

Library Board Meeting Agenda

December 2, 2025

Highland City Hall

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

1. Public Comment
2. Consent
 - Approval of October 2025 meeting minutes
3. Reports
 - Director's Report
4. Action/Policy Items
 - Approve spending cash reserves on budget adjustments
5. Discussion Items
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).

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 November 2025.

Stephannie Cottle, City Recorder

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

**Minutes from a Regular Meeting of the
Highland City Public Library Board**

Thursday, October 30, 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
Wayne Tanaka, Friends of the
Library

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 7:10 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

Amy read a note from former Library Director Donna Cardon to the Board. Ron Campbell, on behalf of the Board, also congratulated Karen on the award of the Highland Senior Hub grant.

1. Public Comment

No public was present.

2. Consent

- a. Approve July 29, 2025 City Council/Library Board minutes*
- b. Approve September 2025 minutes*

Ron Campbell moved to approve the consent agenda with one correction to the September 2025 minutes. Rachel Farnsworth 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

Karen gave her report. She highlighted recent programs, including a science program with UVU and the Trick or Treat Street event. New programs coming up include a teen advisory board, a tween club, which the teens will help with, and the Highland Social Hub ("HSH") for older adults. Karen noted changes to the advertising for programs and the careful selection of programs due to low staffing to dedicate to programs. The City has noted their interest in getting community grants to help fund senior programming. If there is additional funding, it will continue to be weekly; if not, it will be monthly. Karen noted some discussions with a senior member of the community.

Wayne Tanaka joined the meeting to bring refreshments and then left briefly before rejoining the meeting.

The HSH launch will be December 12, 2025 in the council chambers with a luncheon. Karen noted that the library is not just commodities, it is services, but mostly it is community.

Karen noted some behind-the-scenes changes at the Library, including streamlining check-in processes, new weeding processes, and relocation of the on-hold books. Interviews are also underway for two shelver positions. Finally, Karen shared impact stories about the popularity of the study room and the necessity of navigating conflict when it is double-booked. The Board also discussed confidentiality for scheduling. Karen also noted the Friday afternoon rush when the Library closes early. She has tried to figure out ways to keep the Library open longer on Fridays and Saturdays, but we do not have the funding to staff it. The Board brainstormed ways to extend hours.

Finally, Karen noted some statistics and updates to TLC. The total books in September transported in was 11,782 and out was 14,129. They have adjusted the algorithm to not draw from Highland first. Karen will double check the related statistics and update the Board.

Rachel Farnsworth briefly left the meeting and then returned.

The Board discussed issues with TLC deliveries and potential future contingencies. The service is extremely popular. The Board discussed the limits of what the Library can do with the resources it currently has. The Board particularly discussed the need for the use of a City vehicle to transport the TLC books.

4. Action/Policy Items

a. Approve spending of cash reserves with budget review

The Board discussed the current state of the Library's budget and the potential of spending down some of the cash reserves. Specifically, Karen is requesting funds for equipment, including three new staff chairs (\$1,000), and a library assistant position (\$7,800), totaling approximately \$8,800. The Board researched and discussed the current reserve balance (approximately \$76,433) and the amount to purchase three good office chairs (approximately \$600 each).

Jessica Anderson moved to approve the spending of cash reserves for chairs and staffing needs up to \$10,000. Kevin Tams 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.

c. Approve 2026 Board meeting schedule

The Board discussed the meeting schedule for 2026. The following dates fall on the fourth Thursday of the month, with the exceptions of July and November:

January 22
February 26
March 26
April 23
May 28
June 25
July 16*
August 27
September 24
October 22
November 19*
December - no meeting

Kevin Tams moved to adopt the meeting schedule set forth above for 2026. 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.

b. Approve City Council presentation

The Board reviewed the presentation put together by Amy Brinton in collaboration with Kevin Tams and Karen Liu. Amy led the Board through the presentation. The Board talked about the presentation in detail.

The Board also discussed when to give the presentation. The City Council would prefer we present at the December 2, 2025 meeting.

Jessica Anderson moved to approve the presentation with the modifications as discussed for presentation to the City Council on December 2, 2025. Kevin Tams 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.

For Cedar Hills and Alpine, the Board discussed when to give the presentation to their City Councils. The Board decided to move those presentations to January 2026.

5. Discussion Items

a. Library survey results

The Board discussed the results of the 2025 city-wide survey, particularly as it relates to the Library, throughout the meeting.

b. Budget review

The Board reviewed the budget in conjunction with the cash reserves action item above but needs a better budget to perform an in-depth review.

