

# Agenda

Highland City Library Board  
Wednesday, March 25, 2015 7:00PM

Highland City Hall, Multipurpose Room A&B  
5400 W. Civic Center Drive, Highland, Utah

1. Call to order - Blythe Shupe, Chair
2. Public comment, correspondence, etc.
3. Consent Agenda
  - a. Approval of minutes - January 28, 2015 (pages 2-4)
4. Action Items - Blythe Shupe
5. Discussion
  - a. Advocacy Grant
  - b. Library Ordinance - hiring, firing & evaluating of library director by Library Board (page 5)
  - c. Long Range plan
  - d. Budget update(pages 6-8)
  - e. CLEF grant allocations (page 9)
6. Reports
  - a. Finance Committee - Richard, Blythe
    - i. Financial Report (page 10)
7. Information and Communication
  - a. Dashboard January & February 2015 (pages 11-12)
  - b. YTD Stats (pages 13-17)
  - c. Meeting Room Policy (page 18)
8. Board training
  - a. Trustee Trouble : Finances
    - i. How involved should the board be in developing the budget?
    - ii. Once the budget is approved, does the board need to sign all the checks? Or is there a more efficient way to handle day-to-day expenses?
    - iii. Why should the board chair present the budget to the commissioners?

Adjournment

Next meeting: May 27, 2015 7:00 pm

Agenda is posted in the Highland City Library 48 hours prior to the meeting, posted online on library and city meeting website at <http://www.highlandcity.org/Archive.aspx?AMID=58&Type=Recent> and on Utah Public Notice website at <http://www.utah.gov/pmn/index.html>.

The Public is invited to attend all public meetings. If you need special accommodation to attend Library Board meetings, please contact the Library Director at 801-772-4528 or at [kslade@highlandcity.org](mailto:kslade@highlandcity.org).



**Minutes/Secretary:** Michelle DeKorver

**Members Present:** Cindy Jonnson, Janeen Ashcraft, Marlene Brooks, Richard Sudweeks, Scott Smith, Tiffany Whiting, Tim Irwin.

**Members Excused:** None

**Members Absent:** None

**Guests/Presenters:**

**Library Staff:** Kent Slade, Michelle DeKorver

**Visitors:** Roger Dixon

**Conducting:** Blythe Shupe

**Direction:** Library Director, Kent Slade

**The meeting was called to order by Blythe Shupe.**

**Public Comment:**

- None

**Consent Agenda:**

- The minutes were reviewed from the November, 2014 meeting and one typo was changed. Scott Smith moved to approve them with the suggested amendment. Cindy Jonsson seconded. The vote was unanimous.

**Action Items:**

- The upcoming Work Session with the City Council on Tuesday, Feb 10, 2015 was discussed in detail, including what should be included in the Library Board's report to the city council.

**Business:**

- Blythe Shupe reported on the progress of the Advocacy Committee's latest meetings after the training from the Advocacy Grant, including that the committee is working on marketing the library better and promoting the library and its programs through social media and the internet, newsletters and published materials.
- Kent Slade presented the Proposed FY2016 Budget, including last meeting's proposed changes, which needs final approval. (pp. 6-8)
  - Some discussion and explanation of items ensued.
  - Richard Sudweeks moved to approve the proposed budget.
  - Scott seconded the motion with the condition that the utilities and delinquent taxes are included, but put into a second column so that it does not appear that the library's budget has increased exponentially.
  - Roger changed the motion to approve the budget with the changes proposed.
  - The vote was unanimous.

- Tim Irwin reported on his discussion with the City Administrator, brought on by last meeting's training about Library Director's accountability, about who is responsible to hire and evaluate the Library Director.
  - Discussion ensued about State Law, City Law, and the State Library recommendations.
  - Richard Sudweeks moved that the Library Board review the current city ordinance with the idea of understanding what it says about how the Librarian is hired, under what the conditions he can be fired, and the nature of the evaluation process and that the Library Board do it as a means of informing themselves "with a view of amending the current ordinance... in that regard."
  - Marlene Brooks seconded the motion.
  - The vote was unanimous.

