

Library Board Meeting Agenda

October 28, 2021

Meeting held electronically via Zoom.

Phone Number: 1-253-215-8782.

Meeting ID 872 4594 7728.

Comments can also be submitted ahead of time by emailing libraryboard@highlandcity.org.

Legal Declaration:

I Edgar Tooley, 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 October 28, 2021.

7:00 pm-Call to Order: Edgar Tooley, Board Chair

1. Welcome

- a. Lynn Lonsdale

2. Public Comment

3. Consent

- a. Approve Minutes for September Meeting

4. Reports

- a. Director's Report
- b. Foundation Report

5. Action/Policy Items

- a. Circulation Policy Change: Tablets
- b. Meeting Schedule 2022
- c. Strategic Plan Adjustments

6. Discussion Items

- a. Christmas Party

7. Future Agenda Items

- a. Training in November

8. Closed Session

The Highland City Library Board may temporarily recess the meeting to convene in

a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.

9. 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 City Council may participate electronically via telephone, Skype, or other electronic means 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, at the Lone Peak Fire Station and Lone Peak Police Station, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 26th day of October, 2021

Stephannie Cottle, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.
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HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #5a

DATE: October 28, 2021
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Circulation Policy Change for Tablets

PURPOSE:

Adopt a slight adjustment to the Physical Item Circulation Policy concerning new circulating tablets.

BACKGROUND:

Last summer the library was awarded an ARPA (America’s Recovery Plan Act) grant that allowed us to purchase five tablets for circulation. They are pre-loaded with popular adult e-books and provide access to Tumblebooks for children. A year ago, the Library acquired Kindles that circulate and are pre-loaded with children’s books. In the circulation policy the Kindles were treated as “kits,” that is, our Discovery Kits. Although both kinds of tablets will still have the same circulation policy as Kits, we would like to explicitly refer them in the Physical Item Circulation Policy under the collective term of “tablets” and clearly state the policy concerning their use.

FISCAL IMPACT:

No fiscal impact.

STAFF RECOMMENDATION:

The Library Board approve the minor adjustments to the Physical Item Circulation Policy related to tablets.

PROPOSED MOTION:

I move that the Library Board approve the changes in the Physical Item Circulation Policy related to circulating tablets.

ATTACHMENTS:

1. 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.
- 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. ~~Kits and tablets cannot be renewed.~~ All other ~~M~~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.
- 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) kits and tablets ~~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 or associated with tablets (such as, but not limited to, power cables or protective cases) 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 or tablet.
- 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. 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](#)



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #5b

DATE: October 28, 2021
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Board Meeting Schedule 2022

PURPOSE:

The Board will consider a meeting schedule for 2022.

BACKGROUND:

Each year, the Board is required to submit a meeting schedule to the City Recorder to satisfy open meeting requirements. In years past, the Library Board has met the fourth Thursday of each month, except for when that day conflicts with a major holiday. In the recent year, there has not always been enough action items to warrant a meeting. As we look to the coming year, the Board should consider whether they should continue meeting monthly, or switch to an “every-other-month” type schedule. The Library Board meeting schedule of nearby libraries varies. American Fork Library Board met four times last year as did the Lehi Library Board. Pleasant Grove Library Board meets monthly.

There are certain months when a meeting is required, as when the Board needs to approve the Library Budget or prepare for the annual presentation to Council. I have attached potential monthly and bimonthly schedules that meet these requirements.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Board discuss and decide whether it would be best to do a monthly or bimonthly schedule.

PROPOSED MOTION:

I move that the Library Board accept the monthly meeting schedule as outlined.

ALTERNATE MOTION:

I move that the Library Board accept the bimonthly meeting schedule as outlined.

ATTACHMENTS:

1. Proposed Library Board Schedule 2022

Proposed Library Board Meeting Schedule 2022 (monthly)

January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November 17 (3rd Thursday due to Thanksgiving)

December (no meeting)

Proposed Library Board Meeting Schedule 2022 (bimonthly)

January 27

March 24

May 26 (Budget approval)

July 28

September 22 (Prepare for presentation)

November 17



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #5c

DATE: October 28, 2021
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Adjustments to the Long-Range Strategic Plan

PURPOSE:

The Board will consider any adjustments to the Long-Range Strategic Plan before it goes for final approval to the City Council.

BACKGROUND:

On October 5, the Library Board presented the City Council with a draft of a Long-Range Strategic Plan and invited them to make any suggestions or ask questions about it before it is presented for final approval on November 9.

As of the writing of this report, none of the City Council have suggested any alterations. If they do suggest alterations, or if the Library Board wants to make any changes, they have an opportunity to do so in this meeting. Any suggestions that staff becomes aware of before the meeting will be distributed to the Board as soon as possible.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board submit the Long-Range Strategic Plan as submitted to the City Council as is unless there are suggestions for changes from the Council.

PROPOSED MOTION:

I propose that that we adopt the Long-Range Strategic Plan as presented and submit it for final approval to the City Council.