6. Future Agenda Items

- Cybersecurity policy and software
- Budget review

The Board's next regular meeting is scheduled for November 20, 2025 at 7:00 p.m.

7. Adjournment

Kevin Tams moved to adjourn the Library Board meeting. 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. The meeting adjourned at approximately 9:11 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 October 30, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.

Director's Report

November 2025



Programs

Storytimes continued to be successful with strong attendance in November. Tween Club launched on Thursdays with 25 tweens attending the first program. Three members of the Teen Advisory Board assisted with running the program which included Minute to Win It games, music and snacks.

The Library's second annual Harry Potter School of Magic Day was a hit, with over 100 attendees. Participants made wands, played trivia in the Great Hall (Council Chambers), and survived the Invisible Maze. Staff decorated the Council Chambers on Friday night and helped run

the Saturday event.



The Library also assisted Highland City with their annual community Christmas event which included meeting Santa Claus and Mrs. Claus, a light experience, and live reindeer. The Library prepared and managed craft stations with 3 crafts for children, tweens and teens, and general



audiences. Library staff also helped serve 600 donuts and hot chocolate to attendees. The Library's crafts were incredibly popular. One mom told Karen that her children were more interested in making the library's elf hat craft than in seeing Santa Claus.

Coming Up

The Library is preparing for the Highland Senior Social Hub inaugural celebration on Friday, December 12 from 11 a.m. to 12 p.m. Special speakers include Mayor Kurt Ostler, Mayor-elect Brittanie Bills, and Councilmember Scott Smith. In partnership with the Highland Arts Council, the Library will provide a light luncheon and small swag bag, including donated puzzles from Boardwalk Puzzle Company in Lindon (formerly Dowdle Puzzles.)

What's New

The Library hired three new pages/shelvers. Current pages requested reduced hours and one page resigned.

Impact Story of the Month



For several weeks in September and October, a young community member sat in a chair in front of the Library storage room. He came daily and stayed from morning until late afternoon. He was a 22-year-old adult who had been kicked out of his parents' house. Karen checked on him daily, inviting him into the Library. While he mostly stayed in the city lobby, he thanked Karen for checking on him and shared about some of the challenges in his life situation. He stopped coming in for a few weeks in October but returned again in November. He excitedly shared with Karen that he had a job interview. The next day, he shared that

he had gotten the job and was allowed to return home.

Patrons continue to come to the Library on Friday after hours. While the staff was decorating the closed building for the Harry Potter event, several groups came to the door between 4:30 and 5:00 p.m. Two groups were families, one group was comprised of three older teens or young adults, and an older adult came, hoping to look through the stacks while he was waiting for his wife to finish her errands. Karen went out to speak with them and explain that the Library had limited hours.

Statistics

	Total for October 2025	Total for September 2025	Total for October 2024
New Physical Items	340	293	281
Total Physical Collection	44618	44,612	43,550
Total Patrons	6405	6309	6,903
Total Circulation (physical)	19156	20,296	16,540
Total Items Transported	5990	6,279	n/a
Total Circulation (digital)	9532	9,052	8516
Library Visits	4274	3,750	4,142
Total Programs Offered	33	26	31
Total Program Participation	2009 (1010 + 999 self-directed)	921	3,015
Amount Spent on Physical Materials	\$2,125.19	\$2,992.57	\$2,799.02
Amount Spent on E-books	\$1,622.86	\$1,691.11	\$996.34



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4

DATE: December 2, 2025
TO: LIBRARY BOARD
FROM: Karen Liu, Library Director
SUBJECT: Approve spending cash reserves on budget adjustment

PURPOSE:

The Library Director is requesting approval by the Board to spend cash reserves on budget adjustments. Phone reimbursements require additional funding since two library directors were simultaneously employed during September 2025. Mileage reimbursements for Timpanogos Library Consortium were not accounted for in the preliminary budget. Mileage costs include round trip delivery of drop off and pick up of TLC books for Highland City residents.

BACKGROUND:

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

FISCAL IMPACT:

\$200 for phone reimbursements and \$680 for TLC mileage reimbursements.

STAFF RECOMMENDATION:

The Library Board will approve the spending of cash reserves to cover additional phone and mileage reimbursement costs that were not accounted for in the FY26 budget.

PROPOSED MOTION:

I move that the Library Board approves the spending of cash reserves for phone and mileage reimbursements that will supplement the additional expenses not accounted for in the FY26 library budget.

ATTACHMENTS: