

Library Board Meeting Agenda

August 22, 2019

***Amended August 20, 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. Introductions

3. Consent

- a. Approve June 27, 2019 Meeting Minutes*
- b. Approve July 25, 2019 Meeting Minutes
- c. Schedule for City Council Report

4. Reports

- a. Director's Report
- b. Committee Reports
- c. Strategic Plan Progress Report
- d. Web Page Report

5. Action/Policy Items

- a. Additional Committee Assignments
- b. Circulation Policy Changes
- c. Assign Committees to Address Specific Items on the Strategic Plan

6. Discussion Items

- a. Board Training
- b. Feasibility of Providing Board Members with an iPad or Equivalent Device

7. Future Items

- a. Approve Report for City Council
- b. Review the Strategic Plan for Presentation to City Council

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).

Please note the order of agenda items are subject to change in order to accommodate the needs of the Library Board, staff and public.

Amended Posted and dated this 20th day of August, 2019

Cindy Quick, MMC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS

Library Board Meeting Agenda

June 27, 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, Mike Burns, Doug Cortney, Ed Dennis, Claude Jones

LIBRARY BOARD

MEMBERS ABSENT: Lisa Bullington, Nancy Passaretti, Natalie Reed

CITY STAFF PRESENT: Library Director Donna Cardon

OTHERS: Briawna Hugh, Friends of the Highland City Library President Wayne Tanaka, Edgar Tooley

7:03 pm – Call to Order: Roger Dixon, Board Chair

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at **7:03 pm** as a regular meeting. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Mr. Dixon welcomed Briawna Hugh and Edgar Tooley, who have been appointed to the Library Board and will take office July 1.

1. Public Comment:

There was none.

2. Recognition of Lisa Bullington and Nancy Passaretti

The Board thanked Lisa and Nancy for their service.

3. Welcome New Members

Briawna Hugh introduced herself to the Board. Ms. Hugh stated that she moved to Highland from Seattle three years ago and that she has four children. She is an English teacher by trade and has been heavily involved with the Elementary and Junior High PTA in recent years. She hopes is to help with outreach. Next, Edgar Tooley introduced himself to the Board. Mr. Tooley stated that he has lived in Highland over 20 years and has six children, only one lives in the home. His background is in IT and he specialized in

technology. Mr. Tooley stated that he loves coming to the Library and that he hopes to use his interest in technology to help improve the Library.

4. Communication Items

a. Director's Report – Donna Cardon

Library Director Donna Cardon reported to the Library Board that last month had been eventful. She reported the statistics had been up since the last year. She noted last year there had been acquisitions to meet the North Utah County Library Cooperative minimum and numbers were low due to the acquisitions. Currently, the Library is tracking the usage of the study room. Next, Board Member Jessica Anderson asked if the count of registered users is a new statistic. Ms. Cardon responded that the Library has the past numbers but that she has not previously included it in the Board report. Ms. Cardon reported the program attendance had been awesome and Kelly the program coordinator was doing a good job.

Friends of the Library President Wayne Tanaka asked if the Summer Reading Program was included in the Program figures. Ms. Cardon responded that it was. She stated the goal was 1,000 registrants. Currently, they were at 987 registered participants. The registration will remain open until the final week of the program. She noted Summer Reading was going well and that the kick-off magic show, starring Jason Fun had an overflow crowd and many great activities followed.

Ms. Cardon reported that she attended the American Library Association's annual conference. She visited four self-checkout vendors in preparation for writing a grant for self-checkout this fall. Then, Mr. Tanaka asked how many other local libraries offer self-checkout, and Ms. Cardon responded only they do not. Ms. Cardon stated it's an important privacy feature because it allows patrons to check out books without a librarian knowing the materials being checked out for patron privacy. She noted that the cost for a self-checkout unit varies from \$2,500 to \$9,000 (including software) and that she hopes to get two units.

Next, they discussed RFID. She stated that adding RFID tagging would be an additional expense and noted that one option is to do self-checkout first and hold off on RFID tagging until a future year. Ms. Hugh noted that RFID is extremely helpful if someone is checking out a whole pile of children's books. Then, Mr. Tooley asked if there are plans to monitor books leaving the library to ensure they're first checked out. A Member asked if gates needed to be installed and Ms. Cardon felt this wasn't necessary for their community.

Ms. Cardon reported the conference had met beyond expectations. She had recently gone through the Library's certification paperwork with the State Representative and that everything looked good. She stated we expect to get final notification in July. Mr. Dixon asked who Juan Lee's replacement as the Library's State Consultant. Ms. Cardon responded that she spoke with Rachel Cooper regarding paperwork but that she will likely not be our permanent consultant and that a permanent replacement has not yet been selected as far as we know.

Ms. Cardon demonstrated a new literacy kit to the Board, announcing that she hoped to have a soft launch of their availability on Monday, July 1. The Library has recently purchased 50 kits (two on each of 25 topics) with funding from a Library Services & Technology Act grant. Then, Ms. Hugh asked what the checkout duration will be for the kits. Ms. Cardon responded that they will be checked out for

three weeks, just like books, but that the overdue charge will be \$1/day instead of the \$0.10/day for a book.