ALTERNATIVE MOTION:

I propose that that we adopt the Long-Range Strategic Plan as amended and submit it for final approval to the City Council.

ATTACHMENTS:

1. Long-Range Strategic Plan (draft 3)

Highland City Library: Long-Range Strategic Plan 2021-2026

Introduction

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city library. In 2016, the Library received permission to convert a public meeting room into a Children's Room for the Library. The new Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) on April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018, the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: the Library Board, the Friends of the Library, and the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of seven persons: six volunteers appointed for three-year terms, and a representative from the City Council. All meetings are held in the Highland City Hall or electronically using a video meeting platform. Records of the Library Board meetings are available on the City website.
2. The Friends of the Library is an independent non-profit organization that supports the library in the following ways: raising funds through used book sales and other endeavors, creating community connections through programs and events, and increasing volunteerism to support and supplement Library resources.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. The Foundation administers larger donations, particularly those targeted at capital improvement.

Vision Statement

The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

Mission Statement

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

Long-Range Strategic Plan, 2021-2026

The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement. Most of the goals listed below are expected to be accomplished within the current annual budgets for the Library. Capital improvement goals involve fundraising by the Library Foundation.

Materials:

Plan	Value	Metric	Date Initiated/ Completed	Responsible Party
Grow physical collection back to 50,000 items	Provide Materials	Simple count of physical materials	Ongoing/ December 2026	Collection Development Team
Expand picture book section	Provide Materials	Add additional shelving to accommodate up to 8,000 picture books	Ongoing/ December 2026	Collection Development Team
Improve book displays in the Children's Room	Inform	Add shelf top and shelf end book displays to the Children's room	Winter 2021	Collection Development Team, Children's Services Manager

Programs

Plan	Value	Metric	Date initiated/ Completed	Responsible Party
Continue providing educational programs for each age group	Educate	Offer weekly children's programs, and monthly adult/teen programs	Fall 2021-ongoing	Programming Team

Maintain working relationship with all local schools	Inform/ Educate/ Community	Quarterly contact with representative from each school	August 2021-ongoing	Public Relations Team/ Library Director
Increase number of current library card holders	Inform	Number of card holders will increase 10% the first year and 5% each subsequent year	August 2021-December 2025	Library Director/ Public Relations Team
Maintain Summer Reading participation and increase completion	Educate/ Entertain	Have 1000 + participants and 35% completion each year	Summer 2022-Summer 2026	Library Director/ Public Relations Team/ Programming Team
Improve Adult Programing	Educate/ Inform	Hold an in-person adult program quarterly	Fall 2022-onward	Library Director/ Public Relations Team/
Continue programs for special needs	Educate/ Inform/ Entertain	Hold monthly story time for HIVES	Fall 2021- onward	Library Director/ Programming Team
Establish a quarterly bilingual story time	Educate/ Entertain	Hold four bilingual story times in one year	Fall 2022-Fall 2023	Programming Team/ Library Director
Hold a Senior Services Fair annually (?)	Inform	Hold a trial event and then consider continuing	Spring 2022	Public Relations Team/ Library Director

Tools and Technology

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Acquire security gates	Provide Materials	Apply for a grant to get security gates	Fall 2021-Winter 2022	Library Director

		and have them installed		
Increase e-book use by purchasing most held items	Inform/ Entertain	E-book use increases by 10% each year	Fall 2021-Fall 2026	Collection Development Team
Set up AV maker space computer(s)	Tools	Apply for grant to purchase a computer loaded with digital editing software for the public	Spring 2024	Library Director
Replace public access computers with laptops	Tools	Using funds allocated to replace the public access computers, purchase a set of laptops patrons can check out for use in the Library	Spring 2025	Library Director

Training

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Send at least one staff member to a national conference each year	Train	Staff member attends a national conference	Spring 2022, and continuing forward	Library Director
Send at least three staff members to state training sessions	Train	Three staff members attend state training each year	Fall-2021, and continuing forward	Library Director
Have a staff member complete "Uplift Training"	Train	Staff member receives Uplift Training Certificate	Already initiated/ Fall 2023	Library Director/ Participating Staff Member

Space

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Replace Library carpet	Community Space	Get a bid, figure out funding, contact a vendor, have carpet installed	Bid by June 2023 / Jan 2024	Library Director
Replace Library upholstered furniture	Community Space	Purchase 2 love seats and 6 chairs	Jan 2024/ Dec 2025	Library Director
Conduct a survey about public interest in an addition to the Library	Space	Question added to the City's annual survey about the interest in an addition to the Library	Spring 2025	Library Director

Financial Oversight

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct a financial audit of the Library Fund	Community Resource	Engage a professional financial audit of the Library Fund	Fall 2021/Winter 2022	Library Director
Investigate eliminating overdue fines	Community Resource	Do a study of nearby libraries and their success going fine-free	April 2022	Library Director