Library Board Meeting Agenda
April 28, 2022
Highland City Hall

7:00 pm-Call to Order: Claude Jones, Board Chair

1. **Public Comment**

2. **Consent**
   Approve 03/2022 Minutes

3. **Reports**
   a. Director's Report
   b. Foundation Report

4. **Action/Policy Items**
   a. Internet and Online Access Policy
   b. FY 2023 Budget

5. **Discussion Items**
   a. New Library Board Members
   b. Library Recertification Building Inspection
   c. Automatic Renewal Policy

6. **Future Agenda Items**
   a. New board members

7. **Adjournment**

Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD
Thursday, March 24, 2022 at 7:00 p.m.

<u>IN ATTENDANCE</u>

Board Members

Jessica Anderson, Secretary
Roger Dixon (via Zoom)
Briawna Hugh, Vice-Chair
Claude Jones, Chair
Lynn Lonsdale
Kim Rodela, City Council Rep.
Kevin Tams

Other

Donna Cardon, Library Director and
    Board Executive Officer

Absent Board Members

None

A quorum of the Board being present, Chair Claude Jones 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.

<u>AGENDA</u>

1. Public Comment

None.

2. Consent
    1. *Approve minutes from 01/2022 meeting*

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

Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed. Kim Rodela joined the meeting. Roger Dixon joined the meeting via Zoom.

3. Reports

1. Director's Report

Donna Cardon gave her report. Total number of patrons are up, and most other numbers are up compared to a year ago. The Fairytale Ball was a roaring success. There were openings for 300 people and 287 people attended. The mayor did a great job as the Beast's valet. The library also hosted an author talk and book signing with Jason Wright and Heather Moore. Other programs are growing and doing well.

Coming up, the library will celebrate National Poetry Month with a poetry competition. Picture book author, Brian Russo, will be coming to promote his book *Yoga Bunny*. And the library is preparing for the Summer Reading program, including a kickoff event. Kim and Donna will be attending the Utah Library Associate Conference, and Donna will be presenting on community assessments.

In other news, there is a patron who would like to donate her collection of specialty baking pans to the library. If they are in good condition, the library plans to make those available for checkout. (The challenge will be storage.) Plus, there will be two new grandparent-themed discovery kits. The library has also decided to postpone the financial audit with Fred Philpot until the next fiscal year, because he is in the process of working on an impact fee analysis for the city. The library budget is in good shape for now, due to the reduced staff. The library has also been working to complete the spending on six active grants. In the next fiscal year, Donna is looking to apply for a very specific ADA-compliance grant, that only comes up sporadically, for automatic doors.

Donna has been working on the community assessment initiative by attending local PTA meetings, interviewing patrons, and preparing an online survey.

Briawna Hugh left the meeting.

4. Action/Policy Items

None.

5. Discussion Items

1. *Community Assessment*

Donna led the discussion of what the board members had observed in the community over the last couple of months. Jessica Anderson shared a list of needs she compiled from talking and listening to members of the community:

- access to book club books
- access to medical information
- access to legal information
- help with elder care issues like powers of attorney and health care directives
- access to research databases (to evaluate studies)
- help with kids who have fallen behind because of Covid
- knowledge about government programs (disability, worker's comp, welfare, social security, early intervention, etc.)
- language learning resources, especially in Chinese (Alpine Elementary)
- ways to build a community outside of religion
- information about volunteer needs and donation needs
- information about and tools for interior decorating and home repair
- information about how and where to recycle various items (glass, plastic bags, fabric)
- tools to balance kids' uses of screens
- mental health resources (fidgets, therapy, etc.)
- information about plant-based diets and environmentally friendly purchasing

The board continued the discussion, adding community needs to the list as follows:

- digital books
- children's programs
- Battle of the Books – adapt the program to do something similar in the summer
- tutoring
- wedding reception items, like easels, centerpieces, vases
- large format printer
- business books
- education courses

Claude observed that it appears that people who don't use the library are not interested, but the people who use the library use it a lot. We need to expand the reach of the library.

