

# Library Board Meeting Agenda

## February 28, 2019

Highland City, West Conference Room  
5400 West Civic Center Drive, Highland UT 84003

**7:00 pm – Call to Order:** Roger Dixon, Board Chair

### 1. Public Comment:

### 2. Consent Agenda:

- a. January 16, 2019 Minutes
- b. January 24, 2019 Minutes
- c. Engaging the Strategic Plan Committee
- d. Bylaw Revisions
- e. Operating Procedures Revisions
- f. Proposed Municipal Code Revisions

### 3. Reports:

- a. Director's Report – Donna Cardon
- b. Statistical Report – Doug Cortney

### 4. Action/Policy Items:

- a. Circulation Policy Revisions – Donna Cardon
- b. Volunteer Policy Revisions – Donna Cardon
- c. Budget Revisions – Donna Cardon
- d. Dedicated Tax Recommendation – Doug Cortney

### 5. Discussion Items: (No action will be taken)

### 6. Future Agenda Items:

- a. Board Member Job Description – Doug Courtney
- b. Patron Behavior Policy – Donna Cardon
- c. Proctored Exam Policy – Donna Cardon
- d. Privacy Policy – Donna Cardon
- e. Fiscal Year 2019-2020 Budget Approval – Donna Cardon
- f. Strategic Plan Revisions – Donna Cardon

### 7. Future Meetings:

Thursday, March 28, 2019

### 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 via telephone, Skype, or other electronic means during this meeting.

#### CERTIFICATE OF POSTING

I, Cindy Quick, the duly appointed City Recorder certify that the foregoing agenda was posted in three public places within Highland City limits. The agenda was also 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 Library Board, staff and public.

Posted and dated this 26<sup>th</sup> day of February, 2019

Cindy Quick, MMC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS

**Item 2a**  
**Approval of Meeting Minutes**  
**from January 16, 2019**

# Special Library Board Meeting Minutes

January 16, 2019

Waiting Formal Approval

American Fork Library  
American Fork, UT

**PRESIDING:** Library Board Chair Roger Dixon

## **LIBRARY BOARD**

**MEMBERS PRESENT:** Jessica Anderson, Lisa Bullington, Mike Burns, Doug Cortney, Natalie Reed

**CITY STAFF PRESENT:** Library Director Donna Cardon, Assistant City Manager Erin Wells

## **6:30 – 8:00 pm – Library Board Training**

The Library Board Training was conducted by Juan Lee, State Library Representative.

## **8:00 pm\* Special Session** (*\*or as soon thereafter as possible*)

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a special meeting at 8:38 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

### **1. Action Item:**

#### **a. Library Budget Adjustments**

Board Member Jessica Anderson asked for more information regarding phone reimbursements. Library Director Cardon responded that there are Library staff members who will need to communicate throughout the day and some after hours with City staff members. Because, the City and Library work closely together there is a reimbursement given to those library staff members in which this applies to. Line item 22-43-31 contains phone reimbursements.

Ms. Cardon reviewed the Motor Vehicle Tax Revenue and its potential effects on the budget regarding cross charges. If there were no Motor Vehicle Tax Revenue, then the line “salary and wages” would decrease by \$3,000. Erin Wells explained the decreased revenue resulted in a decrease in the general fund. Due to this the City pays for the Library cross charges. They charge the Library but then put the money back into the Library for these cross charge items.

Ms. Cardon next reviewed the history of cross charges. Board Member Roger Dixon commented that he saw the decrease in the Library revenue as City Council going back on an original agreement. He explained the history of the funds and how they had been accessed in the past. Ms. Wells emphasized that the cross charges were a compromise in order to keep the dedicated tax. Library was being asked to do the same as other funds. The Library was now considered an enterprise fund (like a separate business) would operate paying for operation expenses.

Mr. Dixon inquired about delinquent property taxes. The library receives \$13,000 in delinquent property taxes and was part of the current budget proposal. Ms. Wells noted that line item 22-43-22 should be renamed, from “Friends of Library Expenses” to “Library Board Expenses”. Confusion arose in 2018 when someone purchased refreshments. They continued discussion on the “friends” category.

*Board Member Doug Cortney MOVED to APPROVE the mid-year budget adjustments as proposed with the higher expenditure numbers being used if the City Council approves the addition to the Library budget of Motor Vehicle Tax Revenue, and the lower numbers if the Council did not.*

*Board Member Mike Burns SECONDED the motion.*

*Board Member Mike Burns asked to amend the motion, to APPROVE the mid-year budget adjustments as proposed with the change made to line item 22-43-22, from “Friends of Library Expenses” to “Library Board Expenses”.*

*Board Member Jessica Anderson SECONDED the amended motion.*

*The vote was recorded as follows:*

*Board Member Mike Burns            Yes*

*Board Member Doug Cortney        Yes*

*Board Member Lisa Bullington    Yes*

*Board Member Jessica Anderson Yes*

*Board Member Natalie Reed        Yes*

*Board Chair Roger Dixon            Yes*

*The motion passed.*

Erin Wells recommended that Mr. Dixon talk to Mayor Mann regarding the questions he had with the proposed budget changes.

## **2. Future Meeting:**

- a. January 24, 2019

## **3. Adjournment:**

*Board Member Doug Cortney MOVED to adjourn the meeting and Board Member Mike Burns SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The meeting adjourned at **9:00 PM.***

*I, Lisa Bullington, Secretary of the Highland Library Board, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 16, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.*

**Item 2b**  
**Approval of Meeting Minutes**  
**From January 24, 2019**

# Library Board Meeting Minutes

## January 24, 2019

### Waiting Formal Approval

Highland City, West Conference Room  
5400 West Civic Center Drive, Highland UT 84003

**PRESIDING:** Library Board Chair Roger Dixon

#### **LIBRARY BOARD**

**MEMBERS PRESENT:** Jessica Anderson, Lisa Bullington, Mike Burns (arrived late), Doug Cortney, Claude Jones, Nancy Passaretti, Natalie Reed, City Council Rep Ed Dennis

**CITY STAFF PRESENT:** Library Director Donna Cardon, Assistant City Administrator Erin Wells, Council Member Scott L. Smith

**7:30 pm – Call to Order:** Roger Dixon, Board Chair

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:34pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

#### **1. Public Comment:**

No public comments.

#### **2. Consent Agenda:**

- a. **Approval of minutes from September 13, 2018, September 27, 2018, October 25, 2018 and November 27, 2018**

The board discussed the approval of the minutes. Doug Cortney had distributed his corrections via email. Ms. Wells mentioned on the September 13<sup>th</sup> meeting she should be listed as other. Also, Wayne Tanaka should be listed as other on the October 25<sup>th</sup> meeting. She mentioned that they may need to find the new track changes document for October 25<sup>th</sup>. The board discussed how it was beneficial to have the corrections submitted in advance as Mr. Cortney had done. Ms. Bullington asked when the minutes were officially posted. The minutes and agenda packet are available on the City website. Draft minutes are posted with the agenda packet. Ms. Wells confirmed that the minutes would not be posted until they were amended. The board made a motion to approve the specified minutes.

*Board Member Nancy Passaretti MOVED to approve the minutes from September 13, September 27, October 25 and November 27, 2018 as amended.*

*City Council Rep Ed Dennis seconded the motion.*

*The vote was recorded as follows:*

*Board Member Doug Cortney                      Yes*

*Board Member Nancy Passaretti                Yes*

|                                      |            |
|--------------------------------------|------------|
| <i>Board Member Lisa Bullington</i>  | <i>Yes</i> |
| <i>Board Member Claude Jones</i>     | <i>Yes</i> |
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Chair Roger Dixon</i>       | <i>Yes</i> |
| <i>Board Member Natalie Reed</i>     | <i>Yes</i> |
| <i>Council Member Ed Dennis</i>      | <i>Yes</i> |

*The motion passed.*

### **3. Reports:**

#### **a. Director's Report – Donna Cardon**

#### **b. Circulation/Attendance/Budget/Cardholder Breakdown – Donna Cardon**

Board Member Donna Cardon distributed a packet with current statistics. Currently, she is addressing the need for a comic book and teen corner. She discussed with the Board the LST Grant and Cleff Grant. The Grants would be used for early literacy kits, graphic novels, 150<sup>th</sup> Anniversary Golden Spike display with books, and to purchase more books to expand the library. The Cleff Grant was awarded at \$5,100.

Lego and coding classes offered through the Library had been successful. Lego classes included ages five to eight years old and coding classes included ages nine to fourteen years old. Advertisements had been distributed to all schools in Highland and were not limited to only Highland residents. Council Member Scott L. Smith asked about funding and Ms. Cardon explained that a grant had been denied which left a \$5,000 need for laptops to expand classes offered through the library. She explained in detail the structure of their coding class to show the need for more computers. Then the Board discussed means to attain their goal and obtain the computers. Board Member Ed Dennis asked if they were buying software for classes and Ms. Cardon replied that the software was free online. The board explored more options of obtaining laptops. Suggestions included donated laptops from businesses and using the City laptops once they turned them over.

It was announced that on March 16<sup>th</sup> there would be a Fairy Tale Ball which would include activities for children, costumes, and require a library card to register. Board Member Jessica Anderson asked about volunteer hours dropping and Ms. Cardon responded that it was due to the holidays and the library being closed. Ms. Cardon found miscalculations in the 2017-2018 statistics. Juan Lee would look these over and correct them. She was able to look back to 2016 on Symphony (software) but no further to resolve the issue.

Mr. Smith stated that the rent would be eliminated and save them \$44,000 annually. He would like to negotiate the idea that the library must stay within the budget, regarding cross charges, this decision would be made by City Council. Board Members discussed cross charge information and how they would like it termed. Mr. Dennis would like the term cross charges to be “overhead” and Board Member Roger Dixon suggested the term “indirect charges”. Mr. Dennis suggested that Council intends for all departments to be considered equal. Board Member Nancy Passaretti asked if the indirect charges would be for the past and Mr. Dennis confirmed that it would be going forward. Mr. Dennis wanted to consider moving funds from the OverDrive books to pay for the laptops. This would become a Foundation item.

Board Member Mike Burns joined the meeting.

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

**a. Final Review and Approval of Bylaws, Municipal code and Operating procedures – Roger Dixon**

Mr. Dixon commented that he would like changes made to the municipal code in the first paragraph where it states Library Board size will be reviewed by Council annually. There had already been suggestions made and they planned to move forward as was recommended.

*City Councilman Ed Dennis MOVED that we recommend to the City Council the Library Municipal Code as amended; taking out the word “annually”.*

*Board Member Doug Cortney SECONDED the motion.*

*The vote was recorded as follows:*

|                                      |            |
|--------------------------------------|------------|
| <i>Board Member Mike Burns</i>       | <i>Yes</i> |
| <i>Board Member Doug Cortney</i>     | <i>Yes</i> |
| <i>Board Member Nancy Pasaretti</i>  | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i>  | <i>Yes</i> |
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Claude Jones</i>     | <i>Yes</i> |
| <i>Board Chair Roger Dixon</i>       | <i>Yes</i> |
| <i>Board Member Natalie Reed</i>     | <i>Yes</i> |
| <i>Council Member Ed Dennis</i>      | <i>Yes</i> |

*The motion passed.*

The Board discussed possible changes to the Bylaws at length. Possible considerations and changes below included those found in the reorganized Bylaws draft submitted by Mr. Cortney and details found in the draft minutes.

Recommended changes to the Operating Procedures document were as follows:

- Consider how many times procedures need to be stated in the Bylaws.
- Mr. Dixon suggested that Section II. Board Membership, Officers, and Assignments, should be moved to the appendix so that it doesn't need to change every time a Board Member changes.
- Terms for the Board Members needed to be updated as follows:
  - Mr. Cortney should serve until 2021
  - Ms. Reed will serve until 2020
- Section II, letter f. Foundation Board Officers, should be removed entirely.
- The footnote in Item III. Procedures for Naming Board Members, should be removed.
- In section IV, letter d., the phrase “Depending on the situation” should be removed. Letter a. and b. should also be removed because they were already in the Bylaws. In letter d. the word by should be removed and reworded as “The voting may be voice, ballot, or show of hands.”
- In section V. Board Meeting Procedures, letter a., i. and ii. should be removed, again because they are already in the Bylaws, the remaining numbers iii. through viii should stay in the document. Also in this section, it was recommended that they change the term “Secretary” to

“Executive Director”. Additionally, letter c. Conducting the Meetings, number i., should be removed.

- Section VI. Polling the Board, should remain as written.
- In section VII. Standing Committees, it was recommended that “Operations” be changed to “Policies” and that “Records and Reports” be changed to “Reports”. It was recommended that letter a. be removed, because each committee would not need operating procedures. It was also recommended that letter e. and i. be removed. It was also suggested that letter h. be reworded to state, “Standing committees represent the Board in fact finding.”
- In section VIII. Standing Committee Operating Procedures, letter a. Library Fund is tasked with:, should be changed to a. Library Fund. Change letter i. to “Supports the Library Director as requested on budget, fee and fund issues” and strike all the specific bullet points.
- In section VIII., letter b. should be changed to Policies and number i., should read “Supports the Library Director as requested on policy issues” and letter ii. should say “Recommends new and revised Library policies such as:”
- In section VIII., letter c. should be changed to Reports and add letter i. to state “supports the library director as requested on reports” and then ii., should be changed to iii. and read “The Committee shall review the annual report...” remove the words “and approve”.
- In section VIII., strike letter d. Personnel.
- In section VIII., letter e. should be titled Library Outreach, letter i. should read “supports the Library Director as requested on outreach to the community, library patrons, and other communities, such as Alpine and Cedar Hills.”
- In section VIII., letter f., change the title to “Library Long-range Strategic Planning.” In number i., change the wording to “In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution and make recommendations to the Board on updates.”
- The appendix will now include Names of Board Members and Term Dates and take out Library Fund information that was previously stated.

The Board discussed a need to organize numbering and clean up the Bylaws document. They discussed multiple topics at length. Referring to Item VII Standing Committees, they discussed how it should not add workload to Ms. Cardon’s job but be a support. Ms. Cardon requested help with revision of policies, strategic plan revisions, outreach, and reports. Mr. Smith stated meeting bi-monthly was an option for the board. In response, Ms. Cardon stated 50% of her time was assisting the board and City Council. Mr. Dixon reminded Ms. Cardon that a current strategic plan was in place until the last director left. The board agreed to be more supportive in the future. Ms. Bullington made comments regarding item D. Personnel and its necessity regarding the board. Mr. Dixon suggested making the Operating Procedures consistent with the style guide that is used by the City Council.