### **Committee Reports**

- Finance Committee – Richard Sudweeks and Blythe Shupe.
  - Kent Slade prepared and presented the Finance Committee Report. (pg. 9)
- Kent Slade presented the November and December 2014 dashboard. (pp. 10-11)
  - Cindy Jonnson asked that we add the numbers of e-books users specifically for the Highland City Library. Kent will add those numbers on future dashboards.
  - Richard Sudweeks asked why the holds pie chart is off, as the holds cancelled and the holds satisfied equal more than the holds placed. Kent indicated that he will rework the numbers.
- Kent Slade presented the changes to the Patron Behavior Policy, as discussed in the last board meeting. (pp 12- 14)
  - Tim Irwin motioned to approve the policy as amended.
  - Tiffany Whiting seconded the motion.
  - The vote was unanimous.
- Kent Slade informed the Library Board that the city is offering to give the small room off of the foyer to the library to use as a storage room. This will enable the library to move the supplies and book sales items from the room in the library and the council chamber closet to the storage room. The library can then open up its small room that was originally intended to become a study room. Before that happens, he would like the Library Board to have a policy in place to govern the meeting room to prevent abuse.
  - Discussion ensued, including what should be included in the policy.
  - Tim Irwin would like Kent to make a recommendation.
  - Kent Slade suggested that, to expedite the move, he bring back a written policy FOR APPROVAL to the March meeting.
  - Janeen Ashcraft recommended that Kent email the proposed policy in advance so suggestions and changes can be emailed back.
  - Kent agreed to come up with something and send it out.
- At the February 3rd council meeting, the budget will be opened for mid-year adjustments. The library is requesting two adjustments:
  - A gift of \$2500 was given to the library and has already been spent. It needs moved to revenues and so it can be put in expenses.
  - \$2500 also needs moved from reserves to either the I.T. or equipment budget for security cameras.

- Kent will not be able to be at the meeting, and is asking Tim Irwin to answer any questions.
- Tim Irwin excused himself from the meeting due to other obligations.
- Kent Slade presented the newest long range plan, which is required every three years as part of the re-certification process.
  - Kent asked the Library Board to give direction and input for the next five to ten years, including economic development, reciprocal agreements, recreational programs, relationships with schools, senior facilities, continuing education, pay, and funding.
  - It was suggested that pay be moved now to \$12 an hour. Kent said that he can either hire another part-time person OR give raises and keep the same budget. Roger Dixon said that there is always another option.
- Scott Smith moved to adjourn. Cindy Jonnson seconded.

**Board Training**

- Cancelled

**Next Meeting**

March 17, 2015 7:00 pm

**4.12.060 - Library board.**

- A. A library board is created, pursuant to Utah Code Annotated Sections 9-7-401 through 9-7-410, consisting of nine citizens, one of whom shall be a councilmember. The library board shall make recommendations concerning use of the library, the amount of fines and fees, and the operation and care of the library. The board may make rules and regulations concerning day to day use of the library and materials to be made available, which do not need specific council approval, but are consistent with the policies made by the council.
- B. The term of each board member shall be for three years, which terms are staggered, such that three appointments are available each year. Board members shall not serve more than two full terms in succession.

*(Ord. No. 2011-07, § 1, 2-15-2011)*

**Proposed Changes**

C. The library board 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.

D. The board shall appoint, upon the recommendation of the librarian, other personnel as needed.

(Utah Code 9-7-407)

## 2015-2016 Proposed Budget

FY2016 Budget					
Highland City Library					
Account	Description	2013-2014 Budget	Actual	2014-2015 Budget	2015-2016 Budget
10-50-21	Equipment	\$ 2,000.00	\$ 1,844.07	\$ 3,500.00	\$ 3,500.00
10-50-23	Books and materials	\$ 31,000.00	\$ 33,420.30	\$ 32,000.00	\$ 34,000.00
	Books	\$ 6,000.00		\$ 2,540.00	
	Ingram	\$ 17,000.00		\$ 17,000.00	
	Deseret Book	\$ 500.00		\$ 700.00	
	Midwest Tape	\$ 4,000.00		\$ 4,000.00	
	Random House - BOT	\$ 1,000.00		\$ 1,000.00	
	Amazon	\$ 500.00		\$ 400.00	
	Overdrive	\$ 1,000.00		\$ 1,000.00	
10-50-25	Fund Raising, Travel & Memberships	\$ 2,250.00	\$ 1,863.60	\$ 1,500.00	\$ 3,000.00
10-50-27	Postage	\$ 2,500.00	\$ 1,994.42	\$ 2,500.00	\$ 2,500.00
10-50-28	Information Technology	\$ 15,000.00	\$ 12,465.89	\$ 13,000.00	\$ 15,000.00
10-50-29	Printing	\$ 500.00	\$ 494.74	\$ 500.00	\$ 500.00
10-50-30	Special Programs	\$ 5,500.00	\$ 4,549.50	\$ 5,500.00	\$ 5,500.00
	Special Programs			\$ 2,400.00	
	Ridleys	\$ 1,000.00		\$ 500.00	
	Partyland	\$ 1,800.00		\$ 2,200.00	
	Office Depot	\$ 400.00		\$ 400.00	
10-50-35	Supplies	\$ 8,000.00	\$ 7,160.13	\$ 3,000.00	\$ 3,000.00
	Supplies			\$ 650.00	
	Office Depot	\$ 800.00		\$ 1,000.00	
	Demco	\$ 1,000.00		\$ 1,000.00	
	Staples			\$ 250.00	
	Ridleys	\$ 100.00		\$ 100.00	
10-50-50	Grants	\$ 10,000.00	\$ 7,617.63	\$ 6,000.00	\$ 6,000.00
<b>TOTAL ONGOING</b>		<b>\$ 76,750.00</b>	<b>\$ 71,410.28</b>	<b>\$ 67,500.00</b>	<b>\$ 73,000.00</b>
10-50-11	Salaries & Wages - Fulltime	\$ 84,023.00	\$ 91,354.69	\$ 85,167.00	\$ 93,000.00
10-50-13	Employee Benefits	\$ 41,638.00	\$ 34,870.68	\$ 44,081.00	\$ 46,000.00
10-50-14	Salaries & Wages - Part-time	\$ 54,929.00	\$ 51,187.71	\$ 47,000.00	\$ 55,000.00
<b>TOTAL OVERALL</b>		<b>\$ 257,340.00</b>	<b>\$ 248,823.36</b>	<b>\$ 243,748.00</b>	<b>\$ 267,000.00</b>
<b>Revenues</b>					
10-31-12	Dedicated Tax	\$ 207,351.00	\$ 216,076.12	\$ 222,601.00	\$ 231,000.00
10-38-98	Fines & Fees	\$ 30,000.00	\$ 28,368.23	\$ 30,000.00	\$ 30,000.00
10-38-81	Grants	\$ 10,000.00	\$ 5,340.00	\$ 6,000.00	\$ 6,000.00
-/+		\$ (9,989.00)	\$ 960.99	\$ 14,853.00	\$ -

