

Library Board Meeting Agenda

February 26, 2026

Highland City Hall

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

1. Public Comment
2. Presentation
 - OPMA training by Rob Patterson
3. Consent
 - Approval of January 2026 meeting minutes
4. Reports
 - Director's Report
5. Action/Policy Items
 - Budget adjustments for PT position and TLC delivery driver
 - Budget adjustments for additional equipment
6. Discussion Items
 - Annual city budget meeting review
 - Financial statement clarification
 - Cedar Hills presentation and non-resident cards
 - Chamber of Commerce library packet
 - TLC lost items policy
7. Future Agenda Items
 - Cybersecurity policy
 - Library Foundation recruitment and fundraising
8. 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, Stephanie 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 24th day of February 2026

Stephanie 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, January 22, 2026 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton, Chair
Rachel Farnsworth
Kevin Tams, Vice-Chair
Wesley Warren

Other

Karen Liu, Library Director and
Board Executive Officer

Absent Board Members

Ron Campbell
Lynn Lonsdale

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance, and began the Library Board 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

1. Public Comment

No public was present.

2. Consent

a. Approval of December 2025 minutes

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Karen gave her report. She highlighted the launch of the Highland Senior Hub, which had a very successful first meeting in December with 32 attendees. In association with, the Library will continue to hold HSH meetings every Friday, with MAG Aging & Family Services assisting with luncheons and classes at no additional cost to the library budget. Karen is looking for donations for the lunch in March. MAG may be able to take over by May. The Board discussed various aspects of HSH, including potential events and advertising.

Karen noted the fire on the roof the Library on New Year's Day, which was reported by a Library patron. Board members were able to come and assist with decontamination and clean-up efforts. The Board briefly discussed the insurance issues brought forward by the fire.

Finally, Karen noted that the Library hired a seasonal part-time library assistant, funded by a grant until June. Karen would like to find the money to keep her long-term. It would be about \$15,000 a year to keep her.

4. Action/Policy Items

None.

5. Discussion Items

a. Physical Item Circulation Policy

The Board discussed potential amendments to the circulation policy. Karen noted that the policy needs to be reconsidered due to TLC issues and trends. In particular, the lost items policies among the three libraries conflict, and Highland is the strictest. American Fork Library has had complaints and asked that we reconsider the policy. The Board discussed various options, including having the patron's main library pay for the book if they choose to waive the fee for the patron.

Karen noted a current issue with a patron who was sent to collections and noted some possible improvements to the process.

b. Delivery driver for TLC weekly delivery

The Board discussed the possibility of hiring a driver to complete the weekly TLC deliveries the Library is responsible for. Karen noted that she calculated that a delivery driver for a year at four hours a week at \$18 an hour, using a City vehicle, would be about \$4,000. The City is getting a shell for a community service truck that the Library can use. The Board discussed various ways to adjust the budget to accommodate the driver and the additional part-time person.

c. Financial statement

The Board discussed the current Library budget and other financial issues. The Board went line by line through the budget report current through November 30, 2025. Karen noted that she will have the City financial person come to our next meeting and conduct training and answer questions. The Board requested additional information about specific categories and an update on the City's promised replacement of the Library's computers. The Library had been paying for a replacement service but got skipped in the replacement cycle, and the City promised to fix that after it declined to readd the Library to the service.

d. Cedar Hills presentation and non-resident cards

The Board discussed the upcoming presentation to the Cedar Hills city council on March 3, 2026. Karen noted that Cedar Hills is considering stopping their reimbursement of non-resident cards and has requested the ability to pay an annual fee to Highland, American Fork and Pleasant Grove (TLC members) for all of their residents to have access. The Board briefly discussed the proposal.

Amy briefly left the meeting then returned.

The Board discussed having TLC weigh in on the proposal from Cedar Hills before the presentation to their city council and having Karen pull some statistics.

The Board briefly discussed the Library Foundation and potential funding raising timing and tax increases.