2. *Automatic renewals*

The Board discussed the issue of automatic renewals. The library is feeling a little pressure from some patrons, because all of the other NUCLC libraries are fine free. One way we could move toward a fine free model is to implement automatic renewal. If automatic renewals were in place, an item would originally be checked out for the normal three weeks. If they don't return it after the three weeks, the patron will get an email notifying them that the item has been automatically renewed. This would happen a second time after the conclusion of that three weeks, meaning an item would be automatically renewed, if not returned, for up to nine weeks. If an item is placed on hold, it would not automatically renew.

The library currently collects about $10,000 a year in overdue fines. Implementing automatic renewals would likely cut that amount in half. There would also be an initial $700 set up fee for SirsiDynix to set up the automatic renewals. The library will have a budget shortage in the coming years. The board discussed the question of whether fees hurt the patrons or enable them, and how the library can move toward being fine free. Collecting fines costs staff time – about 3-5 minutes to process a payment. At about 40 transactions a week, that is about 2 hours of staff time a week. The board also discussed the potential PR benefit of fees versus going fine free. There will also be the issue of the City Council examining the budget issues and questioning why the library would get rid of an income stream. Donna noted that fine free is an accepted normal in libraries across the country and is something we need to aim for to keep up with the times.

The board discussed the desirability of getting information from other Utah libraries that have gone fine free (and those that haven't) and the impact the change has had. Donna said she would do some due diligence and report back.

Kim Rodela left the meeting.

6. Future Agenda Items

- Recruiting new members
- Approve budget
- Circulation policy adjustments for pans
- Continue discussion of community assessment items
- Consider fee policy adjustments for automatic renewal

The Board's next regular meeting is scheduled for April 28, 2022 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:18 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 March 24, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.

LIBRARY BOARD AGENDA
REPORT ITEM #4a

HIGHLAND CITY

DATE: April 28, 2022
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Internet and Online Access Policy

PURPOSE:

The Library Board will review the library's internet and online access policy.

BACKGROUND:

The Utah State Library Code 7-7-215-216 requires that public libraries have an internet use policy and that it be reviewed and ratified by the library's board every three years. Our board reviewed the policy last in 2019, so it is time to review it again. Maintaining a current internet access policy is required for the library to receive state administered grants.

The State Code requires libraries to have internet filters to prevent access to pornography and other illegal activity. The Highland Library uses an approved filtering system for all public access computers. The Code also requires libraries have procedures for staff to handle complaints about filtering and enforcement when patrons try to view prohibited material. The library's current policy contains all the necessary elements, but it is a good exercise to review the policy on a regular basis as required.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

After reviewing the current policy, the Library Board ratify the policy.

PROPOSED MOTION:

I propose that we ratify the current Internet and Online Access policy.

ATTACHMENTS:

1. Internet and Online Access Policy
2. State Code 9 7 215
3. State Code 9 7 216

Highland City Library: Internet and Online Access Policy

Providing public access to the internet enables the Highland City Library to greatly expand access to information and to fulfill our mission of facilitating access to information.

It is the intent of this policy to meet the requirements of Sections 9-7-215 and 9-7-216 Utah Code Annotated, Administrative Rule R458-2 and the federal Children's Internet Protection Act for the purpose of preserving the Library's eligibility for any state and federal funding for which it qualifies.

Administrative procedures and guidelines for staff to follow in enforcing this policy have been established and are available for public review at the Library circulation desk or on the Library website (http://highlandcitylibrary.org). Procedures to be used to handle complaints about this policy or its enforcement are available at the Library circulation desk.

The Highland City Library prohibits access to the internet or online sites that are harmful to minors, specifically those sites that contain obscene material, visual depictions of pornography of any kind, including child pornography, essentially prurient content, or are used for illegal purposes. The Library may also prohibit access to internet sites which affect others' use of the Library resources, such as sites which may require large amounts of bandwidth. To enforce this policy, the Library will utilize technology protection measures on all computers with internet access in the Library. All computer and electronic device usage in the Library is subject to these prohibitions, including use of Library computers, computers or electronic devices connected to the Library's wireless network, computers or electronic devices accessing the internet using a cellular connection, and computers or electronic devices on which such material was stored prior to entering the Library.

Violations of this policy may result in the Library taking disciplinary actions, including termination of internet or Library privileges or any other legal remedy. Library staff is also subject to computer, internet, network, and e-mail use policies as outlined in Highland City's Personnel Policy and Procedures Manual.

The Library may institute time limits on computer usage based on demand. Only equipment and software owned and installed by the Highland City Library may be used on Library computers. Adding, deleting or modifying the installed hardware or software is expressly prohibited.

Outside disks, portable hard drives, and flash drives will be allowed to be connected to Library computers. The Library is not liable for any damage made to the patron's equipment and patrons shall be responsible for damage to Library computers if

connected inappropriately. Patron may not open or install prohibited materials on Library computers.

Patrons may connect to the Library wireless network but do so at their own risk. Library staff are unable to provide technical support in setting up or maintaining access to the wireless network.

Patrons may print from Library computers and shall pay for all copies at the posted rate. Patrons using the wireless network do not have the ability to print to the Library printer.

The Library also reminds patrons that use of the internet requires good judgment and discretion in their use of this valuable resource. It is important to note:
- Not all internet sites provide accurate, complete or current information. It is the responsibility of each user to personally evaluate information they find on the internet.
- Some users may be offended by content they find on the internet.
- Restriction of a child's access to the internet is the responsibility of the parent/legal guardian. The Library encourages parents to learn and explore the internet with their children and to supervise their use.
- Library staff is available to assist users in locating the information they need and to carry out administrative procedures in order to ensure compliance to this policy.

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The Highland City Library Board originally developed and adopted an Internet and Online Access Policy on August 13, 2008. The policy was revised and adopted by the Library Board on April 22, 2019. This policy will be reviewed by the Highland City Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2

Highland City Library Internet and Online Access Policy

Administrative Procedures

As a result of the Internet and Online Access Policy adopted by the Library Board, these procedures and guidelines are for staff to follow to enforce policy.

These procedures and guidelines are available for public review and will be available at the circulation desk and on the Library website.

Library staff reserves the right to monitor usage of all computers in the Library to ensure compliance with the Internet and Online Access Policy. If a patron observes inappropriate internet usage by another patron, they should report it directly to Library staff to take immediate and effective action.

The policy prohibits access of sites that are harmful to minors, in the following categories:

Sites that contain obscene or violent material

Obscenity is defined in the US Code Title 20, section 9101 (8) as:
>   (A) the average person, applying contemporary community standards, would find that such project, when taken as a whole, appeals to the prurient interest;
>   (B) such project depicts or describes sexual conduct in a patently offensive way; and
>   (C) such project, when taken as a whole, lacks serious literary, artistic, political, or scientific value.

The Library also prohibits access to sites for illegal purposes. This includes, but is not limited to, activities that are prohibited by law (i.e., gambling, terrorism, etc.).

The Library may also prohibit access to internet sites which affect others' use of the Library resources, such as sites which may require large amounts of bandwidth. These will be determined by the Library Director on an individual basis, upon consultation of the city network administrator.

Consequences of violations of this policy include:
- Ask the patron to cease using that particular site, as it is in violation of Library policies.
- Inform the patron their computer session for the day is now over.
- Suspend computer access and/or Library access.
- Inform the patron they may not use the computer and/or Library until reviewed by the Library Director.
- Report incident to police.

The consequence will depend on the severity of the situation. Patrons who refuse to comply with these procedures should be asked to leave the Library. Those that refuse may be referred to the police for trespassing.

In enforcing policies, Library staff is NOT enforcing the law. Rather, staff are enforcing Library policies related to the use of electronic resources and the management of the Library as a safe public space, and drawing on state statutes on which the policy was established, rather than arbitrary criteria.

Any incident in which a patron is noted violating policy should be documented and filed with the Library Director.