Ms. Cardon indicated that because the front door has an exit sign, currently, it is considered a fire exit which requires it to be closed during business hours. The conflict is that they had been leaving the door open for ADA compliance which in turn effects the doors qualification as a fire exit. The Board considered other options that might bring them into compliance. Following her comment, Ms. Cardon reported that In-N-Out Burger donated coupons for 50 burgers through efforts of the Friends of the Library, and that these would be used for summer reading prizes.

b. Friends of the Library Report – Wayne Tanaka

Mr. Tanaka reported that the Friends of the Library successfully participated in the Cedar Hills parade. Ms. Cardon explained that, since the summer reading theme is “a Universe of Stories,” she made alien costumes out of umbrellas and that children carried them during the parade. She noted several Cedar Hills families had registered for library card after and had been a success regarding outreach. Mr. Tanaka stated there are still residents who do not know about the library and noted continual outreach is needed. Next, Ms. Cardon stated the library had earned 125 dollars in at a booth in the Cedar Hills festival. In addition, Mr. Tanaka noted that customers received a great deal on books and that the quality of books for sale was outstanding.

Mr. Dixon asked when the Alpine parade would be held. Ms. Cardon responded that it is the Saturday after Highland’s parade. Ms. Cardon reported that the Friends of the Library had been very helpful in collecting donations for summer reading awards and that more than \$1,000 worth of awards had been received to date. Next, Mr. Tanaka indicated donations were needed for reading program incentives. Children reading incentives were to be a book and adults would be given a raffle ticket to draw for prizes.

c. Outreach Committee Report – Claude Jones

Mr. Dixon noted the importance of Amazon Smile and promoting its use to patrons. Ms. Cardon responded that has been being promoted on the Library’s Facebook page. Next, Ms. Hugh and Ms. Anderson discussed Amazon Smile and noted that both Smith’s and Macey’s have similar programs. Following their comments, Ms. Anderson confirmed with Ms. Cardon that information about such programs would be included on the redesigned website.

Ms. Cardon informed the Board she had been invited to attend and present at the Lone Peak Business Association’s quarterly breakfasts. Then, Mr. Dixon reminded the Board that significant outreach to Cedar Hills and Alpine began in 2018 and wondered if it was time to restart these efforts. He asked the Outreach Committee to consider his comments.

City Council Representative Ed Dennis suggested there be a change to allow Board members from Alpine and Cedar Hills. As part of the discussion, Mr. Dixon noted that residents of these cities can currently participate on the Foundation Board. Then, Mr. Tanaka asked about the distribution of patrons by city. Ms. Cardon indicated she didn’t have this information at hand but that she could generate it,

noting that she didn't know if Alpine and Cedar Hills had ever been told how many of their residents hold library cards.

Mr. Dixon asked Board Member Claude Jones to contact Claudia Stillman about outreach efforts begun in 2018. In conclusion, Mr. Jones stated he wanted to speak with the Arts Council to ensure there are no issues.

d. Policy Report – Natalie Reed

Mr. Dixon reported that Board Member Natalie Reed was absent due to illness and so there would be no Policy Committee report.

5. Action/Policy Items:

a. Amendments to Bylaws and Operation Procedures

Mr. Dixon reminded the Board that they had discussed revising its bylaws. The City Attorney's approval of policy changes would be taken into account. He indicated that he would prefer to keep the bylaws simple, putting specific steps into the Operation Procedures document. Then, Ms. Anderson read the four steps listed in the agenda packet. Next, Ms. Cardon stated that they were under the impression that City Attorney Tim Merrill might want to avoid reviewing policies prior to adoption. She indicated that City Administrator Nathan Crane sees how complicated this can become and he agreed that Mr. Merrill will review Bylaws before adoption. Also, Mr. Dennis said he saw no reason to be overly prescriptive and felt no need to update either the bylaws or the Operation Procedures.

Board Member Ed Dennis MOVED not to update the bylaws or procedures to deal with the policy adoption process.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>not present</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>not present</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>

The motion passed.

Mr. Dixon commented the other topic for discussion dealt with officer and committee terms. Mr. Dennis asked if this was enough of a problem to be worth taking the Library Board bylaws back to the City Council. Mr. Dixon stated this question may be the overriding consideration.

Board Member Mike Burns MOVED not to make a change to the bylaws.

Board Member Claude Jones SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>not present</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>not present</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>

The motion passed.

b. Amendment to Privacy Policy

Ms. Cardon reminded the Board that there was a question at the June meeting about taking pictures of children Library events. She stated Mr. Merrill advised that events considered to be public would make photos permissible but that the Board might want to alter the policy for public goodwill. Ms. Cardon identified two acceptable options for the photo policy. One option is to leave the existing policy and the second is to add wording to the library card application and give notice at events. The proposed amendment was read. Following, Mr. Dennis suggested that we should alert people if a photo is for publication.

Ms. Anderson suggested the Board could avoid some problems through creativity when taking photos, such as taking a shot over the shoulder of a child. She stated she liked the proposal but wondered if notification was practical. Ms. Cardon responded that notification might be a public announcement or a sign at the entrance to an event. Then, Ms. Anderson noted that “Library Card” should not be capitalized and that “Library” should be when used in the context of “Library events”.

Board Member Jessica Anderson MOVED that the Board adopt the amendment to the Privacy Policy as distributed, with the capitalization corrections noted above.