6. Future Agenda Items

- Cybersecurity policy and software
- Physical item circulation policy (lost items)
- Library card renewal process
- Insurance policy for collection
- Financial training and budget breakdown
- Delivery driver and part-time library assistant funding
- Chamber of Commerce library introduction packet
- Library Foundation recruitment and fundraising

The Board’s next regular meeting is scheduled for February 26, 2026 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The meeting adjourned at approximately 9:12 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 January 22, 2026. This document constitutes the official minutes for the Highland City Library Board Meeting.

Director's Report

February 2026



Programs

In early February, Karen attended the City's annual budget retreat and presented on the Library's budget concerns and requests. Data showed an increase in library foot traffic, as well as increased usage in library services, including Timpanogos Library Consortium (TLC). Increased operational duties from joining TLC has added an additional 40 hours of work per week to Highland's staff work load. Despite this, the City Council ranked the Library's needs as a "low" priority.

Highland Senior Social Hub has steadily developed into a core group of seniors who are seeking for community and connection. Some of the comments shared amongst the group included the following:

"Loneliness is so prevalent in our community. Having this senior program is a great way to bring us together and keep us from feeling so lonely." -Iris

"These programs are so perfectly structured, too, that as an introvert, I feel comfortable coming, but extroverts will also enjoy it here." -Gaelyn

Closing out the month, the Friends of the Library hosted their annual February book sale on February 20-21 and made over \$1100 in profits for the library.



Coming Up

Mountainland Association of Governments (MAG) Aging & Family Services will provide quarterly educational workshops and classes. In March, MAG will teach a Dementia LIVE class at HSH.



What's New

The Library continued to improve its workspace by adding shelving to the Technical Services work room. According to Kim Bergeson, there were carts blocking the area for the past 11 years. The cleared space allows access to both computer work stations and the TLC delivery bins. Staff can now move freely around the space and continue using the counter for book repairs.

Library Fund & Council Direction

Highland City
Library
FY25-26 Data



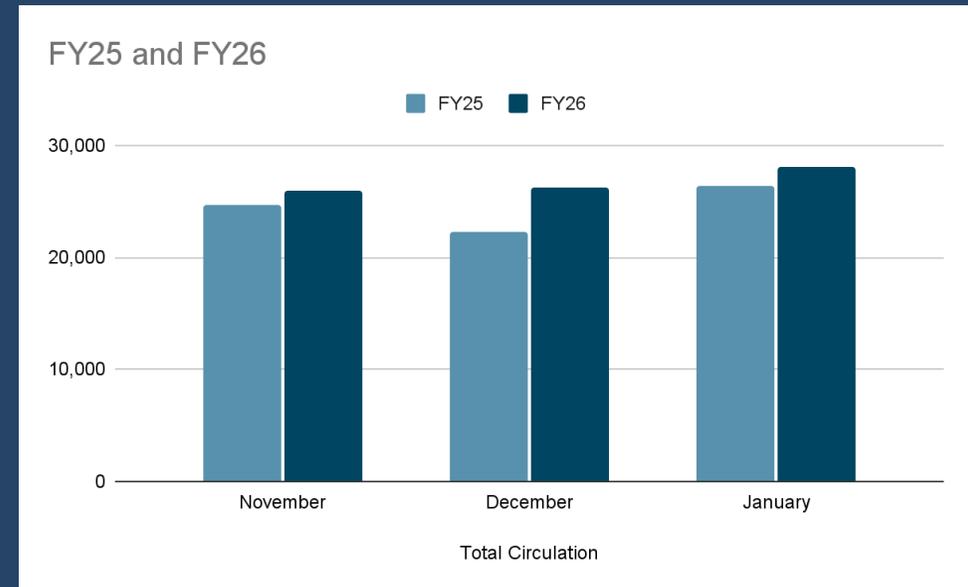
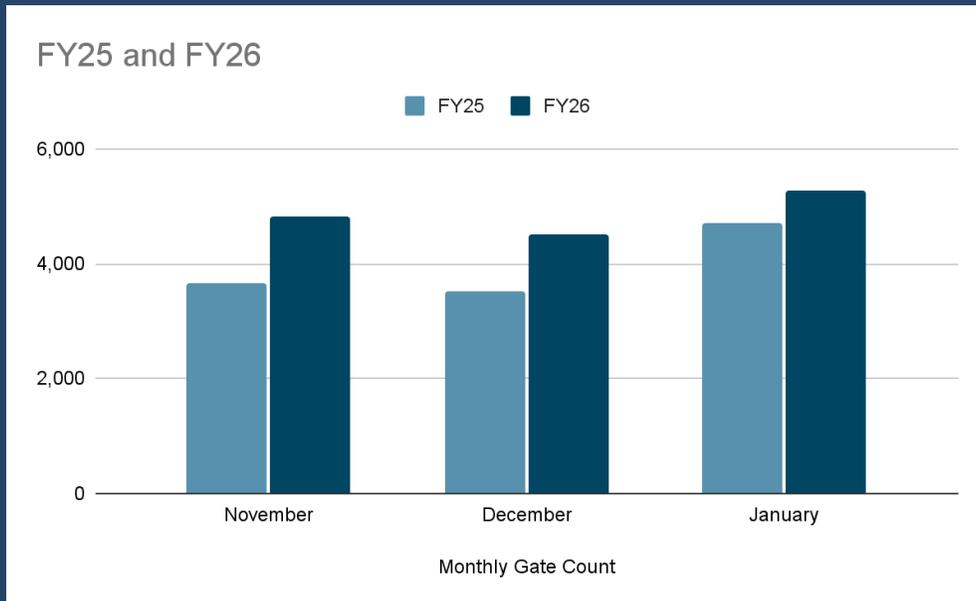
FY25/26 Library Usage

