

**Library Board Meeting Agenda**  
**5400 W Civic Center Dr. Highland, UT 84003**  
**May 27, 2021**

**7:00 pm-Call to Order:** Roger Dixon, Board Chair

**1. Public Comment**

**2. Consent**

Approve Minutes from March Meeting

**3. Reports**

Director's Report

Feasibility Study Report

Friends of the Library Report

**4. Action/Policy Items**

Approve final version of FY 2022 Budget

Circulation Policy Handicap Exemption

**5. Discussion Items**

New Member Recruitment

Help at Cedar Hills Family Fair

**6. Future Agenda Items**

Recommend new members

Officer Election

**7. Adjournment**

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

Thursday, March 25, 2021 at 7:00 p.m. via Zoom

IN ATTENDANCE

**Board Members**

Roger Dixon, Chair  
Jessica Anderson, Secretary  
Briawna Hugh  
Claude Jones  
Natalie Reed, Vice-Chair  
Kim Rodela, City Council Rep.  
Edgar Tooley

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Mike Burns  
Becky Lewis (Resigned March 2021)

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:00 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Roger read the following legal declaration aloud:

I Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated March 25, 2021.

AGENDA

**1. Public Comment**

None.

**2. Consent Agenda**

1. *Approve minutes for meeting 02.25.2021.*

Edgar Tooley moved to approve the minutes from the February 25, 2021 meeting. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Natalie Reed
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

### **3. Reports**

#### *1. Director's Report*

Donna Cardon gave her report. Numbers are up. The library spent its CLEF grant to order a lot of new books in February. The Winter Reading program concluded in February and was extremely popular. Story Time participation is up so high that the library added in an additional regular session on Wednesday and an additional book baby session. The library submitted and was awarded \$1,600 for additional AV equipment for virtual programs and make-and-take crafts. The library is looking to remove COVID restrictions in May, including ceasing quarantining books. The Summer Reading kick off will be May 26-29.

Claude Jones joined the meeting.

The library was considering moving from SirsiDynix to Koha (and had signed a contract with Koha), but the library is under a contract with Sirsi until 2023. The savings from that switch was designated to pay for a pay increase to library staffers, which will start in April. It will accordingly be a very tight budget year. Books and materials will take a hit in the budget. The library is looking at fundraising opportunities, which will likely have to be a regular thing. May will bring another review of the budget.

#### *2. Feasibility Study Report*

The Board discussed the status of the feasibility study. On March 16, Donna gave her presentation about the survey results to the City Council. The City Council thought the survey indicated that most citizens are not interested in the project. The Committee is meeting next week and there will be concept drawings of the potential

space. It takes time to change people’s minds. Our task will be to start creating interest in this kind of community space. Natalie Reed asked to see the slide

Kim Rodela briefly left the meeting and returned. Briawna Hugh joined the meeting

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

##### *1. Electronic Meeting Policy*

The Board discussed the proposed electronic meeting policy and whether the policy should reside in the Bylaws or in the Operating Procedures. For ease of use, amendment, and reference, the Board determined that it would be best in the Operating Procedures. The Board discussed the content of the policy and added a provision related to public comment.

Briawna Hugh moved to adopt the electronic meeting policy as amended and to have it become part of the Board’s Operating Procedures. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

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

##### *1. Recertification*

The library will be doing recertification in the next month. Normally, it would have started already, but the head of the state library recently changed. As part of certification, a member of the Board will need to do a safety inspection of the library.

##### *2. Board Team-Building Gestures*

Donna would like to get gifts for Mike Burns and Becky Lewis. There is some money in the Library Board budget item (because we have not been using a transcriptionist), and Donna proposes to use some of that money to get “get well” cards and gifts.

## **6. Future Agenda Items**

- Certification
- Final budget review (May)
- Review of the Board’s operating procedures
- Review Library’s policies

The Board’s next regular meeting is scheduled for April 22, 2021 at 7:00 p.m.

## **7. Closed Session**

At 7:48 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The Board convened in closed session. The Board returned from closed session at 8:04 p.m.

## **8. Adjournment**

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

Yes	Roger Dixon, Chair
Yes	Jessica Anderson

Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:05 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 March 25, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4a

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**DATE:** May 27, 2021  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Final FY2022 Library Budget

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**PURPOSE:**

The Library Board will be aware of and approve the final FY2022 budget.

