

# **Library Board Meeting Agenda**

## **October 30, 2025**

### **Highland City Hall**

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

1. Public Comment
2. Consent
  - Approval of July 29, 2025 City Council/Library Board Meeting
  - Approval of September 2025 meeting minutes
3. Reports
  - Director's Report
4. Action/Policy Items
  - Approve spending of cash reserves with budget review
  - Approve City Council presentation
  - Approve 2026 Board meeting schedule
5. Discussion Items
  - Library survey results
  - Budget review
6. Future Agenda Items
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](http://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 28<sup>th</sup> day of October, 2025      Stephannie Cottle, City Recorder

<b>THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.</b>
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## HIGHLAND CITY

# HIGHLAND CITY COUNCIL MINUTES

Tuesday, July 29, 2025

Waiting Formal Approval

## City Council/Library Board Work Session

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

### 6:00 PM WORK SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Mayor Kurt Ostler

Pledge of Allegiance: Library Board Member Kevin Tams

The meeting was called to order by Mayor Kurt Ostler as a work session at 6:08 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Mayor Kurt Ostler and those in attendance were led in the Pledge of Allegiance by Library Board Member Kevin Tams.

PRESIDING: Mayor Kurt Ostler

#### COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present
Scott L. Smith	Absent

#### LIBRARY BOARD MEMBERS:

Jessica Anderson	Absent
Amy Brinton	Present
Rachel Farnsworth	Present
Lynn Lonsdale	Absent
Kevin Tams	Present
Wesley Warren	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, Library Director Donna Cardon, City Recorder Stephannie Cottle

OTHERS PRESENT: Jon Hart, Liz Rice, Kristin Richey, McKaiden Carruth

## 1. PRESENTATIONS

**a. Highland City Library Jay Baughman, Assistant City Administrator/Community Development Director**

The City Council and Library Board will discuss the current status, future needs, and funding mechanisms for the Highland City Library.

Assistant City Administrator/Community Development Director Baughman started the agenda item by inviting all staff, City Council Members, and Library Board Members to introduce themselves. He then used the aid of a PowerPoint presentation to provide background information regarding the implementation of a property tax in 2007 specifically for the Library; it generated roughly \$200,366 in revenue per year. The first year of the library, there were 7,935 items in the library and 98 programs; in 2018, Delinquent Property Tax was included as part of the Library funding (this may have been funded in years past but was not identified on any budget record). This added an annual average of \$18,667 per year. And, in 2019, vehicle tax revenue was also identified as part of the Library funding; this added an average of \$23,136 per year. In 2024, the library property tax rate is .000104, which generates \$314,801 per year. Last year there were 44,262 items in the library and 233 programs offered. He concluded that from 2007 to 2024, there has been no dedicated rate increase for the library, though the number of households in the City grew by 43 percent and population grew by 39 percent. Inflation has increased 45 percent over 17 years; the City is collecting \$65.77 per household instead of inflation adjusted \$90.53. He summarized library growth as follows:

- The collection grew by 82% to 44,262
- Circulation grew by 62% to 270,000
- Programs grew by 128% (233)
- Program attendance grew by 369% (9,022)

He then compared Highland's dedicated tax funding rates with those of surrounding communities, noting Highland has the second lowest dedicated tax funding rate for its library. He then presented a pie chart illustrating all funding sources for the library; 98 percent of funding comes from taxes, two percent from fees, and less than one percent from grants and donations. Due to the recent decision to join the library consortium, the library can no longer charge fines, but to offset that loss of revenue, non-resident library fees will be increased. He then noted that FY 2025-26 is the first year that the City Council has authorized a transfer of General Fund Revenues; the Library is also operating off fund reserves this next year, but this is not sustainable. Grant funding has been cut dramatically, and the library expects it will have to spend over \$9,000 on materials to maintain the current level of service.

Mayor Ostler clarified that he believes there was one instance in the past, perhaps 2017, when the City authorized a transfer of General Fund revenues to the library.

Mr. Baughman then discussed library expenditures, noting the most significant expense is personnel costs at 68 percent; other expenditures are as follows:

- Overhead – 16 percent;
- Books and materials – 10 percent;
- Software – 3 percent;
- Equipment – 2 percent;
- Programming – 1 percent.

