

# Annual Report

## Highland City Library

### 2011-2012



The mission of the Highland City Library is to provide all residents with access to information that educates, inspires, and entertains; programs that foster a love for reading and lifelong learning; a gathering place that creates a sense of community and enhances the quality of life.



## Finances

Once again, the library ended the year on a very healthy note, with a surplus. This was due to very conservative spending and realizing a savings in our benefits. Fees and fines are becoming more predictable, this being our fourth year of operation.

## Personnel

Kent Slade,  
Library Director  
Michelle DeKorver,  
Assistant Librarian  
Kellie Johnson,  
Library Assistant  
Deborah Olsen,  
Library Assistant  
Annukka Garner,  
Library Assistant  
Elizabeth Meyers,  
Library Assistant  
Sandra Carroll  
Library Assistant  
Dane Grundvig  
Library Shelver

## Volunteers

56 individual volunteers contributed 671 1/4 hours in library service. This represented a significant savings for the library and allowed library staff to complete other assignments and better serve the library patrons.

## Borrowers

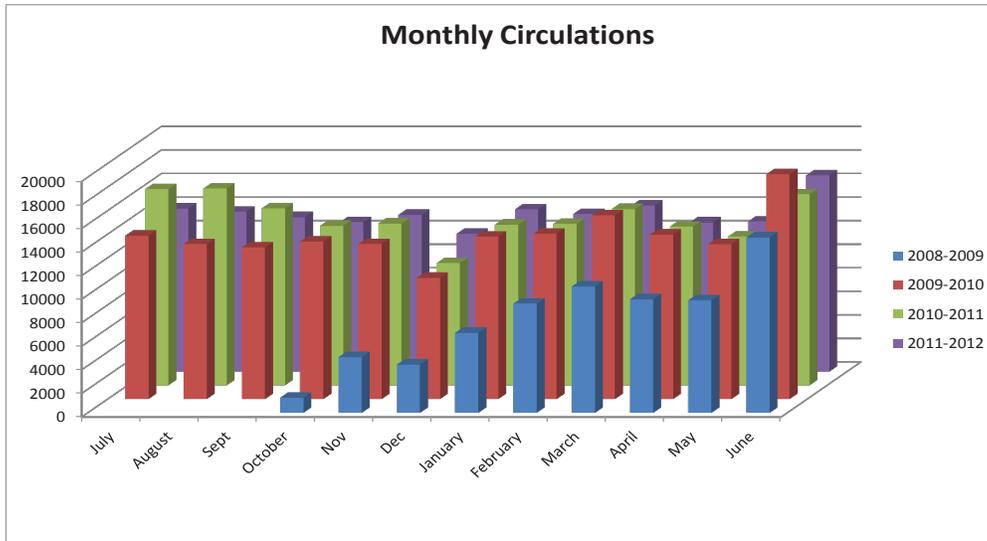
There were 6307 registered borrowers in the Library, 91% of those borrowers were Highland residents,

		2011-2012 Budget		
		Library		
Account	Description	2011-2012 Budget	Expended	% Expended
10-50-21	Equipment	\$ 2,500.00	\$ 2,331.64	93%
10-50-22	Friends			
10-50-23	Books and Materials	\$ 27,500.00	\$ 26,781.41	97%
	Books		\$ 5,321.97	
	Ingram		\$ 15,395.96	
	Deseret Book		\$ 668.34	
	Midwest Tape		\$ 4,432.88	
	Random House - BOT		\$ 629.75	
	Recorded Books		\$ 97.44	
	Amazon		\$ 235.07	
10-50-35	Supplies	\$ 3,000.00	\$ 2,693.93	90%
	Supplies		\$ 989.32	
	Demco		\$ 1,054.61	
	Office Depot		\$ 650.00	
10-50-24	Library Card Refunds			
10-50-25	Fund Raising, Travel & Memberships	\$ 2,000.00	\$ 2,000.00	100%
10-50-26	Insurance & Bonds	\$ -	\$ -	
10-50-27	Postage	\$ 1,500.00	\$ 1,418.34	95%
10-50-28	Information Technology	\$ 14,200.00	\$ 15,911.58	112%
10-50-29	Printing	\$ 500.00		
10-50-30	Special Programs	\$ 5,000.00	\$ 5,410.86	108%
	Special Programs - Youth		\$ 3,233.65	
	Special Programs - Adult		\$ 119.31	
	Kohlers		\$ 1,266.20	
	Partyland		\$ 437.49	
	Office Depot		\$ 330.15	
	Ingram		\$ 24.06	
10-50-70	Capital Outlay	\$ 5,000.00	\$ 5,000.00	100%
10-50-50	Grants	\$ 10,000.00	\$ 5,144.10	
10-50-71	Reserves transfer			
	<b>TOTAL ONGOING</b>	<b>\$ 71,200.00</b>	<b>\$ 66,691.86</b>	<b>94%</b>
10-50-11	Salaries & Wages - Fulltime	\$ 82,375.00	\$ 82,374.84	100%
10-50-13	Employee Benefits - Fulltime	\$ 40,758.00	\$ 35,877.12	88%
10-50-14	Salaries & Wages - Part-time	\$ 44,994.00	\$ 43,233.48	96%
	<b>TOTAL OVERALL</b>	<b>\$ 239,327.00</b>	<b>\$ 228,177.30</b>	
10-31-12	Dedicated Tax	\$ 193,946.00	\$ 206,022.88	
10-38-98	Fines & Fees	\$ 30,000.00	\$ 30,185.09	101%
10-38-81	Grants	\$ 10,000.00	\$ 5,210.00	

the remainder spread through Alpine, Cedar Hills, and surrounding cities. 1013 patrons were added and 1075 patrons were removed for non-use of their accounts.