**BACKGROUND:**

In February, the Library Board approved a preliminary Library Budget for FY2022. Since that time there has been a few significant developments related to the budget.

Income:

- The Library has been informed that it will be receiving a third Covid grant of at least \$10,000 that can be spent on circulating materials.
- The city financial director has predicted a tax revenue of about \$4300 more than in the preliminary budget based on a 1% increase over this year's income.
- The tax revenue and other revenue sources from FY 2021 were higher than was originally predicted. As a result, I am predicting a \$25,000 carryover from this year's budget.

Expenditures

- The City council has tentatively approved an additional 3% market adjustment pay raise for all city staff. This raised predicted totals for both the full time and part time staff wages budget lines.
- Because of the third Covid grant, we have decreased the Materials budget from 30,000 to 20,000. The actual amount spent on materials will remain the same, but \$10,000 of it will come from the grant expenditures budget.
- After looking at this year's expenditures, I have scaled the Programs budget down a little. I am anticipating that the Friends of the Library will be helping cover some of the program cost.
- The IT budget was adjusted to allow the public access computers to be put on a 5-year replacement schedule.

The final budget leaves about \$25,000 unallocated. The city keeps between 25% and 35% in reserve in case of unforeseen expenses. I have talked with Tyler, the city's Financial Director, and we have agreed that it would not be a bad thing for the Library to have a financial reserve in case of emergency as well.

**FISCAL IMPACT:**

The revenue of the proposed final FY 2022 budget exceeds the expenditures by about \$25,000.

**STAFF RECOMMENDATION:**

The Library Board approve the final budget of the Highland City Library for the FY 2022.

**PROPOSED MOTION:**

I propose that the Library Board approve the final budget of the Highland City Library for the FY 2022, with the understanding the minor details of the budget may be changed before it is approved by the City Council.

**ALTERNATE MOTION:**

**ATTACHMENTS:**

Proposed Final Budget FY 2022

## Revenue

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adj Budg	FY 2021 Actuals 05 05	%	FY 2022 83% Proposed	
22-30-90 Transfer from General Fund	-61,000.00	0.00					
22-31-10 Property Taxes	-261,143.74	-263,138.60	-269,166.00	-279,543.00	104%	-276,740.00	Probably more like 280,000 if we really are inspecting a 1% incre:
22-31-11 Delinquent Property Taxes	-15,736.47	-22,153.45	-13,000.00	-19,743.00	152%	-15,000.00	Based on this year's actual delinquent property tax collection
22-31-12 Motor Vehicle Tax	-25,387.31	-25,616.27	-22,000.00	-17,491.00	80%	-22,000.00	
22-32-10 Fees & Fines	-15,366.04	-12,374.68	-10,000.00	-11,871.00	119%	-13,000.00	Based on this year's actual delinquent fees and fines collection
22-32-11 Non-Resident Cards	-21,670.80	-24,294.00	-20,000.00	-20,580.00	103%	-20,000.00	Based on this year's actual
22-32-12 Proctoring Services	-190.00	-10.00	-160.00	0.00	0%	0.00	
22-32-13 Printing	-635.58	-856.17	-1,000.00	-1,198.15	120%	-1,200.00	Based on this year's actual printing income
22-36-10 Interest Income	-890.26	-975.84	-400.00	-23.09	6%	0.00	
22-36-11 Donations	-137.29	-204.71	-300.00	-192.45	64%	-200.00	
22-36-12 Grants	-12,662.56	-10,628.44	-6,400.00	-6,813.00	106%	-15,000.00	Clef Grant& ARPA grant
22-36-13 Surplus			0.00			0.00	
22-39-90 PY Carryover Budget		-33,900.00	-36,743.17	-36,743.00	100%	-25,000.00	We have spent almost all of last year's carryover on one-time pei
Total	-414,820.05	-394,152.16	-379,169.17	-394,197.69	104%	-388,140.00	