*Board Member Nancy Passaretti MOVED to adopt the Organization and Operating Procedures with the amendments discussed during the meeting.*

*City Council Rep Ed Dennis SECONDED the motion.*

*The vote was recorded as follows:*

*Board Member Mike Burns                      Yes*

|                               |     |
|-------------------------------|-----|
| Board Member Doug Cortney     | Yes |
| Board Member Nancy Pasaretti  | Yes |
| Board Member Lisa Bullington  | Yes |
| Board Member Jessica Anderson | Yes |
| Board Member Claude Jones     | Yes |
| Board Chair Roger Dixon       | Yes |
| Board Member Natalie Reed     | Yes |
| Council Member Ed Dennis      | Yes |

*The motion passed.*

*Board Member Natalie Reed MOVED to approve the Bylaws as amended.  
Board Member Jessica Anderson SECONDED the motion.*

*The vote was recorded as follows:*

|                               |     |
|-------------------------------|-----|
| Board Member Mike Burns       | Yes |
| Board Member Doug Cortney     | Yes |
| Board Member Nancy Pasaretti  | Yes |
| Board Member Lisa Bullington  | Yes |
| Board Member Jessica Anderson | Yes |
| Board Member Claude Jones     | Yes |
| Board Chair Roger Dixon       | Yes |
| Board Member Natalie Reed     | Yes |
| Council Member Ed Dennis      | Yes |

*The motion passed.*

*City Council Rep Ed Dennis MOVED that the Library Board forward to City Council for approval, the recommended changes to the Municipal Code and Bylaws and that for informational purposes, they forward the Organizational and Operating Procedures.  
Board Member Jessica Anderson SECONDED the motion.*

*The vote was recorded as follows:*

|                               |     |
|-------------------------------|-----|
| Board Member Mike Burns       | Yes |
| Board Member Doug Cortney     | Yes |
| Board Member Nancy Pasaretti  | Yes |
| Board Member Lisa Bullington  | Yes |
| Board Member Jessica Anderson | Yes |
| Board Member Claude Jones     | Yes |
| Board Chair Roger Dixon       | Yes |
| Board Member Natalie Reed     | Yes |
| Council Member Ed Dennis      | Yes |

*The motion passed.*

The Board discussed how to forward their recommendations at length. Mr. Dixon suggested having the library fund committee look at the dedicated tax and come up with an opinion to share with the Mayor

and the City Council. There was no suggestion for the eliminating the dedicated property tax but the revenue could be moved into the general fund and not be earmarked for the Library specifically. Mr. Smith commented there was only one reason to eliminate the dedicated property tax being ear marked for the Library and that was so the City could control the revenue and where it was directed. The dedicated property tax was a stable source of revenue. Comments were made noting that Scott Smith had worked extensively with American Fork Library and library funds were always the low hanging fruit on the tree and could easily become starved for revenue. Mr. Smith's opinion was that we need to be very careful in giving up the dedicated property tax.

*Board Member Mike Burns MOVED that the Fund Committee conduct research and make a recommendation to the Board at the next meeting.*

*Board Member Jessica Anderson SECONDED the motion.*

*The vote was recorded as follows:*

|                                      |            |
|--------------------------------------|------------|
| <i>Board Member Mike Burns</i>       | <i>Yes</i> |
| <i>Board Member Doug Cortney</i>     | <i>Yes</i> |
| <i>Board Member Nancy Pasaretti</i>  | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i>  | <i>Yes</i> |
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Claude Jones</i>     | <i>Yes</i> |
| <i>Board Chair Roger Dixon</i>       | <i>Yes</i> |
| <i>Board Member Natalie Reed</i>     | <i>Yes</i> |
| <i>Council Member Ed Dennis</i>      | <i>Yes</i> |

*The motion passed.*

Ms. Cardon reminded the Board of a need for a budget and that she was reminded she does have a current budget that will be amended. A discussion regarding how cross charges affect the budget took place. Ms. Pasaretti suggested that Donna could asked for budget help from the Foundation. Mr. Dixon stated a need to withhold from spending until the budget is approved.

Board Chair Roger Dixon entertained a motion to adjourn.

*City Councilman Ed Dennis MOVED to adjourn the meeting and Board Member Mike Burns SECONDED the motion. All voted in favor and the motion passed.*

*The meeting adjourned at 10:34pm*

*I, Lisa Bullington, Secretary of the Highland Library Board, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 24, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.*



# LIBRARY BOARD AGENDA REPORT

## ITEM #2c

---

**DATE:** February 28, 2019  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** **Strategic Plan**

---

### **STAFF RECOMMENDATION:**

Library Board engage the Long-Range Strategic Plan committee to review the Strategic Plan and schedule it for inclusion on the agenda for its regular March meeting.

### **BACKGROUND:**

The Library Board approved a 10-year strategic plan in 2016. While it has been reviewed regularly, it has not been updated since then.

Standard #2 in the Governance section of the Basic Certification Standards from the Utah State Library Division is that “the Board has approved and is operating under a long-range plan (minimum three years) that contains: mission and vision statements, background information about the library, specific and quantifiable goals, and provision for replacement and enhancement of library technology.”

The library is required to compile evidence of compliance with each certification standard and to submit this documentation to the State Library in May.

There is some concern that the existing plan does not meet the certification requirements because it hasn’t been updated. The “is operating under” requirement seems particularly problematic since one item in the existing plan (1.2.1.1) is for it to be reviewed and updated quarterly, which does not appear to have happened in October 2018 or January 2019.

In addition to certification concerns, the proposed bylaws require the Library Board to “develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.” The plan is to update for submission it to the City Council.

Because of its length (57 pages), the current plan is not included in the agenda packet.

### **FISCAL IMPACT:**

None.

**PROPOSED MOTION:**

I move that Library Board

direct the Long-Range Strategic Plan committee to review the current strategic plan and report back to the Library Board at its regular March meeting with any recommendations to update the plan.

**Item 2d**  
**Bylaw Revisions**

## Proposed changes to draft number 8 of the Bylaws of the Library Board.

N.B. Additions are noted in blue; deletions are noted in red.

### A. Authorization

The Board is authorized by Utah Code 9-7-401 to 410 and Highland Municipal Code 4.12.010 and 4.12.060. The Board shall operate under the direction of the Highland City Council and consistent with the policies approved by the Highland City Council. An Organization and Operating Procedures document works in conjunction with these bylaws.

### D. Members (add numbers 7 and 8)

7. The term of each Board Member shall be for three (3) years. Board Members shall not serve more than two (2) full terms in succession.
8. Board Member's names, contact information, and the year their serving term ends, shall be published on the Highland City website.

### E. Officers (add the first change as 1.b and the second change as 5.c)

1.b In the event of an officer vacancy, at the Board's next meeting, the Board shall elect a replacement officer who shall serve the remainder of the current term.

5.c Send the audio recording of each meeting to the City Recorder.

- i. If an audio recording is not available, the Secretary and Library Director shall provide the following information to the City Recorder.
  1. The date, time, and place of the meeting
  2. The names of Board Members present and absent
  3. A summary of comments made by Board Members of the Board
  4. The full text of each vote taken by the Board
  5. The names of persons providing a public comment and a brief summary of their comments
  6. Any other information that the Board requests to be entered in the minutes.

### G. Responsibilities

1. In general, under the City Council direction The Board shall maintain and care for the Library and shall establish policies for the Library's operations. consistent with the policies made by the City Council.

2. Specific responsibilities of the Board include working in conjunction with the Library Director to:

- b. Approve, amend, and repeal policies for governing the Library. consistent with the policies made by the City Council.

d. Present an annual report to the City Council. ~~in the first third~~ ~~quarter of the calendar~~ ~~year~~ based on the annual certification and previous fiscal year's annual report.

3. ~~Under direction from the City Council and~~ In conjunction with City Administration, the Board shall:

## **J. Amendments**

Amendments to these Bylaws shall become effective after:

1. being adopted by a majority vote of the Board during a regular board meeting, and
2. being approved by the City Council.

**Other changes to be made:** Always capitalize the word Library and the term Board Member. Other typos pointed out by Councilman Braithwaite.

## Bylaws of the Highland City Public Library Board

Revised January 24, 2019

### A. Authorization

The Board is authorized by Utah Code 9-7-401 to 410 and Highland Municipal Code 4.12.010 and 4.12.060.

### B. Name

The official name shall be the Highland City Public Library Board (“the Board”).

### C. Purpose

The purpose of the Board is three-fold.

1. Work to improve the quality of Library services by advising and supporting the Library Director and staff.
2. Represent the interests of Highland’s citizens pertaining to Library services.
3. Advise the City Council and the City Administration on matters pertaining to the operation of the Library.

### D. Members

1. The Board shall recommend the number of members on the Board to the City Council.
2. Board Mmembers and liaisons shall not be compensated but may be reimbursed for necessary and related expenses incurred on assignment by the Board.
3. Board Mmembers and liaisons are not exempt from late fees, fines, or other Library user fees.
4. The Board may recommend by a two-thirds vote to the Highland City Council the removal of a Board Mmember for misconduct or neglect of duty.
5. All Board Mmembers shall attend approved training or orientation annually.
6. Board Members ~~of the Board~~ are permitted to serve on the Highland City Library Foundation Board.
7. The term of each Board Member shall be for three (3) years. Board Members shall not serve more than two (2) full terms in succession.
- 6.8. Board Member’s names, contact information, and the year their serving term ends, shall be published on the Highland City website.
- 7.9. Liaisons
  - a. The Board may approve liaisons.
  - b. Although liaisons are not members of the Board, they
    - i. receive meeting agendas,
    - ii. may place report items on the Board’s agenda, and
    - iii. may carry out assignments on behalf of the Board.

### E. Officers

1. The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary.
  - a. These officers shall be elected to one-year terms at the regular meeting in July.

- b. In the event of an officer vacancy, the Board will elect a replacement officer at the ~~next~~ Board's next meeting, who shall serve the remainder of the current term.
- 2. The Chair shall:
  - a. Preside at all the Board meetings.
  - b. Serve as the spokesperson, presenting the position of the majority of the Board in allofficial communications.
- 3. The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.
- 4. The Secretary shall:
  - a. Take notes at the meetings and send them to the City Recorder.
- 5. The Library Director serves as the Board Executive Officer and shall:
  - a. Prepare the agenda for each meeting in coordination with the Chair.
  - b. Send electronic copies of the agenda and information packet to the Board ~~M~~members and liaisons at least 48 hours prior to any regular meeting of the Board.
  - c. Send the audio recording of each meeting to the City Recorder.
    - i. If an audio recording is not available, the Secretary and Library Director shall provide the following information to the City Recorder.
      - 1. The date, time, and place of the meeting
      - 2. The names of Board Members present and absent
      - 3. A summary of comments made by Board Members of the Board
      - 4. The full text of each vote taken by the Board
      - 5. The names of any persons providing a public comment and a brief summary of their comments
      - 6. Any other information that the Board requests to be entered in the minutes.

#### **F. Meetings.**

- 1. The Board shall typically meet monthly.
- 2. An annual meeting calendar shall be approved and published on the City website and in any other locations required by open meeting laws.
- 3. Special ~~b~~Board meetings may be held at any time when called by the Chair or by any three ~~B~~board ~~M~~members.
- 4. Members of the Board may participate in ~~b~~Board meetings electronically via telephone or other electronic means.
- 5. All meetings shall be open to the public, and public notice shall be provided pursuant to Utah State Code section 52-4-202.
- 6. Only business properly noticed shall be actionable.

#### **G. Responsibilities**

- 1. In general, under the Ceity Ceouncil direction the Board shall maintain and care for the Library and shall establish policies for the Library's operations consistent with the policies made by the City Council.
  - a. Policies become effective when approved by a majority of the Board at a meeting.
- 2. Specific responsibilities of the Board include working in conjunction with the Library Director to:
  - a. Provide oversight of the Library Fund.

- b. Approve, amend, and repeal policies for governing the Library consistent with the policies made by the City Council.
  - c. Review the annual report to the State Library Board.
  - d. Present an annual report to the City Council in the first quarter of the calendar year.
  - e. Ensure the Basic Certification Standards are met.
  - f. Review new or adjusted Library positions and submit a recommendation to the City Council for approval.
  - g. Establish an outreach program, and
  - h. Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.
3. Under direction from the City Council and in conjunction with City Administration, the Board shall:
- a. Determine duties of the Library Director.
  - b. Participate in the selection of the Library Director.
  - c. Appoint a qualified person as Library Director.
  - d. Provide input for the annual performance review of the Library Director based on the Director's interactions with the Board.

#### **H. Committees**

- 1. The Board shall have the following standing committees: Library Fund, Policies, Reports, Outreach, and Long-range Strategic Planning.
- 2. The primary responsibilities of the committees consist in consulting with and supporting the Library Director, carrying out the assigned responsibilities of the committee, and informing the Board of progress and concerns in the relevant area of the committee.
- 3. The members of each committee shall be determined by the Board.
- 4. The term for each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30.
- 5. Each committee shall report to the Board at least annually.
- 6. Ad Hoc Committees may be created by the Chair, with the approval of the Board, at a regular meeting. Ad Hoc committees shall present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

#### **I. Parliamentary Procedure**

The most recently published Robert's Rules of Order: Simplified and Applied shall govern the parliamentary procedure of the Board.

#### **J. Amendments**

Amendments to these Bylaws shall become effective after:

- 1. ~~1~~ being adopted by a majority vote of the Board during a regular bBoard meeting, and
- 2. ~~2~~ being approved by the City Council.

## **Item 2e**

# **Operating Procedures Revisions**

## Highland City Library Board Organization and Operating Procedures

January 24, 2019

The Board is authorized by Utah Code 9-7-401 to 410 and Highland Municipal Code 4.12.010 and 4.12.060 and operates under the direction of the Highland City Council. A Bylaws document works in conjunction with these Organization and Operating Procedures.

### I. Role of the Library Board

- a. The role of the Library Board (“the Board”) is to:
  - i. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission, with the advice and consent of the City Council.
  - ii. Set such policies for the Library as are needed to carry out its mission.
  - iii. Provide oversight to ensure that Library policies are implemented effectively.

### II. Procedures for Naming Board Members

- a. Advertisements of Board vacancies include a brief summary of the position, a solicitation for volunteers, and information about how to volunteer.
  - i. For expected vacancies (such as the end of a member’s term of office), advertisement is made between 60 and 90 days before the vacancy begins.
  - ii. For unexpected vacancies, advertisement is made as soon as practical once the vacancy occurs.
- b. Volunteer applications or nominees for open Board seats shall be discussed in a Board meeting and the Board shall make recommendations to the Mayor. The Mayor will consider the recommendations as she/he determines whom she/he will appoint to the Board, with the advice and consent of the City Council. [EW1]

### III. Procedures for Election of Board Officers. The elected officers of the ~~Library~~ Board are a Chair, a Vice Chair, and a Secretary.

- a. An elected officer may serve a third consecutive term if approved unanimously by the Board.
- b. The voting may be by voice, ballot, or show of hands. Whatever method is used, the Chair announces the individual votes (or a unanimous decision) for inclusion in the minutes.
- b.c. Only Board Members, except the Executive Officer, can be elected and serve as elected Board Officers.

### IV. Board Meeting Procedures. (Standard #2, Basic Certification Standards, Open Meetings Laws)

- a. Organizing the meetings
  - i. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events.