Board Member Ed Dennis SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>not present</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>not present</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>

The motion passed.

Ms. Anderson suggested having Mr. Merrill review the language before adding it to the library card application.

c. Amendment to Patron Behavior Policy

Mr. Cortney read the proposed text insertion from the agenda packet. Mr. Cardon stated that the change was intended to address problems with kids bringing bikes and hover boards into the library. Then, Mr. Dennis suggested they would need to provide a place to store these items if they were forbidden to enter the Library. Ms. Cardon responded that Library staff usually has patrons park skateboards in front of the Library door. Mr. Dennis suggested the language “riding” instead of “bringing”. He suggested that maybe addressing the issue on a City level would help since they must pass through City Hall. Then, Ms. Cardon stated the driving reason for the change is a group of teens who ride these vehicles into the Library. She noted they stop when staff tells them to stop but the issue reoccurs each week. Next, Mr. Cortney stated the existing policy already precludes this behavior but that he didn’t object to adding another example to the policy if staff thought it would be helpful.

Board Member Mike Burns MOVED that the Board adopt an amendment to the Patron Behavior Policy by adding item Q under “Examples of Behaviors that are Prohibited in the Library” as follows: “Using wheeled devices for recreational purposes (e.g., bikes, hover boards, skateboards, scooters, roller skates, rollerblades, etc.) in the library.”

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>not present</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>not present</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>

The motion passed.

6. Discussion Items

a. Charging Non-Cardholder Patrons for Computer Use

Ms. Cardon stated that she hasn’t reached a proposed policy on the topic but is looking for feedback from the Board. During the summer there had been an issue when kids using the computers repeatedly. They get more passes even when others are waiting to use the computers. She suggested, adding a one-dollar fee, similar to the Provo Library to deter this from happening. Then, Mr. Burns stated that many parents probably don’t expect or want their children on the computer all day when they send them to the Library. Next, Mr. Jones asked is the main issue that others are waiting for the computers. Ms. Cardon responded that, yes, this was the primary concern and that she doesn’t object to kids using the computers all day if they’re not preventing others from using them.

The Board suggested options. First, Mr. Tooley suggested creating a waiting list for the computers and not renewing a guest pass when there's a waiting list. Then, Ms. Hugh suggested providing one free guest pass to a patron per day and then charging for subsequent passes. In addition, Ms. Cardon stated that most computer users get a guest pass because it's easier than logging in with a library card. The guest pass has a five-digit number whereas the library card number has 13 digits. Then, Ms. Anderson stated she liked the ability to track computer use by card holders and suggested that charging for a guest pass would allow this. Then, Mr. Tanaka stated any changes will need to be explained to patrons and he feels the Library should be "free" as much as possible. Mr. Jones stated governing the decision should be whether people are waiting to use the computers. In conclusion, Ms. Cardon emphasized that the intent was not to generate revenue. Ms. Anderson suggested trying a list and revisiting the matter if needed.

b. Upcoming Initiatives

Mr. Dixon asked if there was anything coming up related to advancing the Library or Outreach. Then, Mr. Tanaka suggested a Speaker Series, providing examples of prominent people who might be good candidates for speakers. Ms. Cardon stated the library staff is always open to program ideas, however, the programming supervisor has limited time. There are lots of programs coming up, including two author visits, a new parent-child book club, and continuing other after-school programs. Ms. Anderson asked if there would be space constraints. Ms. Cardon responded that the Library could probably accommodate 200 participants maximum.

Next, Mr. Tanaka indicated he would like to see coordination between the Historical Society, the Arts Council, and the Library. Mr. Courtney stated he preferred to limit Board discussion to programs that Ms. Cardon and her staff had already approved. Then, Ms. Hugh stated she thought initiatives should include outreach efforts rather than just bringing people to the building. Mr. Dixon reminded the Board that an annual report to the City Council needed to be completed in the next quarter.

Ms. Anderson asked what the report should include. Mr. Dixon responded that this is the first one, so we have latitude to define it. Then, Mr. Dennis suggested piggy-backing off the Library's annual report to the state. Ms. Cardon stated that she agreed it should be based on this report. Then, Ms. Anderson asked what the City Council wants and expects. Mr. Dennis responded that he would personally like it to be based on the annual report to the State. Following, Mr. Tanaka suggested repackaging the report and supplementing it with additional details. Then, Mr. Dennis characterized it as an executive summary of the report to the state. Ms. Cardon suggested including the full report in the City Council agenda packet but only presenting a summary, as Mr. Dennis suggested. Mr. Dennis, Ms. Anderson, and Ms. Cardon agreed to work on the report.

7. Future Meeting

Ms. Cardon stated the next Board meeting is scheduled for July 18th but that this is the same time as the City's "meet the candidates" event. Mr. Dennis suggested not holding a meeting in July. Then, Mr. Dixon suggested holding the next meeting the first week in August and also hold the regularly scheduled August meeting. Ms. Anderson stated the July meeting is required by the bylaws since it's when the Board is required to elect officers.

Mr. Dennis left the meeting. There was a quorum of five Members.

*Board Member Mike Burns MOVED that the Board reschedule the July meeting to 7 p.m. on July 25th.
Board Member Jessica Anderson SECONDED the motion.*

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>not present</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>not present</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>

The motion passed.