# 2015-2016 Annual Budget

## Highland City Library

### Budget Highlights:

- One part-time library assistant position has been added
- Includes funds to replace worn, damaged or missing titles as part of evaluation of LDS and DVD/Blu-Ray collections
- Provides funds for full time staff to attend Public Library Conference in Denver (held every other year)
- Overall budget requires NO TAX INCREASE for the Library dedicated tax

### Noteworthy Items:

- Created the Lucky Day collection of bestsellers and hot items. This collection currently contains 24 items, is designated to meet the needs of Highland residents who walk through the door, and has a total checkout of 324 since its inception in May 2014.
- Completed comprehensive collection evaluation of nonfiction, biography, holiday, and fiction sections.

### Library Fund Summary

Category	Approved 2013-2014 Budget	Actual 2013-2014 Budget	Approved 2014-2015 Budget	Estimate 2014-2015 Expenses	Proposed 2015-2016 Budget
Salaries - Full-time	\$84,023.00	\$91,354.69	\$85,167.00	\$92,000.00	\$93,000.00
Benefits	\$41,638.00	\$34,870.68	\$44,081.00	\$35,000.00	\$46,000.00
Salaries - Part-time	\$54,929.00	\$51,187.71	\$47,000.00	\$52,000.00	\$55,000.00
Equipment	\$2,000.00	\$1,844.07	\$3,500.00	\$3,500.00	\$3,500.00
Books and Materials	\$31,000.00	\$33,420.30	\$32,000.00	\$32,000.00	\$34,000.00
Travel	\$2,250.00	\$1,863.60	\$1,500.00	\$1,500.00	\$3,000.00
Postage	\$2,500.00	\$1,994.42	\$2,500.00	\$2,200.00	\$2,500.00
Information Technology	\$15,000.00	\$12,465.89	\$13,000.00	\$13,000.00	\$15,000.00
Printing	\$500.00	\$494.74	\$500.00	\$500.00	\$500.00
Programs	\$5,500.00	\$4,549.50	\$5,500.00	\$5,000.00	\$5,500.00
Supplies	\$8,000.00	\$7,160.13	\$3,000.00	\$3,000.00	\$3,000.00
Grants	\$10,000.00	\$7617.63	\$6,000.00	\$5,500.00	\$6,000.00



### Long Range Plan Measures

Strategy	Measure	Proposed FY16
Long Range Plan - Improve the collection	Evaluate and Weed LDS collection	\$700
	Evaluate and weed Blu-Ray/DVD collection	\$2,100
	Evaluate and weed YA Collection	\$2,100
Preserve and make available current documents relating to the history of Highland City and northern Utah County	Digitize historic documents	\$2,000
Improve the look and feel of the library, creating a welcoming environment	Add canopies to shelving	\$3,000
Improve the online experience (to reach Quality Library designation)	Develop public relations policy to include social media to centralize all PR efforts	\$0
Offer programs for patrons that focus on lifelong learning (to reach Quality Library designation) by providing 12 workshops annually	Conduct at least 2 cooperative programming sessions to gauge interest and activity levels of Highland patrons	\$1,000

### Performance Measures

Strategy	Measure	FY14	Projected FY15	Proposed FY16
Maintain Utah State Library certification requirements	Items in collection at year-end	41,726	43,000	44,500
	Service area population	17,011	17,500	18,000
	Items per capita	2.45	2.46	2.47
	Items removed from collection	2,195	2,200	2,200
	Items added	2,583	2,500	2,500
Provide high quality children's teen, and adult programming	Number of programs	191	200	210
	Program attendance	3,944	4,000	4,250
Increase circulation by at least 5% over previous year	Annual direct circulation	171,184	174,000	177,000
	Percentage change	1.80%	2.50%	5%
	Annual interlibrary loans	790	810	850
	Number of borrowers	7,509	7,700	8,000
	Percentage change	1.80%	2.50%	3.80%
Maximize efficiency of Library staff and increase volunteer hours	Circulations per staff	37,622	38,241	35,757
	Number of volunteers	52	50	75
	Number of volunteer hours	538	500	600