- ii. The Library Director, who serves as the Board Executive Officer, ~~(Library Director)~~ shall work with the City Recorder to ensure the ~~Library~~ Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.
  - iii. The ~~Executive Officer~~ Library Director shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair.
  - iv. Any Board member wishing to have an item placed on the agenda must contact the ~~Executive Officer~~ Library Director at least 3 days prior to the meeting.
  - v. The agenda and information packet shall be distributed electronically to the Board by the ~~Executive Officer~~ Library Director 48 hours prior to the meeting.
  - vi. A Board member who is unable to attend a meeting shall notify the Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting.
- b. Order of Business
- i. The following Order of Business shall be followed at meetings, except that items not needed at any given meeting may be omitted:
    - 1. • Call to order • Public comments • Introductions • Consent Agenda • Reports • Action/Policy Items • Discussion Items • Future Agenda Items Adjournment (Appendix C, Sample Board Bylaws from the State)
- c. Conducting the Meetings
- i. Only business properly noticed shall be actionable. An item is “properly noticed” when included in the published agenda for the public to see. To be “actionable” an item must be placed in the “consent agenda” or in the “action/policy” portions of the agenda.
  - ii. A portion of the meeting may be designated for training to meet the State requirement for Board member training. (Standard #5, Basic Certification Standards)
- d. The Board establishes a Consent Agenda to provide an efficient meeting process. Items that are not expected to require discussion or debate may, at the Chair’s option, be placed in the Consent Agenda portion of the meeting.
- i. Any item will be pulled from the Consent Agenda at the request of one or more members. No vote is required to pull the item. The Chair shall decide where to place any such item on the agenda.
  - ii. Approval of the Consent Agenda by the Board constitutes approval of each item on the Consent Agenda at the time of approval.
- e. Minutes of the meeting will include: ~~the full text of motions/resolutions adopted under the Consent Agenda portion of the meeting.~~
- i. The date, time, and place of the meeting.
  - ii. The names of members present and absent.
  - iii. A summary of comments made by members of the Board
  - iv. The full text of each vote taken by the Board.
  - v. The name of any person providing a public comment and a brief summary of their comments.
  - ~~iii-vi.~~ Any other information that the Board request to enter in the minutes.

## **V. Polling the Board**

From time to time it may be necessary between meetings to get the collective opinion of the Board on certain simple matters that are completely internal to the Board. This may be accomplished by asking the Chair to poll the Board. The Chair will request that the Secretary send the matter, by email, to the Board, collect the responses, and inform the Board of the decision. No decision reached in this manner has the ability to bind the City of Highland, the Highland City Public Library, or the ~~Library~~ Board.

## **VI. Standing Committees**

The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning. The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff. It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support. (Appendix C, Sample Board Bylaws from the State)

- a. Committees may choose to meet in person, communicate via electronic means or make individual assignments to accomplish their business.
- b. The Library Director may assign Library staff members to work with the Committees.
- c. Committee members may also be provided by the Friends of the Library as needed and with the approval of the Board and the President of the Friends.
- d. Each Committee shall have at least 2 Board members, one of whom shall be designated as the Chair.
- e. With approval of the Board, Committees may draw temporary members from the community to work on specific topics. Approval for temporary members may be secured by polling the Board.
- f. Standing Committees have no authority to bind the City of Highland, the Highland City Public Library, or the ~~Library~~ Board.
- g. Standing Committees represent the Board in fact finding within their assigned scope.
- h. Standing Committees shall make recommendations and provide regular updates to the Board.

## **VII. Standing Committee Operating procedures**

- a. Library Fund Committee: (9-7-404)
  - i. Supports the Library Director as requested on budget, fee, and fund issues.
- b. Library Policies. (Utah State Code 9-7-404, 405)
  - i. Supports the Library Director as requested on policy issues.
  - ii. Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.
- c. Library Reports. (Utah State Code 9-7-406)
  - i. Supports the Library Director as requested on reports.
  - ii. The Committee shall review the annual report prior to submission to the Board.
- d. Library Outreach.
  - i. Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.
- e. Library Long-range Strategic Planning. (Standard #3, Basic Certification Standards)

- i. In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, and make recommendations for updates to the Board.
- ii. Ensure that the efforts of the Library Foundation, Friends of the Library and any other relevant organizational support are coordinated with the Long-range Strategic Plan.

|

## Appendix A.

### Reference Information

#### A. Board Membership, Officers, and Assignments

##### a. Library Board Members.

|                                 |                                                                                                     |
|---------------------------------|-----------------------------------------------------------------------------------------------------|
| <u>Seat 1. Ed Dennis</u>        | <u>2020 (City Council) <a href="mailto:eddennis@highlandcity.org">eddennis@highlandcity.org</a></u> |
| <u>Seat 2. Nancy Passaretti</u> | <u>2019 <a href="mailto:nancysitaly@yahoo.com">nancysitaly@yahoo.com</a></u>                        |
| <u>Seat 3. Lisa Bullington</u>  | <u>2019 <a href="mailto:lisabullington1@gmail.com">lisabullington1@gmail.com</a></u>                |
| <u>Seat 4. Claude Jones</u>     | <u>2021 <a href="mailto:claudio.jones@gmail.com">claudio.jones@gmail.com</a></u>                    |
| <u>Seat 5. Michael Burns</u>    | <u>2021 <a href="mailto:heymikeburns@gmail.com">heymikeburns@gmail.com</a></u>                      |
| <u>Seat 6. Roger Dixon</u>      | <u>2019 <a href="mailto:dixonrd@xmission.com">dixonrd@xmission.com</a></u>                          |
| <u>Seat 7. Jessica Anderson</u> | <u>2020 <a href="mailto:jessicaesq@gmail.com">jessicaesq@gmail.com</a></u>                          |
| <u>Seat 8. Natalie Reed</u>     | <u>2020 <a href="mailto:nreedx69@gmail.com">nreedx69@gmail.com</a></u>                              |
| <u>Seat 9. Doug Cortney</u>     | <u>2021 <a href="mailto:djcortney@yahoo.com">djcortney@yahoo.com</a></u>                            |

##### a. Liaisons from other entities.

Friends of the Library [Wayne Tanaka waynetanaka10@yahoo.com](mailto:Wayne Tanaka waynetanaka10@yahoo.com)

##### b. Library Board Officers.

i. Chair - Roger Dixon

ii. Vice-chair - Claude Jones

iii. Secretary - Lisa Bullington

iv. Executive Officer - Donna Cardon [DCardon@highlandcity.org](mailto:DCardon@highlandcity.org)

##### c. Library Board Liaison to the Friends of the Library.

[Nancy Passaretti](#)

##### d. Standing Committee assignments: (first person listed is the committee Chair)

i. Library Fund - Doug Cortney, Natalie Reed, Claude Jones

ii. Policies - Natalie Reed, Doug Cortney

iii. Reports - Jessica Anderson, Ed Dennis

iv. Personnel - Lisa Bullington, Mike Burns

v. Outreach - Claude Jones, Lisa Bullington, Wayne Tanaka, Nancy Passaretti

vi. Strategic Planning - Mike Burns, Roger Dixon

**Item 2f**

**Proposed Municipal Code Revisions**

#### 4.12.60 Library Board

A. A library board is created, pursuant to Utah Code Annotated Sections 9-7-401 through 9-7-410, consisting from five to nine citizens, one of whom shall be a Council Member. The size of the board may fluctuate based on the needs of the library. The size of the board shall be determined by the City Council after receiving a recommendation from the library board.

~~B. 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.~~

~~G.~~B. The term of each board member shall be for three years, which terms are staggered, such that two or three appointments are available each year. Terms begin the first day of July. Board members shall not serve more than two full terms in succession.

C. Any vacancy occurring for a seat in which the term has not expired on the board shall be for the unexpired term of the departing board member.

D. The Mayor may remove any board members for misconduct or neglect of duty with the advice and consent of the City Council.

E. The library board shall maintain and care for library by making recommendations concerning the use of the library, the amount of fines and fees, and the operation and care of the library. The board may establish policies concerning day to day use of the library and materials to be made available, which do not need specific City Council approval, but are consistent with the policies made by the City Council.

F. The Library Director shall serve as the executive officer for the library board.

G. The library board and City Council shall meet once a year to discuss the operations and care of the Library.

H. The library board shall create and present by-laws to City Council for approval. The Board may also create any operating procedures documents as needed that are consistent with the by-laws, municipal code, and state code.



# LIBRARY BOARD AGENDA REPORT ITEM #3b

---

**DATE:** February 28, 2019  
**TO:** Library Board  
**FROM:** Doug Cortney  
**SUBJECT:** **Statistical Reports**

---

**RECOMMENDATION:**

Library Board hold a discussion about the attached information.

**BACKGROUND:**

In accordance with UCA §9-7-406, the library makes an annual report to the State Library Board. In August 2018 the Utah State Library Division prepared an aggregate of these reports as “Highland Library 10 year Historical Review” (attached).

I recently reviewed this report, creating some trend graphs based on the data. These are attached.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

1. Statistical Reports - summary
2. Statistical Reports - data
3. Highland Library 10 year Historical Review

# Statistical Reports - Summary

February 28, 2019, v1.0

Doug Cortney

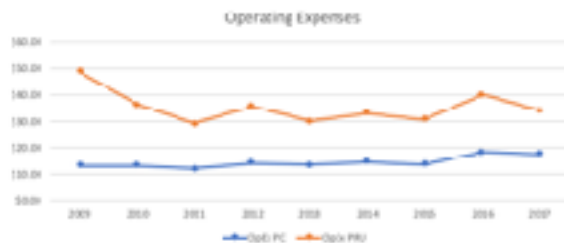
## Overview

I've looked at four areas of library performance: operating expenses, visits, circulation, and programs. Trend graphs for all four areas follow.

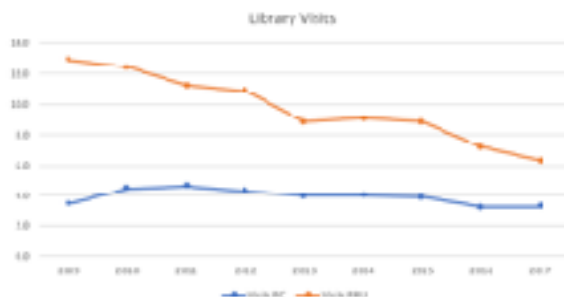
There are three concerns and one significant achievement shown in these trends.

- Library visits are significantly down (over 50%) on a per-registered-user basis since 2009.
- Total circulation per registered user has been on a downward trend (down 25%) since 2010 and on a per-capita basis is on a slight downward trend (down 4.5%) since 2011. There was a marked improvement from 2016 to 2017 in both metrics.
- Circulation per item has been on a significant downward trend since 2014 (again with an improvement in 2017). Both physical and electronic circulation per item is down roughly 25% in this period.
- Program attendance has significantly and fairly steadily increased since 2009. As the total number of programs has seen a 3x increase over this time, attendance per program has nearly doubled. Both per-capita and per-registered-user program attendance are on significant upward trends.

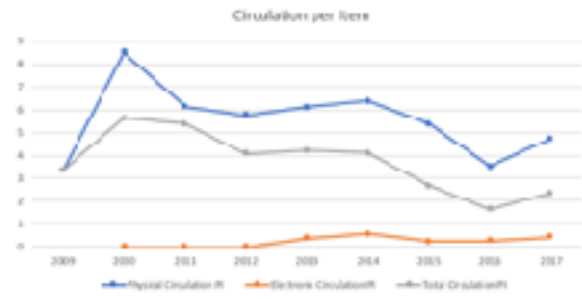
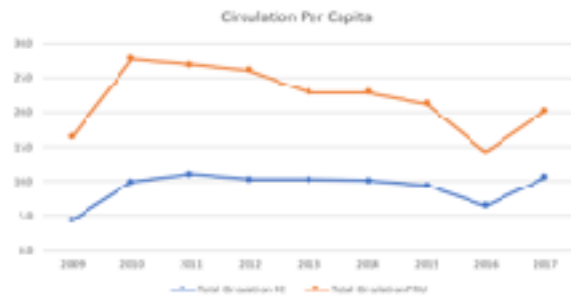
## Operating Expenses



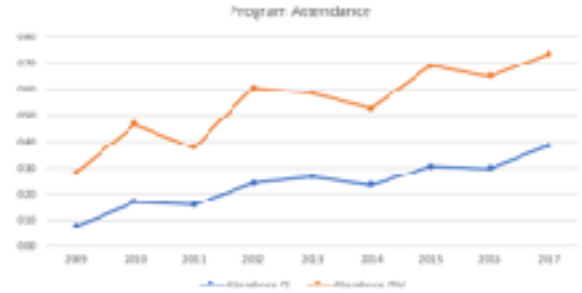
## Visits



## Circulation



## Programs



|                           | 2009         | 2010         | 2011         | 2012         | 2013         |
|---------------------------|--------------|--------------|--------------|--------------|--------------|
| Service Area Population   | 16189        | 16756        | 15523        | 15953        | 16440        |
| Registered Users          | 4328         | 6040         | 6378         | 6308         | 7371         |
| Registered Users PC       | 0.27         | 0.36         | 0.41         | 0.40         | 0.45         |
| OpEx                      | \$211,767.00 | \$220,288.00 | \$186,045.00 | \$226,106.00 | \$222,139.00 |
| OpEx PC                   | \$13.08      | \$13.15      | \$11.99      | \$14.17      | \$13.51      |
| OpEx PRU                  | \$48.93      | \$36.47      | \$29.17      | \$35.84      | \$30.14      |
| Inflation                 | 2.7%         | 1.5%         | 3.0%         | 1.7%         | 1.5%         |
| Cumulative Inflation      | 0.0%         | 2.7%         | 4.2%         | 7.4%         | 9.2%         |
| OpEx 2009 \$\$            | \$211,767.00 | \$214,340.22 | \$178,155.76 | \$209,447.15 | \$201,717.84 |
| OpEx PC 2009 \$\$         | \$13.08      | \$12.79      | \$11.48      | \$13.13      | \$12.27      |
| OpEx PRU 2009 \$\$        | \$48.93      | \$35.49      | \$27.93      | \$33.20      | \$27.37      |
| Visits                    | 55900        | 75085        | 71808        | 68649        | 64988        |
| Visits PC                 | 3.5          | 4.5          | 4.6          | 4.3          | 4.0          |
| Visits PRU                | 12.9         | 12.4         | 11.3         | 10.9         | 8.8          |
| Physical Collection       | 21242        | 19621        | 27845        | 28481        | 26726        |
| Electronic Collection     | 0            | 9926         | 4074         | 11697        | 13448        |
| Total Collection          | 21242        | 29547        | 31919        | 40178        | 40174        |
| Physical Circulation      | 71115        | 166346       | 170615       | 163784       | 162916       |
| Electronic Circulation    |              |              |              |              | 5235         |
| Total Circulation         | 71115        | 166346       | 170615       | 163784       | 168151       |
| Total Circulation PC      | 4.4          | 9.9          | 11.0         | 10.3         | 10.2         |
| Total Circulation PRU     | 16.4         | 27.5         | 26.8         | 26.0         | 22.8         |
| Physical Circulation PI   | 3.35         | 8.48         | 6.13         | 5.75         | 6.10         |
| Electronic Circulation PI | #N/A         | 0.00         | 0.00         | 0.00         | 0.39         |
| Total Circulation PI      | 3.35         | 5.63         | 5.35         | 4.08         | 4.19         |
| Total Programs            | 92           | 194          | 210          | 214          | 206          |
| Attendance                | 1203         | 2794         | 2403         | 3815         | 4297         |
| Attendance per Program    | 13.1         | 14.4         | 11.4         | 17.8         | 20.9         |
| Attendance PC             | 0.07         | 0.17         | 0.15         | 0.24         | 0.26         |
| Attendance PRU            | 0.28         | 0.46         | 0.38         | 0.60         | 0.58         |