Patrons who have complaints about this policy, the enforcement of it, or about observed patron behavior should be immediately referred to the Library Director

Approved by the Highland City Library Board April 22, 2019

Effective 5/9/2017
9-7-215 Internet and online access policy required.
(1) As used in this section:
  (a) "Child pornography" is as defined in Section 76-5b-103.
  (b) "Harmful to minors" is as defined in Section 76-10-1201.
  (c) "Obscene" is as defined in 20 U.S.C. Sec. 9101.
  (d) "Technology protection measure" means a technology that blocks or filters Internet access to visual depictions.
(2) State funds may not be provided to any public library that provides public access to the Internet unless the library:
  (a)
    (i) has in place a policy of Internet safety for minors, including the operation of a technology protection measure:
      (A) with respect to any computer or other device while connected to the Internet through a network provided by the library, including a wireless network; and
      (B) that protects against access to visual depictions that are:
        (I) child pornography;
        (II) harmful to minors; or
        (III) obscene; and
    (ii) is enforcing the operation of the technology protection measure described in Subsection (2)(a)(i) during any use by a minor of a computer or other device that is connected to the Internet through a network provided by the library, including a wireless network; and
  (b)
    (i) has in place a policy of Internet safety, including the operation of a technology protection measure:
      (A) with respect to any computer or other device while connected to the Internet through a network provided by the library, including a wireless network; and
      (B) that protects against access to visual depictions that are:
        (I) child pornography; or
        (II) obscene; and
    (ii) is enforcing the operation of the technology protection measure described in Subsection (2)(b)(i) during any use of a computer or other device that is connected to the Internet through a network provided by the library, including a wireless network.
(3) This section does not prohibit a public library from limiting Internet access or otherwise protecting against materials other than the materials specified in this section.
(4) An administrator, supervisor, or other representative of a public library may disable a technology protection measure described in Subsection (2):
  (a) at the request of a library patron who is not a minor; and
  (b) to enable access for research or other lawful purposes.

Amended by Chapter 208, 2017 General Session

9-7-216 Process and content standards for policy.
(1)
   (a) Each library's policy shall be developed under the direction of the library board, adopted in an open meeting, and have an effective date. The library board shall review the policy at least every three years, and a footnote shall be added to the policy indicating the effective date of the last review.
   (b) Notice of the availability of the policy shall be posted in a conspicuous place within the library for all patrons to observe. The library board may issue any other public notice it considers appropriate to inform the community about the policy.
(2) The policy shall:
   (a) state:
     (i) that it restricts access to Internet or online sites that contain material described in Section 9-7-215; and
     (ii) how the library board intends to meet the requirements of Section 9-7-215;
   (b) inform patrons that administrative procedures and guidelines for the staff to follow in enforcing the policy have been adopted and are available for review at the library; and
   (c) inform patrons that procedures for use by patrons and staff to handle complaints about the policy, its enforcement, or about observed patron behavior have been adopted and are available for review at the library.

Amended by Chapter 193, 2004 General Session

LIBRARY BOARD AGENDA REPORT ITEM #4b

HIGHLAND CITY

DATE: April 28, 2022
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: FY 2023 Budget

PURPOSE:
The Library Board will review and approve the Library's FY 2023 budget.

BACKGROUND:
The Library is funded primarily through a designated percentage of Highland City resident's property tax. There is a Library Fund separate from the City's General Fund. Each year the Library proposes a budget for the next fiscal year that stays within the projected revenue for the Library Fund. The line items of the Library's budget tend to stay fairly constant from year to year, with only a few changes to meet recent changes or current needs. These are the major changes I am proposing for the FY 2023 budget.

Revenue:
- Tax revenue: $288,000, up $7,820 from last year's adjusted revenue projections. This number is provided by the city's finance director.
- Grant income: $5000, down from $30,362 last year. Last year we received a great deal of grant money due to several ARPA grants. Those won't be available this year, but we should receive a CLEF Grant of about $5,000 which we receive each year from the State Library. We may apply for and receive other grants, but I didn't include them because they are not a guaranteed revenue source.

Expenditures:
- Full-Time Wages: $84,942 up from $80,753 in last year's budget. That includes both my wages and a portion of Erin's wages. The city administration is proposing a 6% wage increase for all staff to try to compensate for high inflation rates.
- Part-Time Wages: $139,549, up from $138,998 last year. This number is not much higher than last year because I eliminated one part-time manager position back in February when Shelly resigned for personal reasons. This number represents a raise for the part-time staff, which I feel is needed to attract and retain quality staff. The final raise amount is still being determined in consultation with administration.