## Proposed 2015 CLEF Spending Plan

Community Library Enhancement Funds may be spent for the following purposes:

1. Collection Development - childrens materials, digital media materials, online resources, materials in another language, special new collections, enhanced current collections
2. Technology that directly affects the public - public access computing, library catalogs, online resources, technology training, Wi-Fi, other technology that can be used by patrons
3. Community outreach - services for seniors, teens, migrants, head starts, small business owners, outreach to those that don't use the library

Amount to be awarded: \$4,937.00

It is proposed that we spend our 2015 CLEF grant in the following ways

Category	Amount
Collection Development - enhanced current collection - expand Blu-Ray collection	\$1000
Technology - online resources - renew subscription to Mango Languages database	\$1575
Collection Development - enhanced current collection - purchase pre-bound popular materials from Penworthy	\$500
Collection Development - enhanced current collection - expand audio CD collection, all age levels	\$1862

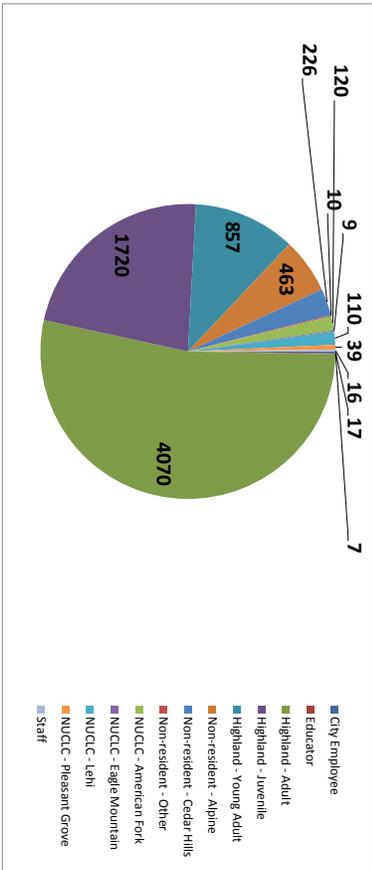
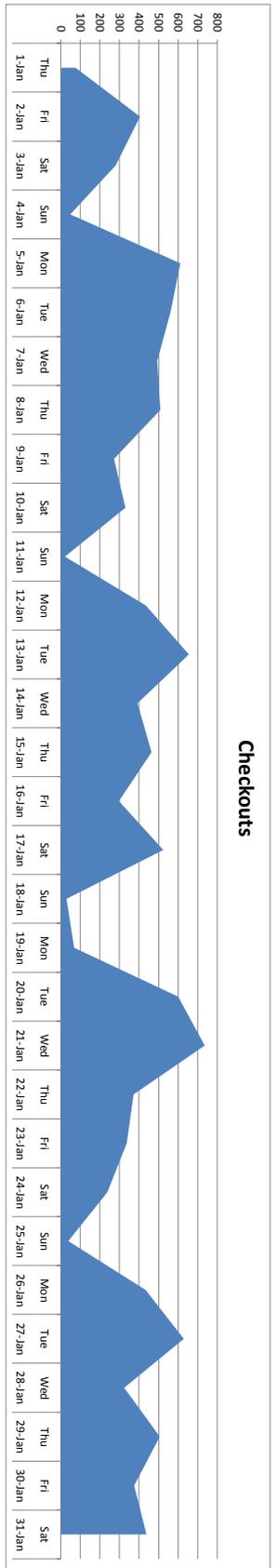
Other ideas:

- Purchase MCN plan to provide "Lucky Day" collection for audio or video titles
- Computer time management software to record better statistics and manage public workstations

All funds are to be expended by June 30, 2015 and accounted for in a report by September 15, 2015.

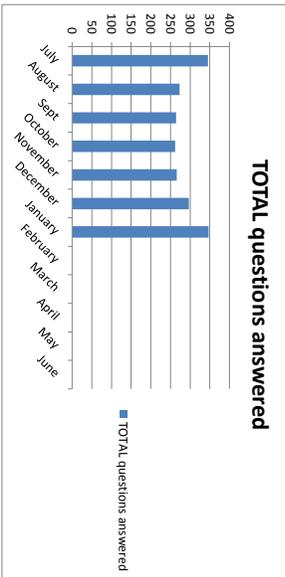
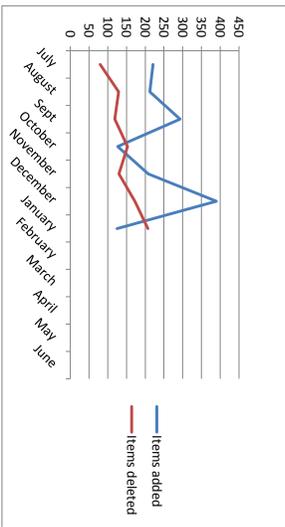
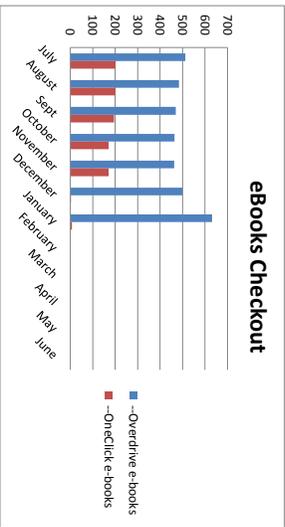
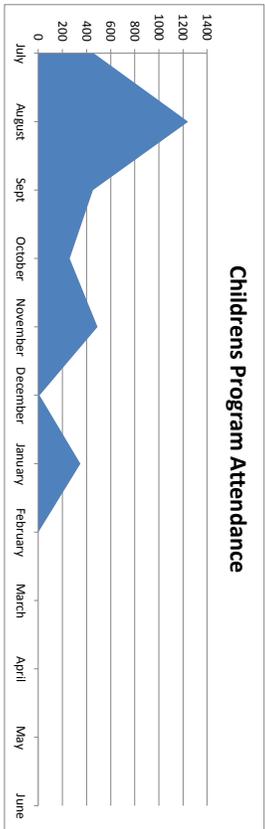
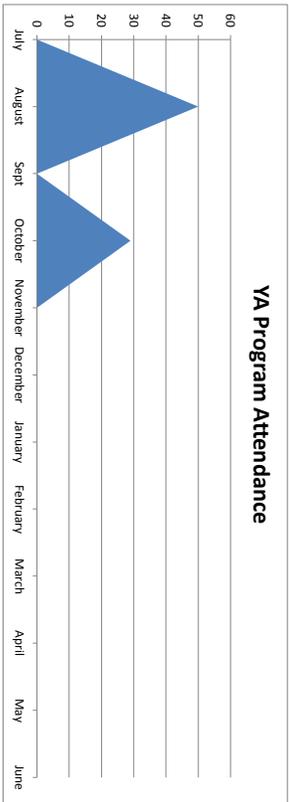
2014-2015 Budget				As of 1/28/2015		Highland City Library Foundation	
Highland City Library						Highland City Library Foundation	
Account	Description	2013-2014 Budget	2014-2015 Budget	Expended	% Expended	Balance	Friends of the Library
10-50-21	<u>Equipment</u>	\$ 2,000.00	\$ 3,500.00	\$ 400.00	11%	\$ 3,100.00	CD #1
	<u>Les Olsen</u>		\$ 400.00	\$ 185.39	46%	\$ 214.61	CD #2
10-50-23	Books and materials	\$ 31,000.00	\$ 32,000.00				<b>TOTAL</b>
	<u>Books</u>	\$ 6,000.00	\$ 2,540.00	\$ 1,008.86	40%	\$ 1,531.14	
	<u>Ingram</u>	\$ 17,000.00	\$ 17,000.00	\$ 8,745.66	51%	\$ 8,254.34	
	<u>Deseret Book</u>	\$ 500.00	\$ 700.00	\$ 263.04	38%	\$ 436.96	
	<u>Midwest Tape</u>	\$ 4,000.00	\$ 4,000.00	\$ 2,200.07	55%	\$ 1,799.93	
	<u>Random House - BOT</u>	\$ 1,000.00	\$ 1,000.00	\$ 635.00	64%	\$ 365.00	
	<u>Amazon (books)</u>	\$ 500.00	\$ 400.00	\$ 71.49	18%	\$ 328.51	
	<u>Amazon (magazines)</u>		\$ 400.00	\$ -	0%	\$ 400.00	
	<u>Overdrive</u>	\$ 1,000.00	\$ 1,000.00	\$ 582.98	58%	\$ 417.02	
10-50-25	<u>Fund Raising, Travel &amp; Memberships</u>	\$ 2,250.00	\$ 1,500.00	\$ -	0%	\$ 1,500.00	
10-50-27	<u>Postage</u>	\$ 2,500.00	\$ 2,500.00	\$ 518.70	21%	\$ 1,981.30	
10-50-28	<u>Information Technology</u>	\$ 15,000.00	\$ 13,000.00	\$ 9,220.47	71%	\$ 3,779.53	
10-50-29	<u>Printing</u>	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	
10-50-30	Special Programs	\$ 5,500.00	\$ 5,500.00				
	<u>Special Programs</u>		\$ 1,800.00	\$ 598.43	33%	\$ 1,201.57	
	<u>Ridleys</u>	\$ 1,000.00	\$ 500.00	\$ 591.39	118%	\$ (91.39)	
	<u>Ridleys</u>		\$ 500.00	\$ 399.38	80%	\$ 100.62	
	<u>Partyland</u>	\$ 1,800.00	\$ 2,200.00	\$ 499.40	23%	\$ 1,700.60	
	<u>Office Depot</u>	\$ 400.00	\$ 400.00	\$ -	0%	\$ 400.00	
	<u>Ingram</u>		\$ 500.00	\$ 64.82	13%	\$ 435.18	
	<u>Midwest Tape</u>		\$ 100.00	\$ 88.21	88%	\$ 11.79	
10-50-35	Supplies	\$ 8,000.00	\$ 3,000.00				
	<u>Supplies</u>		\$ 650.00	\$ 225.27	35%	\$ 424.73	
	<u>Office Depot</u>	\$ 800.00	\$ 1,000.00	\$ 430.48	43%	\$ 569.52	
	<u>Demco</u>	\$ 1,000.00	\$ 1,000.00	\$ 317.93	32%	\$ 682.07	
	<u>Staples</u>		\$ 250.00	\$ -	0%	\$ 250.00	
	<u>Ridleys</u>	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	
10-50-50	Grants	\$ 10,000.00	\$ 6,000.00	\$ -	0%	\$ 6,000.00	
	<u>Gifts</u>		\$ 2,500.00	\$ 2,514.74	101%	\$ (14.74)	
	<b>TOTAL ONGOING</b>	\$ 76,750.00	\$ 67,500.00	\$ 26,309.17	39%	\$ 41,190.83	
10-50-11	Salaries & Wages - Fulltime	\$ 84,023.00	\$ 85,167.00	\$ 43,036.61	51%	\$ 42,130.39	
10-50-13	Employee Benefits	\$ 41,638.00	\$ 44,081.00	\$ 17,155.54	39%	\$ 26,925.46	
10-50-14	Salaries & Wages - Part-time	\$ 54,929.00	\$ 47,000.00	\$ 21,843.20	46%	\$ 25,156.80	
	<b>TOTAL OVERALL</b>	\$ 257,340.00	\$ 243,748.00	\$ 82,035.35	34%	\$ 161,712.65	
	<b>Revenues</b>						
10-31-12	Dedicated Tax	\$ 207,351.00	\$ 222,601.00	\$ 179,420.17	81%	\$ 43,180.83	
10-38-98	Fines & Fees	\$ 30,000.00	\$ 30,000.00	\$ 13,465.90	45%	\$ 16,534.10	
10-38-81	Grants	\$ 10,000.00	\$ 6,000.00		0%	\$ 6,000.00	
-/+		\$ (9,989.00)	\$ 14,853.00				