OpEx: Operating Expenses

PC: Per Capita

PRU: Per Registered User

PI: Per Item

| 2014         | 2015         | 2016         | 2017         |
|--------------|--------------|--------------|--------------|
| 17011        | 17456        | 17989        | 18647        |
| 7509         | 7708         | 8203         | 9718         |
| 0.44         | 0.44         | 0.46         | 0.52         |
| \$248,823.00 | \$237,535.00 | \$328,822.00 | \$331,882.00 |
| \$14.63      | \$13.61      | \$18.28      | \$17.80      |
| \$33.14      | \$30.82      | \$40.09      | \$34.15      |
| 0.8%         | 0.7%         | 2.1%         | 2.1%         |
| 10.8%        | 11.7%        | 12.5%        | 14.9%        |
| \$221,873.33 | \$209,701.82 | \$287,720.80 | \$282,557.63 |
| \$13.04      | \$12.01      | \$15.99      | \$15.15      |
| \$29.55      | \$27.21      | \$35.08      | \$29.08      |
| 67874        | 67917        | 58864        | 61377        |
| 4.0          | 3.9          | 3.3          | 3.3          |
| 9.0          | 8.8          | 7.2          | 6.3          |
| 25508        | 28981        | 29967        | 37112        |
| 16218        | 32084        | 40628        | 45694        |
| 41726        | 61065        | 70595        | 82806        |
| 162219       | 155089       | 105186       | 175614       |
| 8965         | 8026         | 10766        | 19768        |
| 171184       | 163115       | 115952       | 195382       |
| 10.1         | 9.3          | 6.4          | 10.5         |
| 22.8         | 21.2         | 14.1         | 20.1         |
| 6.36         | 5.35         | 3.51         | 4.73         |
| 0.55         | 0.25         | 0.26         | 0.43         |
| 4.10         | 2.67         | 1.64         | 2.36         |
| 191          | 169          | 214          | 287          |
| 3944         | 5299         | 5325         | 7140         |
| 20.6         | 31.4         | 24.9         | 24.9         |
| 0.23         | 0.30         | 0.30         | 0.38         |
| 0.53         | 0.69         | 0.65         | 0.73         |

# HIGHLAND CITY LIBRARY

Historical Comparison FY2009-FY2017 of Public Library Statistics



| HIGHLAND LIBRARY - Year                                           | 2009       | 2010       | 2011       | 2012       | 2013       | 2014       | 2015       | 2016       | 2017       |
|-------------------------------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 208 Population of Legal Service Area                              | 16,189     | 16,756     | 15,523     | 15,953     | 16,440     | 17,011     | 17,456     | 17,989     | 18,647     |
| <b>PAID STAFF</b>                                                 |            |            |            |            |            |            |            |            |            |
| 251 Total FTE of Librarians                                       | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| 252 FTE of All Other Paid Staff                                   | 2.20       | 2.60       | 2.60       | 3.15       | 3.65       | 3.55       | 3.55       | 3.55       | 4.00       |
| 253 Total FTE of Paid Staff                                       | 3.20       | 3.60       | 3.60       | 4.15       | 4.65       | 4.55       | 4.55       | 4.55       | 5.00       |
| <b>OPERATING EXPENDITURES</b>                                     |            |            |            |            |            |            |            |            |            |
| 304.1 Local Operating Expenditures                                | \$ 211,767 | \$ 205,288 | \$ 185,325 | \$ 220,896 | \$ 214,866 | \$ 243,483 | \$ 204,961 | \$ 328,822 | \$ 326,282 |
| 304.2 State Operating Expenditures                                | \$ -       | \$ -       | \$ -       | \$ 5,130   | \$ 7,273   | \$ 5,340   | \$ 4,937   | \$ 5,000   | \$ 5,600   |
| 304.3 Federal Operating Expenditures                              | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ 6,199   | \$ -       |
| 304.4 Other Operating Expenditures                                | \$ -       | \$ 15,000  | \$ 720     | \$ 80      | \$ -       | \$ -       | \$ 27,637  | \$ 34,537  | \$ -       |
| 304.5 Total Operating Expenditures                                | \$ 211,767 | \$ 220,288 | \$ 186,045 | \$ 226,106 | \$ 222,139 | \$ 248,823 | \$ 237,535 | \$ 374,558 | \$ 331,882 |
| 352 Total Staff Expenditures                                      | \$ 132,614 | \$ 152,258 | \$ 148,776 | \$ 161,485 | \$ 165,332 | \$ 177,413 | \$ 176,291 | \$ 266,103 | \$ 183,560 |
| 356 Total Collection Expenditures                                 | \$ 12,937  | \$ 48,774  | \$ 17,720  | \$ 32,750  | \$ 29,691  | \$ 38,810  | \$ 33,713  | \$ 34,659  | \$ 25,195  |
| 357 Other Operating Expenditures                                  | \$ 66,216  | \$ 19,256  | \$ 19,549  | \$ 31,871  | \$ 27,116  | \$ 32,600  | \$ 27,531  | \$ 28,060  | \$ 123,127 |
| 358 Total Operating Expenditures                                  | \$ 211,767 | \$ 220,288 | \$ 186,045 | \$ 226,106 | \$ 222,139 | \$ 248,823 | \$ 237,535 | \$ 328,822 | \$ 331,882 |
| <b>CAPITAL EXPENDITURES</b>                                       |            |            |            |            |            |            |            |            |            |
| 405 Total Capital Expenditures                                    | \$ 288,868 | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ 2,480   | \$ -       | \$ -       |
| <b>COLLECTIONS</b>                                                |            |            |            |            |            |            |            |            |            |
| 450 Print Materials                                               | 19,611     | 17,414     | 25,657     | 26,147     | 24,275     | 23,182     | 26,251     | 27,000     | 33,213     |
| 452 Audio Materials - Physical Units                              | 439        | 801        | 831        | 889        | 903        | 835        | 933        | 960        | 1,259      |
| 454 Video Materials - Physical Units                              | 1,192      | 1,406      | 1,357      | 1,445      | 1,548      | 1,491      | 1,782      | 2,007      | 2,625      |
| 455.1 Other Materials                                             | -          | -          | -          | -          | -          | -          | 15         | -          | 15         |
| 455.3 Total Library Collection - Physical Items                   | 21,242     | 19,621     | 27,845     | 28,481     | 26,726     | 25,508     | 28,981     | 29,967     | 37,112     |
| 455.4 Total Library Collection - Downloadable Items               | N/A        | 9,926      | 4,074      | 11,697     | 13,448     | 16,218     | 32,084     | 40,682     | 45,694     |
| <b>SERVICES</b>                                                   |            |            |            |            |            |            |            |            |            |
| 500 Public Service Hours Per Year (all outlets)                   | 2,043      | 2,991      | 2,999      | 2,998      | 2,976      | 2,972      | 2,990      | 2,945      | 2,980      |
| 501 Library Visits                                                | 55,900     | 75,085     | 71,808     | 68,649     | 64,988     | 67,874     | 67,917     | 58,864     | 61,377     |
| 502 Reference Transactions                                        | 500        | 1,697      | 2,485      | 7,735      | 5,817      | 4,419      | 3,783      | 6,400      | 7,581      |
| 503 Number of registered users                                    | 4,328      | 6,040      | 6,378      | 6,308      | 7,371      | 7,509      | 7,708      | 8,203      | 9,718      |
| 552 Electronic Material Circulation (Use of Electronic Materials) | 71,115     | 166,346    | 170,615    | 163,784    | 5,235      | 8,965      | 8,026      | 10,766     | 19,768     |
| 553 Physical Item Circulation                                     |            |            |            |            | 162,916    | 162,219    | 155,089    | 105,186    | 175,614    |
| 575 Number of Interlibrary Loans Provided To Other Libraries      | -          | -          | 1          | -          | -          | -          | -          | -          | -          |

## HIGHLAND CITY LIBRARY

Historical Comparison FY2009-FY2017 of Public Library Statistics



| HIGHLAND LIBRARY - Year                          | 2009  | 2010  | 2011   | 2012   | 2013   | 2014   | 2015   | 2016   | 2017  |
|--------------------------------------------------|-------|-------|--------|--------|--------|--------|--------|--------|-------|
| 576 Number of Interlibrary Loans Received From   | 124   | 449   | 654    | 598    | 724    | 790    | 724    | 828    | 665   |
| <b>PROGRAMS &amp; ATTENDANCE</b>                 |       |       |        |        |        |        |        |        |       |
| 600 Total Number of Library Programs             | 92    | 194   | 210    | 214    | 206    | 191    | 169    | 214    | 287   |
| 601 Number of Childrens Programs                 | 87    | 175   | 171    | 166    | 175    | 167    | 149    | 177    | 175   |
| 602 Number of Young Adult Programs               | 5     | 33    | 39     | 46     | 26     | 23     | 5      | 4      | 8     |
| 603 Total Attendance at Library Programs         | 1,203 | 2,794 | 2,403  | 3,815  | 4,297  | 3,944  | 5,299  | 5,325  | 7,140 |
| 604 Attendance at Childrens Programs             | 1,164 | 2,305 | 2,134  | 3,444  | 3,952  | 3,646  | 4,831  | 4,900  | 3,570 |
| 605 Attendance at Young Adult Programs           | 39    | 332   | 269    | 317    | 163    | 262    | 79     | 99     | 70    |
| <b>INTERNET ACCESS</b>                           |       |       |        |        |        |        |        |        |       |
| 650 Number of Internet Computers for the Gene    | 5     | 7     | 8      | 9      | 9      | 9      | 9      | 10     | 10    |
| 651 Number of Uses (sessions) of Public Internet | 2,340 | 9,360 | 10,800 | 11,388 | 12,000 | 14,000 | 14,500 | 14,800 | 5,471 |
| 652 Number of Times (sessions) Patrons Used th   | N/A   | N/A   | N/A    | 500    | 1,600  | 1,700  | 1,800  | 1,800  | 3,960 |

Source: Statistical Annual Report of Public Library Services, Utah Dataset. Utah State Library Division.

Prepared: August 1, 2018



# LIBRARY BOARD AGENDA REPORT

## ITEM #4a

---

**DATE:** February 28, 2019  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Circulation Policy Revision

---

### **STAFF RECOMMENDATION:**

Library Board approve revisions to the Library Circulation Policy

### **BACKGROUND:**

The Library Circulation Policy establishes the rules by which patrons can use the materials of the library. The Circulation Policy was last updated in 2014, there are some updates and changes we think will benefit the library staff and patrons. The main updates are as follows:

- We would like to allow patrons to renew items they have checked out and place holds on items even if they have fines. Because our current policy does not allow this, patrons with fines tend to accumulate even more fines as they are unable to renew items.
- I added some language to cover the new Literacy Kits that we will soon purchase with our LSTA grant.
- I deleted reference to “Lucky Day” items, which we no longer have.
- I updated the section on NUCLC patrons to reflect our actual practice.
- I also just changed some wording I thought was awkward.

### **FISCAL IMPACT:**

The library collects about \$10,000 in fees and finds each year. This policy may slightly reduce the amount of fees collected because, by renewing items, patrons will be able to reduce the amount of fines they owe. The library believes that the improved customer service is worth the small loss in income from fines.

### **PROPOSED MOTION:**

I move that Library Board approve the revised Circulation Policy.

### **ALTERNATIVE MOTION:**

I move that Library Board approve the revised Circulation Policy as amended.

### **ATTACHMENTS:**

1. Attachment 1: Circulation Policy with track changes
2. Attachment 2: The clean revised Circulation Policy

# Highland City Library

## 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. A fine will be assessed on each item loaned which is not returned according to ~~these the rules below~~rules.
- C. All ~~injuries-damages~~ to materials beyond normal wear and tear will be made good to the satisfaction of the librarian.
- D. Borrowers will be held responsible for all materials ~~drawn-on~~checked out to their library cards and for all fines accru~~ing on the same~~ed on their account. Patrons ~~are urged not to lend their cards~~ are responsible to protect their cards from unauthorized use by others.
- E. Parents or guardians are responsible to monitor~~for~~ the accounts of their minor children ~~and may be held responsible for~~for all materials checked out on their children's cards and to pay and fines or fees that ~~have accrued~~ accrue. ~~Accounts may be~~Parents or guardians may opened~~accounts~~ for children age 5 and older.
- F. Patrons may reserve circulating materials. Hold notices will be sent by email or text to patrons who provide valid electronic addresses. No printed hold notices will be sent.

### II. Loan Period

- A. Videos (any format) will be loaned for a period of one week. ~~Items in the "Lucky Day" collection will be loaned for one week.~~ Other materials and kits will be loaned for a period of three weeks. ~~Due dates for materials checked out on educator accounts may be extended at the discretion of Library staff.~~ Any item on hold for another patron may not be renewed. Items are considered overdue if returned or renewed after the close of business the day they are due.
- B. Due dates will not be set for days the library is closed.
- C. Materials that are not on hold ~~or in heavy demand~~for another patron may be renewed ~~but not more~~up to ~~than~~ three times. Borrowers with delinquent accounts may ~~not~~ renew materials if no other patron has requested them<sup>[EW1]</sup>. ~~Items in the "Lucky Day" collection may not be held, placed on hold, or renewed.~~
- D. Borrowers may not ~~check-out~~have more than 30 items checked out at any given ~~period of~~ time. The library director may authorize additional items to be checked out on each account. ~~Borrowers may check out up to two items in the "Lucky Day" collection.~~

### III. Fines and Fees

- A. Fines of \$1.00 per day will be charged for overdue videos (any format) and kits<sup>[EW2]</sup>, ~~recorded books (any format), software, and "Lucky Day" collection.~~ Fines on other overdue materials will be 10 cents per day. ~~for all materials not returned by the due date.~~

C. Fines will stop at \$4<sup>[EW3]</sup>10.00 for each overdue item. ~~carrying a 10-cent per day fine and \$10.00 for each overdue item carrying a \$1.00 per day fine.~~

~~D. Replacement Fees shall not exceed the cost of materials for materials owned by the Highland City Library.~~

E. Borrowers will be assessed a replacement fee for individual items lost or damaged based on the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing. ~~costs.~~ No refunds for lost or damaged materials will be issued.

F. Borrowers will be assessed a replacement fee for items that are parts of ~~sets-kits that are lost or damaged~~ based on the current retail price of the material plus a \$20-5 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the ~~setkit.~~

G. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.

H. A minimum fee of \$20 will be assessed for each returned check.

I. ~~Delinquent patrons~~Patrons with delinquent accounts will not be allowed to check out any materials until all fines are paid in full and materials are returned or all replacement fees are paid in full. Patrons are delinquent if the following conditions exist:

1. They owe fines or fees of more than \$5.00.<sup>[7]</sup>

2. They have any items more than four months (56 days) overdue.

J. The library reserves the right to seek appropriate and reasonable action to recover materials, fines, or fees through the use of courts, law enforcement, or collection agencies. If the amount owed is \$50.00 or over, the patron ~~will~~<sup>[EW4]</sup> be referred to a collection agency. Patrons referred to a collection agency shall be assessed a fee of \$20.00 to defray the cost of recovering delinquent accounts<sup>[EW5]</sup>.

K. Patrons who wish to appeal fine 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.

L. The library shall not be obligated to run a debit/credit card through the Express BillPay<sup>[EW6]</sup> system for charges or purchases under \$2.00.

#### **IV. Borrower Categories** <sup>[EW7]</sup>

A. Residents of Highland shall be provided accounts free of charge.

1. When a child turns 18, they may apply for 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 \$40-70 per year and shall be held to the same rules as indicated in library policies. The account may be only used by those family members that reside in the same household as the account holder.

