

Library Board Meeting Agenda

September 24, 2026

Highland City Hall

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

1. Public Comment
2. Consent
Approval of August 2026 meeting minutes
3. OPMA Training – City Attorney, Rob Patterson
4. Reports
 - a. Director's Report
5. Action/Policy Items
 - a. Collection Development Policy Amendment
 - b. Physical Item Circulation Policy Amendment
6. Discussion Items
 - a. Patron Behavior Policy
 - b. Budget and spending roadmap
 - c. Annual Report to Council on October 20, 2026
7. Future Agenda Items
 - a. Technology maintenance
8. Closed Meeting
9. 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 23rd day of September 2026

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, August 27, 2026 at 7:00 p.m.**

IN ATTENDANCE

Board Members

Amy Brinton, Chair
Kevin Tams, Vice-Chair
Ron Campbell
Lynn Lonsdale
Rachel Farnsworth
Wesley Warren
Rhett Weller

Other

Karen Liu, Library Director and
Board Executive Officer
Wayne Tanaka, President, Friends
of the Library (arrived 7:42 p.m.)

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance and began the Library Board meeting at 7:12 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. No members of the public were present.

2. Welcome New Board Member

Chair Brinton welcomed Rhett Weller, appointed to the Board by the City Council on August 18, 2026. Board members and staff introduced themselves.

3. Consent

a. Approval of meeting minutes

Kevin Tams moved to approve the June 25, 2026 meeting minutes. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Amy Brinton
Yes	Kevin Tams
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth
Yes	Wesley Warren
Yes	Rhett Weller

The motion passed.

4. Reports

a. Director's Report

Karen reported that the City Council voted 4-1 on August 11 to increase the Library's property tax allocation, its first increase since 2008, and thanked the Board, Friends of the Library, and staff for their work toward that outcome.

Staffing updates: Amy Carr and Rebekah Christensen were hired as library assistants, Sonia Degriselles was promoted to Program Coordinator, Kim Bergeson's position moved to full-time Manager, and several seasonal staff moved to regular part-time roles. The Library is interviewing for two page positions.

The Library received the state's Quality Library Award again this year. Karen noted many Library policies are past due for review and will bring one or two per meeting going forward, starting with those discussed below.

Karen previewed new September programs (STEAM, Pokémon and LEGO clubs, a therapy-dog program, a Dungeons & Dragons workshop, and Mah Jongg classes) and a fall event planned for November 14.

5. Action/Policy Items

None.

6. Discussion Items

a. Budget Review and Property Tax Increase Timeline

Karen presented an updated budget reflecting the new tax rate, noting property tax revenue is not received until later in the fiscal year, giving the Library a temporary surplus this summer. The Board discussed using it to address the Library's aging collection and facility repairs, including the front service desk; Kevin Tams asked Karen to prepare a written roadmap with monthly targets. The Board also noted the Library's collection is not currently insured; Karen will confirm coverage with the City.

b. Collection Development Policy Review

Karen proposed clarifying that the collection includes digital materials and limiting patrons to one active reconsideration request at a time. The Board agreed with both changes; Karen will bring final language back as an action item next month.

c. Circulation Policy Review

The Board discussed aligning Highland's lost-item billing timeline with its TLC partner libraries. Karen will confirm a timeframe and bring a formal update next month.

d. Strategic Plan 2029-2034

Karen proposed spending the next year surveying the community before forming a committee to draft the Library's next strategic plan, targeting completion by 2029. She will bring a draft survey next month.

e. Annual Recertification Process

Karen reported the Library's state recertification process opens this fall and includes a facilities walkthrough and technology checklist. Lynn Lonsdale volunteered to join Karen for the walkthrough.

7. Future Agenda Items

- Internet and Book Sale Policy review
- Action item: Collection Development and Circulation Policy revisions
- Strategic Plan community survey
- Library recertification update

8. Adjournment

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

Yes	Amy Brinton
Yes	Kevin Tams
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth
Yes	Wesley Warren
Yes	Rhett Weller

The motion passed. The meeting adjourned at 8:41 p.m.

I, Rachel Farnsworth, Highland City Library Board Member, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on August 27, 2026. This document constitutes the official minutes for the Highland City Library Board Meeting.

Director's Report

September 2026



Library News

Operating at full staffing, the library launched a slate of fall programs targeting early childhood (ages 0-5), youth (ages 6-11), and adults, successfully drawing returning and new community members into library spaces.

Led by new Storytime Assistant Amy Carr, a former school administrator with extensive library programming experience, Storytime's updated model teaches early learning and early literacy concepts. Classes have been exceptionally well-received, averaging over 50



attendees per session. Amy also introduced Craft n Play, a new interactive program for children (ages 0-5) and their caregivers to engage in developmental play and creative activities together. One patron said, "this is the best program I've ever attended!"

