

Library Board Meeting Agenda

May 22, 2025

Highland City Hall

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

1. Public Comment

2. Consent

- a. 2025 03 27 Minutes
- b. 2025 04 24 Minutes

3. Reports

Director's Report

4. Action/Policy Items

- a. Board Organization and Operating Procedures
- b. Final Library FY 2026 Budget
- c. Internet Use Policy

5. Discussion Items

Expiring Board Seats

6. Future Agenda Items

Library Certification

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.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 19th day of May, 2025

Stephannie Cottle, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.
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**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, March 27, 2025 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton, Chair
Ron Campbell
Lynn Lonsdale
Kevin Tams, Vice-Chair

Other

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

Absent Board Members

Rachel Farnsworth
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 7:07 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 2025.02.27

Kevin Tams moved to approve the February minutes. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She highlighted the Fairy Tale Ball, which had a good turnout, a craft and chat, the STEM lab, and the winter reading program. The Library will be closed on April 5, 2025, and the Timpanogos Library Consortium will go live on April 7, 2025. The propagation station will be back by popular demand. The theme of the summer reading program will be Color Your World, and the opening event will be tie-dying t-shirts.

Donna Cardon briefly left the meeting. Wayne Tanaka joined the meeting.

The Board discussed various issues with the TLC, including combining the catalog and the inter-local agreement. The libraries have done a test run on transporting books.

Donna also highlighted an impact story about the role the library plays in the functioning of the city. Donna also highlighted some statistics.

b. Training Reports

The Board discussed the individual trainings they watched provided by the state library, including some on addressing needs of homelessness and being advocates in the community.

Donna noted that the certification requires a list of board members who completed their training for the year.

4. Action/Policy Items

a. Item Reconsideration Policy

Kevin Tams summarized the work done by the committee. The Board considered the proposed changes to the item reconsideration form and relevant items in the Collection Development Policy.

Kevin Tams moved to adopt the changes to the Item Reconsideration Form and Collection Development Policy as discussed. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

b. Operating Procedures Updates

Donna noted that the Library Board operating procedure document was outdated. The Board considered a variety of updates to their operating procedures. Jessica Anderson volunteered to redraft the board's roles section for consideration at the next meeting.

Jessica Anderson moved to postpone consideration of the Library Board's Operating Procedures document to address the board's roles section. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

5. Discussion Items

a. Library Fund and Budget

The board discussed the recent City Council work session on the library fund and budget. Donna gave a recap of the meeting, noting the differences in the presentation to the City Council from the version the Board reviewed at the last meeting. Donna added in some information to make it clear that there were three options for funding, a very small increase to keep the library going for another five

years, a slight increase to maintain status quo adjusting for increased demand, and a double increase to help pay for a bond to get an expanded space.

The City Council was not receptive to the Library having a fund balance and were also generally against any tax increase. The Board discussed various scenarios, including a citizen's initiative or bringing a tax increase to the City Council. Ron Campbell addressed the issues from the council's perspective and advocated for bringing a tax increase to the council. Donna noted that the Library has a good relationship with the Council, and she believes that the Council will step up and save the Library if necessary. Donna also noted that most of the funding for Libby comes from a federal grant, which could be in danger. The Board discussed issues of timing, including Ron leaving the council at the end of the year.

Erin, the City Administrator, offered to arrange a meeting with Ron and Kevin and the mayor to further discuss the funding issues. The Board discussed next steps.

6. Future Agenda Items

- Library Budget Final Approval
- Library Certification
- Expiring Library Board Seats
- Director Compensation
- Operating Procedures

The Board's next regular meeting will be held on April 24, 2025 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:23 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 27, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.

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

Thursday, April 24, 2025 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton, Chair
Kevin Tams, Vice-Chair

Other

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

Absent Board Members

Ron Campbell
Rachel Farnsworth
Lynn Lonsdale
Wesley Warren

At 7:16 p.m., Chair Amy Brinton started the public recording and noted that there was no quorum or public present and that all business would be tabled until the next regular meeting. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

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 April 24, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM # 4a

DATE: May 22, 2025
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Board Operating Procedures

PURPOSE:

The Library Board will consider updates to the Library Board Organization and Operating Procedures document.