8. Adjournment

*Board Member Roger Dixon MOVED to adjourn the Library Board meeting.
Board Member Jessica Anderson SECONDED the motion.*

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>not present</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>not present</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>

The motion passed.

*The meeting adjourned at **9:05 pm***

I, Doug Cortney, Highland City Library acting Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on June 27, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.

Library Board Meeting Agenda

July 25, 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, Doug Cortney, Briawna Hugh, Claude Jones, Edgar Tooley

LIBRARY BOARD

MEMBERS ABSENT: Mike Burns, Ed Dennis, Natalie Reed

CITY STAFF PRESENT: Library Director Donna Cardon

OTHERS: Claudia Stillman, Friends of the Highland City Library President Wayne Tanaka

7:06 pm – Call to Order: Roger Dixon, Board Chair

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at **7:06 pm** as a regular meeting. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

1. Public Comment:

Claudia Stillman noted that the Friends of the Library ordered book bags for use at book sales and that the Friends needed volunteers to man its booth at both the Highland Fling and the Alpine Days celebration. She mentioned help is needed for Fling and book sales. Also, volunteers were needed to help carry banners and throw candy at the parades. She stated the Friends have 1,000 candies for each parade, there are 10 alien umbrella costumes for use, and Ridley's donated water and Otter Pops for the parades. She described to Members where they will meet for the parade line-up. Library Board Chair Roger Dixon will be helping at the book sale. She asked who can help at Alpine Days. Mr. Dixon was able to help.

2. Welcome New Members

Board Chair Roger Dixon welcomed Board Member Briawna Hugh and Board Member Edgar Tooley, and Library Director Donna Cardon presented each with a Utah Public Library Trustee Handbook.

Ms. Cardon stated what materials were available. Board Member Jessica Anderson asked if she could get an electronic copy of the three-year plan and the updated Library Board job description. Mr. Dixon stated he would send copies of both to all Board Members. Mr. Dixon asked if there was anymore introduction needed. Next, Mr. Tooley stated that he is learning what the Library Board is and hopes to make a positive impact on the Library. He has a background in IT. He indicated that he can make complicated IT issues work and volunteered to assist Ms. Cardon with IT needs at the Library. He noted that his email address was

incorrect online. Ms. Cardon indicated that a grant proposal for self-check kiosks is needed in September and that she'd like to discuss the options with Mr. Tooley later. Following, Ms. Hugh stated she is a teacher by trade with recent experience as a reading specialist, and that she looks forward to working with the Board.

3. Consent Agenda

Ms. Anderson requested that adoption of the minutes from the May 23, 2019, meeting be pulled from the consent agenda. Mr. Dixon placed it as the last item under "Action Items."

4. Reports

a. Director's Report

Ms. Cardon presented a statistical report, noting that one significant statistic is material circulation. There were 20,170 physical item circulations in June out of a total collection of roughly 50,000. Board Member Doug Courtney asked if there were any budget concerns due to the high circulation. Next, Ms. Cardon responded that it is a concern but that we expect to be fine for the current fiscal year. She highlighted the dedicated property tax is used to fund the Library. Friends of the Library President Wayne Tanaka stated the purpose of the tax is to protect library funding, and Ms. Cardon responded that the Library is grateful to the City for providing this support. Mr. Tanaka noted that there had been a concerted effort to advocate for the Library in early 2019.

Ms. Cardon reported that the number of programs offered was 25, a significant increase over the eight offered last year. She indicated Shelly had done a wonderful job. The programs for ages 12-17 did well this summer. She felt the summer had been successful and met expectations set. Ms. Anderson noted that the Library met its goal of 1,000 participants in the Summer Reading program.

Next, Ms. Cardon distributed detailed statistics. She stated the Library recently hired four new staff members the positions filled were pages and new assistants. Ms. Cardon reported that money originally budgeted for "flex hours" was used partially to fund these hires because it was not being used for its original purpose. Doreen Krump will help do library story times. The Library like having a designated page and will add one on Saturdays. Both the pages will work nine hours a week.

She reported that the Library has received gun locks to be distributed as part of a suicide prevention program but that their availability had not yet been advertised due to lack of space. She stated advertising will begin after the Summer Reading program is completed. Board Member Claude Jones asked if the donation had been valued for tax purposes. Ms. Cardon responded that the donating organization received a grant for the locks so they would not be claiming a deduction. The organization is a suicide prevention campaign. Mr. Dixon asked if there were any community organizations, we should alert about the gun lock program. Ms. Hugh stated that the High School Hope Squads would be a great resource, even though the locks are likely not being distributed to minors.

b. Friends of the Library Report

Mr. Tanaka indicated the main activities for the Friends are parades and book sales. The Friends was working on strategies for selling an overabundance of books in its possession. Ms. Cardon has 25 boxes of books He indicated that help at book sales is appreciated and that the main reason for participating in parades is to spread word that the Library exists. Ms. Cardon thanked the Friends for all its great work. Mr. Tanaka reported that the magnetic board for the Library had been ordered and that the Friends will write an article about it for the City newsletter. The newsletter will highlight the magnetic board.

5. Action Items:

a. Elect Officers and Organize Standing Committees

Mr. Dixon stated the bylaws require election of officers in July and that the positions of Chair, Vice-Chair, and Secretary needed to be filled.

Board Member Doug Cortney MOVED to elect Roger Dixon as Chair, Claude Jones as Vice-Chair, and Doug Cortney as Secretary.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

The Board discussed the standing committees and who was interested in serving on each. This resulted in the following list.

Library Fund: Doug Cortney, Claude Jones, Natalie Reed

Policies: Natalie Reed, Doug Cortney, Briawna Hugh

Reports: Jessica Anderson, Ed Dennis, Edgar Tooley

Outreach: Claude Jones, Briawna Hugh

Strategic Plan: Mike Burns, Roger Dixon, Edgar Tooley

Board Member Doug Cortney MOVED to appoint standing committee members as listed above and to postpone selecting a liaison to the Friends of the Library until absent members are present.

Board Member Briawna Hugh SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>not present</i>

<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

b. Organize Ad-hoc Website Committee

Mr. Dixon stated the bylaws specify the standing committees already discussed but also permit creation of ad-hoc committees such as the proposed Website Committee. Ms. Cardon indicated the Library would have its own page on the City website. The committee would be designated to create the Board page. She noted that some content was required by the State but that other material may be desired. Ms. Hugh asked if the revised website would also include information about the Foundation. Ms. Anderson responded that there are some limitations on how much Foundation information could appear since it's a separate 501(c)(3) organization but that links would be appropriate. Mr. Dixon asked for volunteers to work on the proposed committee. Mr. Tooley volunteered. Ms. Cardon noted a few dates that the site would be available to add to on either August 16th or 19th and the website goes live September 15th. The terminology was changed to liaison instead of ad-hoc committee.

Board Member Doug Cortney MOVED to appoint Edgar Tooley as the Board's liaison with the Library for the website's Library Board page.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

c. Adopt Annual Board Calendar

The Board reviewed the proposed Board Calendar document. There were several suggested changes. Mr. Dixon suggested changing the word "presentation" to "report" in the list for August. Ms. Anderson stated "appoint Foundation Board Members" needed to be added in July. Mr. Dixon stated "send report to City Council" should be added in September. Mr. Dixon asked if there were additional policies that should be added to the calendar for review. Then, Ms. Cardon responded that there is a Study Room Policy coming. Mr. Dixon suggested adding "study room policies" to March. Ms. Anderson asked if a budget item should be added to the calendar. Ms. Cardon

responded that the budget needs to be approved in March of each year and budget revisions need to be approved in January. Next, the Board made a motion.

Board Member Jessica Anderson MOVED to adopt the calendar as amended for inclusion in the Board Procedures document.

Board Member Claude Jones SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

d. Adopt Proctored Exam Policy

Ms. Cardon stated that proctoring exams is a service the Library has offered for several years but that there have occasionally been problems, so the staff would like an official statement of exam policy. She stated the proposed policy was based on an existing policy of another library. Ms. Hugh asked if exams such as the GRE could be proctored. Ms. Cardon responded that this was possible, provided the requirements were within the listed scope of the Library's offering.

Ms. Anderson made a number of suggestions:

- Add postage cost in the "How much does it cost" section.
- Change "will be accepted" to "must be received" in the "How much does it cost" section.
- Add "original" before "test date" in the second bullet under "Please note that."
- Change the "How do I begin the process" section to indicate that the student should first check with the school, next schedule the exam with the Library, and finally provide full information to the school.
- Strike "be prepared to" in the first bullet under "What can I expect during my session."

Ms. Anderson asked if the penultimate bullet in under "What can I expect during my session" was overly broad. Ms. Cardon suggested appending the text "that comply with this policy." Next, Ms. Anderson suggested clarifying who is responsible for sending back the exam located in the first bullet under "What happens once I finish the exam". Ms. Cardon suggested changing "the test is then sent back" to "the Library will return the test". Then, Mr. Dixon suggested eliminating "due to the nature of the Library" in the third bullet under "What can I expect". Following, Ms. Hugh asked if students should be instructed to arrive 5 minutes before the scheduled exam time. Ms. Cardon responded that it doesn't matter to the Library if the exam begins exactly at its scheduled time, so leaving the text as distributed wouldn't cause problems. Mr. Cortney suggested adding the test duration to the information for inclusion in an appointment request under "How do I begin the process."

Board Member Jessica Anderson MOVED to adopt the Test Proctoring Policy as amended..

Board Member Briawna Hugh SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

e. Approval of May 23, 2019, meeting minutes

The following corrections were made to the May 23rd minutes. Ms. Anderson corrected “from seven different businesses” to “from several different businesses” in the fourth paragraph on page two. Ms. Anderson corrected “ration” to “ratio” in the second paragraph under “Fiscal Year 2019/2020 Library Budget” on page four. Ms. Anderson corrected the recorded vote to remove the text “meeting the 2/3 requirement for reconsideration” on page six.

Mr. Dixon asked if anyone had information on how the Library’s portion of Assistant City Administrator Erin Wells’ salary was calculated (discussed in the first paragraph on page five). Ms. Cardon responded that she decided to wait until the budget readjustment to address this question. Ms. Anderson corrected the final recorded vote on page seven from “...Library Board candidate...” to “...Library Board candidates...”