D. Alpine School District ~~(non-charter schools)~~certified teachers and media specialists in schools within Highland Ccity limits who do not reside in Highland City qualify for free

~~educator cards. non-resident cards. Educators may check out 30 total items but have restrictions on the number of different formats that may be checked out.~~ Educators are personally responsible for the account, not their school or district.

~~D. Volunteers who provide 40 or more hours of service to the library in a 12 month period are eligible for accounts free of charge. Volunteers are exempt from overdue fines but are expected to return material when due. Volunteers may check out unlimited items per card. Volunteers who have served in the past since opening may count their total hours towards the total hours served [up to September 23, 2010]. Volunteers are not exempt from policy regarding lost or damaged material refunds.~~

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. Registered users of junior NUCLC members will be charged a reduced non-resident fee of \$40. 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 which require registration. NUCLC patrons who are under 18 will require a parent signature.

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<sup>[EW8]</sup>.

# **Highland City Library**

## **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. A fine will be assessed on each item loaned which is not returned according to the rules below.
- C. All damages to materials beyond normal wear and tear will be made good to the satisfaction of the librarian.
- D. Borrowers will be held responsible for all materials checked out to their library cards and for all fines accrued on their account. Patrons are responsible to protect their cards from unauthorized use by others.
- E. Parents or guardians are responsible to monitor the accounts of their minor children, for all materials checked out on their children's cards and to pay fines or fees that accrue. Parents or guardians may open accounts for children age 5 and older.
- F. Patrons may reserve circulating materials. Hold notices will be sent by email or text to patrons who provide valid electronic addresses. No printed hold notices will be sent.

### **II. Loan Period**

- A. Videos (any format) will be loaned for a period of one week. Other materials and kits will be loaned for a period of three weeks. Any item on hold for another patron may not be renewed. Items are considered overdue if returned or renewed after the close of business the day they are due.
- B. Due dates will not be set for days the library is closed.
- C. Materials that are not on hold for another patron may be renewed up to three times. Borrowers with delinquent accounts may renew materials if no other patron has requested them.
- D. Borrowers may not have more than 30 items checked out at any given time. The library director may authorize additional items to be checked out on each account.

### **III. Fines and Fees**

- A. Fines of \$1.00 per day will be charged for overdue videos (any format) and kits, (. . Fines on other overdue materials will be 10 cents per day.
- C. Fines will stop at \$may10.00 for each overdue item.
- E. Borrowers will be assessed a replacement fee for individual items lost or damaged based on the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing. No refunds for lost or damaged materials will be issued.
- F. Borrowers will be assessed a replacement fee for items that are parts of kits that are lost or damaged based on the current retail price of the material plus a \$5 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the kit.
- G. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.

- H. A minimum fee of \$20 will be assessed for each returned check.
- I. Patrons with delinquent accounts will not be allowed to check out any materials until all fines are paid in full and materials are returned or all replacement fees are paid in full. Patrons are delinquent if the following conditions exist:
1. They owe fines or fees of more than \$5.00.
  2. They have any items more than four months (56 days) overdue.
- J. The library reserves the right to seek appropriate and reasonable action to recover materials, fines, or fees through the use of courts, law enforcement, or collection agencies. If the amount owed is \$50.00 or over, the patron may be referred to a collection agency. Patrons referred to a collection agency shall be assessed a fee of \$20.00 to defray the cost of recovering delinquent accounts.
- K. Patrons who wish to appeal fine 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.
- L. The library shall not be obligated to run a debit/credit card through the credit card system for charges or purchases under \$2.00.

#### **IV. Borrower Categories**

- A. Residents of Highland shall be provided accounts free of charge. Resident accounts are renewed every 3 years.
1. When a child turns 18, they may apply for 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 \$70 per year and shall be held to the same rules as indicated in library policies. The account may be only used by those family members that reside in the same household as the account holder.
- D. Alpine School District certified teachers and media specialists in schools within Highland 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 or district.
- 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. Registered users of junior NUCLC members will be charged a reduced non-resident fee of \$40. 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 which require registration. NUCLC patrons who are under 18 will require a parent signature.

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



# LIBRARY BOARD AGENDA REPORT ITEM #4b

---

**DATE:** February 28, 2019  
**TO:** Library Board  
**FROM:** Donna Cardon  
**SUBJECT:** Volunteer Policy

---

## **STAFF RECOMMENDATION:**

The Library Board approve a volunteer policy as proposed by the Library Staff.

## **BACKGROUND:**

The Library has long welcomed volunteers to help with a variety of tasks related to daily function and special events. Even though there has been a volunteer application, there has been no formal volunteer policy. Recently we have had some people apply to be volunteers that raised some important questions about who is eligible to be a volunteer.

### **Court Ordered Volunteer Hours**

According to City's Personnel Policies and Procedures Manual (p. 12 6. A) "Court Ordered Community Service Volunteer Labor may, at the discretion of the City Administrator, or designee, be accepted at Highland City." The Library staff has concerns about allowing court ordered service within the library. Our primary concern is for the safety of the Library patrons and materials. Some people are ordered by the court do community service because of innocuous infractions such as speeding tickets. Others may be required to do service for more serious infractions. The staff Library would not feel comfortable allowing volunteers who had been convicted of misdemeanors involving theft or violence interacting with Library materials or patrons. The Library staff does not feel at liberty to ask an applicant why they are serving court ordered hours, and the cost of doing background checks, especially for a short-term volunteer (i.e. volunteers that serve 10 hours and then never come back), is prohibitive. Other Utah County libraries have a similar policy. Provo, Eagle Mountain, and Saratoga Springs Libraries all prohibit court ordered volunteer hours at their libraries.

### **Teen Volunteers**

In the past there has been no stated lower age limit for volunteers. Experience has shown us that volunteers in their early teens often require so much supervision that the time cost to staff of having them volunteer is greater than the benefit. Therefore, we would like to establish a policy that teens must be at least 14 years old to volunteer.

Other items in the policy

The rest of the proposed volunteer policy is fairly common practice and is merely a formal statement of what the Library is already doing.

**FISCAL IMPACT:**

Because volunteers are unpaid, there is no easily measurable fiscal impact.

**PROPOSED MOTION:**

I move that City Council approve the Volunteer Policy of the Highland City Library as presented.

**ALTERNATIVE MOTION:**

I move that City Council approve the Volunteer Policy as amended.

**ATTACHMENTS:**

1. Proposed Volunteer Policy

# **Volunteer Policy: Highland City Library**

## **Overview:**

The Highland Library thrives on the many volunteer hours worked on its behalf each month. Volunteer time, energy and goodwill are invaluable assets to the Library and enhance the Library's ability to provide the highest quality service to Library patrons.

## **Expectations of Volunteers:**

Individuals interested in volunteering at the Library must fill out an application that includes providing contact information, emergency contact information and available work hours. Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Each volunteer has an on-site supervisor and is required to follow the work procedures established by that staff member. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for guidance and assistance. All volunteers should keep their supervisor informed of their projects and work status, and of any schedule changes.

## **Library obligations to volunteers:**

- Provide a staff person designated to administer the volunteer program
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties
- Provide volunteer supervision in accordance with sound supervisory practices and library policies
- Maintain accurate volunteer demographic data, including hours worked

## **Eligibility and restrictions:**

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14.

The Highland Library does not accept volunteers seeking to fulfill court ordered service hours.

Volunteers may not perform activities that could reveal confidential patron information or use the Integrated Library System (ILS).

Volunteers may not use library resources (office supplies, equipment, copying/printing, etc) for personal gain.

Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.



# LIBRARY BOARD AGENDA REPORT ITEM #4c

**DATE:** Date: January 28, 2019  
**TO:** Library Board  
**FROM:** Donna Cardon  
**SUBJECT:** Budget Adjustments

---

## **STAFF RECOMMENDATION:**

Library Board approve the mid-year adjustments to the Library Budget

## **BACKGROUND:**

The City Council has not yet approved the Library's Budget Adjustments for FY 2018-2019 because it was not clear until recently what funds were available for use of the Library. On February 22, the City Council gave direction on the methodology of cross/overhead charges for the Library and indicated that the General Fund would pay the Library's Cross Charges as per the original library budget. I have adjusted the budget again in light of the new projected revenue/expenses.

In this adjustment there is \$12,000 unallocated. With the limited time left in the budget year, it would be difficult do the research needed to responsibly spend that amount. The City Council can choose to retain that amount in the Library Fund for use in the 2019-2020 budget year, or can decrease the amount the General Fund pays for the cross charges by that amount. Should City Council choose to retain that money for use in the Library, some possible expenditures would be a laptop cart/charging station with laptops, a self-checkout station.

## **FISCAL IMPACT:**

The fiscal impact is as outlined in the proposed budget adjustments (see attachment 1)

## **PROPOSED MOTION:**

I move that Library Board approve the mid-year budget adjustments as proposed

## **ATTACHMENTS:**

1. Budget Adjustments Spreadsheet

|          |                                       | Original 2018-2019 |            | Current Projections | notes             |
|----------|---------------------------------------|--------------------|------------|---------------------|-------------------|
| Revenue  |                                       | Projections        |            |                     |                   |
| 22-31-10 | Library Property Taxes                | \$                 | 256,465.00 |                     |                   |
| 22-31-11 | Library Delinquent Prior Year's Taxes | \$                 | 13,110.00  |                     |                   |
| 22-31-12 | Motor Vehicle Tax                     | \$                 | 23,598.00  |                     |                   |
| 22-32-10 | Fees and Fines                        | \$                 | 9,800.00   |                     |                   |
| 22-32-11 | Non-Resident Cards                    | \$                 | 15,200.00  |                     |                   |
| 22-32-12 | Proctoring Services                   | \$                 | 500.00     |                     |                   |
| 22-32-13 | Printing                              | \$                 | 500.00     |                     |                   |
| 22-36-10 | Interest Income                       | \$                 | -          |                     |                   |
| 22-36-11 | Library Donations                     | \$                 | 500.00     | 200                 | closer to actual  |
| 22-36-12 | Library Grant Revenue                 | \$                 | 8,200.00   | 15000               | additional grants |
| 22-36-13 | Library Surplus                       | \$                 | -          |                     |                   |
| 22-39-60 | Carryover                             | \$                 | -          |                     |                   |
|          | <b>Total</b>                          | \$                 | 327,873.00 | \$ 334,373.00       |                   |

|              |                                          | Original 2018-2019 |            | Proposed     |    | difference  | notes                                                                                                                  |
|--------------|------------------------------------------|--------------------|------------|--------------|----|-------------|------------------------------------------------------------------------------------------------------------------------|
| Expenditures |                                          | Budget             |            | Adjustments  |    |             |                                                                                                                        |
| 22-43-11     | Salaries/Wages                           | \$                 | 72,600.00  | 72,600.00    | \$ | -           |                                                                                                                        |
| 22-43-12     | Overtime                                 | \$                 | -          |              | \$ | -           |                                                                                                                        |
| 22-43-13     | Employee Benefits                        | \$                 | 50,900.00  | 51,800.00    | \$ | (900.00)    | matches projected actual amounts                                                                                       |
| 22-43-14     | Salaries/Wages Part-Time                 | \$                 | 119,215.00 | 119,215.00   | \$ | -           | (allows for 2% raise for everyone, and annual merit pay raises                                                         |
| 22-43-21     | Equipment                                | \$                 | 5,000.00   | 8,060.00     | \$ | (3,060.00)  | allows for reference desk with computer, shelf ends, and copier                                                        |
| 22-43-22     | Friends of Library Expenses              | \$                 | -          | 50.00        | \$ | (50.00)     |                                                                                                                        |
| 22-43-23     | Books & Materials                        | \$                 | 21,298.00  | 21,298.00    | \$ | -           |                                                                                                                        |
| 22-43-25     | Mileage Reimbursement                    | \$                 | 300.00     | 200.00       | \$ | 100.00      | Had only spent 100 in first half year                                                                                  |
| 22-43-26     | Insurance & Bonds                        | \$                 | -          |              | \$ | -           |                                                                                                                        |
| 22-43-27     | Postage                                  | \$                 | 1,000.00   | 500.00       | \$ | 500.00      | closer to actual need                                                                                                  |
| 22-43-28     | IT Software                              | \$                 | 14,900.00  | 17,860.00    | \$ | (2,960.00)  | to pay for web page rework and wifi transmitter                                                                        |
| 22-43-29     | Printing                                 | \$                 | 250.00     | 250.00       | \$ | -           |                                                                                                                        |
| 22-43-30     | Programming                              | \$                 | 3,500.00   | 7,000.00     | \$ | (3,500.00)  | Fairy Tea, Books for Summer Reading Prizes                                                                             |
| 22-43-31     | Phone Reimbursement                      | \$                 | 3,000.00   | 840.00       | \$ | 2,160.00    | Actual cost                                                                                                            |
| 22-43-32     | Uniforms and Employee Misc               | \$                 | 1,600.00   | 3,000.00     | \$ | (1,400.00)  | This was overspent to pay for people to come to interviews. Extra would pay for staff shirts small staff recognitions. |
| 22-43-33     | Continuing Education                     | \$                 | 5,200.00   | 1,500.00     | \$ | 3,700.00    | Would pay for Kim and Shelly to go to ULA and Donna to go to ALA but stay with daughter                                |
| 22-43-35     | Office Supplies                          | \$                 | 1,500.00   | 2,500.00     | \$ | 1,000.00    | This budget was all gone. Extra needed to finish the year                                                              |
| 22-43-50     | Grant Expenditures                       | \$                 | 8,200.00   | 15,000.00    | \$ | (6,800.00)  | We got two more grants that need to be spent                                                                           |
| 22-43-70     | Capital Outlay                           | \$                 | 3,600.00   | 700.00       | \$ | 2,900.00    | No new capital outlay                                                                                                  |
|              | <b>Total</b>                             | \$                 | 312,063.00 | 322,373.00   | \$ | (10,310.00) |                                                                                                                        |
|              | <b>Difference from projected revenue</b> |                    |            | \$ 12,000.00 |    |             |                                                                                                                        |



# LIBRARY BOARD AGENDA REPORT ITEM #4d

---

**DATE:** February 28, 2019  
**TO:** Library Board  
**FROM:** Doug Cortney, Dedicated Tax Committee Chair  
**SUBJECT: Dedicated Tax Recommendation**

---

## **RECOMMENDATION:**

Library Board adopt the recommendations in the attached committee report and recommend them to the City Council.

## **BACKGROUND:**

In August 2007, Highland City established a dedicated property tax to fund the city library in accordance with UCA §9-7-401(2). At the Library Board's regular January meeting, Board Chair Dixon reported that the mayor plans to place an item on the City Council agenda in March to convert this dedicated property tax to a general city property tax, pulling the library into the general fund. The Library Board appointed a committee to draft a recommendation to the City Council on this topic.

## **FISCAL IMPACT:**

There will be no fiscal impact to keeping the dedicated property tax for library funding. Changing to fund the library out of the city's general fund could result in a higher or lower level of funding for the library in the coming fiscal year. This would depend on subsequent budgetary decisions by the city.

## **PROPOSED MOTION:**

I move that:

- the Library Board accept the attached committee report,
- the Library Board Secretary forward the attached committee report to the Mayor and City Council for their consideration, and
- the Library Board Chair ensure a representative of the Library Board presents this recommendation to the City Council if and when this topic is on its agenda.

## **ALTERNATIVE MOTION:**

I move that Library Board recommend to the City Council that the library should be funded from the general fund beginning in FY 2019-2020, no longer dedicating a set percent of the city's property tax to it.

## **ATTACHMENTS:**

## 1. Dedicated Tax Committee Report

# Library Funding Committee Report

February 28, 2019

---

## Executive Summary

### Background

The Library Board established a Library Funding committee at its January 24, 2019, meeting. This committee was charged with looking at the dedicated property tax and making a recommendation to the Board at its February meeting. The options specifically for consideration were the status quo and removal of the dedicated property tax as a funding mechanism for the library.

The committee collected information from many sources, spoke with members of the community (including elected officials), and met to review the collected data and opinions.

### Findings

The committee finds that

- Maintaining consistency, particularly in light of agreements with the community, is important for governmental organizations.
- Regardless of funding mechanism, the library will not be a drain on the overall general fund because of the assessed overhead charges.
- While political disagreements are natural, it is important to avoid turmoil.
- Particularly in what has been a turbulent year, providing stability to the library and to the library staff is beneficial to the library and to the city.
- As far as the Utah State Library Division can tell, there is no precedent for removing a dedicated property tax as a library funding mechanism. This suggests that no jurisdiction has viewed such a change as being particularly attractive.
- A dedicated revenue stream for the library will help with fundraising efforts by the Foundation and the Friends.
- Continued use of a dedicated property tax will maintain transparency into library funding, both by continued existence of a self-contained library fund and by an explicit tax increase if the library budget is enlarged.

### Recommendation

The committee therefore recommends the Library Board support retaining the dedicated property tax as the funding mechanism for the Highland City Library.

---

## Supporting Information

### History

In October of 2006, a committee consisting of two members of the City Council and two other Highland citizens was appointed to research options for a public library. In December of 2006, the Library Committee presented its findings and a proposal for consideration by the Council.

During 2007, community surveys were completed, a Truth in Taxation hearing was held, the tax rate for the dedicated property tax was established, a Library Board was created, a fund-raising campaign was initiated with the goal of raising \$300,000 for the purchase of books and equipment. The City Council voted to secure the financial base of the library by opting to

support the Library using the dedicated property tax, established the Highland City Library Foundation for raising funds, and began the search for a Library Director.

In 2008, the Library wing of the City office building was completed, grant applications were submitted, fundraising continued, and Highland City officially opened a public library.

Over time and due to the frugal management approach taken by the Library Director and Library Board, the total amount budgeted for the Library was not always spent. Therefore, an account was established for what became the “Library Reserve.”

During the preparation of the 2014 budget, the City Council voted to establish “cross-charges” as a way of requiring the Library to pay the overhead costs incurred by the City in supporting the Library. Soon the “Library Reserve” had been depleted. Thereafter, the City Council began the practice of entering a line item for cross-charges in the Library budget, offsetting these charges with matching revenue line items. In other words, cross-charges were shown as a line item in the Library budget, but the charges were revenue-neutral to the Library budget at that point.

During the preparation of the 2018 budget it was discovered that a portion of the property tax collected by Utah County — the “fees in lieu of property tax on motor vehicles, boats, etc.” — had not been allotted to the Library since the inception of the dedicated tax in 2008. For fiscal year 2018, this portion of the dedicated tax amounts to approximately \$24,000. This amount was subsequently added to the Library budget for fiscal year 2018 in June 2018. It was also discovered that the money from the dedicated tax should have been placed in an account separate from the City’s general fund. The City Council therefore approved the establishment of the Library Fund separate from the City’s general fund.

In the intervening time (since June 2018), it has been determined that there is a shortfall in the overall budget for the city for FY 2018. To offset the shortfall it is now proposed to assess the cross-charges against the Library budget as is the practice with other city departments. That is, the cross-charges would be collected from the Library budget to cover overhead costs associated with the Library.

## **Research Discoveries**

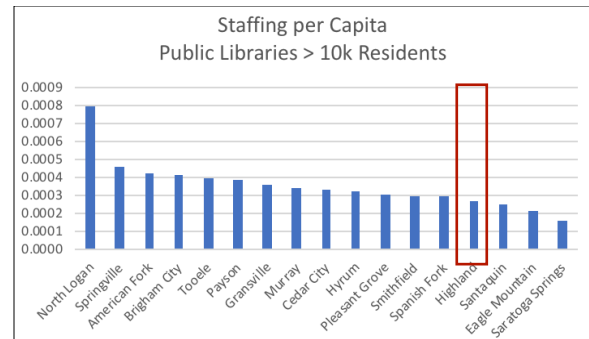
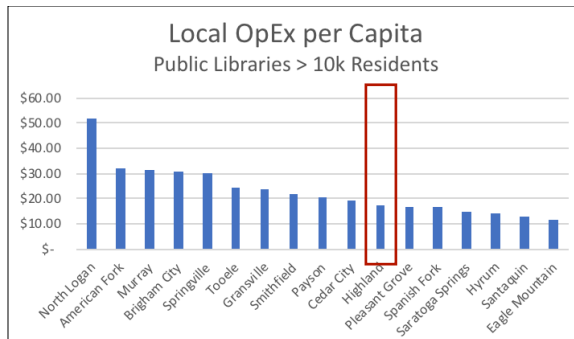
### Highland Library Budget

- UCA §9-7-401 specifies that “a city governing body may establish and maintain a public library” and that “for this purpose, cities may levy annually a tax not to exceed .001 of taxable value of taxable property in the city.”
- The Highland dedicated tax rate is currently .000174, which is just 17.4% of the maximum allowable levy. The library currently receives \$1.79 of every \$100 paid in property tax by Highland residents.
- The Highland Library’s budget (subtracting cross charges) is ~3.6% of the city’s general fund.
- The Highland Library’s budget (subtracting cross charges) is ~2.3% of the total city budget.

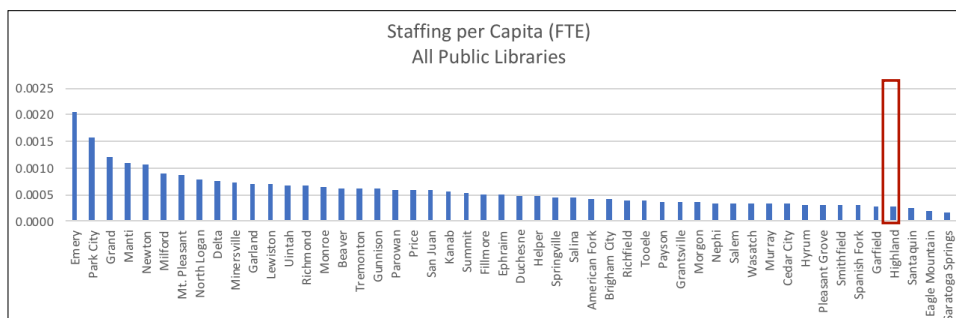
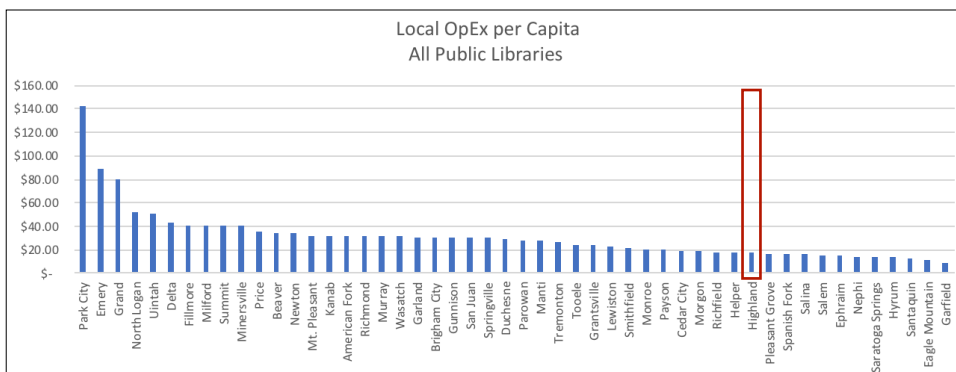
### Comparison with Other Libraries

- Comparing Utah city libraries with a service population above 10,000 (based on the Utah State Library Division publication “Benchmarks 2018”), per-capita funding is \$20.27 for general fund libraries and \$28.73 for dedicated tax libraries. This is a difference of \$8.46. However, this difference is well within one standard deviation (\$22.76) because per-capita funding ranges from a low of \$11.39 to a high of \$51.51. In comparison, the \$8.46 difference is quite likely statistical noise.

- The Highland library runs quite leanly compared with other Utah city libraries with a service population above 10,000 (per “Benchmarks 2018”).



- The Highland library runs quite leanly compared with other Utah public libraries (per “Benchmarks 2018”).



## Attachments

- Benchmarks 2018.pdf
- USL\_2018\_Tax\_Rates\_Library\_Analysis.pdf

# BENCHMARKS 2018

## Key Performance Measures in Utah Public Libraries



| 152 Name of Library | 208 Population of Legal Service Area | BENCHMARK #1 Library Visits per capita | BENCHMARK #2 Programming Attendance per capita | BENCHMARK #3 Internet Terminal Users per capita | BENCHMARK #4 WiFi Users per capita | BENCHMARK #5 Circulation of Physical Materials per capita | BENCHMARK #6 Circulation of Electronic Materials per capita | BENCHMARK #7 Turnover Rate of Physical Materials (circ/coll) | BENCHMARK #8 Turnover Rate of Electronic Materials (circ/coll) | BENCHMARK #9 Local Operating Exp per capita | BENCHMARK #10 Collections Budget percentage (coll exp/total exp) | BENCHMARK #11 Staffing Levels (FTE) per capita | BENCHMARK #12 Programming Opportunities per capita | BENCHMARK #13 Internet Terminals per capita | Benchmarks FAILED (below 10th percentile) - Cannot fail more than 6 | Benchmarks ACHIEVED (Reached at least 10th percentile) - Needs at least 7 | Benchmarks AT or OVER 70th percentile - Needs 5 or more for Quality Library |
|---------------------|--------------------------------------|----------------------------------------|------------------------------------------------|-------------------------------------------------|------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| AMERICAN FORK CIT   | 28,770                               | 5.673201                               | 0.36406                                        | 0.401251                                        | 0.244004                           | 9.447584                                                  | 1.410671                                                    | 3.340794                                                     | 0.886852                                                       | 31.86639                                    | 10.70%                                                           | 0.000417                                       | 0.013417                                           | 0.00066                                     | 0                                                                   | 13                                                                        | 3                                                                           |
| BEAVER PUBLIC LIBF  | 3,723                                | 3.186409                               | 0.409347                                       | 0.356702                                        | 0.408541                           | 6.070373                                                  | 0.724147                                                    | 1.173904                                                     | 0.059551                                                       | 34.91512                                    | 9.88%                                                            | 0.000623                                       | 0.025786                                           | 0.00188                                     | 1                                                                   | 12                                                                        | 1                                                                           |
| BRIGHAM CITY LIBRA  | 18,975                               | 10.22698                               | 0.409223                                       | 0.907299                                        | 5.905718                           | 12.96264                                                  | 1.390883                                                    | 3.360926                                                     | 0.582965                                                       | 30.53845                                    | 22.01%                                                           | 0.000411                                       | 0.02224                                            | 0.001054                                    | 0                                                                   | 13                                                                        | 7                                                                           |
| CEDAR CITY PUBLIC   | 31,223                               | 6.987125                               | 0.304391                                       | 1.169971                                        |                                    | 8.371105                                                  | 0.990872                                                    | 2.77058                                                      | 0.68338                                                        | 18.80886                                    | 12.13%                                                           | 0.000331                                       | 0.007879                                           | 0.001441                                    | 3                                                                   | 10                                                                        | 3                                                                           |
| DELTA CITY LIBRARY  | 3,509                                | 5.45996                                | 0.857509                                       | 0.726418                                        | 0.090339                           | 8.721288                                                  | 1.446281                                                    | 0.820368                                                     | 0.1121                                                         | 42.77401                                    | 18.67%                                                           | 0.000764                                       | 0.022229                                           | 0.00228                                     | 1                                                                   | 12                                                                        | 4                                                                           |
| DUCHESNE COUNTY     | 20,337                               | 4.234745                               | 0.348822                                       | 0.568373                                        | 1.512219                           | 5.251217                                                  | 0.359738                                                    | 1.239844                                                     | 0.161601                                                       | 29.7095                                     | 17.47%                                                           | 0.000489                                       | 0.011703                                           | 0.000885                                    | 2                                                                   | 11                                                                        | 2                                                                           |
| EAGLE MOUNTAIN PI   | 29,202                               | 5.972262                               | 0.454832                                       | 0.455756                                        | 0.025478                           | 4.214883                                                  | 0.817444                                                    | 2.607304                                                     | 0.52728                                                        | 11.3948                                     | 12.06%                                                           | 0.000211                                       | 0.018595                                           | 0.000479                                    | 5                                                                   | 8                                                                         | 1                                                                           |
| EMERY COUNTY LIBF   | 10,216                               | 7.064311                               | 1.66572                                        | 1.560102                                        | 0.519773                           | 9.974158                                                  | 0.446163                                                    | 0.903061                                                     | 0.099954                                                       | 88.42052                                    | 5.17%                                                            | 0.002056                                       | 0.100431                                           | 0.002741                                    | 1                                                                   | 12                                                                        | 6                                                                           |
| EPHRAIM PUBLIC LIB  | 7,072                                | 8.382919                               | 0.195984                                       | 0.568722                                        |                                    | 5.445419                                                  | 0.720871                                                    | 1.493099                                                     | 0.112608                                                       | 15.27149                                    | 13.40%                                                           | 0.000495                                       | 0.013857                                           | 0.000848                                    | 2                                                                   | 11                                                                        | 1                                                                           |
| GARFIELD COUNTY/F   | 4,986                                | 5.615724                               | 0.365423                                       | 0.581629                                        | 0.461292                           | 1.239471                                                  | 0.608303                                                    | 0.477441                                                     | 0.066995                                                       | 9.329924                                    | 15.53%                                                           | 0.000275                                       | 0.014039                                           | 0.001003                                    | 4                                                                   | 9                                                                         | 1                                                                           |
| GARLAND PUBLIC LI   | 2,492                                | 4.920546                               | 0.641252                                       | 0.639246                                        | 0.22512                            | 10.1862                                                   | 0.88764                                                     | 1.74018                                                      | 0.04886                                                        | 31.05738                                    | 24.96%                                                           | 0.000702                                       | 0.056581                                           | 0.005618                                    | 0                                                                   | 13                                                                        | 4                                                                           |
| GRAND COUNTY PUE    | 9,579                                | 15.89258                               | 0.996764                                       | 9.109928                                        | 18.65236                           | 16.66447                                                  | 0.932352                                                    | 3.027692                                                     | 0.197274                                                       | 80.63243                                    | 7.56%                                                            | 0.001201                                       | 0.041862                                           | 0.00689                                     | 0                                                                   | 13                                                                        | 10                                                                          |
| GRANTSVILLE CITY L  | 10,459                               | 4.869012                               | 0.492781                                       | 0.514485                                        |                                    | 4.892437                                                  | 0.895019                                                    | 1.410691                                                     | 0.206772                                                       | 23.73802                                    | 4.03%                                                            | 0.000359                                       | 0.035089                                           | 0.000765                                    | 3                                                                   | 10                                                                        | 1                                                                           |
| GUNNISON CIVIC LIB  | 1,635                                | 5.564526                               | 1.829969                                       | 0.899083                                        | 0.117431                           | 13.7315                                                   | 0.971865                                                    | 1.52107                                                      | 0.035099                                                       | 30.42385                                    | 22.20%                                                           | 0.000612                                       | 0.074006                                           | 0.00367                                     | 1                                                                   | 12                                                                        | 5                                                                           |
| HELPER CITY LIBRAF  | 2,095                                | 2.804296                               | 0.757995                                       | 0.568496                                        | 0.893556                           | 1.816229                                                  | 0.196181                                                    | 0.418961                                                     | 0.009078                                                       | 17.68115                                    | 6.58%                                                            | 0.000477                                       | 0.062053                                           | 0.002387                                    | 6                                                                   | 7                                                                         | 1                                                                           |
| HIGHLAND CITY LIBR  | 18,647                               | 3.291521                               | 0.382903                                       | 0.293398                                        | 0.212367                           | 9.417815                                                  | 1.060117                                                    | 4.732                                                        | 0.432617                                                       | 17.49783                                    | 7.59%                                                            | 0.000268                                       | 0.015391                                           | 0.000536                                    | 4                                                                   | 9                                                                         | 3                                                                           |
| HYRUM LIBRARY       | 18,452                               | 4.366031                               | 0.3301                                         | 1.260514                                        | 0.460546                           | 14.02867                                                  | 0.819586                                                    | 3.947495                                                     | 0.334048                                                       | 13.94109                                    | 12.92%                                                           | 0.00032                                        | 0.008996                                           | 0.000976                                    | 2                                                                   | 11                                                                        | 3                                                                           |
| KANAB CITY LIBRARY  | 4,526                                | 5.001989                               | 0.45338                                        | 1.334733                                        | 0.265135                           | 8.54905                                                   | 0.803579                                                    | 1.085662                                                     | 0.080337                                                       | 32.18559                                    | 5.58%                                                            | 0.000552                                       | 0.024083                                           | 0.002872                                    | 1                                                                   | 12                                                                        | 3                                                                           |
| LEWISTON PUBLIC LI  | 1,806                                | 4.353821                               | 0.841639                                       | 0.470653                                        | 0.235327                           | 10.73477                                                  | 1.048726                                                    | 0.992322                                                     | 0.041836                                                       | 22.59136                                    | 19.90%                                                           | 0.000692                                       | 0.032669                                           | 0.00443                                     | 0                                                                   | 13                                                                        | 5                                                                           |
| MANTI CITY LIBRARY  | 3,396                                | 6.630153                               | 0.529446                                       | 1.446408                                        |                                    | 10.52091                                                  | 0.719081                                                    | 1.403339                                                     | 0.053941                                                       | 27.58539                                    | 17.14%                                                           | 0.001104                                       | 0.033569                                           | 0.002945                                    | 1                                                                   | 12                                                                        | 5                                                                           |
| MILFORD PUBLIC LIB  | 1,657                                | 6.535305                               | 1.776101                                       | 2.225709                                        | 1.056126                           | 6.715751                                                  | 0.406156                                                    | 0.763761                                                     | 0.014866                                                       | 40.26614                                    | 19.67%                                                           | 0.000893                                       | 0.090525                                           | 0.006639                                    | 2                                                                   | 11                                                                        | 8                                                                           |
| MINERSVILLE PUBLIC  | 1,083                                | 8.087719                               | 1.54663                                        | 0.778393                                        | 0.257618                           | 13.98523                                                  | 0.366574                                                    | 0.973143                                                     | 0.008769                                                       | 40.0554                                     | 32.48%                                                           | 0.000739                                       | 0.071099                                           | 0.00554                                     | 2                                                                   | 11                                                                        | 8                                                                           |
| MONROE PUBLIC LIB   | 2,321                                | 6.014218                               | 0.442051                                       | 1.478673                                        | 0.280052                           | 5.283498                                                  | 1.018526                                                    | 0.902687                                                     | 0.052218                                                       | 20.66782                                    | 26.62%                                                           | 0.000646                                       | 0.026713                                           | 0.00517                                     | 0                                                                   | 13                                                                        | 5                                                                           |
| MORGAN COUNTY LI    | 11,437                               | 5.185014                               | 0.348168                                       | 0.657952                                        | 0.077293                           | 9.525487                                                  | 0.669843                                                    | 2.073051                                                     | 0.168864                                                       | 18.80869                                    | 9.58%                                                            | 0.000358                                       | 0.015564                                           | 0.000699                                    | 1                                                                   | 12                                                                        | 0                                                                           |
| MT. PLEASANT PUBL   | 3,363                                | 10.38091                               | 2.404698                                       | 1.698781                                        |                                    | 15.08861                                                  | 1.311032                                                    | 1.471238                                                     | 0.097389                                                       | 32.41213                                    | 10.60%                                                           | 0.000862                                       | 0.063336                                           | 0.004163                                    | 1                                                                   | 12                                                                        | 9                                                                           |
| MURRAY PUBLIC LIBI  | 49,230                               | 7.542758                               | 19.52693                                       | 0.777128                                        | 1.358156                           | 9.188828                                                  | 0.95259                                                     | 6.090913                                                     | 3.380136                                                       | 31.41788                                    | 15.01%                                                           | 0.000335                                       | 0.021775                                           | 0.000508                                    | 1                                                                   | 12                                                                        | 6                                                                           |
| NEPHI PUBLIC LIBRA  | 5,784                                | 3.630705                               | 0.225795                                       | 0.432227                                        | 0.19018                            | 8.004149                                                  | 0.989799                                                    | 1.93085                                                      | 0.126458                                                       | 14.53648                                    | 11.33%                                                           | 0.000351                                       | 0.00657                                            | 0.001383                                    | 2                                                                   | 11                                                                        | 0                                                                           |
| NEWTON TOWN LIBF    | 797                                  | 11.82434                               | 5.207026                                       | 1.363864                                        | 3.734003                           | 21.77039                                                  | 2.333752                                                    | 0.920185                                                     | 0.041085                                                       | 34.18068                                    | 21.70%                                                           | 0.001066                                       | 0.114178                                           | 0.008783                                    | 0                                                                   | 13                                                                        | 11                                                                          |
| NORTH LOGAN CITY    | 10,590                               | 11.33144                               | 2.823607                                       | 1.031161                                        |                                    | 14.57129                                                  | 1.70255                                                     | 2.797447                                                     | 0.398259                                                       | 51.50708                                    | 13.25%                                                           | 0.000788                                       | 0.057507                                           | 0.001416                                    | 1                                                                   | 12                                                                        | 8                                                                           |
| PARK CITY LIBRARY   | 8,299                                | 21.14231                               | 2.289071                                       | 1.971683                                        | 6.224003                           | 11.836                                                    | 1.585854                                                    | 1.360296                                                     | 0.290709                                                       | 142.4367                                    | 8.36%                                                            | 0.001563                                       | 0.102663                                           | 0.004217                                    | 0                                                                   | 13                                                                        | 10                                                                          |
| PAROWAN PUBLIC LI   | 2,986                                | 8.529806                               | 0.643001                                       | 7.702612                                        | 2.176825                           | 6.030141                                                  | 0.404889                                                    | 0.724617                                                     | 0.026705                                                       | 28.14702                                    | 12.53%                                                           | 0.000603                                       | 0.012056                                           | 0.002679                                    | 2                                                                   | 11                                                                        | 3                                                                           |
| PAYSON CITY LIBRAF  | 19,810                               | 3.180212                               | 0.413529                                       | 0.424028                                        | 0.078243                           | 6.745886                                                  | 0.736598                                                    | 3.649861                                                     | 0.322318                                                       | 20.26618                                    | 13.01%                                                           | 0.000379                                       | 0.016153                                           | 0.000606                                    | 1                                                                   | 12                                                                        | 1                                                                           |
| PLEASANT GROVE P    | 38,756                               | 5.015817                               | 0.685752                                       | 0.237383                                        | 0.148003                           | 9.358938                                                  | 1.002658                                                    | 5.806785                                                     | 0.858345                                                       | 16.53519                                    | 13.58%                                                           | 0.000297                                       | 0.017804                                           | 0.000206                                    | 2                                                                   | 11                                                                        | 2                                                                           |
| PRESIDENT MILLARC   | 3,969                                | 4.564626                               | 0.881582                                       | 0.58453                                         | 1.836987                           | 7.215168                                                  | 0.897707                                                    | 1.08828                                                      | 0.078702                                                       | 41.16604                                    | 7.36%                                                            | 0.000504                                       | 0.029227                                           | 0.001512                                    | 0                                                                   | 13                                                                        | 3                                                                           |
| PRICE CITY LIBRARY  | 8,371                                | 5.973719                               | 0.598375                                       | 1.052323                                        | 0.121849                           | 5.815554                                                  | 0.628838                                                    | 0.840765                                                     | 0.116111                                                       | 35.20679                                    | 14.67%                                                           | 0.000597                                       | 0.036077                                           | 0.002509                                    | 0                                                                   | 13                                                                        | 2                                                                           |

# BENCHMARKS 2018

Key Performance Measures in Utah Public Libraries



| 152 Name of Library | 208 Population of Legal Service Area | BENCHMARK K #1 Library Visits per capita | BENCHMARK K #2 Programming Attendance per capita | BENCHMARK K #3 Internet Terminal Users per capita | BENCHMARK K #4 WiFi Users per capita | BENCHMARK K #5 Circulation of Physical Materials per capita | BENCHMARK K #6 Circulation of Electronic Materials per capita | BENCHMARK K #7 Turnover Rate of Physical Materials (circ/coll) | BENCHMARK K #8 Turnover Rate of Electronic Materials (circ/coll) | BENCHMARK K #9 Local Operating Exp per capita | BENCHMARK K #10 Collections Budget percentage (coll exp/total exp) | BENCHMARK K #11 Staffing Levels (FTE) per capita | BENCHMARK K #12 Programming Opportunities per capita | BENCHMARK K #13 Internet Terminals per capita | Benchmark ks FAILED (below 10th percentile) - Cannot fail more than 6 | Benchmark ks ACHIEVED (Reached at least 10th percentile) - Needs at least 7 | Benchmark ks AT or OVER 70th percentile - Needs 5 or more for Quality Library |
|---------------------|--------------------------------------|------------------------------------------|--------------------------------------------------|---------------------------------------------------|--------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| RICHFIELD PUBLIC L  | 7,723                                | 3.886055                                 | 0.578532                                         | 1.621132                                          |                                      | 6.366697                                                    | 0.827787                                                      | 1.6261                                                         | 0.141213                                                         | 17.73818                                      | 12.38%                                                             | 0.000405                                         | 0.031205                                             | 0.001554                                      | 1                                                                     | 12                                                                          | 1                                                                             |
| RICHMOND PUBLIC L   | 2,600                                | 4.226154                                 | 1.220385                                         | 0.870385                                          | 2.007692                             | 13.07846                                                    | 1.158846                                                      | 1.602828                                                       | 0.066539                                                         | 31.78308                                      | 9.51%                                                              | 0.000673                                         | 0.037308                                             | 0.004231                                      | 0                                                                     | 13                                                                          | 7                                                                             |
| SALEM CITY LIBRARY\ | 7,831                                | 4.941898                                 | 0.621249                                         | 0.519474                                          | 0.120036                             | 10.32946                                                    | 1.017367                                                      | 3.390051                                                       | 0.175981                                                         | 15.8594                                       | 11.43%                                                             | 0.000345                                         | 0.025284                                             | 0.001149                                      | 0                                                                     | 13                                                                          | 3                                                                             |
| SALINA PUBLIC LIBR\ | 4,334                                | 2.120904                                 | 0.224965                                         | 0.428242                                          | 0.92778                              | 3.386018                                                    | 0.614905                                                      | 1.010188                                                       | 0.058866                                                         | 16.3821                                       | 24.90%                                                             | 0.000438                                         | 0.015228                                             | 0.001384                                      | 3                                                                     | 10                                                                          | 1                                                                             |
| SAN JUAN COUNTY L   | 16,895                               | 6.521634                                 | 0.349275                                         | 2.27227                                           | 1.289257                             | 6.494703                                                    | 0.289731                                                      | 2.074881                                                       | 0.108124                                                         | 30.31506                                      | 15.89%                                                             | 0.000592                                         | 0.022255                                             | 0.003966                                      | 1                                                                     | 12                                                                          | 4                                                                             |
| SANTAQUIN CITY LIB  | 11,062                               | 3.471343                                 | 0.252667                                         | 0.455162                                          | 0.068704                             | 4.965287                                                    | 0.353553                                                      | 3.281711                                                       | 0.086389                                                         | 12.6817                                       | 8.71%                                                              | 0.000249                                         | 0.012023                                             | 0.000723                                      | 5                                                                     | 8                                                                           | 1                                                                             |
| SARATOGA SPRINGS    | 26,887                               | 3.648603                                 | 0.508908                                         | 0.12162                                           | 0.067468                             | 6.193811                                                    | 0.607171                                                      | 5.892053                                                       | 0.360598                                                         | 14.4957                                       | 9.59%                                                              | 0.000156                                         | 0.010042                                             | 0.001265                                      | 5                                                                     | 8                                                                           | 2                                                                             |
| SMITHFIELD LIBRARY\ | 11,146                               | 5.039925                                 | 0.443836                                         | 0.510587                                          |                                      | 8.304594                                                    | 0.857707                                                      | 2.498866                                                       | 0.211168                                                         | 21.50467                                      | 6.47%                                                              | 0.000296                                         | 0.025031                                             | 0.001256                                      | 2                                                                     | 11                                                                          | 0                                                                             |
| SPANISH FORK PUBL   | 38,861                               | 5.878104                                 | 0.525746                                         | 0.329379                                          |                                      | 10.24781                                                    | 1.061527                                                      | 5.4158                                                         | 0.903282                                                         | 16.43661                                      | 12.84%                                                             | 0.000296                                         | 0.013947                                             | 0.000463                                      | 2                                                                     | 11                                                                          | 4                                                                             |
| SPRINGVILLE PUBLIC  | 33,044                               | 9.423012                                 | 1.273333                                         | 1.114998                                          |                                      | 16.57054                                                    | 1.428277                                                      | 7.524902                                                       | 1.042499                                                         | 30.16823                                      | 14.22%                                                             | 0.000452                                         | 0.022606                                             | 0.001453                                      | 1                                                                     | 12                                                                          | 6                                                                             |
| SUMMIT COUNTY LIB   | 32,008                               | 5.438015                                 | 0.453043                                         | 0.311828                                          |                                      | 9.008342                                                    | 1.314296                                                      | 2.812954                                                       | 0.744936                                                         | 40.10216                                      | 10.13%                                                             | 0.000531                                         | 0.02515                                              | 0.000562                                      | 2                                                                     | 11                                                                          | 3                                                                             |
| TOOELE CITY PUBLIC  | 33,762                               | 7.054884                                 | 0.860701                                         | 1.119839                                          | 0.382768                             | 6.239648                                                    | 0.937385                                                      | 4.167254                                                       | 0.662494                                                         | 23.99645                                      | 9.58%                                                              | 0.000396                                         | 0.024288                                             | 0.001451                                      | 0                                                                     | 13                                                                          | 4                                                                             |
| TREMONTON CITY LI   | 8,426                                | 8.691075                                 | 0.549134                                         | 1.634939                                          | 3.32376                              | 6.8507                                                      | 0.98469                                                       | 2.756375                                                       | 0.18327                                                          | 27.16449                                      | 9.03%                                                              | 0.000618                                         | 0.037978                                             | 0.003323                                      | 0                                                                     | 13                                                                          | 5                                                                             |
| UINTAH COUNTY LIB   | 36,373                               | 5.722569                                 | 0.700602                                         | 0.906552                                          | 0.569901                             | 9.29948                                                     | 0.942787                                                      | 2.835479                                                       | 0.757466                                                         | 50.67998                                      | 8.76%                                                              | 0.000674                                         | 0.023891                                             | 0.001595                                      | 0                                                                     | 13                                                                          | 4                                                                             |
| WASATCH COUNTY L    | 30,528                               | 3.619628                                 | 1.146488                                         | 0.317512                                          |                                      | 5.649175                                                    | 0.725039                                                      | 2.146068                                                       | 0.488911                                                         | 31.27516                                      | 14.14%                                                             | 0.000344                                         | 0.022307                                             | 0.00059                                       | 2                                                                     | 11                                                                          | 2                                                                             |
|                     |                                      |                                          |                                                  |                                                   |                                      |                                                             |                                                               |                                                                |                                                                  |                                               |                                                                    |                                                  |                                                      |                                               |                                                                       |                                                                             |                                                                               |
|                     |                                      | 3.453361                                 | 0.327529                                         | 0.328192                                          | 0.077958                             | 4.958002                                                    | 0.401058                                                      | 0.838726                                                       | 0.040486                                                         | 14.532402                                     | 7.28%                                                              | 0.000294                                         | 0.011991                                             | 0.000560                                      | Benchmark 1                                                           |                                                                             |                                                                               |
|                     |                                      | 5.590125                                 | 0.563833                                         | 0.751773                                          | 0.395655                             | 8.635169                                                    | 0.896363                                                      | 1.835515                                                       | 0.151407                                                         | 28.928257                                     | 12.46%                                                             | 0.000492                                         | 0.024185                                             | 0.001452                                      | Benchmark 5                                                           |                                                                             |                                                                               |
|                     |                                      | 6.737245                                 | 0.858467                                         | 1.134878                                          | 1.043291                             | 10.204679                                                   | 1.007070                                                      | 2.819711                                                       | 0.342013                                                         | 31.962150                                     | 14.77%                                                             | 0.000630                                         | 0.034025                                             | 0.002780                                      | Benchmark 7                                                           |                                                                             |                                                                               |
|                     |                                      |                                          |                                                  |                                                   |                                      |                                                             |                                                               |                                                                |                                                                  |                                               |                                                                    |                                                  |                                                      |                                               |                                                                       |                                                                             |                                                                               |
|                     |                                      | 2.120904                                 | 0.195984                                         | 0.121620                                          | 0.025478                             | 1.239471                                                    | 0.196181                                                      | 0.418961                                                       | 0.008769                                                         | 9.329924                                      | 4.03%                                                              | 0.000156                                         | 0.006570                                             | 0.000206                                      | Lowest                                                                |                                                                             |                                                                               |
|                     |                                      | 5.590125                                 | 0.563833                                         | 0.751773                                          | 0.395655                             | 8.635169                                                    | 0.896363                                                      | 1.835515                                                       | 0.151407                                                         | 28.928257                                     | 12.46%                                                             | 0.000492                                         | 0.024185                                             | 0.001452                                      | Median                                                                |                                                                             |                                                                               |
|                     |                                      | 6.382416                                 | 1.243055                                         | 1.175671                                          | 1.487524                             | 8.927197                                                    | 0.907559                                                      | 2.377922                                                       | 0.334116                                                         | 31.171126                                     | 13.46%                                                             | 0.000576                                         | 0.033285                                             | 0.002307                                      | Average                                                               |                                                                             |                                                                               |
|                     |                                      | 21.142306                                | 19.526935                                        | 9.109928                                          | 18.652365                            | 21.770389                                                   | 2.333752                                                      | 7.524902                                                       | 3.380136                                                         | 142.436679                                    | 32.48%                                                             | 0.002056                                         | 0.114178                                             | 0.008783                                      | Highest                                                               |                                                                             |                                                                               |