# January 2015

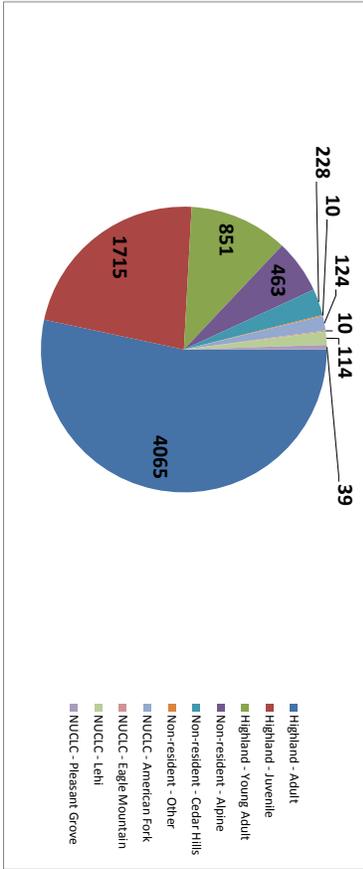
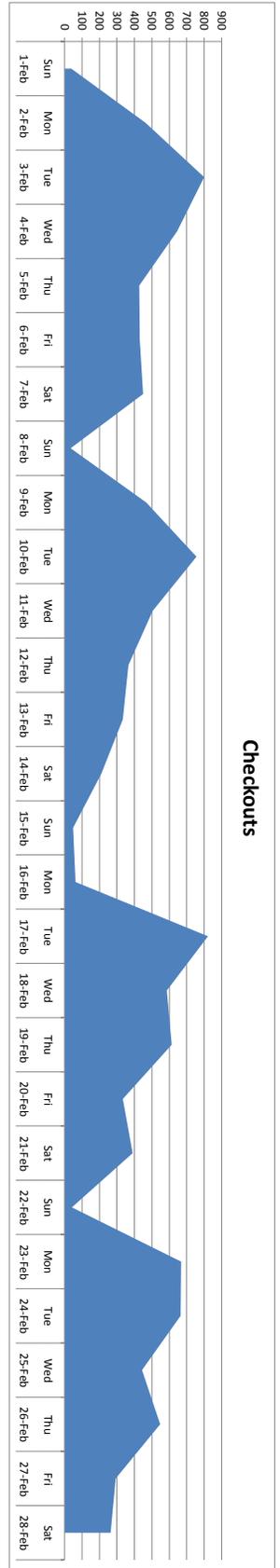