## Expenses

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adj Budg	FY 2021 Actuals 5 05	%	FY 2022 83% Proposed	
22-43-11 Salaries/Wages	70,656	87,856	74,164	68,144	92%	80,753	my pay and 10% of Erin's Pay with 3% market adjustment
22-43-12 Overtime			0				
22-43-13 Employee Benefits	41,589	49,038	44,578	41,045	92%	46,732	figured as a percent of salary/wages increase. Add 633 if there is
22-43-14 Salaries/Wages Part-Time	114,498	126,085	131,106	116,186	89%	139,199	with this year's raise and next year's merit and adjustment
22-43-21 Equipment	6,523	7,816	20,000	14,642	73%	5,000	We don't anticipate any more large purchases.
22-43-22 Library Board Expenses	32	917	1,000	72.35	7%	250	We are not having minutes transcribed.
22-43-23 Books & Materials	20,955	23,864	30,000	23,536	78%	20,000	
22-43-25 Mileage Reimbursement	276	302	300	81	27%	300	
22-43-26 Insurance & Bonds			0	0	0%	0	
22-43-27 Postage	350	10	250	0	0%	200	
22-43-28 IT Software	14,399	17,054	17,700	12,534	71%	17,000	
22-43-29 Printing	78		1,500	587	39%	1,500	reflects last year's cost
22-43-30 Programming	6,116	5,681	10,500	6,416	61%	10,500	Programs scaled down or more heavily supported by Friends.
22-43-31 Phone Reimbursement	720	1,800	1,800	1,454	81%	1,800	
22-43-32 Uniforms/Emp. Misc.	2,668	1,737	1,500	595	40%	1,500	
22-43-33 Continuing Education	1,924	2,294	1,000	325	33%	1,000	Send one or two staff to State conferences. No one to a national
22-43-35 Office Supplies	2,582	13,688	6,000	3,141	52%	5,000	
22-43-50 Grant Expenditures	14,583	10,784	6,400	5,990	94%	15,000	CLEF grant and ARPA grant
22-43-61 Indirect Overhead	1,777	8,838	8,000	0	0%	8,114	
22-43-62 Insurance Expense	8,633	1,213	1,344	1,344	100%	1,500	
22-43-75 Internal Service IT Expense		2,530	5,000	0	0%	7,400	Extra to put public access computers on replacement schedule
Total Expense	308,359	361,507	362,142	296,094	82%	362,748	
Total Revenue			-374,476	-394,198	revenue	-388,140	
difference		unallocated	-12,334	-98,104	difference	-25,392	



# LIBRARY BOARD AGENDA REPORT ITEM #4b

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**DATE:** May 27, 2021  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Physical Item Circulation Policy Change

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**PURPOSE:**

The Library Board will consider a change to the Physical Item Circulation Policy to address needs of patrons with disabilities.

**BACKGROUND:**

A patron requested that he have an extended initial check out period because he has a visual disability that makes it difficult for him to finish a book within the normal three-week period. He mentioned that whenever he checks out a new or popular book, he gets part of the way through and then has to return it because it is on hold for someone else.

The Library has never addressed the question of how our circulation policy might meet the needs of patrons with disabilities. The staff feels that, as an effort to be more inclusive, a slight adjustment to our current circulation policy allowing certain patrons to have a longer initial loan period might be appropriate.

**FISCAL IMPACT:**

No significant fiscal impact

**STAFF RECOMMENDATION:**

The staff recommends that the Physical Item Circulation Policy be adjusted to allow patrons with disabilities to request an extended initial loan period.

**PROPOSED MOTION:**

I propose that the Library Board approve the changes to the Physical Item Circulation Policy regarding patrons with disabilities.

**ALTERNATE MOTION:**

**ATTACHMENTS:**

Physical Item Circulation Policy (track changes)

# 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 and kits will be loaned for a period of three weeks. Any item on hold for another patron may not be renewed. Items are considered overdue if returned or renewed after the close of business the day they are due.
- ~~A.~~~~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.
- ~~B.~~~~C.~~ Due dates will not be set for days the Library is closed.
- ~~C.~~~~D.~~ Materials that are not on hold for another patron may be renewed up to three times. Borrowers with delinquent accounts may renew materials if no other patron has requested them.
- ~~D.~~~~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 kits. 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 kits 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 kit.
- 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 shall not be obligated to run a debit/credit card through the credit card system for charges or purchases under \$2.00.

#### **IV. Borrower Categories**

- A. Residents of Highland shall be provided accounts free of charge. 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