## 2018 PROPOSED TAX RATES FOR LIBRARIES

| ENTITY NAME                     | COUNTY           | PROPOSED TAX RATE |
|---------------------------------|------------------|-------------------|
| American Fork                   | Utah             | General Fund      |
| Beaver                          | Beaver           | General Fund      |
| <b>BEAVER COUNTY</b>            | <b>Beaver</b>    | <b>0.000077</b>   |
| <b>BOX ELDER COUNTY LIBRARY</b> | <b>Box Elder</b> | <b>0.000135</b>   |
| <b>BRIGHAM CITY</b>             | <b>Box Elder</b> | <b>0.000487</b>   |
| Cache County                    | Cache            | General Fund      |
| Carbon County                   | Carbon           | General Fund      |
| Cedar City                      | Iron             | General Fund      |
| Daggett County                  | Daggett          | General Fund      |
| <b>DAVIS COUNTY LIBRARY</b>     | <b>Davis</b>     | <b>0.000349</b>   |
| Delta                           | Millard          | General Fund      |
| <b>DUCHESNE COUNTY</b>          | <b>Duchesne</b>  | <b>0.000286</b>   |
| Eagle Mountain                  | Utah             | General Fund      |
| <b>EMERY COUNTY</b>             | <b>Emery</b>     | <b>0.000405</b>   |
| Ephraim                         | Sanpete          | General Fund      |
| Fillmore                        | Millard          | General Fund      |
| Garfield County / Panguitch     | Garfield         | General Fund      |
| Garland                         | Box Elder        | General Fund      |
| <b>GRAND COUNTY</b>             | <b>Grand</b>     | <b>0.000384</b>   |
| <b>GUNNISON</b>                 | <b>Sanpete</b>   | <b>0.000227</b>   |
| Helper                          | Carbon           | General Fund      |
| <b>HIGHLAND</b>                 | <b>Utah</b>      | <b>0.000174</b>   |
| Hyrum                           | Cache            | General Fund      |
| <b>IRON COUNTY</b>              | <b>Iron</b>      | <b>0.000062</b>   |
| Juab County                     | Wayne            | General Fund      |
| Kanab                           | Kane             | General Fund      |
| <b>KANE COUNTY</b>              | <b>Garfield</b>  | <b>0.000042</b>   |
| Lehi                            | Utah             | General Fund      |
| Lewiston                        | Cache            | General Fund      |
| <b>LOGAN</b>                    | <b>Cache</b>     | <b>0.000809</b>   |
| Manti                           | Sanpete          | General Fund      |
| Milford                         | Beaver           | General Fund      |
| Millard County                  | Millard          | General Fund      |
| Minersville                     | Beaver           | General Fund      |
| Monroe                          | Sevier           | General Fund      |
| <b>MORGAN COUNTY</b>            | <b>Morgan</b>    | <b>0.000190</b>   |
| <b>MOUNT PLEASANT</b>           | <b>Sanpete</b>   | <b>0.000888</b>   |
| <b>MURRAY</b>                   | <b>Salt Lake</b> | <b>0.000491</b>   |
| Nephi                           | Juab             | General Fund      |
| Newton                          | Cache            | General Fund      |
| <b>NORTH LOGAN</b>              | <b>Cache</b>     | <b>0.000523</b>   |
| Orem                            | Utah             | General Fund      |
| Park City                       | Summit           | General Fund      |
| Parowan                         | Iron             | General Fund      |
| Payson                          | Utah             | General Fund      |
| Piute County                    | Garfield         | General Fund      |
| Pleasant Grove                  | Utah             | General Fund      |

## 2018 PROPOSED TAX RATES FOR LIBRARIES

| ENTITY NAME                     | COUNTY            | PROPOSED TAX RATE |
|---------------------------------|-------------------|-------------------|
| Price                           | Carbon            | General Fund      |
| <b>PROVO</b>                    | <b>Utah</b>       | <b>0.000589</b>   |
| Rich County                     | Rich              | General Fund      |
| Richfield                       | Sevier            | General Fund      |
| Richmond                        | Cache             | General Fund      |
| Salina                          | Sevier            | General Fund      |
| <b>SALT LAKE CITY</b>           | <b>Salt Lake</b>  | <b>0.000757</b>   |
| <b>SALT LAKE COUNTY LIBRARY</b> | <b>Salt Lake</b>  | <b>0.000559</b>   |
| <b>SAN JUAN COUNTY</b>          | <b>San Juan</b>   | <b>0.000507</b>   |
| <b>SANPETE COUNTY</b>           | <b>Sanpete</b>    | <b>0.000053</b>   |
| <b>SANTAQUIN</b>                | <b>Utah</b>       | <b>0.000134</b>   |
| Sevier County                   | Wayne             | General Fund      |
| Smithfield                      | Cache             | General Fund      |
| Spanish Fork                    | Utah              | General Fund      |
| Springville                     | Utah              | General Fund      |
| Summit                          | Summit            | General Fund      |
| Tooele                          | Tooele            | General Fund      |
| Tooele County                   | Tooele            | General Fund      |
| <b>TREMONTON</b>                | <b>Box Elder</b>  | <b>0.000083</b>   |
| <b>UINTAH COUNTY</b>            | <b>Uintah</b>     | <b>0.000442</b>   |
| Utah County                     | Utah              | General Fund      |
| <b>WASATCH COUNTY</b>           | <b>Wasatch</b>    | <b>0.000174</b>   |
| <b>WASHINGTON COUNTY</b>        | <b>Washington</b> | <b>0.000217</b>   |
| Wayne County                    | Wayne             | General Fund      |
| <b>WEBER COUNTY</b>             | <b>Weber</b>      | <b>0.000526</b>   |

## 2018 PROPOSED TAX RATES FOR LIBRARIES

### HIGHLIGHTS

- 27 libraries in Utah had a dedicated library tax levy in 2018
- 21 libraries saw a decrease in their 2018 proposed tax rate and 6 saw an increase.

| Libraries that experienced LOSS |                  | Libraries that experienced GAIN |                  |
|---------------------------------|------------------|---------------------------------|------------------|
| -1.19%                          | Minimum Decrease | 1.42%                           | Minimum Increase |
| -6.87%                          | Median Decrease  | 3.07%                           | Median Increase  |
| -6.62%                          | Average Decrease | 12.07%                          | Average Increase |
| -15.23%                         | Maximum Decrease | 42.73%                          | Maximum Increase |

| ENTITY NAME       | 2017 PROPOSED TAX RATE | 2018 PROPOSED TAX RATE | % OF DECREASE OR INCREASE |
|-------------------|------------------------|------------------------|---------------------------|
| BEAVER COUNTY     | 0.000080               | 0.000077               | -3.75%                    |
| BOX ELDER COUNTY  | 0.000141               | 0.000135               | -4.26%                    |
| BRIGHAM CITY      | 0.000561               | 0.000487               | -13.19%                   |
| DAVIS COUNTY      | 0.000376               | 0.000349               | -7.18%                    |
| DUCHESNE COUNTY   | 0.000282               | 0.000286               | 1.42%                     |
| EMERY COUNTY      | 0.000437               | 0.000405               | -7.32%                    |
| GRAND COUNTY      | 0.000453               | 0.000384               | -15.23%                   |
| GUNNISON          | 0.000222               | 0.000227               | 2.25%                     |
| HIGHLAND          | 0.000187               | 0.000174               | -6.95%                    |
| IRON COUNTY       | 0.000063               | 0.000062               | -1.59%                    |
| KANE COUNTY       | 0.000045               | 0.000042               | -6.67%                    |
| LOGAN             | 0.000874               | 0.000809               | -7.44%                    |
| MORGAN COUNTY     | 0.000158               | 0.000190               | 20.25%                    |
| MOUNT PLEASANT    | 0.000951               | 0.000888               | -6.62%                    |
| MURRAY            | 0.000344               | 0.000491               | 42.73%                    |
| NORTH LOGAN       | 0.000558               | 0.000523               | -6.27%                    |
| PROVO             | 0.000622               | 0.000589               | -5.31%                    |
| SALT LAKE CITY    | 0.000830               | 0.000757               | -8.80%                    |
| SALT LAKE COUNTY  | 0.000605               | 0.000559               | -7.60%                    |
| SAN JUAN COUNTY   | 0.000488               | 0.000507               | 3.89%                     |
| SANPETE COUNTY    | 0.000054               | 0.000053               | -1.85%                    |
| SANTAQUIN         | 0.000141               | 0.000134               | -4.96%                    |
| TREMONTON         | 0.000084               | 0.000083               | -1.19%                    |
| UINTAH COUNTY     | 0.000434               | 0.000442               | 1.84%                     |
| WASATCH COUNTY    | 0.000187               | 0.000174               | -6.95%                    |
| WASHINGTON COUNTY | 0.000233               | 0.000217               | -6.87%                    |
| WEBER COUNTY      | 0.000578               | 0.000526               | -9.00%                    |

## 2018 PROPOSED TAX RATES FOR LIBRARIES

LIBRARY TAX LEVY CAP SPECIFIED IN UTAH CODE = 0.001  
9-7-401(2) FOR CITY LIBRARIES  
AND 9-7-501(2) FOR COUNTY LIBRARIES

| LIBRARY                  | 2018 PROPOSED TAX RATE | % OF TAX LEVY CAP |
|--------------------------|------------------------|-------------------|
| MOUNT PLEASANT           | 0.000888               | 88.80%            |
| LOGAN                    | 0.000809               | 80.90%            |
| SALT LAKE CITY           | 0.000757               | 75.70%            |
| PROVO                    | 0.000589               | 58.90%            |
| SALT LAKE COUNTY LIBRARY | 0.000559               | 55.90%            |
| WEBER COUNTY             | 0.000526               | 52.60%            |
| NORTH LOGAN              | 0.000523               | 52.30%            |
| SAN JUAN COUNTY          | 0.000507               | 50.70%            |
| MURRAY                   | 0.000491               | 49.10%            |
| BRIGHAM CITY             | 0.000487               | 48.70%            |
| UINTAH COUNTY            | 0.000442               | 44.20%            |
| EMERY COUNTY             | 0.000405               | 40.50%            |
| GRAND COUNTY             | 0.000384               | 38.40%            |
| DAVIS COUNTY LIBRARY     | 0.000349               | 34.90%            |
| DUCHESNE COUNTY          | 0.000286               | 28.60%            |
| GUNNISON                 | 0.000227               | 22.70%            |
| WASHINGTON COUNTY        | 0.000217               | 21.70%            |
| MORGAN COUNTY            | 0.000190               | 19.00%            |
| HIGHLAND                 | 0.000174               | 17.40%            |
| WASATCH COUNTY           | 0.000174               | 17.40%            |
| BOX ELDER COUNTY LIBRARY | 0.000135               | 13.50%            |
| SANTAQUIN                | 0.000134               | 13.40%            |
| TREMONTON                | 0.000083               | 8.30%             |
| BEAVER COUNTY            | 0.000077               | 7.70%             |
| IRON COUNTY              | 0.000062               | 6.20%             |
| SANPETE COUNTY           | 0.000053               | 5.30%             |
| KANE COUNTY              | 0.000042               | 4.20%             |