Board Member Jessica Anderson MOVED to approve the May 23, 2019, minutes as amended.
Board Member Claude Jones SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

6. Discussion Items

a. Press Releases

Mr. Cortney read an email Ms. Wells sent requesting notification of press contacts. Then, Mr. Dixon suggested circulating a proposed press release about incoming Board Members for review and then sending it.

b. Open Meeting Review

The Board reviewed the summary of the Utah Open and Public Meetings Act requirements included in the agenda packet. Next, Ms. Anderson noted that discussion of items not on the agenda is limited to those items raised by the public. Mr. Cortney said City Attorney Tim Merrill highlighted this requirement when briefing the City Council on changes to the statute.

c. Book Sale at Alpine Days

Ms. Cardon asked if a member of staff needs to be present for the entirety of all book sales. Ms. Anderson responded that a clear chain of custody must be maintained for the money. Ms. Cardon stated that staff would be present the entire time at the Highland Fling but that there is a question about the Alpine Days book sale. Then, the Board informally agreed that there was no need for staff to be present for book sales.

7. Future Items

a. Website Approval

b. Study Room Policy

Mr. Dixon asked if both future items are for the August meeting. Ms. Cardon responded that they won't necessarily be items for August but are rather simply upcoming topics. Then, Mr. Dixon noted that the Board would need an action item in August for the City Council report. Next, Ms. Hugh asked how registration for UPLIFT courses is handled and who is included. Ms. Cardon responded that it's a program to teach skills primarily to library staff and that two staff members were currently taking it. Ms. Cardon stated she would contact Ms. Hugh next time there is an announcement about training.

8. Adjournment

Board Member Jessica Anderson MOVED to adjourn the Library Board meeting.

Board Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

The meeting adjourned at 9:08 pm

I, Doug Cortney, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on July 25, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.

DRAFT



LIBRARY BOARD AGENDA REPORT ITEM #3b

DATE: Date: August 22, 2019
TO: Library Board
FROM: Donna Cardon
SUBJECT: **Schedule for City Council Report**

STAFF RECOMMENDATION:

Library Board approve the schedule for their annual report to the City Council/

BACKGROUND:

According to the Library Board Bylaws, the Library Board will make a report to the City Council annually. I have consulted with Erin Wells, and she suggested the Board could present its report on October 1.

The Bylaws also state that the City Council must approve the Library's Strategic Plan. We thought it might work best to present the strategic plan during that report. Then if the City Council has suggested revisions, those could be discussed and voted on at the next Library Board meeting in October. Those revisions could then be presented as part of the Consent agenda at City Council November 12.

In order to have the report ready for the City Council meeting on October 1, it should be completed and ready for review by the Library Board at the October meeting on September 26.

FISCAL IMPACT:

None

PROPOSED MOTION:

I move that Library Board approve the schedule for the annual report to the City Council as outlined above.



LIBRARY BOARD AGENDA REPORT ITEM #5a

DATE: Date: August 22, 2019
TO: Library Board
FROM: Donna Cardon
SUBJECT: **Additional Committee Assignments**

STAFF RECOMMENDATION:

Library Board approve the appointment of Board members to specific Library Board committees.

BACKGROUND:

In July the Library Board established the membership of specific library board standing committees for the upcoming year. There were several Board members who were not at that meeting and so some of the committee's assignments were not filled. This month we will continue the process of filling committee assignments with members who were not present at the last meeting.

FISCAL IMPACT:

None

PROPOSED MOTION:

I move that Library Board appoint _____ to _____ standing committee etc.

ATTACHMENTS:

1. Board Assignments Updated

Board Assignments - Members, officers, liaisons, and committees (Updated 31 July 2019)

1. Library Board members

Seat 1. Ed Dennis (CC) 2020 eddennis@highlandcity.org
Seat 2. Briawna Hugh 2022 briawna.hugh@gmail.com
Seat 3. Edgar Tooley 2022 edgar.tooley@tooley.org
Seat 4. Claude Jones 2021 clauder.jones@gmail.com
Seat 5. Michael Burns 2021 heymikeburns@gmail.com
Seat 6. *Roger Dixon* 2022 dixonrd@xmission.com
Seat 7. Jessica Anderson 2020 jessicaesq@gmail.com
Seat 8. Natalie Reed 2020 nreedx69@gmail.com
Seat 9. Doug Cortney 2021 djcortney@yahoo.com

2. Library Board officers

- Chair - Roger Dixon
- Vice-chair - Claude Jones
- Secretary – Doug Cortney
- Executive Officer - Donna Cardon DCardon@highlandcity.org

3. Liaisons from other entities

- Friends of the Library: Wayne Tanaka waynetanaka10@yahoo.com

4. Liaisons to other entities

- Friends of the Library:

5. Standing Committee assignments (person listed first in the Chair)

- **Library Fund** - Doug Cortney, Natalie Reed, Claude Jones
- **Policies** - Natalie Reed, Doug Cortney, Briawna Hugh
- **Reports** - Jessica Anderson, Ed Dennis, Edgar Tooley
- **Outreach** - Claude Jones, Lisa Bullington, Wayne Tanaka, Briawna Hugh
- **Strategic Planning** - Mike Burns, Roger Dixon, Edgar Tooley