## Circulation

The Library circulated 161,494 items during the year, 97,844 were children's material. This represented a decrease of about 5% from the previous year. Most of this is attributed to the "new library" effect.



8431 holds were placed, 7041 of them satisfied. Library users logged onto the online catalog 20536 times during the year. The catalog was upgraded to 4.0 in July and access to the catalog through smart phones was added as a new feature with 1133 uses..

## Collection

2687 items were added to the collection, bringing the total items in the collection to 29335.

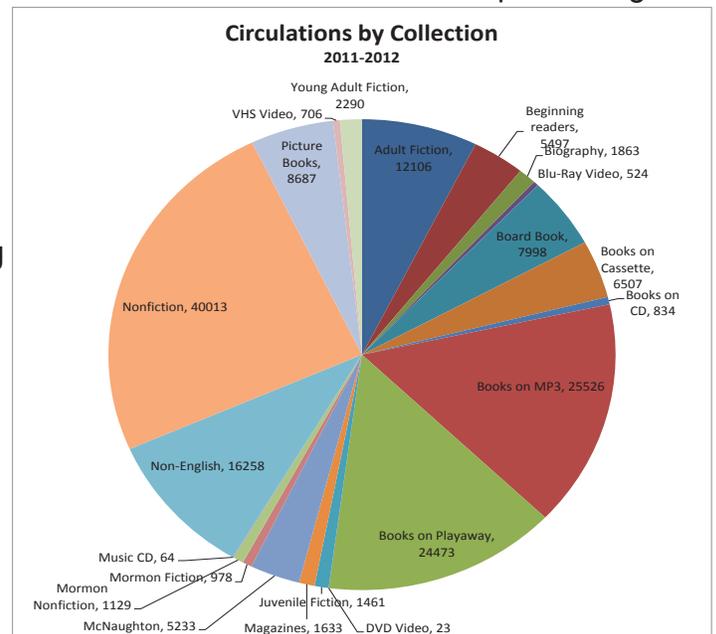
Pioneer, Utah State Library's online library, provided us with 35 licensed databases that provided genealogy, auto repair manuals, magazine and journal articles, encyclopedias, health and medical databases, business and finance resources and downloadable audio books.

A Library Management Plan was written that encompassed the collection, weeding, technology, and long range plans.

## Services

The library was open 2998 hours during the year, providing 57 hours per week of access.

It is estimated the library accommodated 68649 visitors during the year and answered about 7735 reference and directional questions.



598 items were borrowed from other libraries as part of the Utah State Library Division's interlibrary Loan service.

We estimate 11388 individuals used the 9 internet computers available for public use. The Library website was visited over 25084 times during the year.

166 children's programs were offered, serving 3444 individuals. 46 teen programs were offered, with 317 attending. 2 adult programs were offered, 54 individuals attended. A "Mommy & Me" storytime program was added during the year. A successful summer reading program concluded in August 2012, focusing on the theme "Make a Splash - Read!" The 2012 program kicked off in June 2012 with the theme "One World, Many Stories." The 2012 program also included, for the first time, a summer reading program for adults.



### **Library Board, Library Foundation, and Friends of the Library**

The Library Board is comprised of nine individuals who serve three year terms, each appointed by the Mayor with the consent of the City Council. This year's Library Board included:

Andrea Fuller, Chair  
Scott Smith, City Council representative  
Brenda Holtom, Member  
Richard Sudweeks, Member  
Dee Whitlark, Member

Roger Dixon (July-Aug)  
Marlene Brooks, Member  
Terri Kent, Member  
Stephanie Thacker, Member  
Cindy Jonsson, Member (Aug-June)

The Library Board sets the policy and direction for the Library. The Library Foundation, made up from members of the Library Board, serves to provide additional support and major fundraising for the library.

Friends of the Library exists to provide service and funds to the library and to enhance the services and programs the Library provides. Christine Smith and Blythe Shupe both served as Presidents of the Friends this past year.

### **Milestones**

The library was certified as a Utah public library by the State Library Division in December 2011. This led to the library being eligible for federal and state grants and complete services from the State Library Division. A \$5130 Community Library Enhancement Fund (CLEF) grant was received that was used to purchase board books, beginning readers, young adult books, large print books and e-books.

The library joined the North Utah County Library Cooperative on April 1, 2012 as an associate member. This provided greater access for library patrons by allowing them to use, for a reduced fee, the materials of the American Fork, Lehi, Pleasant Grove and Eagle Mountain libraries.

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