BACKGROUND:

The Library Board has a set of bylaws that govern the functioning of the Board. They also have an Organization and Operating Procedures document that gives directions about the regular function of the Board. While preparing for the March Board meeting, I looked at the Organization and Operating Procedures documents as a reference for one of my staff reports and realized that the document was outdated. It mentioned standing committees and Board members that were no longer serving the Board. In the April Library Board meeting the Board Secretary, Jessica Anderson, agreed to update the Organization and Operating Procedures document to represent the current state of the Board, and add some references to Utah State Code regarding different functions delegated to the Board. I also updated information about current Board members and seats. In this meeting we will consider and vote on the updates.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Board should review and adopt updates to the Organization and Operating Procedures document.

PROPOSED MOTION:

I move that we adopt the updates to the Organization and Operating Procedures document as discussed.

ATTACHMENTS:

1. Operating Procedures (track changes)
2. Operating Procedures (clean copy)
3. Proposed Revisions to the Board Operating Procedures (Jessica draft)
4. Utah C9-7-P4

Highland City Library Board Organization and Operating Procedures

I. Board Role

~~A. The role of the Library Board is to~~

- ~~1. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.~~
- ~~2. Set such policies for the Library as are needed to carry out its mission.~~
- ~~3. Provide oversight to ensure that Library policies are implemented effectively.~~

I. BOARD ROLE

A. In accordance with Utah law, the role of the Library Board is to

1. Establish a clear mission for the library and a strategic plan allowing the library to achieve that mission.
2. Maintain and care for the library and establish policies for its operation. (Utah Code § 9-7-404(2))
3. Make, amend, and repeal rules, not inconsistent with law, for the governing of the library. (Utah Code § 9-7-405)
4. Oversee the following under the direction of the city council:
 - a. the expenditure of the library fund,
 - b. the purchase, construction, lease, or sale of library buildings and land for the benefit of the library,
 - c. the operation and care of the library.(Utah Code § 9-7-404(1))
5. Provide an annual report to the city governing body on the condition and operation of the library, including a financial statement and the strategic plan. (Utah Code § 9-7-406(1))
6. Participate as appropriate in the recertification of the library and assist the director in providing an annual report to the director of the state library division that contains the information required by the State Library Board. (Utah Code § 9-7-406(2))
7. Appoint a competent person as library director to have immediate charge of the library with those duties and compensation for services that it determines and, upon the recommendation of the director, other personnel as needed. (Utah Code § 9-7-407)
8. Assist the director on outreach to the Highland community, library patrons, and other communities as appropriate.

Highland City Library Board Organization and Operating Procedures

II. Members and Officers

A. Constitution of the Board

1. The Library Board currently consists of seven members. One member of the Board is also a member of the City Council.

B. Vacancies

1. Advertisements of Board vacancies include a brief summary of the position, a solicitation for volunteers, and information about how to volunteer.
 - a) For expected vacancies (such as the end of a member's term of office), advertisement is made between 60 and 90 days before the vacancy begins.
 - b) For unexpected vacancies, advertisement is made as soon as practical once the vacancy occurs.
2. Volunteer applications or nominees for open Board seats shall be discussed in a Board meeting and the Board shall make recommendations to the Mayor.

C. Officers

1. Officers are elected annually in the June Board meeting and generally serve one year.
- ~~1.2.~~ An officer may serve a ~~third~~ consecutive terms if approved unanimously by the Board.

III. Board Meetings

A. Time and place

1. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events.

B. Preparation

1. The Executive Officer (Library Director) shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair.
2. Any Board member wishing to have an item placed on the agenda must contact the Executive Officer at least 3 days prior to the meeting.
3. The agenda and information packet shall be distributed electronically to the Board by the Executive Officer 48 hours prior to the meeting.
4. A Board member who is unable to attend a meeting shall notify the Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting.

C. Conduct of Meetings

1. General

Highland City Library Board

Organization and Operating Procedures

- a) Only business properly noticed shall be actionable. An item is “properly noticed” when included in the published agenda for the public to see. To be “actionable” an item must be placed in the “consent agenda” or in the “action/policy” portions of the agenda.
2. Order of business
 - a) The following Order of Business shall be followed at meetings, excepting that items not needed at any given meeting may be omitted:
 - Call to order • Public comments • Introductions • Consent Agenda • Reports • Action/Policy Items • Discussion Items • Future Agenda Items • Adjournment ([Appendix C, Sample Board Bylaws from the State](#))
3. Consent agenda
 - a) The Board establishes a Consent Agenda to provide an efficient meeting process. Items that are not expected to require discussion or debate may, at the Chair’s option, be placed in the Consent Agenda portion of the meeting.
 - (1) Any item will be pulled from the Consent Agenda at the request of one or more members. No vote is required to pull the item. The Chair shall decide where to place any such item on the agenda.
 - (2) Approval of the Consent Agenda by the Board constitutes approval of each item on the Consent Agenda at the time of approval.
 - (3) Minutes of the meeting will include the full text of motions/resolutions adopted under the Consent Agenda portion of the meeting.
4. Voting
 - a) Voting may be by voice, ballot, or show of hands. Whatever method is used; the Chair announces the individual votes (or a unanimous decision) for inclusion in the minutes.
5. Training
 - a) A portion of the meeting may be designated for training to meet the State requirement for Board member training. (Standard #5, Basic Certification Standards)
- D. Official records
 1. The Executive Officer shall work with the City Recorder to ensure the Library Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.
- E. Electronic Meetings Policy