Mr. Baughman noted that traditionally, the library budget has been balanced by paying below market on staff wages; however, the library cannot function without its employees as they perform book circulation and program administration. This led to high level discussion among the group regarding the City's philosophy relative to compensation of library employees; the applicant pool for library employment; and the duties performed by library employees. Mr. Baughman noted the City is currently recruiting for a new Library Director and will need to pay a more competitive salary going forward. It is becoming increasingly difficult to keep up with demand with only one

FT employee (Director). Full-time employment possibilities include Collection Development Manager and Library Program Manager. This year, the City supplemented the Library by \$21,000. Without that funding, it would be necessary to do a combination of the following:

- Cut the library book budget by 36%. *or*
- Eliminate all the programs (Programming budget + PT) *or*
- Eliminate an entire library assistant position and a library page position. This would necessitate cutting library hours.

Mr. Baughman then discussed the Library Fund Study; earlier this year, the Library Foundation commissioned LRB Public Finance Advisors to do a study of the Library Fund to assess the financial viability of the library in the coming years. The study was done this year because the library is at the point where it cannot maintain current levels of service without increased funding. He presented graphs that illustrate the different funding scenarios offered by LRB as well as results from the most recent resident survey regarding property tax increases to fund the library. He concluded that staff have formulated questions for the group to consider and address tonight:

Question for discussion #1 - What is an appropriate fund balance amount (% of operating costs) for the Library to maintain?

Question for discussion #2 - What is the future direction for the Library:

- Staffing?
- Materials Collection (physical & electronic)?
- Programming?
- Growth / Status-Quo / Reduction in Service?

Question for discussion #3 - What is the feasibility of proposing a Library Property Tax increase to the voters?

- Do we want to have the General Fund continue to supplement the Library Fund?
- Do we want to rely on fundraising/ donations?
  - Would need increased staff and/or willing and capable volunteers.
- Are there other revenue options that should be considered?

Mr. Baughman then facilitated discussion among the group to solicit answers to the questions. The feedback from the group centered on the purpose of the library fund balance; maintenance and improvement needs at the library; the need to educate residents about the fact that property tax does not account for inflation and the basis for a tax rate increase would be to continue to fund the library at the same rate as the past; resident support for the library; pursuing a public campaign regarding the value of the library prior to considering a tax increase; submitting the issue to the public again in the 2025 citizens survey; library funding methods employed in other cities; future library growth/expansion plans; and the idea of partnering with neighboring communities – Alpine and Cedar Hills – pertaining to charging user fees to fund library services.

Mayor Ostler then recognized the candidates running for City Council who were present at the meeting and invited them to provide any input they have regarding the matter.

Ron Campbell spoke as a candidate; he indicated that raising property taxes is a last resort for him, but it is an option that must be on the table as an option for continuing to provide the services offered at the library. He will explore all other options first, but he cannot say that he will never vote to raise taxes.

Kristin Richey stated this conversation has caused her to think about the town she used to live in where there was a group called the ‘friends of the Redlands Library’ that sponsored a fundraising event each year; the idea of a third-party group coming together to support the library seems like a good idea to her. The library in her former town got to a point where it had to reduce the services it offered; it was closed on Saturday and was only open until 5:00 p.m. on Mondays and Wednesdays. Somehow the people with young kids made their way through that situation. At some point, the public needs to consider where it can economize on certain issues and the library may be one of

those things for Highland City.

Library Board Member Tams stated that the library tax was a voter approved tax, and he wondered if the City could dissolve that tax without a voter action. City Administrator Wells stated she is not aware that the library tax was on an election ballot; she believes it was approved by the Council, but not by the voters. Mayor Ostler disagreed and stated he believes it was on a ballot. Ms. Wells stated she will need to research the matter further. She then noted that the City can lower the library tax to a point where it is negligible, and increase the City tax rate to an even point without having to follow the State of Utah Truth in Taxation process; however, the group recognizes that the library is facing a funding deficit so that will not fix the problem.