Library Visits (Gate Count)

- **November:** 3,661 (2024) - **4,832 (2025)** — Up 32%
- **December:** 3,522 (2024) - **4,509 (2025)** — Up 28%
- **January:** 4,695 (2025) - **5,263 (2026)** — Up 12%

Total Circulation (Physical + Digital)

- **November:** 24,668 (2024) - **25,956 (2025)** — Up 5%
- **December:** 22,224 (2024) - **26,220 (2025)** — Up 18%
- **January:** 26,317 (2025) - **28,016 (2026)** — Up 6%



Timpanogos Library Consortium Impact

TLC Labor Gap

- Increase of 40 hours of TLC work per week, in addition to Highland Library's regular duties
- Pulling holds, sorting, delivery/courier transit, receiving, customer service challenges, purchasing and cataloging additional lost books

Staffing Comparison:

- **American Fork:** 44 Staff with 10 full-time | \$129k collections budget.
- **Pleasant Grove:** 30 Staff with 5 full-time | \$96k collections budget.
- **Highland City:** 12 Staff (all part-time) | \$48k collections budget.

Collections Comparison: 2008 vs. 2026 / Inflation

- **Average Hardcover:** ~25% Increase (\$25 - \$35)
- **Average Paperback:** ~40% Increase (\$14 - \$21)
- **Libby/Digital Access: 511% Increase** (\$1,800 - \$11,000)



TLC's Positive Impact

- Highland patrons have access to over 200,000 physical items (books, audiobooks, DVDs, Nintendo Switch games, etc.) through a shared catalog
- Availability of items and shortened wait times for holds
- Convenience
- Inter-local agreement partnership
- Community building among three cities



