.

Since then, Jay Baughman, Assistant City Administrator, met with Mayor Ostler, and after the meeting suggested that this would not be the optimal time for the study. He feels that it would be hard for the study to accurately predict future revenue because of upcoming changes related to the Timpanogos Library Consortium and the proposed Alpine Library. He felt it would be better to wait a year or more before conducting the study, to see how those changes will impact Library funding. He also said that if the Board would like to go forward with the study anyway, he would not oppose it.

FISCAL IMPACT:

The Foundation has agreed to pay for the study, so the cost of the study will not impact the Library budget.

STAFF RECOMMENDATION:

Staff can see the merits in the argument to put off the study but can also see reasons to go ahead with the study this year. We will rely on the direction of the Board in this matter.

PROPOSED MOTION:

I propose the Library go forward with/postpone conducting the Library Fund Study.

ATTACHMENTS:

1. Library Fund Study Estimate.



MEMORANDUM

TO: DONNA CARDON, HIGHLAND CITY LIBRARY DIRECTOR
FROM: LEWIS YOUNG ROBERTSON & BURNINGHAM, INC. (LYRB)
DATE: NOVEMBER 8, 2021
RE: COMPREHENSIVE FINANCIAL SUSTAINABILITY PLAN PROPOSAL

The professionals at Lewis Young Robertson & Burningham, Inc. ("LYRB") have represented public and private clients for more than three decades and we would be privileged to provide our services to Highland City for a comprehensive library financial plan. LYRB is a Utah corporation headquartered in downtown Salt Lake City. The primary contact and signatory of this proposal is Fred Philpot who is authorized to do so on behalf of LYRB. Team contact information can be found below:

LYRB, INC.










41 NORTH RIO GRANDE
SUITE 101, SALT LAKE CITY, UT 84101
(P) 801.596.0700

FRED PHILPOT

VICE PRESIDENT
(E) FRED@LEWISYOUNG.COM
(D) 801.456.3909

LYRB presents our scope and fee to assist in the process of preparing a library fund finance plan. Our fee to complete the proposed scope of services is a not-to-exceed fee of \$16,200. Details related to our proposed scope and fee can be found in **Attachment A**.

A summary of major tasks is as follows:

-  **TASK 1: PROJECT INITIATION & KICK-OFF MEETING**
-  **TASK 2: COORDINATION WITH STAFF REGARDING CAPITAL NEEDS AND NEW EXPENDITURES**
-  **TASK 3: EXPENDITURE EVALUATION**
-  **TASK 4: DEVELOP REVENUE PROJECTIONS**
-  **TASK 5: FINANCING PLAN**
-  **TASK 6: REVIEW FINDINGS**
-  **OPTIONAL TASK 7: LEVEL OF SERVICE AND BENCHMARK ANALYSIS**
-  **TASK 8: UPDATE/ADDITIONAL SCENARIOS**
-  **TASK 9: DOCUMENTATION AND PRESENTATION**

Should you have any questions regarding our proposal or additional services, please feel free to contact us. We look forward to working with you.

Thank you for your consideration,



Fred Philpot
Vice President/COO
Lewis Young Robertson & Burningham, Inc.



ATTACHMENT A: LYRB SCOPE AND FEE

PROJECT UNDERSTANDING

The City desires to complete a comprehensive financial sustainability plan (CFSP) to ensure adequate funding for operations and maintenance and prioritized projects. This plan will establish a five-year and ten-year financial model for the library. LYRB will assist the City with the collection and analysis of this data in conjunction with identifying existing and available financing tools that could be utilized to fund the proposed CFSP.

DETAILED WORK PLAN

TASK 1: PROJECT INITIATION & KICK-OFF MEETING

The project initiation or “kick-off” meeting provides an opportunity for LYRB to understand, in detail, all relevant issues & establish the appropriate lines of communication. This meeting also **establishes consensus** around the key issues that affect the library. LYRB staff will utilize this meeting to help staff begin the process of gathering and reviewing planning information, growth projections, historic demands, future capital project needs and financial information related to the library fund.

LYRB will help staff develop key financial and management policies that will ensure implementation of the plan, provide financial benchmarks such as cash reserves, debt service coverage ratios, and describe key management policies such as including inflationary increases each year. LYRB will start working immediately with staff to evaluate strengths or weaknesses with possible funding alternatives and define policies that will best fit the City’s needs.

TASK 2: COORDINATION WITH STAFF REGARDING CAPITAL NEEDS AND NEW EXPENDITURES

LYRB will coordinate with staff regarding new expenditures, revenue assumptions, and proposed new capital projects and answer questions that may arise through the initial phase of this project.

TASK 3: EXPENDITURE EVALUATION

LYRB will develop a pro forma of all new expenditures. Utilizing historic financial information and budgets, as well as interviews with City staff, LYRB will project the annual expenditures for a ten-year planning horizon. Expenditures may include the following: operation and maintenance expenses, annual replacement costs, new capital needs, and/or debt service costs. The anticipated effects of inflation during the study period will be factored into the calculations. The funding of depreciation, which is traditionally a non-cash item, will also be evaluated.

TASK 4: DEVELOP REVENUE PROJECTIONS

LYRB will develop a revenue model to forecast revenues for a ten-year period. This information will be generated based upon existing revenue sources consistent with historic trends. LYRB will forecast available revenues to fund the CFSP as a baseline scenario to determine any deficiencies and establish base service measurements. Additional considerations include new property tax revenues, expiration of CRAs, and sales tax revenue growth.