Liz Rice stated that she likes to look back and see how far the library has come; the Highland Library is amazing, and she considers it to be the heart of the community; the City's library was formerly located at Mountain Ridge Junior High, and she is amazed at how far it has come. She loves the library and wants to support it, but she is hesitant about some of the solutions that have been discussed tonight, such as partnering with another community as she feels one city will eventually take over the other and she does not want Highland's library to be lost. She then noted that other libraries have cut hours of operation due to limited funding. She has been going door to door during her campaign and has had many conversations with residents; some people have talked to her about the library, but most are talking to her about the recent school district split and the formation of a new district and how that will impact their property tax bill. She feels the City needs to 'mellow out' on taxes until there is a clear understanding of how the new district will impact property taxes. She anticipates property taxes will increase in the next two years for the school district. She then stated that most people know how she feels about the citizens survey; it isn't always clear who is responding to surveys, and she feels it is important for registered voters and taxpayers to answer the surveys because they are ultimately the people who will pay the costs. She stated she would also be opposed to charging a fee for using the library. She emphasized she cares deeply about the library; she is not willing to state right now that she would oppose a tax increase for the library, but she needs to know all the details and whether the citizens will feel comfortable with the adjustment.

Council Member Cortney clarified that the City Council cannot take any action this year to adjust the tax rate for the library; any such decision and vote could not occur until next year.

Wesley Warren stated that the way for elected officials to make their job easier would be to simply do what the residents want. The City Council is charged with representing the voices of the people and if he is elected, that is what he will do. During his campaign he has been open with residents on his feelings about taxes; he is pro-tax as he feels it is the way to fund a desired way of life in Highland. Many people talk about Highland having a unique feeling and aesthetic and those things must be maintained; the City has the opportunity to do that through taxes and people will gladly pay it to live here. The most difficult conversations he has had with residents involve subjects like their disappointment with how the City current looks or operates, but these residents are also the most strongly opposed to tax increases. He has explained to them that it is necessary to increase revenues to pay to fix issues in the community. He feels much of the conversation tonight has been centered on justifying the existence of the library and he would love if the matter were referred to the voters in order for them to vote on the issue. He feels there is an appetite in the community to fund the existence and growth of the library through taxes. The younger demographic of the City wants and needs a library. He understands his stance of being pro-tax is not popular, but he wishes to be transparent about his feelings.

McKaiden Carruth thanked the Library Board; the conversation has energized her, and she is grateful for the passion the Library Board Members have exuded and it is contagious. She loves there are advocates in the City for the library and those that it serves; there are many people who do not have enough and a big part of being a community is serving all residents, even if they do not vote. She referenced comments made by the Library Director and noted she is disappointed that the Library Director and Board have not felt they have the ability to share the financial situation of the library; if people had knowledge of the library's current situation, they would

be supportive of increasing revenues. Transparency about the conversation that has taken place tonight would help to address much of the backlash the City has heard in the past relative to a tax increase. She stated that if her campaign for City Council has taught her anything, it is that people are so much more rational than many assume they will be. If issues can be clearly communicated to them and the justification given for a tax or rate increase, most people will be open and accepting. It is important to keep the library open and thriving.

The Council and Library Board continued their discussion of the best direction to move in relative to including a survey question regarding the library on the 2025 citizens survey; Library Director Cardon stated she does not feel the Library Board will have enough time to prepare for a question on the 2025 survey and she asked for more time or for an independent survey regarding the library as a sole issue. The group also discussed potential future legislation that could impact the Road Fee and Public Safety Fee the City charges and whether a shift from fees to taxes would further jeopardize the library tax.

Council Member Rodela inquired as to the group's decided action item from this discussion. A majority of the Council Members supported the idea of a question on the citizens' survey regarding the tax rate for the library; Library Board Members expressed their concerns regarding the manner in which the last survey question was written, and they advised the Council to first ask the residents if they support the library before asking if they would consider a tax increase to maintain it. The group discussed the strategy behind developing a survey question and accepted additional input from Ms. Rice regarding her thoughts regarding the manner in which the 2024 citizens survey question regarding the library was written. She noted that asking people to answer 'likely' or 'not likely' is not sufficient. She also offered input regarding the need to develop an appropriate wage for the new Library Director.

Ms. Wells stated staff will draft a survey question for the Council to discuss further at their next business meeting.

Mayor Ostler thanked the Library Board for their extensive work and support of the library. Ms. Wells asked the Mayor and Council if the Library Board has their blessing to begin communicating their funding concerns to residents. The Mayor polled the Council and there was support for such communication and indicated they would like to be involved in helping the Library Board crafting that public communication.