Highland City Library Board Organization and Operating Procedures

1. The Library Board (“Board”) may hold meetings with or without a physical anchor location pursuant to relevant state and city law.
2. Members of the Board may participate in Board meetings via telecommunications under the terms of this policy.
 - a) All persons at an anchor location and all persons participating from remote locations shall have real time audio (and preferably video) contact with all participants.
 - b) Any form of telecommunication may be used, as long as it allows for real time interaction for discussions, questions and answers, and voting.
 - c) Members participating from remote locations shall use appropriate equipment and take other precautions to eliminate static or other disturbances to the orderly conduct of the meeting.
 - d) Any member participating from a remote location shall arrive and initiate contact early to ensure the equipment to be used is in proper working order.
 - e) This electronic meeting policy does not apply to public comment or participation. When meetings are held in a physical anchor location, public comment cannot be made electronically.[?](#)
3. Members who desire to participate in a meeting of the Board via telecommunications shall notify the library’s director and the chair of the Board of their intent at least one week in advance of the meeting, so appropriate arrangements can be made to conduct the meeting via telecommunications. This notice requirement may be waived in the event of emergency conditions.
4. Members participating via telecommunications are considered present for purposes of establishing a quorum. In the event that a lack of communications with any member results in a lack of a quorum, no additional business may be conducted until the quorum can be reconstituted. Continuances may be granted as set forth by law. Business already conducted remains valid and binding.

IV. Communication

- A. Polling between meetings

Highland City Library Board Organization and Operating Procedures

1. From time to time it may be necessary between meetings to get the collective opinion of the Board on certain simple matters that are completely internal to the Board. This may be accomplished by asking the Chair to poll the Board. The Chair will request that the Secretary send the matter, by email, to the Board, collect the responses, and inform the Board of the decision. No decision reached in this manner has the ability to bind the City of Highland, the Highland City Public Library, or the Library Board.

V. Committees

~~A. Standing committees~~

~~1. General~~

- ~~a) The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning.~~
- ~~b) The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff.~~
- ~~c) It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support.~~

~~2. Library Fund Committee: (9-7-404)~~

- ~~a) Supports the Library Director as requested on budget, fee, and fund issues.~~

~~3. Library Outreach.~~

- ~~a) Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.~~

~~4. Library Policies. (Utah State Code 9-7-404, 405)~~

- ~~a) Supports the Library Director as requested on policy issues.~~
- ~~b) Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.~~

~~5. Library Reports. (Utah State Code 9-7-406)~~

- ~~a) Supports the Library Director as requested on reports.~~
- ~~b) The Committee shall review the annual report prior to submission to the Board.~~

~~6. Library Long range Strategic Planning. (Standard #3, Basic Certification Standards)~~

- ~~a) In conjunction with the Library Director, the Committee shall review the Long range Strategic Plan as to content and execution, and make recommendations for updates to the Board.~~

Highland City Library Board Organization and Operating Procedures

- b) ~~Ensure that the efforts of the Library Foundation, Friends of the Library, and any other relevant organizational support are coordinated with the Long-range Strategic Plan.~~

V. COMMITTEES

- A. The Library Board may appoint both ad hoc and standing committees as needed.

VI. Reference Information

Appendix

A. Members, liaisons, and officers

1. Library Board members Term Expiration

Seat 1.	Kim Rodella <u>Ron Campbell</u>	2026 <u>3</u>
Seat 2.	Briawna Hugh <u>Rachel Farnsworth</u>	2022 <u>2025</u>
Seat 3.	Kevin Tams	2025 <u>2</u>
Seat 4.	Claude Jones <u>Amy Brinton</u>	2024 <u>2027</u>
Seat 5.	Lynn Lonsdale	2024 <u>2027</u>
Seat 6.	Roger Dixon <u>Wesley Warren</u>	2022 <u>2025</u>
Seat 7.	Jessica Anderson	2023 <u>2026</u>