6. Members of the Library Foundation Board

- Mike Burns
- Jessica Anderson
- Roger Dixon
-



LIBRARY BOARD AGENDA REPORT

ITEM #5b

DATE: Date: August 22, 2019
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: **Adjustments to the Physical Item Circulation Policy**

STAFF RECOMMENDATION:

Library Board approve adjustments to the Physical Item Circulation Policy related to the creation of family accounts

BACKGROUND:

According to the Library's current policy, minor children age five and above can obtain a library card with their parent's permission. As a result, some households have multiple children's accounts in addition to parent's accounts. Librarians and patrons have observed that it is difficult for parents to monitor books checked out, and fines accrued on their children's accounts. Our library catalog computer system has the capacity to create children's cards that are attached to parental accounts so that everything checked out on the child's card shows up on the parent's account. The librarians would like to enable this functionality and require that all new cards for children 11 and under be attached to their parent's/guardian's account. Children ages 12-17 may also have their cards attached to their parent's account, or they can obtain their own account with parental permission. This change requires an adjustment to the Physical Item Circulation Policy. These changes would take effect September 1 for all new accounts. For existing children accounts, patrons will be asked as they checkout if they would like to make this change now or this change will automatically occur on their account when it is renewed.

FISCAL IMPACT:

This may reduce the amount of fines collected by the Library, but is not expected to have a significant impact on the overall budget.

PROPOSED MOTION:

I move that Library Board approve the changes in the Physical Item Circulation Policy as indicated with a starting date of September 1, 2019.

ATTACHMENTS:

1. Physical Item Circulation Policy with changed tracked.

Highland City Library: Physical Item Circulation Policy

I. Basic Rules

- A. Borrowers must present a valid Library card to check out Library materials. Patrons may present their card in electronic format from a smart phone once identity is verified and noted in their account.
- B. 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. Starting September 1 2019 a~~All cards belonging to children under 12 years of age will be attached to their parent's/guardian's account. Juveniles ages 12-17 may have their cards attached to their parent's/guardian's account, or they may, with parental permission, obtain their own account. Parents/guardians are responsible to monitor the accounts of all minor children and to pay fines and fees that accrue.
- 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~~100 items checked out on their account (including any child cards attached to their account) at any given time. The Library Director may authorize additional items to be checked out on each account.

III. Fines and Fees

- A. 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.
- B. Fines will stop at \$10.00 for each overdue item.

- C. Borrowers will be assessed a replacement fee for individual items lost or damaged equal to the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing. No refunds for lost or damaged materials will be issued. Items are considered “lost” if they are 60 days overdue.
- D. Borrowers will be assessed a replacement fee for items that are parts of kits that are lost or damaged equal to the current retail price of the material plus a \$5:00 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the 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. Patron accounts 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 8 weeks (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 in addition to all other costs or fees allowed by law 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, May 23, 2019, [August 22, 2019](#).



LIBRARY BOARD AGENDA REPORT ITEM #5c

DATE: Date: August 22, 2019
TO: Library Board
FROM: Donna Cardon
SUBJECT: Assign committees to address specific items on the strategic plan

STAFF RECOMMENDATION:

Library Board approve the assignment of the standing committees below to support goals mentioned in the Strategic Plan

BACKGROUND:

The Library Board approved a new Strategic Plan in April of this year. Since that time the composition of both the Board and the standing committees has changed. In October we will be submitting the Strategic Plan to the City Council for approval. It is time to review the strategic plan and discuss what the Board needs to do to help meet our strategic goals.

FISCAL IMPACT:

None

PROPOSED MOTION:

I move that Library Board appoint the _____ committee to study _____ etc.

ATTACHMENTS:

1. Strategic Plan
2. Committees List

Highland City Library: Long-range Strategic Plan 2019-2022

Introduction

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city Library. In 2016 the Library received permission to convert a public meeting room into a Children's Room for the Library. The new Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018 the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: The Library Board; the Friends of the Library; the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of nine persons, eight volunteers appointed for three year terms and a representative from the City Council. All meetings are held in the Highland City Hall. Records of the Library Board meetings are available from on the City website.
2. Friends of the Library contribute in the following ways: increase Library awareness and membership, keep the community and Library connected, increase volunteerism to support and supplement Library resources, support Library services including story time, displays, and shelving, fundraise through sales and grants, and assist with used book sales.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. Charitable bequests to the Library help the Library fulfill its mission. Bequests to the Library are not subject to estate tax. Donations of \$500 or more are recognized on the plaques in the Library.

Vision Statement

The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

Mission Statement

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

Long-range Strategic Plan, 2019-2022

The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement.