For youth and teen engagement, Assistant City Administrator Jay Baughman taught a popular beginner



Dungeons and Dragons workshop, introducing tweens to cooperative tabletop gaming. The library also launched LEGO and Pokemon programs, with 55 children attending the library's first

Pokemon Club. Other highly anticipated programs in September include Read with Pepper the Poodle, with Pepper and her handler, Lone Peak Police Department Administrator Darci Brunson, and American Mah Jongg 101. American Mah Jongg 101 is a 2-part class for adult learners. Due to high demand, the series will also be offered in October.

Staffing

The library hired two new library shelvers: Arya Bennett and Chloe Woellhaf. Both pages are high school students who reside in Highland.

Coming Up

Karen will attend the State Library Division's annual Directors Summit from September 30 through October 2. At the conference, Highland City Library will be presented with the 2026 Quality Library Award.

In October, the library will participate in the City's annual Trick-or-Treat Street event, tabling with Friends of the Library.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #5a

DATE: September 24, 2026
TO: LIBRARY BOARD
FROM: Karen Liu, Library Director
SUBJECT: Collection Development Policy Amendment

PURPOSE:

The Library Director is requesting the Board amend the Collection Development Policy under the *Reconsideration of Library Materials* section to include a statement that a library patron may only have one active reconsideration request at a time.

BACKGROUND:

Library Board bylaws (G.2.b.) states the Board shall “approve, amend, and repeal policies for governing the library.”

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

The Library Board will approve adding the statement, “a patron may only have one active request for reconsideration at a time” to the Collection Development Policy, under the *Reconsideration of Library Materials* section.

PROPOSED MOTION:

I move that the Library Board approves adding the statement, “a patron may only have one active request for reconsideration at a time” to the Collection Development Policy, under the *Reconsideration of Library Materials* section.

ATTACHMENTS:

Highland City Library: Collection Development Policy

Highland City Library: Collection Development Policy

The Highland City Library Collection Development Policy exists to serve as a guide in the selection of materials and to inform the public about the principles upon which selections are made.

Principles of Selection

The objective of the Library's collection is to support learning and provide entertainment for members of the community. Within the limits of space and budget, the collection offers patrons materials in a choice of format, treatment, and level of difficulty. In this way most individual library needs can be met and service provided to individuals of all ages.

The Library recognizes that Highland residents have diverse interests, backgrounds and needs. The collection reflects, as closely as possible, the interests of the majority while not neglecting the equally important interests and views of minorities within the local, national and international communities. The Library's role is to provide materials which will allow individuals to access information to make their own decisions.

It should be recognized that some materials chosen may be offensive, shocking or boring to some individuals, but may be meaningful and significant to others. It is the responsibility of individuals to limit their library use to books and materials which are consistent with their individual tastes. While everyone is free to reject for themselves and their children materials of which they do not approve, they may not restrict the freedom of others to read or inquire.

The inclusion of an item in the collection is not to be considered an endorsement, official or otherwise, by the Library. The Library neither approves nor disapproves the views expressed in materials included in the collection. The Library cannot exclude all materials that could conceivably result in mental or physical injury to some individual, since theoretically any material could be harmful to someone if improperly used. Materials in the collection are arranged in a way to facilitate access to information. No restriction is placed on their use except for the purpose of protecting them from theft or damage.

Selection Criteria

Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Library Board and is responsible for developing procedures for material selection that are governed by this policy. Library staff may be assigned subject areas to develop.

The selection of materials is characterized by open-mindedness and responsiveness to the changing needs of the citizens of Highland. Materials are evaluated as complete works, and not on the basis of a particular passage or passages.

All acquisitions, whether purchased or donated, are evaluated by the following standards. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

- Public demand
- Quality of content, including accuracy, timeliness, literary or artistic merit
- Quality and suitability of the format

- Social significance
- Reputation of author and/or publisher
- Inclusion in lists of recommended titles, standard bibliographies, and/or award winners
- Importance of subject matter to the collection
- Scarcity of material on the subject and availability elsewhere
- Price

The Library acquires materials as space and budget allow.

The Library does not buy pornography (as defined by the Utah State Code, Title 76-10-1203) or materials which trade exclusively in sensationalism or would offend community standards.

Suggestions from patrons are encouraged and will be given due consideration.

Selecting Material for Children

In selecting library materials for children, the Library's objective is to provide a collection that meets the informational, recreational, educational, and cultural needs of children from preschool age through sixth grade and young adults from seventh grade through twelfth grade. However, resources of the entire Library are accessible to them as the need arises. Selection of adult material will not be restricted by the possibility that these materials may come into the possession of minors.

The collection contains materials which express a wide variety of views and are suitable for all ages and abilities. It is, therefore, the responsibility of parents or legal guardians to guide the reading, viewing, and listening choices of their children and young adults, and to decide what their children may or may not use from this collection.

In providing materials for student use, the Library cannot provide multiple copies of individual books or textbooks for school assignments, nor can it duplicate subject materials extensively.

Collection Maintenance

In order to maintain a current collection which meets the needs of the community, examination of materials is an ongoing process. When library books lose the value for which they were originally selected, they should be withdrawn. An item is considered for discard when it is:

- Obsolete, misleading or outdated
- Worn beyond use
- Damaged
- No longer circulating and/or used for reference purposes
- One of many copies of a formerly popular title

Space availability and low circulation over a period of time are other factors that may influence the withdrawal decision.

Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, suitability according to this selection policy and demand for the title.

Gifts, including donations and memorial items, are subject to these withdrawal and replacement policies.

Discarded library books, magazines, pamphlets, records, etc., may not be reserved for specific individuals. They may be offered for sale, on a first-come, first-served basis, at the library or at library sponsored used book sales. Donations of discarded materials may also be made, at the discretion of the Director, to neighboring libraries, educational institutions or charitable organizations.

Gifts

The Library accepts gifts of materials with the understanding that the Library may make whatever use of the material it feels appropriate. No restrictions on the Library's use of gift materials may be made by the donor.

Gifts become the Library's property upon receipt; they may not be reclaimed. Materials not needed in the collection will be placed in the Library's book sale; donated to other libraries, educational institutions or charitable organizations; or discarded. Donated materials added to the collection are subject to the same withdrawal and replacement criteria as materials purchased by the Library.

It is the policy of the Library not to accept special collections of gift materials if the condition of acceptance requires that they be kept together as a separate physical entity. Further, the Library shall not accept as a gift any printed or manuscript items, or objects if the condition of acceptance requires permanent exhibition of the item or object. Upon request, a note of receipt will be issued for donated items. However, it is the donor's responsibility to determine the fair market value of the donated materials.

Reconsideration of Library Materials

Any library patron with a current Highland Library Card may question the presence of an item in the Library's collection. If the patron concludes that a specific item does not meet the guidelines of this policy, he or she may complete a "Request for Reconsideration of Library Materials" form. The completed form will be reviewed by the Library Director, and the patron will be informed of the disposition of the request. A patron may only have one active request for reconsideration at a time.

Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director, who will forward the request to the Board along with staff recommendations. The Library Board will consider the material and make a final determination of the matter. The patron who submitted the request shall be notified of this action in a timely manner.

Approved by Highland City Library Board May 28, 2008. Reviewed and reapproved by the Library Board April 28, 2010; March 27, 2013; January 26, 2025; March 27, 2025; September 24, 2026.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #5b

DATE: September 24, 2026
TO: LIBRARY BOARD
FROM: Karen Liu, Library Director
SUBJECT: Physical Item Circulation Policy Amendment

PURPOSE:

The Library Director is requesting the Board amend the Physical Item Circulation Policy and change Section III.,d.'s lost items timeframe from 30 days to 90 days. This change will align Highland City Library's policies with the Timpanogos Library Consortium (TLC), which include American Fork and Pleasant Grove libraries.

BACKGROUND:

Library Board bylaws (G.2.b.) states the Board shall "approve, amend, and repeal policies for governing the library."

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

The Library Board will amend the Physical Item Circulation Policy and change Section III.,d.'s lost items timeframe from 30 days to 90 days.

PROPOSED MOTION:

I move that the Library Board approves amending the Physical Item Circulation Policy and changing Section III.,d.'s lost items timeframe from 30 days to 90 days.

ATTACHMENTS:

Highland City Library: Physical Item Circulation Policy

Highland City Library:

Physical Item Circulation Policy

I. Basic Rules

- A. Borrowers must present a valid Library card to check out Library materials. Patrons may present their card in electronic format from a smart phone once identity is verified and noted in their account.
- B. Repair or replacement costs for damages to materials beyond normal wear and tear will be determined by a librarian.
- C. Account holders will be held responsible for all materials checked out to their Library accounts and for all charges accrued on their account. Patrons are responsible to protect their cards from unauthorized use by others.
- D. Parents or guardians are responsible to monitor the accounts of their minor children, whether their child's card is attached to the parent's or not. Parents are responsible for all materials checked out on their children's cards and to pay or replacement costs that accrue.
- E. Patrons may reserve circulating materials. Hold notices will be sent by email or text to patrons who provide valid electronic addresses.

II. Loan Period

- A. All circulating materials will be loaned for an initial period of three weeks. If not returned and if no holds are placed on them by other patrons, they will renew automatically three times. A notice will be sent to patrons each time an item is auto-renewed.
- B. After the end of the final renewal period, patrons will be given 14 days to return items before they are considered lost and the cost of the items and processing fees will be charged to their account.
- C. Due dates will not be set for days the Library is closed.
- D. Specialized library materials cannot be renewed. All other materials that are not on hold for another patron will be renewed up to three times.
- E. Borrowers may not have more than 100 items checked out on their account at any given time. The Library Director may authorize additional items to be checked out on each account.