Library Board officers

- a) Chair – ~~Claude Jones~~Amy Brinton
 - b) Vice-chair – ~~Briawna Hugh~~Rachel Farnsworth
 - c) Secretary – Jessica Anderson
 - d) Executive Officer - Donna Cardon DCardon@highlandcity.org
2. Liaisons from other entities
- a) Friends of the Library: Wayne Tanaka
waynetanaka10@yahoo.com

~~B. Committee assignments~~

- ~~1. The Library Board can establish ad hoc committees as need arises.~~
- ~~2. These committees will consist of no more than three members. They report their activities to the rest of the Board at regular Board meetings.~~

Highland City Library Board Organization and Operating Procedures

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Highland City Library Board

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- A. Polling between meetings

Highland City Library Board Organization and Operating Procedures

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V. Committees

- A. The Library Board may appoint both ad hoc and standing committees as needed.

VI. Appendix

- A. Members, liaisons, and officers

1.

Library Board members	Term Expiration
Seat 1. Ron Campbell	2026
Seat 2. Rachel Farnsworth	2025
Seat 3. Kevin Tams	2025
Seat 4. Amy Brinton	2027
Seat 5. Lynn Lonsdale	2027
Seat 6. Wesley Warren	2025
Seat 7. Jessica Anderson	2026

Library Board officers

- a) Chair – Amy Brinton
 - b) Vice-chair – Rachel Farnsworth
 - c) Secretary – Jessica Anderson
 - d) Executive Officer - Donna Cardon DCardon@highlandcity.org
2. Liaisons from other entities
 - a) Friends of the Library: Wayne Tanaka
waynetanaka10@yahoo.com

Proposed Revisions to Board Operating Procedures

Prior Version

I. BOARD ROLE

A. The role of the Library Board is to

1. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.
2. Set such policies for the Library as are needed to carry out its mission.
3. Provide oversight to ensure that Library policies are implemented effectively.

V. COMMITTEES

A. Standing Committees

1. General

- a) The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning.
- b) The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff.
- c) It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support.

2. Library Fund Committee: (Utah State Code 9-7-404)

- a) Supports the Library Director as requested on budget, fee, and fund issues.

3. Library Outreach.

- a) Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.

4. Library Policies. (Utah State Code 9-7-404, 405)

- a) Supports the Library Director as requested on policy issues.
- b) Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.

5. Library Reports. (Utah State Code 9-7-406)

- a) Supports the Library Director as requested on reports.
- b) The Committee shall review the annual report prior to submission to the Board.

6. Library Long-range Strategic Planning. (Standard #3, Basic Certification Standards)

- a) In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, and make recommendations for updates to the Board.

- b) Ensure that the efforts of the Library Foundation, Friends of the Library, and any other relevant organizational support are coordinated with the Long-range Strategic Plan.

Proposed New Version

I. BOARD ROLE

- A. In accordance with Utah law, the role of the Library Board is to
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 2. Maintain and care for the library and establish policies for its operation. (Utah Code § 9-7-404(2))
 3. Make, amend, and repeal rules, not inconsistent with law, for the governing of the library. (Utah Code § 9-7-405)
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 5. Provide an annual report to the city governing body on the condition and operation of the library, including a financial statement and the strategic plan. (Utah Code § 9-7-406(1))
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 7. Appoint a competent person as library director to have immediate charge of the library with those duties and compensation for services that it determines and, upon the recommendation of the director, other personnel as needed. (Utah Code § 9-7-407)
 8. Assist the director on outreach to the Highland community, library patrons, and other communities as appropriate.

V. COMMITTEES

- A. The Library Board may appoint both ad hoc and standing committees as needed.

Part 4

City Libraries

9-7-402 Establishment and maintenance of public library -- Library board of directors -- Expenses.

- (1) A city's governing body may establish and maintain a public library.
- (2) When the city governing body decides to establish and maintain a city public library under the provisions of this part, it shall appoint a library board of directors of not less than five members and not more than nine members, chosen from the citizens of the city and based upon their fitness for the office.
- (3) Only one member of the city governing body may be, at any one time, a member of the library board.
- (4) Each director shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

Amended by Chapter 221, 2019 General Session

Amended by Chapter 301, 2019 General Session

9-7-403 Library board terms -- Officers -- Removal -- Vacancies.