Materials:

Plan	Value	Metric	Date Initiated/Completed	Responsible Party
Add juvenile fiction series labels	Inform/Entertain	Have all J FIC and I FIC series labeled	Summer 2019/Fall 2019	Collection Development Team
Add YA fiction series labels	Inform/Entertain	Have all YA FIC series labeled	Fall 2019/Summer 2020	Collection Development Team
Reassess and Re-label I Fic and J Fic Sections	Inform/entertain	Assessment and Relabeling completed	Summer 2020/Summer 2021	Collection Development Team
Literacy Kits	Educate/Serve all ages	Add 50 Literacy Kits to Library Circulating Collection	Summer 2019/Fall 2019	Kristen Burgon/Collection Development Team
Acquire Test Prep Materials	Inform/Educate	Increase test prep materials by 20 %	Spring 2020-Spring 2021	Kim Bergeson/Collection Development Team

Programs

Plan	Value	Metric	Date initiated/Completed	Responsible Party
Provide at least one STEM program/week for grade school age children	Educate/Serve all ages	Attendance of 10 first year, 15 second year, 20 third year.	Spring 2019 and continuing forward	Programming Team

Provide monthly adult education programs	Educate/Serve all ages	Attendance of 10 first year, 15 second year, 20 third year.	Fall 2019 and continuing forward	Programming Team
Provide two programs/year for seniors	Educate/ Entertain/ Serve all ages	Have at least 10 seniors attend each of two events	Fall 2019 and continuing forward	Programming Team
Present two large community programs/ year	Entertain/ Build Community	Have at least 100 people attend event	Fall 2019 and continuing forward	Programming Team
Create Monthly parent/child book clubs	Educate/build community	Hold 9 book clubs during school year	Fall 2020 and continuing forward	Library Director/ Programming Team
Increase Summer Reading Participation	Educate/ Entertain	Percent of population participating in Summer Reading increases by 5% each year.	Summer 2019 and continuing forward	Library Director/ Programming Team
Provide Volunteer Opportunities to Teens	Educate/ Build Community/ Serve all ages	Work with Lone Peak to have at least 3 Civics Volunteer projects each year	Spring 2020 and continuing forward	Program Coordinator
Initiate a parent/child book club	Education/ Build Community	Hold a monthly parent/child book club during the school year	Fall 2020 and continuing forward	Library Director/ Programming Team
Start the 1000 books before Kindergarten	Educate/Serve all ages	Acquire material from ALA have 50 patrons participate each year.	Fall 2020 and continuing forward	Program Coordinator

Tools and Technology

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Maintain current book review blog online	Inform	Add at least one new book review each week	Summer 2019 and continuing forward	Library Director
Acquire Self-Checkout capabilities	Inform	Acquire self-checkout stands and add RFID tags to all books	Winter 2020/ and ongoing	Library Director
Increase E-Book Access	Educate/ Entertain	Spend at least 10% of annual material budget on E-book/e-audiobooks	Fall 2019 and continuing forward	Library Director/Coll ection Development Team
Replace Public Access Computers	Inform	Replace 2 public access computers each year	Fall 2019, and continuing forward	Library Director

Training

Plan	Value	Measure	Date initiated/Completed	Responsible Party
Send at least one staff member to ULA conference each year	Train	Staff member attends ULA	Spring 2019, and continuing forward	Library Director
Have a staff member present a training presentation each month	Train	Training session at monthly staff meeting	Spring 2019 and continuing forward	Library Director
Have a staff member complete "Uplift Training"	Train	Staff member receives Uplift Training Certificate	Already initiated/ Fall 2022	Library Director/ Participating Staff Member

Space

Plan	Value	Measure	Date initiated/Completed	Responsible Party
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Establish a “Teen Corner”	Build Community	Purchase “teen friendly” furniture and decorations	Fall 2019/Fall 2020	Library Director/Teen Coordinator
Create a “Reference Desk”	Inform	Purchase a reference desk and have staff man it during high use times.	Fall 2019/Spring 2020	Library Director
Create a YA Nonfiction section	Inform/educate	Separate YA titles from YNF and Adult NF	Winter 2020/Spring 2021	Collection Development Team
Clean or replace aging area carpets	Provide Space	Clean or Replace area carpets	Fall 2021/Fall 2022	Library Director

Board Assignments - Members, officers, liaisons, and committees (Updated 31 July 2019)

1. Library Board members

Seat 1. Ed Dennis (CC) 2020 eddennis@highlandcity.org
Seat 2. Briawna Hugh 2022 briawna.hugh@gmail.com
Seat 3. Edgar Tooley 2022 edgar.tooley@tooley.org
Seat 4. Claude Jones 2021 clauder.jones@gmail.com
Seat 5. Michael Burns 2021 heymikeburns@gmail.com
Seat 6. *Roger Dixon* 2022 dixonrd@xmission.com
Seat 7. Jessica Anderson 2020 jessicaesq@gmail.com
Seat 8. Natalie Reed 2020 nreedx69@gmail.com
Seat 9. Doug Cortney 2021 djcortney@yahoo.com

2. Library Board officers

- Chair - Roger Dixon
- Vice-chair - Claude Jones
- Secretary – Doug Cortney
- Executive Officer - Donna Cardon DCardon@highlandcity.org

3. Liaisons from other entities

- Friends of the Library: Wayne Tanaka waynetanaka10@yahoo.com

4. Liaisons to other entities

- Friends of the Library:

5. Standing Committee assignments (person listed first in the Chair)

- **Library Fund** - Doug Cortney, Natalie Reed, Claude Jones
- **Policies** - Natalie Reed, Doug Cortney, Briawna Hugh
- **Reports** - Jessica Anderson, Ed Dennis, Edgar Tooley
- **Outreach** - Claude Jones, Lisa Bullington, Wayne Tanaka, Briawna Hugh
- **Strategic Planning** - Mike Burns, Roger Dixon, Edgar Tooley

6. Members of the Library Foundation Board

- Mike Burns
- Jessica Anderson
- Roger Dixon
-