### Comparison with Other Libraries (2013FY)

Library	FTE	Volume	Hours	Operating Revenue	Collection	Visits	Borrowers	% of residents with cards	Circulation
Highland	4.65	601	\$ 249,595.00	40,174	64,988	7,371	45%	168,151	
Lehi	19	na	\$ 925,032.00	134,434	na	20,729	41%	528,015	
American Fork	11.95	3162	\$ 735,215.00	122,922	175,344	16,732	62%	299,550	
Pleasant Grove	16.8	3831	\$ 603,695.00	101,577	165,775	26,095	76%	390,093	
Eagle Mountain	4.4	195	\$ 194,562.00	51,539	68,983	13,295	57%	165,090	
Saratoga Springs	0.5	2813	\$ 215,083.00	36,572	26,397	4,509	21%	74,846	
Brighton City	7.5	348	\$ 581,084.00	82,638	198,699	12,307	68%	258,772	
Hyrum	6.2	1167	\$ 266,341.00	87,613	72,696	5,032	29%	324,967	
San Juan County	7.5	250	\$ 482,050.00	92,717	79,500	10,900	73%	390,093	

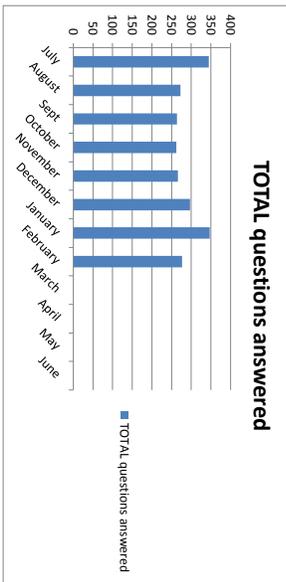
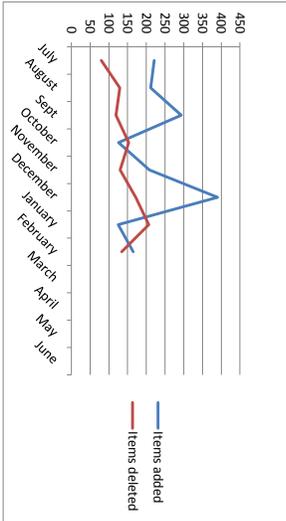
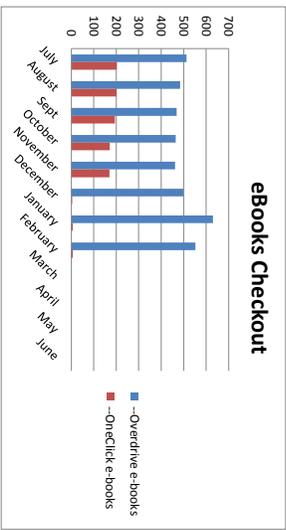
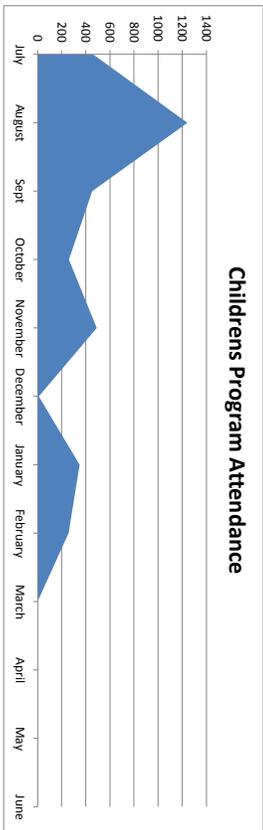
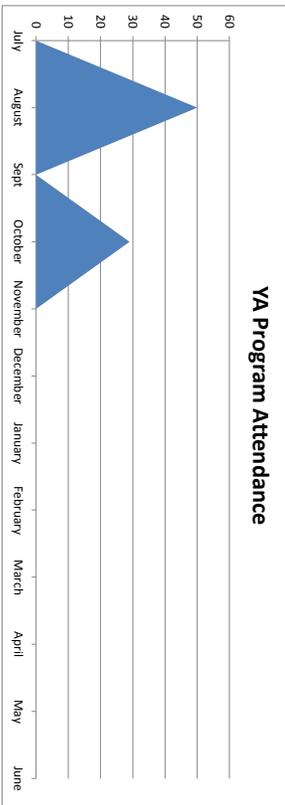


# February 2015



### Turnover Rates

Items	Circs	Turnover	Items	Circs	Turnover		
Lucky Day	20	401	20.05	Animated Videos	107	2,803	26.19
Board Bk	625	10827	17.32	LDS Entertainment Videos	25	567	22.68
DVD	1528	18889	12.36	SF/Fantasy Videos	111	2,364	21.3
Beg Read	703	8032	11.43	Animal Entertainment Videos	24	488	20.33
Fiction	4664	10482	2.24	Disney Videos	217	4,186	19.29
JF	3827	23464	6.13	Historical Fiction Videos	13	200	15.38
YA F	1899	8921	4.7	Sign Language Drawing	20	202	10.1
				Humor Fiction	435	2974	6.84
				Fantasy Fiction	1927	11749	6.1
				Animal Fiction	211	1256	5.95
				Adventure Fiction	613	3542	5.77