- Circulating Materials: $30,000, up from $20,000. I had lowered the book budget last year because the Library received a $12,000 ARPA grant to buy circulating materials. This year's budget number represents a slight decrease in the total amount we can spend on circulating materials. I hope to make up the difference with the picture book drive being undertaken by the Library Foundation in the fall.
- IT: $16,950 up from $11,850. Last year the City switched from Office 2019 to Office 365. This in addition to national inflation pressures in the IT world has significantly increased the entire City's annual IT budget.

These numbers represent a preliminary budget proposal that will be voted on by the City Council next week. There may be slight adjustments before the final budget approval in June. The adjustments would likely be 1% or less of the total budget.

FISCAL IMPACT:
This proposed budget is $14,852 lower than this year's adjusted budget. Expected income and expenditures are lower because I don't anticipate receiving COVID related grant money in FY 2023 and because the library eliminated one part-time manager position.

STAFF RECOMMENDATION:
The Library Board approve the proposed budget with the understanding that there may be minor adjustments in the coming weeks.

PROPOSED MOTION:
I propose that we approve the preliminary budget and give Donna the ability to make minor adjustments totaling 1% or less of the total budget as needed without further approval.

ATTACHMENTS:
1. Proposed FY 2023 budget

Revenue

		FY 2022 Adopted	Adjustments	FY 2023 Proposed	
22-30-90	Transfer from General Fund				
22-31-10	Property Taxes	-276,740.00	-280,180.00	-288,000.00	Tyler's tax revenue projection
22-31-11	Delinquent Property Taxes	-15,000.00	-20,000.00	-20,000.00	
22-31-12	Motor Vehicle Tax	-22,000.00	-22,000.00	-22,000.00	
22-32-10	Fees & Fines	-13,000.00	-13,000.00	-13,000.00	
22-32-11	Non-Resident Cards	-20,000.00	-25,000.00	-25,000.00	
22-32-13	Printing	-1,200.00	-1,200.00	-1,200.00	
22-36-10	Interest Income	0.00	0.00	0.00	
22-36-11	Donations	-200.00	-200.00	-200.00	
22-36-12	Grants	-15,000.00	-30,362.00	-5,000.00	There was a lot of grant money available last year
22-39-90	PY Carryover Budget	-25,000.00	0.00	0.00	that won't necessarily be available in FY2023
	Total	-388,140.00	-391,942.00	-374,400.00	

Expenses

		FY 2022 Proposed	Adjustments	FY 2023 Proposed	
22-43-11	Salaries/Wages	80,753	80,753	84,942	Highland City is proposing a 6% increase in staff pay city wide.
22-43-12	Overtime				
22-43-13	Employee Benefits	46,732	46,732	45,744	City proposed $ 43639.80
22-43-14	Salaries/Wages Part-Time	131,106	138,998	139,549	City proposed $138319.26, Reduced parttime staff from 10 to 9 and add 8% raise to bring equal to the rest of the city plus 3% annual merit
22-43-21	Equipment	5,000	5,000	5,000	
22-43-22	Library Board Expenses	250	4,850	250	Last year we added $4600 to this budget to pay for a Library Fund study and then never undertook it.
22-43-23	Books & Materials	20,000	20,000	30,000	Last year we had a $12,000 ARPA grant for materials that we will not have this year.
22-43-25	Mileage Reimbursement	300	300	300	
22-43-27	Postage	200	500	500	
22-43-28	IT Software	17,000	17,000	15,000	Discontinue Tumblebooks
22-43-29	Printing	1,500	1,500	1,500	
22-43-30	Programming	10,500	11,300	10,500	Rely on Friends to cover some of cost
22-43-31	Phone Reimbursement	1,800	1,800	1,800	
22-43-32	Uniforms/Emp. Misc.	1,500	1,500	1,500	
22-43-33	Continuing Education	1,000	2,500	2,500	
22-43-35	Office Supplies	5,000	5,000	5,000	
22-43-50	Grant Expenditures	15,000	30,362	5,000	
22-43-61	Indirect Overhead	8,114	8,114	8,254	
22-43-62	Insurance Expense	1,500	1,500	832	
22-43-75	Internal Service IT Expense	11,850	11,850	16,590	Switch to Office 365 is more expensive.
	Total Expense	359,105	389,559	374,761	
	Total Revenue	-388,140	-391,942	-374,400	
			difference	360.81	