TASK 5: FINANCING PLAN

From the findings of the baseline analysis, LYRB will develop a financing plan that will ensure revenue sufficiency within the library fund under a cash approach, as well as using alternative financing mechanisms (e.g. bonding approach), to optimally use City resources. The ultimate outcome of this Task will be a fully functional cash flow model that will allow for alternative scenarios to be reviewed. This model will include graphic displays for easy understanding of key inputs and results.

TASK 6: REVIEW FINDINGS

After preparing the preliminary scenario in Task 5, LYRB will meet with key staff to review and receive comments. During this meeting LYRB will:



- ☞ Review a summary of the model inputs and assumptions;
- ☞ Review the estimated revenue forecast under the baseline model;
- ☞ Review the timing of future capital improvements, the inclusion of depreciation, and how this affects revenue sufficiency;
- ☞ Review the impact of all model inputs on the debt service coverage ratio;
- ☞ Evaluate needed revenues, including bonding scenarios, to fully fund proposed capital needs;
- ☞ Evaluate the prioritization and timing of projects relative to revenues generated; and,
- ☞ Evaluate next steps and establish consensus regarding project finalization.

Likely outcomes of Task 6 will be the development of additional scenarios to be modeled. Upon completion of additional scenario analysis, LYRB will again meet with staff to review outcomes.

OPTIONAL TASK 7: LEVEL OF SERVICE AND BENCHMARK ANALYSIS

LYRB will select 10 comparable communities to evaluate level of service variables compared to the City. This benchmark analysis will include metrics related to population, households, taxes and revenues, staffing, operational expenses, and other metrics defined by staff. This information will be compared based on totals and per capita.

TASK 8: UPDATE/ADDITIONAL SCENARIOS

After receiving feedback in Task 6 and 7, LYRB will update the model and prepare additional scenarios for the City to review. Once these are accepted by key staff, LYRB will review with additional City officials as needed.

TASK 9: DOCUMENTATION AND PRESENTATION

LYRB will prepare a report that documents the methodology, assumptions and findings of this analysis. LYRB will prepare an informational presentation for City staff, elected officials and/or the public. LYRB's scope includes two (2) formal presentations of all findings and recommendations.

LIBRARY FUND CFSP PROPOSED FEES

The total combined price for the services provided as defined in this Scope of Work is not anticipated to exceed **\$17,400** based on the hourly assumptions shown below. If the City requires any additional services related to this project that are not included in the proposed scope, LYRB will detail any cost adjustments and provide these adjustments to the City. Costs that exceed the proposed scope will not be assessed until mutually agreed upon.

Tasks	Vice President	Sr. Analyst	Total Hours	Fee per Task
Hourly Rate	\$200	\$150		
Task 1: Project Initiation & Kick-off Meeting	2.00	1.00	3.00	\$550
Task 2: Coordination with Staff Regarding Capital Needs & New Expenditures	6.00	-	6.00	\$1,200
Task 3: Expenditure Evaluation	10.00	5.00	15.00	\$2,750
Task 4: Develop Revenue Projections	8.00	5.00	13.00	\$2,350
Task 5: Financing Plan	8.00	2.00	10.00	\$1,900
Task 6: Review Findings	6.00	-	6.00	\$1,200
Optional Task 7: Benchmark Analysis	4.00	14.00	18.00	\$2,900
Task 8: Update/Additional Scenarios	6.00	1.00	7.00	\$1,350
Task 9: Documentation and Presentation	4.00	8.00	12.00	\$2,000
Total	54.00	36.00	90.00	\$16,200



LIBRARY BOARD AGENDA REPORT ITEM #4e

DATE: November 21, 2024
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Additional Storage Unit

PURPOSE:

The Library Board will consider the purchase of an additional Conex storage unit for use by the Friends of the Library

BACKGROUND:

In 2020, during the COVID pandemic, the Library had a need to convert a room they were using for storage into an additional office to enable staff social distancing. In order to have some place to store the items from the storage room, they used COVID grant money to purchase a Conex storage unit. The unit, which is currently located a few blocks away, has been the main storage space for the Library ever since.

About the same time, the Friends of the Library (the Friends) started raising money for the Library by selling donated used books online. During the following years used book donations increased, and now the Friends have two major used book sales each year and raise about \$6,000/year from book sales. The Library has allowed them to store the used books in the storage unit, but their operation has grown big enough that the books do not all fit in the storage unit. As a result, several of the members of the Friends currently have many boxes of used books in their homes or garages waiting for the next book sale.

The Friends approached me to ask if I would ask the City if they purchased a storage unit, could it be placed on the city property next to the existing unit. This would benefit both the Friends and the Library. The Friends could get the used book sale books out of their garages, and the Library could have more storage space. I asked Erin Wells, City Administrator, about it earlier in the summer and she gave her permission to have another unit placed on the property.

In the October Friends of the Library meeting, there was a discussion about how the unit should be purchased. The Friends could purchase it directly, or the Library could purchase it and then the Friends could reimburse the Library for the cost of the unit. I asked several of the City department heads which method would be preferable. We discussed the advantage of having the unit owned by a City entity rather than by an affiliated nonprofit. If the Library owns the unit rather than the Friends, there will be no dispute over ownership if the Friends ever becomes inactive.

The cost of the storage unit would be about \$3,000. Expending that much money, even if it is reimbursed, would require a budget adjustment but it could be included in other midyear adjustments.

FISCAL IMPACT:

The net impact to the budget would be zero, since the Friends would reimburse the cost of the unit.

STAFF RECOMMENDATION:

The Board allow the Library to purchase a storage unit, with the understanding that the cost of the unit would be reimbursed by the Friends of the Library.

PROPOSED MOTION:

I propose the Library purchase an additional Conex storage unit with the understanding that the cost will be reimbursed by the Friends of the Library.

ATTACHMENTS:

None