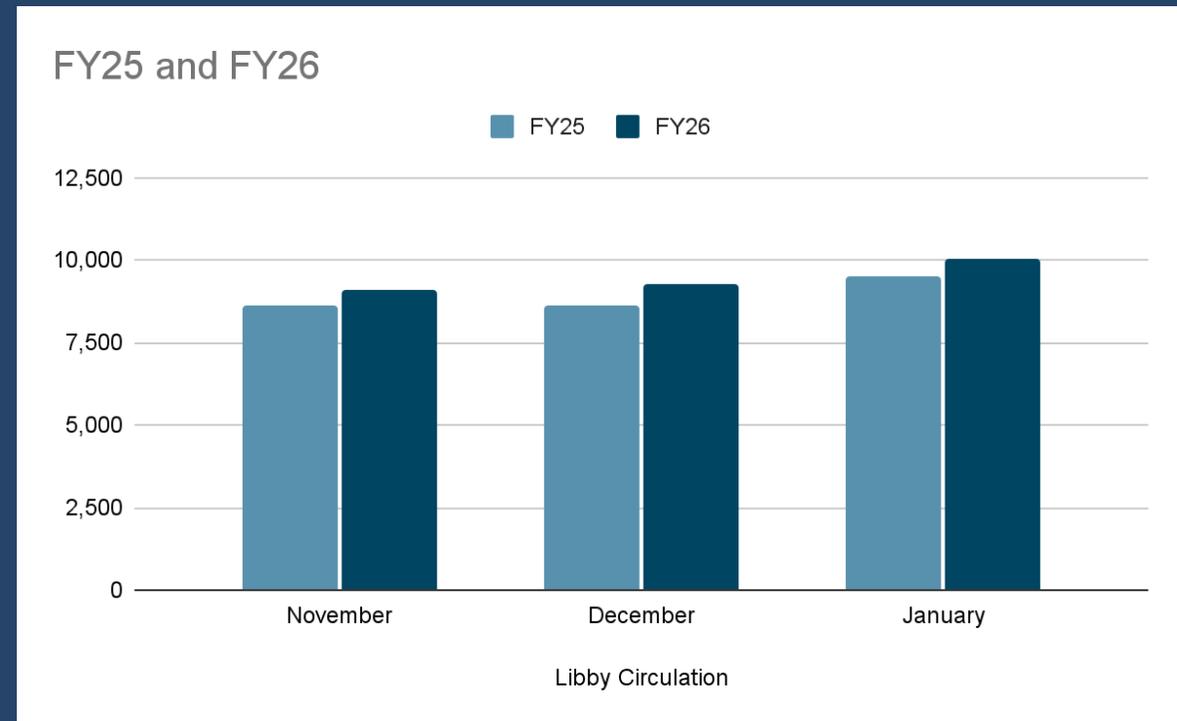
Libby Usage



LIBRARY'S OverDrive circulation in 2024 was 98,671
The BLC total circulation in 2024 was 7,034,987
LIBRARY'S percentage of total circulation was 1.40%
The BLC total 2026 budget is \$765,153.
LIBRARY'S PORTION OF 2026 BUDGET IS \$10,712.14

Libby Circulation

- **November:** 8,601 (2024) - **9,121 (2025)** — Up 6%
- **December:** 8,626 (2024) - **9,247 (2025)** — Up 7%
- **January:** 9,527 (2025) - **10,064 (2026)** — Up 5%



Reserves Fund Status

- Currently fund balance is over \$91K
- Library Board has approved spending down over 2 years
- Possible scenarios
 - PT library assistant - \$15K
 - Courier / delivery driver - \$4K
- Reserves for emergency costs
 - Security gates (\$15-20K)
 - Security cameras (\$5K)
 - Other technology



What we're already doing

- Friends of the Library
 - Book sales
 - Outreach events
 - Community grants and donors
 - \$7700 in donations and book sales
 - Volunteer hours for disaster clean-up
- Library Board
 - Volunteer hours for disaster clean-up
- Library Newsletter
 - Informing the community



Options for the Council to Consider

- Continue spending down the Library Reserve Fund
 - Does the Council want to keep anything in the fund to cover emergencies?
 - General fund covers emergencies? (Security gates, technology, etc.)
- General Fund pay back
 - Continue having the General Fund pay back the Library Fund for the years the Library Fund was not receiving the Library's share of the Motor Vehicle Tax
- Cut services
 - Limited savings potential for reduced access (Closed Saturdays = saving \$6,240/year)
- Raise property taxes
 - \$1.08 per month or \$13 per year per household
- Other ideas?



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #5

DATE: February 26, 2026
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. Adjustments are necessary to fund an additional part-time library assistant position and a delivery driver for the Timpanogos Library Consortium (TLC) delivery. Joining TLC has added an additional 40 hours of work to the staff's current workload.

Budget adjustments are also requested to purchase additional library carts for programming and operations needs.

BACKGROUND:

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

FISCAL IMPACT:

\$20,000 for part-time library assistant (includes \$3,500 cost for part-time TLC delivery driver) \$1,500 for (2) additional library carts

STAFF RECOMMENDATION:

The Library Board will approve the spending of cash reserves to cover additional 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 additional expenses not accounted for in the FY26 library budget.

ATTACHMENTS:

None.