## **ADJOURNMENT**

*Council Member Ron Campbell MOVED to adjourn the work session and Council Member Doug Cortney SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The meeting adjourned at 8:24 pm.*

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on July 29, 2025. This document constitutes the official minutes for the Highland City Council/Library Board Work Session.

Stephannie Cottle, CMC, UCC  
City Recorder

**Minutes from a Regular Meeting of the  
Highland City Public Library Board**  
Thursday, September 25, 2025 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton, Chair  
Ron Campbell  
Rachel Farnsworth  
Lynn Lonsdale  
Kevin Tams, Vice-Chair  
Wesley Warren

**Other**

Karen Liu, Library Director and  
Board Executive Officer  
Donna Cardon, Outgoing Library  
Director

**Absent Board Members**

None

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 7:08 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 August 2025 minutes*

Kevin Tams moved to approve the consent agenda. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale

Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

### **3. Reports**

#### *a. Director's Report*

The Board noted that this is Karen's first board meeting as library director, and she noted that she was appointed as the director this month. The revamped STEM kits are currently circulating and demand is high. Regular programming is in progress, with story time, a Spanish story time, HIVES, and the teen and tween writing club. Karen noted that there is a currently a staffing shortage but staff has been moved around and a long-term substitute has come in to relieve some of the burden.

Karen wanted to share an impact story about several families coming in who are primarily non-English speaking, including Chinese and Spanish speaking families. In addition, a Ukrainian woman wants to donate books for that population. The Library is vital in serving these and all the diverse populations of Highland. The Board discussed the potential of increasing the collection in other languages.

Karen will send an additional email with more report details.

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

#### *a. Elect officers*

The Board discussed the election of officers.

Kevin Tams moved to elect Amy Brinton as chair, Kevin Tams as vice-chair, and Jessica Anderson as secretary for the 2025-2026 fiscal year. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale

Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

*b. Prepare for annual City Council presentation*

The Board discussed the upcoming presentation to the City Council and whether to do a presentation in Alpine and Cedar Hills. The Board considered what to focus on in the presentation, including finances and value to the community and the City. Karen noted some statistics about Library usage and the amazing value and the financial burden of Libby. The Board discussed highlighting the various aspects of the Library's impact beyond story time. Wes brought up the updated General Plan, which has a section about place-making, which means implementing and enhancing spaces that foster community. Amy, Kevin, and Karen will work together to put together a draft presentation for discussion at the next board meeting. The Board determined that a separate ad hoc committee was not necessary. The presentation will be adjusted for Cedar Hills and Alpine. The City survey results may

Kevin Tams moved to assign Amy Brinton and Kevin Tams to prepare a draft presentation for discussion at the next board meeting, to have Karen schedule the presentation with the City Council for the meeting on November 18 at 6:00 p.m., and to have Karen contact Alpine and Cedar Hills to request a time to present to their city councils. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board discussed moving the October meeting.

## **5. Discussion Items**

*a. Cybersecurity software and cybersecurity user abuse policy*

Karen noted that there was a cybersecurity incident in the Library recently. A patron was using the Library computers and did not log out of her email account. The next patron accessed the email account and sent out inappropriate materials. The original patron called the police, which came to the Library to investigate. They did not have a warrant and ultimately determined that the onus was on the original patron. There is software available that will wipe everything between each user, but the Library does not have it and is not required to have it. There are signs posted by the computers reminding patrons to log out of their accounts. Karen is looking into the availability and the cost of software, and the Board discussed doing a review of the computer usage policy and increasing patron awareness of the risks and responsibility to log out of their accounts.

*b. Staffing shortage and advocacy*

Karen informed the Board about various staffing issues. Several staff members were sick this week and that can be a common occurrence in the winter. The Library must always have two staff members for safety reasons. The Library has various ways to account for this. Karen is looking at the budget to see if there is room for additional staffing expenditures. She thought maybe reducing collection expenditures by 10% (\$4,800) and using the funds to hire a part-time sub for the morning, to augment the two subs who are available in the evening. Karen noted that the staff is feeling burnt out due to these staffing issues.