2014-2015												YEAR	
	July	August	Sept	October	November	December	January	February	March	April	May	June	YEAR
Bibliographic records	26368	26480	26673	26706	26797	26939	26900	26933					0
Authority records	53612	53838	54036	54087	54203	54983	54980	55095					0
Items (unique)	30000	29803	29875	29730	29785	29779	29643	29655					0
duplicates	3632	3323	3202	3024	2988	2840	2743	2722	0	0	0	0	
Items added	221	212	293	126	208	390	125	165					1740
Items deleted	80	129	119	153	130	172	207	134					1124
Check Outs	15915	13735	13963	13072	10642	10154	11518	11715					100714
--OneClick e-books	202	201	194	171	170	4	7	7					956
--Overdrive e-books	512	484	469	464	462	499	631	553					4074
Check In	11652	9958	9944	9771	7590	8089	7195	8428					72627
Overdue Items Checked in	1367	1392	1272	1297	983	1388	1060	1294					10053
Holds Placed	1096	920	1006	812	597	576	809	703					6519
Holds Satisfied	930	830	814	744	544	582	591	565					5600
Holds Cancelled	240	293	266	231	142	231	170	175					1748
Holds unfiled	166	90	192	68	53	-6	218	138	0	0	0	0	
Patrons Borrowing	1276	1228	1231	1147	1037	943	1068	1099					
average items borrowed	12.5	11.2	11.3	11.4	10.3	10.8	10.8	10.7	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
PAC Logins	1978	2007	1796	1776	1493	1320	1428	1529					
PAC Holds Placed	689	627	710	536	366	377	555	436					
PAC Holds Cancelled	30	39	37	32	22	23	21	21					
Mobile PAC usage	668	670	615	684	585	577	634	631					
Items Owned by Collections													
Beginning Readers	692	698	694	694	691	691	688	690					0
Biography	168	173	175	175	176	182	193	195					0
Blu-Ray	142	143	143	146	150	152	152	153					0
Board Book	564	577	580	578	579	579	577	576					0
Books on CD	630	636	646	653	653	654	656	654					0
Books on Playaway	33	16	1	0	0	0	0	0					0
DVD	1359	1367	1377	1385	1392	1409	1408	1421					0
Fiction (Adult)	4219	3927	3906	3818	3797	3676	3662	3575					0
Holiday	118	119	119	119	122	122	123	123					0
Interlibrary Loan	205	228	258	279	314	241	229	248					0
Juvenile Blu-Ray	3	3	3	3	3	3	3	3					0
Juvenile Books on CD	2	2	2	2	2	2	2	2					0
Juvenile DVD	99	99	99	98	98	99	98	98					0
Juvenile Fiction	3723	3728	3752	3668	3612	3654	3689	3671					0
Juvenile Holiday	619	619	633	633	646	653	655	657					0
Juvenile Nonfiction	2979	2983	3019	3017	3024	3066	3131	3149					0
Kit	13	15	15	15	15	15	15	15					0
Lucky Day	29	30	33	24	22	20	19	18					0
Magazines	1013	1005	1000	994	985	975	958	995					0
McNaughton Books	489	482	487	487	495	483	482	476					0
Mormon Fiction	704	713	713	713	713	720	719	722					0
Mormon Nonfiction	297	296	296	296	296	296	296	297					0
Music CD	174	174	174	174	174	177	177	178					0









## **Meeting Room Policy**

A small study room shall be made available for study and conferencing purposes by individuals and small groups of people.

Study room use is free of charge and on a first come, first served basis. No reservations may be made for the study room.

Study room is limited to a maximum of 4 persons. Study rooms may be used in 2-hour blocks and may only be used one session per day, per group/individual. Library staff may extend the time if no one is waiting to use the study room. In this case, however, study room occupants may be asked to leave as soon as the room is needed.

Study room is available during library hours. Study room should be vacated 10 minutes prior to library closing.

Study room may not be used for commercial purposes, direct solicitation of clients, fund raising, or events or activities which directly profit the business of a commercial organization or individual.

Users agree to leave the room and furnishings in the condition in which they are found. Users further agree to accept liability for any damage to the facility and its furniture caused by the occupancy of said premises by the individual or group. Children under the age of 14 using the study room must be accompanied by an adult at all times.

No items may be taped or tacked to painted walls. No flammable materials will be permitted.

No smoking, food or drink is allowed, other than non-spill water containers.

Storage of personal property is not permitted. Users will not leave personal property unattended. Library staff cannot "watch over" or be held responsible for user's property.

Incoming messages will not be accepted for persons using the study room, except in the case of emergencies.

Users also fall under the Patron Behavior Policy and are expected to comply with the policy.

In the event an individual or group fails to comply with this policy, future use of the study room shall be denied. Individuals or groups denied use of the study room may appeal to the Library Director. Individuals or groups denied use of the study room by the library director may appeal to the library board. Library board decisions will be final.

Adopted by the Highland City Library Board [date].