III. Fines and Fees

- A. Borrowers will be assessed a replacement fee for individual items lost or damaged equal to the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing.
- B. Borrowers will be assessed a replacement fee for items that are parts of specialized library materials that are lost or damaged equal to the current retail price of the material plus a \$5.00 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the specialized library material.

- C. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.
- D. Patrons may return lost items up to 90 days after they are considered lost. If items are returned within this period, the charges for the returned items will be removed from the patron's account. After 90 days, patrons may not return lost items, and charges for those items will remain on the patron's account until paid.
- E. A minimum fee of \$20.00 will be assessed for each returned check.
- F. Patrons with delinquent accounts will not be allowed to check out any materials until materials are returned, or all replacement fees are paid in full. Patron accounts are delinquent if the following conditions exist:
 - 1. They owe charges of more than \$10.00.
 - 2. They have any items more than 14 days overdue.
- G. The Library reserves the right to seek appropriate and reasonable action to recover materials, replacement costs or fees through the use of courts, law enforcement, or collection agencies.
- H. Patrons who wish to appeal fine or replacement cost assessments may appeal to the Library Director. Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director, who will forward the request to the Board along with staff recommendations. The Library Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.
- I. The Library may charge a fee for credit or debit card use.

IV. Timpanogos Library Consortium

- A. Patrons from libraries that are part of the Timpanogos Library Consortium (TLC) may request items from other TLC libraries and have them delivered to their TLC library of choice. If items are available, they will be delivered within four business days.
- B. Items delivered from TLC libraries will be available to check out on the hold shelf for seven days. If they are not checked out after seven days, they will be returned to their home library or to the library of choice of the next person on the hold list.
- C. Items checked out from TLC libraries by TLC library card holders may be returned to any TLC library.
- D. Charges accrued for lost or damaged items must be paid to the library which owns the item.
- E. When there are holds placed on items held by TLC libraries, holds placed by patrons of the library that owns the item will have priority over holds placed by patrons of other TLC libraries.

V. Borrower Categories

- A. Residents of Highland shall be provided accounts free of charge. Highland residents must show a government or school-issued photo ID and proof of residence to obtain a card. Proof of residence may be one of the following issued within the last 90 days: a bank statement, utility bill, rental agreement, or mail with a canceled postmark with the applicant's name and address. Resident accounts are renewed every three years.
 - 1. Cards for children 12 and under will be attached to a parent's/legal guardian's account. All checked out items, fines, costs, holds, and charges accrued with the

- child's card will appear on the adult's account and will be the responsibility of the adult account holder.
2. Minors ages 13–18 may have their own Library account with their parent's/ guardian's permission, or they may have a card attached to their parent/guardian's account.
 3. When minors turn 18, their account will become an adult account. Fees and fines from their previous account will still be the responsibility of the parent/guardian. Any fines or fees incurred under the new account will be the responsibility of the account holder, not the parent/guardian.
- B. Employees of Highland City shall be provided accounts free of charge and shall be held to the same rules as indicated in Library policies.
- C. Non-residents of Highland may purchase a Library account for \$90 per year and shall be held to the same rules as indicated in Library policies. Non-residents may receive multiple cards for use by immediate family that reside in the same household (no matter what age), but they will all be attached to one non-resident account. The holder of the account will be responsible for all charges and items checked out by all cards attached to their account.
- D. Alpine School District certified teachers and media specialists in schools within Highland, Alpine, and Cedar Hills city limits who do not reside in Highland City qualify for free non-resident cards. Educators are personally responsible for the account, not their school nor their school district. Those with educator accounts are not eligible for additional attached cards.
- E. Registered users of any North Utah County Library Cooperative (NUCLC) library shall be provided non-resident accounts free of charge, provided their account at their "home" library is in good standing. If the registration of a NUCLC member's "home" library card expires in less than a year, their Highland card will have the same expiration date as their home library card. NUCLC patrons may not request interlibrary loans or participate in programs. NUCLC patrons who are under 18 will require a parent signature in order to open an account with the Highland Library.

Approved by Highland City Library Board July 9, 2008

Revised by the Highland City Library Board, March 25, 2009; September 23, 2009;

November 18, 2009; July 28, 2010; September 22, 2010; September 28, 2011;

September 25, 2013; May 28, 2014; February 28, 2019; May 23, 2019; October 24,

2019; February 27, 2020; February 25, 2021; May 27, 2021; August 26, 2021;

October 28, 2021; September 22, 2022; July 28, 2023; February 27, 2025; September 24, 2026.