The Board discussed staffing issues, including the approval of a substitute last year. The Board also discussed the aging collection, especially the juvenile nonfiction section. Karen noted that a good collection isn't necessary based on full shelves but on useful, relevant, and accessible materials. Karen also noted that the TLC algorithms were set to incorrectly ping the Library first, even though we have the smallest collection. With some reports and weeding, it should help the collection. Staffing currently constitutes about 70% of the Library's budget; many similar libraries about staffing at about 75%. While the substitute would receive the same funds as the person who did not come in for their shift, there needs to be a base guaranteed per hour to keep the person's skills up and their availability. Right now, the base five hours is not necessarily needed unless the current staff is out. The Board discussed the reserve and the general fund as potential sources of income and also thought checking on the collection budget over time would be helpful.

Karen wants a teen advisory board and teen volunteer hours and would like to advocate for that. She also talked about having the board come in to help in the

Library as necessary. Karen noted that she is applying for a grant for services to senior adults: "Bridging the Gap: Highland's Senior Social Hub. This is strategic to reach out to this underserved population and get them in the Library.

## **6. Future Agenda Items**

- Approval of city council presentation
- Cybersecurity policy and software
- Staffing issues and budget review
- 2026 meeting schedule

The Board's next regular meeting is scheduled for October 23, 2025 at 7:00 p.m., and the Board decided to move the meeting to October 30, 2025 at 7:00 p.m.

## **7. Adjournment**

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The meeting adjourned at approximately 8:43 p.m.

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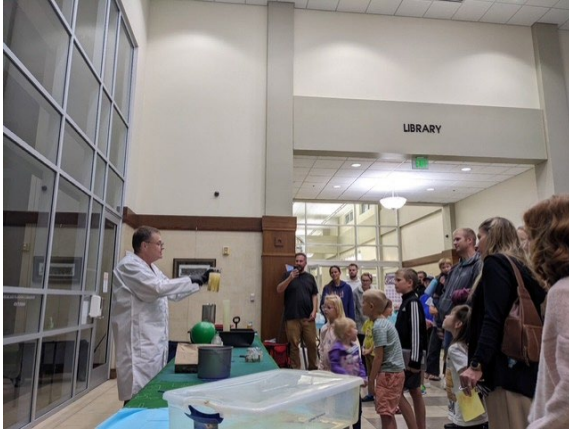
I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on September 25, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.

# Director's Report

## October 2025



### Programs



October programs included “Smells Like Science!” in partnership with Utah Valley University. The STEM focused evening allowed participants to explore spices with UVU’s Chemistry Department and Central Utah Section of the American Chemical Society.

Trick or Treat Street was a hit with community members. Close to 500 people turned out to participate in the Youth Council’s crafts and games and trick-or-treat at vendor tables. The Library gave away candy and prizes from summer reading.

### Coming Up

The Library is launching several new programs, including Tween Club, Teen Advisory Board, and the Highland Social Hub for older adults.

Tween Club focuses on tweens ages 9-12. During Fall Break, several tweens were in the library, searching for books and graphic novels, and playing with the magnetic board by the I-Fic section. Young Writers Club will continue, in rotation with other Tween Club activities.

Teen Advisory Board (TAB) will launch on October 30 and is open to teens ages 13-18. A library TAB provides an excellent opportunity for teens to socialize in a safe space. Teens in TAB will help create library programs that are teen-led. Their hours spent assisting with program design and execution (set up, clean up) can be counted towards community service hours for school.

Highland Social Hub (HSH) will focus on providing library services to senior citizens, retirees, and older adults. HSH will meet weekly on Fridays for crafts, games like Bingo, cards, dominoes, etc., as well as workshops focusing on digital literacy, health and wellness, and more.

### What's New

Some behind the scenes changes were made to help create space, simplify processes, and improve efficiency. New weeding processes were implemented. Staff will now run reports and determine weeding based on circulation (check out) data and age of item.

Holds were moved to a new section, with spines turned downward. This allows the name tags to be read with ease, as well as providing patron privacy regarding the titles.

The audiovisual section was weeded. Items that had zero check outs in 3 years were weeded and will be sold by the Friends of the Library.



Check-in processes at the Circ desk were streamlined. Instead of placing all “not checked-in” items on top of the circ desk, staff will now place them on a cart to be checked-in. This removes chaos and ensures “not checked-in” items are not mixed up with patron items that are “checked-out.”

Interviews began for (2) library shelve positions. Gwen is leaving in November and Emma dropped one of her shifts. The library will be down 5 shifts.