- (1) Each director of a library board shall be appointed for a three-year term, or until the successor to that director is appointed. Initially, appointments shall be made for one-, two-, and three-year terms. Annually thereafter, the city governing body shall, before the first day of July of each year, appoint for a three-year term directors to take the place of the retiring directors.
- (2) Directors shall serve not more than two consecutive full terms.
- (3) The directors shall annually select a chairman and other officers.
- (4) The city governing body may remove any director for misconduct or neglect of duty.
- (5) Vacancies in a library board of directors shall be filled for the unexpired term in the same manner as original appointments.

Amended by Chapter 221, 2019 General Session

9-7-404 Board powers and duties -- Library fund deposits and disbursements.

- (1) The library board of directors may, with the approval of the city governing body:
 - (a) have control of the expenditure of the library fund, of construction, lease, or sale of library buildings and land, and of the operation and care of the library; and
 - (b) purchase, lease, or sell land, and purchase, lease, erect, or sell buildings for the benefit of the library.
- (2) The library board shall:
 - (a) maintain and care for the library;
 - (b) establish policies for its operation; and
 - (c) in general, carry out the spirit and intent of the provisions of this part.
- (3) All tax money received for the library shall be deposited in the city treasury to the credit of the library fund, and may not be used for any purpose except that of the city library. These funds shall be drawn upon by the authorized officers of the city upon presentation of the properly authenticated vouchers of the library board. All money collected by the library shall be deposited to the credit of the library fund.

Amended by Chapter 221, 2019 General Session

9-7-405 Rules -- Use of library.

- (1) The library board of directors shall make, amend, and repeal rules, not inconsistent with law, for the governing of the library.
- (2) Each library established under this part shall be free to the use of the inhabitants of the city where located, subject to the rules adopted by the library board. The library board may exclude from the use of the library any person who willfully violates these rules. The library board may extend the privileges and use of the library to persons residing outside of the city upon terms and conditions it may prescribe by rule.

Amended by Chapter 221, 2019 General Session

9-7-406 Reports to governing body and director of the division.

The library board of directors shall:

- (1) provide an annual report to the city governing body on the condition and operation of the library, including a financial statement; and
- (2) provide an annual report to the director of the division that contains the information required by the State Library Board.

Amended by Chapter 221, 2019 General Session

9-7-407 Librarian and other personnel.

- (1) The library board of directors shall appoint a competent person as librarian to have immediate charge of the library with those duties and compensation for services that it determines. The librarian shall act as the executive officer for the library board.
- (2) The library board shall appoint, upon the recommendation of the librarian, other personnel as needed.

Amended by Chapter 221, 2019 General Session

9-7-408 Donations of money or property.

Any person desiring to make donations of money, personal property, or real estate for the benefit of any library shall have the right to vest the title to the money, personal property, or real estate in the library board of directors. The donation shall be held and controlled by the library board, when accepted, according to the terms of the deed, gift, devise, or bequest of the property, and the library board shall be held and considered to be trustees of the property.

Amended by Chapter 221, 2019 General Session

9-7-409 Entities may cooperate, merge, or consolidate in providing library services.

Library boards of directors of city libraries, library boards of directors of county libraries, boards of education, governing boards of other educational institutions, library agencies, and local political subdivisions may cooperate, merge, or consolidate in providing library services.

Amended by Chapter 221, 2019 General Session

9-7-410 Consolidation with county library.

- (1) If a city library consolidates with a county library, the city library board of directors shall convey all assets and, except as provided in Subsection (2), trust funds to the county library board of directors, and the city library shall cease operation.
- (2) If a conveyance of trust funds under Subsection (1) would constitute a violation of the trust agreement governing the trust funds, conveyance of those funds is not required, and those funds may continue to be used in accordance with the trust agreement for any library facility specified in the trust agreement, even after the facility becomes a county library facility because of consolidation.

Amended by Chapter 46, 2005 General Session



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: May 22, 2025
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: FY 2026 Library Budget

PURPOSE:

The Library Board will review and approve the FY 2026 Library Budget.

BACKGROUND:

One of the responsibilities of the Library Board is to provide oversight for the Library's annual budget (Bylaws 6.2). I prepared and submitted a tentative budget in February 2025. In that preliminary budget there was some concern that there would not be enough revenue from taxes to fund the proposed budget. On March 4th Fred Philpot, of LRB Public Finance Advisors, presented a fund study he conducted in a Library Fund Study Work Session that suggested some possible steps the city could take fully fund the Library. The Library Budget was discussed again in a City Council meeting on March 18th. On April 29th, David Mortensen, Highland City Finance Director, presented the version of the budget that we will consider today. Here are some of the main features of the budget.

Revenue:

- Fund Balance: \$80,733 - Previous year carryover.
- Transfer from General Fund: \$10,816 - The amount that the City Council agreed to transfer into the Library Fund from the General Fund to make the same-year revenue match the proposed expenditures.
- Fees and Fines: -\$8,000 - \$8,000 less than in the FY 2025 budget because of the elimination of overdue fines.
- Nonresident Fees: \$38,250 - \$3,250 more than last year because of raising non-resident fees to \$90/year.

Expenditures:

- Full Time Salaries/Wages: \$104,881 - \$7,777 higher than last year and includes a pay raise for the Library Director position.
- Part Time Salaries/Wages: \$160,460 - 3% increase which is the amount being

offered generally to all Highland City employees.

- Internal Service IT Expense: \$9,720 - \$6,870 less than the previous year because the public access computers are being taken off the replacement schedule with the expectation that they will be replaced using grant money/fund raising. They have been on the replacement schedule for 5 years and will be replaced this (2025) fiscal year.

It is possible that some of these budget numbers may change by small amounts in the final budget. In years past, the Library Board has approved the budget with the understanding that the numbers may be changed by a few percentage points before it is finally adopted by the City Council in June.

FISCAL IMPACT:

This year's budget is \$24,232 lower than last year's budget. This is primarily due to the fact that last year's budget included \$27,121 for furniture replacement while this budget doesn't include any capital improvement purchase. Otherwise, the budget does not represent any significant increase in expenses except for the rise in full-time wages.

STAFF RECOMMENDATION:

The Library Board adopt the proposed FY 2026 Library Budget with the understanding the final budget might change slightly before it is adopted by the City Council in June.

PROPOSED MOTION:

I move that we adopt the Library Budget as proposed including slight variations to the budget up to 2% of the total budget.

ATTACHMENTS:

FY 2026 Budget for Board

FUND 22									
LIBRARY FUND									
		ACTUALS	ACTUALS	ACTUALS	MID-YEAR	ADOPTED	PROPOSED	CHANGE	
ACCT	DESCRIPTION	FY2022	FY2023	FY2024	ACTUALS	BUDGET	BUDGET	FY2025	
		FY2022	FY2023	FY2024	DEC 2024	FY2025	FY2026	TO FY2026	NOTES
	Beginning Fund Balance:					\$ 107,854	\$ 80,733		
	REVENUES								
22-30-90	Transfer from General Fund	-	-	-	-	-	10,816	10,816	
22-31-10	Property Taxes	279,868	299,719	303,459	272,108	314,801	321,097	6,296	
22-31-11	Delinquent Property Taxes	19,995	19,568	20,169	1,381	20,000	20,000	-	
22-31-12	Motor Vehicle Tax	24,641	21,901	21,462	11,156	24,000	21,000	(3,000)	
22-32-10	Fees & Fines	18,050	15,990	16,584	9,767	16,000	8,000	(8,000)	Library consortium impact
22-32-11	Non-Resident Cards	32,415	34,391	37,426	16,870	35,000	38,250	3,250	Library consortium impact
22-32-12	Proctoring Services	12	67	13	-	-	-	-	
22-32-13	Printing	1,855	1,419	1,481	1,059	2,500	2,000	(500)	
22-36-10	Interest Income	510	4,041	4,188	1,150	2,800	2,827	27	
22-36-11	Donations	680	419	1,110	1,383	5,000	500	(4,500)	
22-36-12	Grants	36,340	18,222	8,342	-	5,000	4,000	(1,000)	
22-36-42	Credit Card Fees	-	-	-	199	2,000	1,500	(500)	
22-39-90	PY Carryover Budget	-	-	-	-	27,121	-	(27,121)	
	TOTAL REVENUES	414,365	415,736	414,234	315,073	454,222	429,990	(35,048)	
	EXPENDITURES								
22-43-11	Salaries/Wages Full-Time	88,385	97,115	86,367	48,690	97,104	104,881	7,777	
22-43-13	Employee Benefits	47,205	45,069	49,838	25,964	53,066	54,594	1,528	
22-43-14	Salaries/Wages Part-Time	137,931	114,761	137,535	72,165	154,909	160,460	5,551	
22-43-21	Equipment	4,558	3,224	1,124	5,409	9,600	2,000	(7,600)	Security cameras purchased in FY25
22-43-22	Library Board Expenses	354	97	140	-	250	250	-	
22-43-23	Books & Materials	20,262	31,778	44,125	22,710	45,337	45,000	(337)	
22-43-25	Mileage Reimbursement	127	145	142	-	200	200	-	
22-43-27	Postage	327	205	197	5	250	200	(50)	
22-43-28	IT Software	14,085	25,482	13,097	9,498	13,000	14,500	1,500	
22-43-29	Printing	671	945	2,090	982	2,000	2,000	-	
22-43-30	Programming	12,468	9,589	13,011	2,260	10,000	10,000	-	
22-43-31	Phone Reimbursement	1,696	2,116	2,287	1,140	2,160	2,160	-	
22-43-32	Uniforms/Emp. Misc.	1,273	768	1,679	184	1,000	500	(500)	
22-43-33	Continuing Education	1,163	2,069	1,153	60	1,200	1,200	-	
22-43-35	Office Supplies	5,059	4,205	6,558	2,091	6,000	6,000	-	
22-43-50	Grant Expenditures	34,319	18,869	9,246	-	5,000	4,000	(1,000)	
22-43-61	Indirect Overhead	8,114	8,254	7,236	-	9,735	9,325	(410)	
22-43-62	Insurance Expense	899	895	874	1,362	1,500	1,500	-	
22-43-63	Credit Card Fees	-	-	-	177	2,000	1,500	(500)	
22-43-70	Capital Outlay	-	-	25,059	-	23,321	-	(23,321)	Carpet purchased in FY25
22-43-75	Internal Service IT Expense	15,416	16,590	16,590	16,590	16,590	9,720	(6,870)	Patron computers removed from replacement plan
	TOTAL EXPENDITURES	394,312	382,175	418,349	209,287	454,222	429,990	(24,232)	
	Surplus (Deficit)	20,053	33,562	(4,115)	105,786	-	-		