The Library is awaiting confirmation on an \$11,000 IMLS federal grant, administered by the State Library. This grant will be used to launch HSH. Funding will go towards hiring a temporary position to run the programs.

## Impact Story of the Month



#1. The Library’s study room has become increasingly popular. On Tuesday, October 8, two different groups fought over the study room. Both groups stated they had signed their names on the reservation log. Both groups regularly used the room. One group was a college student and his tutor. The other group was a writing group of three adults. Karen negotiated with both groups and worked to move from paper log to Google sheet for staff updates to reservations. Karen also received permission from the City to use one of their conference rooms as an additional space if the Library encounters this scenario again.

#2. As the Library prepared to close on Friday, October 24, several people rushed in to beat the 4:00 p.m. closing time. One patron showed the time on her phone as 3:59 p.m. The City Hall building doors didn’t close properly and several other patrons came rushing in at 4:05 p.m. Staff let them into the library to grab their holds. Staff left the library at 4:15 p.m. and saw a car pull up with three small boys and a dad. A teen girl rode her bike up to the library. Unfortunately, neither group could be served due to the early closing time. The Library is a well-loved, well-utilized place and could provide more services with extended hours on Fridays and Saturdays. The Library’s current weekend hours are Fridays from 10 a.m. to 4 p.m. and on Saturdays from 12:00 p.m. to 4:00 p.m.

## Looking Ahead

November will launch Tween Club. HSH launches on December 12 with a celebration luncheon.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4a

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**DATE:** October 30, 2025  
**TO:** LIBRARY BOARD  
**FROM:** Karen Liu, Library Director  
**SUBJECT:** Approve spending of cash reserves

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**PURPOSE:**

The Library Director is requesting approval by the Board to spend cash reserves on equipment and staffing. Equipment needs include new chairs for staff. Staffing needs include changing a part-time Library Assistant position from seasonal to regular. The Library will use cash reserves to provide funding for the Library Assistant for FY26 and FY27. After FY27, the position will be funded by the Library's operating budget, by reallocating monies within the budget. Neither the office equipment nor the staff position change was accounted for in the FY26 library budget.

**BACKGROUND:**

Library Board Bylaws (G.2.a.) state that the Library Board helps provide oversight of the Library Fund.

**FISCAL IMPACT:**

\$7,800 for staffing changes. \$1,000 for office chairs.

**STAFF RECOMMENDATION:**

The Library Board will approve the spending of cash reserves to cover the staffing change and office equipment needs that were not accounted for in the FY26 library budget.

**PROPOSED MOTION:**

I move that the Library Board approves the spending of cash reserves for office equipment and staffing needs that will supplement the additional expenses not accounted for in the FY26 library budget.

**ATTACHMENTS:**



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4b

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**DATE:** October 30, 2025  
**TO:** LIBRARY BOARD  
**FROM:** Karen Liu, Library Director  
**SUBJECT:** Approve City Council Presentation

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**PURPOSE:**

The Library Director is requesting approval for the Board to prepare and present an annual report to the City Council on November 18 or December 2, 2025.

**BACKGROUND:**

Library Board Bylaws (G.2.d) state that the Library Board helps “present an annual report to the City Council.”

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

The Library Board will approve their annual library report and presentation to the City Council on November 18 or December 2, 2025.

**PROPOSED MOTION:**

I move that the Library Board approves their annual library report and presentation to the City Council on November 18 or December 2, 2025.

**ATTACHMENTS:**



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4c

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**DATE:** October 30, 2025  
**TO:** LIBRARY BOARD  
**FROM:** Karen Liu, Library Director  
**SUBJECT:** Approval of 2026 Board Meeting Schedule

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**PURPOSE:**

The Library Director will request the Board's approval regarding the 2026 meeting calendar. Meetings will be held monthly on the third Thursday of the month at 7:00 p.m., from January to November 2026.

**BACKGROUND:**

Library Board Bylaws (F.2) state that the Library Board helps approve the annual meeting calendar which will be "published on the City website and in any other locations required by open meeting laws."

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

The Library Board will approve the annual meeting calendar for 2026.

**PROPOSED MOTION:**

I move that the Library Board approves the annual meeting calendar for 2026.

**ATTACHMENTS:**