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: May 22, 2025
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Internet and Online Access Policy

PURPOSE:

The Library Board will review updates to the Internet and Online Access Policy.

BACKGROUND:

The Library provides access to the internet through public computers and Wi-Fi. Utah Administrative R458-2 requires that public libraries submit a copy of their online access policy every three years for that library to remain eligible for state funds. The Library Board reviewed and submitted an online access policy in 2022 and is required to submit one again this year. The policy must be submitted by July 1st, with a signed cover letter.

This requirement is meant to encourage libraries to review their online access policies on a regular basis. As I reviewed our current policy, I realized that it contains a few small errors that need to be corrected. One place mentions discs as a memory storage method, but the computers do not have a disc drive. Another sentence in the policy states that, "Library staff, at the request of an adult patron, may enable access to otherwise blocked sites for research or other lawful purposes on Library Computers or Library Wireless." Library staff do not have the ability to unblock specific websites, nor does our IT department. This is due to the limitations of the public access management software the Library uses. Although having this capability would be ideal to maximize access to information in the Library, in the six and a half years I have been library director only once has a patron asked for an internet site to be unblocked. I therefore think that it is probably not the best use of Library time and budget to seek a different online access management system that would allow the unblocking of specific websites.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board adopt the revised Internet and Online Access Policy and submit it to

the State Library.

PROPOSED MOTION:

I move we adopt the revised Internet and Online Access Policy and submit it to the State Library.

ATTACHMENTS:

Internet and Online Access Policy (track changes)
Utah Administrative Rule R458-2
2025 IOAP SAMPLE COVER LETTER

Highland City Library Internet and Online Access Policy

Providing public access to the internet enables the Highland City Library to fulfill our mission of facilitating access to information. This policy is designed to meet the requirements of Utah Code Sections 9-7-213, 9-7-215, 9-7-216, and Administrative Rule R458-2-1. The purpose is to provide internet safety to Library patrons and to comply with relevant laws.

Consistent with Library policy and pursuant to Utah Code Section 9-7-215, the Library employs technology protection measures on all publicly accessible Library computers connected to the internet ("Library Computers") and on the Library's wireless internet access ("Library Wireless"). Access to visual depictions that are child pornography, harmful to minors, or obscene are blocked without, in as much as possible, infringing on the rights of library patrons to access constitutionally protected materials. Access to the internet for any illegal purpose is prohibited on Library Computers and on Library Wireless. Accordingly, access to online gambling is specifically prohibited and blocked on Library Computers and Library Wireless in accordance with Utah Code Section 76-10-1102. ~~Library staff, at the request of an adult patron, may enable access to otherwise blocked sites for research or other lawful purposes on Library Computers or Library Wireless.~~

The Library may prohibit access to internet sites which affect others' use of the Library resources, such as sites which may require large amounts of bandwidth. The Library may institute time limits on computer usage based on demand.

Only 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 may be connected to Library Computers. However, the Library is not liable for any damage to the patron's equipment, and patrons shall be responsible for physical or virtual damage to Library Computers caused by the outside equipment. Patrons may not open prohibited materials or install any software on Library Computers.

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

Patrons may print from Library Computers and shall pay for all copies at the posted rate. Patrons using the Library Wireless 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 with this policy.

Any use of the Library Computers or Library Wireless in violation of this policy may result in the Library taking disciplinary actions, including termination of internet or Library privileges and appropriate legal action. Library staff is also subject to computer, internet, network, and e-mail use policies as outlined in the City's Personnel Policy and Procedures Manual.

If a patron observes inappropriate internet usage by another patron, they should report it directly to Library staff. 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> highlandut.gov/1160). Procedures to be used to handle complaints about this policy or its enforcement are available at the Library circulation desk.

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, and updated May 19, 2022 ~~and May 22, 2025~~. 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. Library staff will also respond to complaints made by patrons about internet usage.

The Internet and Online Access Policy prohibits access to sites that are harmful to minors, including sites that contain child pornography, obscenity, 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 a particular site.
- Inform the patron their computer session for the day is over.
- Suspend computer 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 proper authorities.

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, May 19, 2022. [May 22, 2025](#)

R458. Cultural and Community Engagement, Library.

R458-2. Public Library Online Access for Eligibility to Receive Public Funds.

R458-2-1. Authority and Policy.

(1) The Utah State Library Division, Department of Cultural and Community Engagement, State of Utah, hereby adopts this rule in accordance with Sections 63G-3-101 et seq., and 9-7-213, 9-7-215, 9-7-216, and 9-7-217, for the purpose of determining public library eligibility to receive state funds.

(2) For a public library that offers public access to the Internet to qualify and retain eligibility to receive state funds, the Library Board shall adopt and enforce a Policy that meets the process and content standards defined in Section 9-7-216.

R458-2-2. Definitions.

In addition to the terms defined in Section 9-7-101, and 9-7-215:

(1) "Minor" means any individual younger than 18 years of age.

R458-2-3. Reporting.

(1) Each Library Board shall submit a copy of its Policy to the Director of the State Library Division no later than July 1, beginning 2001, and every three years thereafter, accompanied by a letter signed by the Library Director and Library Board Chair affirming that the Policy is intended to meet the provisions of Section 9-7-215.

(2) All documents submitted shall be classified as public records in accordance with the Government Records Access and Management Act (Title 63G, Chapter 2).

R458-2-4. State Library Administrative Procedures.

(1) The State Library Division shall review all public library policies received by July 1, beginning 2001, for compliance with this rule.

(2) The Director of the State Library Division shall issue notices of compliance or non-compliance within 30 days following the receipt of the policy and accompanying letter affirming its compliance with Section 9-7-215. Any library not submitting a policy and accompanying letter shall receive a notice of non-compliance.

(3) Appeals to a notice of non-compliance shall be submitted in writing, within 30 days of the date of the notice, to the Executive Director of the Department of Cultural and Community Engagement, who shall respond within 30 days.

(4) A public library receiving a notice of non-compliance shall not be eligible to receive state funds until the conditions upon which the notice of non-compliance are based are corrected and a notice of compliance is received.

(5) A public library in compliance shall be eligible to receive state funds in state fiscal year beginning 2002 and subsequent years, as long as a current Policy and accompanying letter is resubmitted to the State Library Division no later than July 1, 2004, and every three years thereafter.

(6) A public library otherwise in compliance with this rule shall not lose eligibility to receive state funds unless a complaint under its Policy results in a ruling from a court of law that a violation of applicable State Statute occurred expressly due to insufficient enforcement of, or deficient language in the Policy.

KEY: libraries, public library, Internet access

Date of Last Change: March 24, 2023

Notice of Continuation: September 24, 2020

Authorizing, and Implemented or Interpreted Law: 9-7-213; 9-7-215; 9-7-216; 20 U.S.C. Sec. 9101

HIGHLAND CITY

LIBRARY

5400 W Civic Center Dr. Suite 2
Highland UT 84003
highlandut.gov/1160
801-772-4529

May 31, 2025

Cara Rothman, Division Director/ State Librarian
Utah State Library Division
250 N 1950 W, Suite A
Salt Lake City, UT 84116

Dear Cara,

In compliance with State of Utah Administrative Rule R458-2, we have enclosed a copy of the Highland City Library Internet and Online Access Policy for your review.

This document was reviewed and adopted in a library board meeting open to the public on May 22, 2025. The policy is intended to meet the provisions of Section 9-7-215, UCA.

Cordially,

Donna Cardon
Library Director

Amy Brinton
Chair of the Library Board