

Library Board Meeting Agenda

November 21, 2019

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

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

1. Public Comment

2. Consent

- a. Approve October 24, 2019 Meeting Minutes
- b. Approve the version of the Strategic Plan approved by the City Council

3. Reports

- a. Library Director's Report
- b. Friend's Report

4. Action/Policy Items

- a. Library Budget Adjustments FY 2019-2020
- b. Book Donation Criteria Policy
- c. Advocacy Initiative

5. Discussion Items

- a. Christmas Party
- b. Next Step Discussion
- c. Library Board Training Schedule

6. Future Agenda Items

7. 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.

Posted and dated this 19th day of November, 2019

Cindy Quick, MMC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS

Library Board Meeting Agenda

October 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, Mike Burns, Doug Cortney, Claude Jones, Natalie Reed, Edgar Tooley

LIBRARY BOARD

MEMBERS ABSENT: Ed Dennis, Briawna Hugh

CITY STAFF PRESENT: Library Director Donna Cardon

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

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 **7:00 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:

There were no comments from the public.

Board Member Jessica Anderson commented as a citizen and complimented those who presented to the City Council and stated they had done well. Then, she and Ms. Cardon stated that the Council was positive about the Library and what had been presented to them. Mr. Dixon felt that the library had accomplished much in 18 months.

2. Consent

Board Member Jessica Anderson requested that the September 26, 2019, meeting minutes be pulled from the consent agenda and placed under action items.

3. Reports

a. Library Director's Report

Library Director Donna Cardon commented that she has been in her position for one year. She reported to the Library Board that the statistics she had pulled may not have been harvested properly. Then, she informed that the count of registered users continued to drop but could have shown this result due to the count process. Currently, the top ten checkout

categories are children's books. Next, she reported that the two new staff members Juliawna and Calli had joined the staff, they were excited to have them and both were doing well. The Highland Glen event with presenter Karen Mosley was a success and well received. She indicated there would be a basket of books first romance novels and the genres would change monthly regarding the season and holiday. The Board reported they were happy with this idea. Following, the numbers for book talks had been well attended with 50 participants at the event. Coming soon, the Author Brian Russo will be presenting on November 11th.

Also, the Early Childhood Learning Lab, sponsored by Utah Educational Network and MIT would begin. The Library will be participating in the Early Childhood Learning Lab as one of their first Libraries to participate and the results will be used by MIT to measure at which age children can learn different concepts. Next, the family fun night would take place on November 18th and include crafts and a book sale organized by the Friends of the Library Foundation. The TEAM volunteer board was discussed by the Board. Next, Ms. Cardon stated that the LSTA grant had been pre-approved and the final proposal was due on December 1st.

Next, Ms. Cardon indicated that the Comics and Costumes event was canceled due to low pre-registration. The Board discussed with Ms. Cardon that the Library needs to grow its following for such events from a young age and the event and items purchased for the event would be used and the event recreated next year with a younger age demographic. The hope was that participants would grow up with the event and later become an event like Comicon when they were older. Ms. Anderson stated that there was one school dance conflicting with the Comics and Comics event.

Following, the results for the final assessment for OverDrive will be roughly \$1,500 and half of this would be a book credit. The OverDrive vote took place at Directors' Summit. Ms. Cardon indicated that when E-books are purchased are available exclusively to the Library for the first month, then become available to the co-op fully, however their uses will bump to the top of the list. The Board asked for more information regarding the process described above. Also, Ms. Cardon informed that the copies are counted as a "one copy, one checkout" and informed that after a month it moves onto other subscribers. In addition, most subscriptions were of limited use. For example, if there are four copies, they may be used for a limited time of two years or they may go away after they are used 20 times. Ms. Cardon indicated that some publishers were easier to work with than others. She indicated that a regular book would be discarded after 100 users making them more expensive than the use of an E-book.

Next, she reported that Kim had gone to a catalog training. Also, Kim would report at ULA regarding the Discovery Kits. There were several other conferences that will be taking place in the future and that she has decided to send Shelly to the upcoming PLA conference. In conclusion, Mr. Dixon thanked Ms. Cardon for her report.

b. Friends of the Library Report

Friends of the Library President Wayne Tanaka discussed the impact stories currently posted on the website. He commented on those featured and reported. The Library will highlight two impact stories each month. Ms. Anderson's story was recommended to be submitted.

Claudia Stillman reported that the Friends is expanding its book sale program. And that the Friends incorporated as a Utah nonprofit on October 18th. The model will be for the book sales and the profits will go to a checking account. She noted they are waiting to place their numbers in the system. Mr. Dixon asked about scanning and Ms. Stillman stated they use the ISBN number and an extra scanner from the Library. The Board and Friends representatives discussed future opportunities to sale inventory. Ms. Anderson asked if books need to be donated to the Library first and the Friends stated yes. Ms. Stillman stated that on January 1st she'd like the newsletter to explain and encourage donations. Mr. Tanaka indicated that he was excited about the book sales. Next, he discussed using authors in the community for the book talks and suggested using Claire Paulson a local author.

4. Action/Policy Items

a. Minutes

Ms. Anderson recommended the following changes to the minutes.

- Page 4. Paragraph 2 under b: "included a ~~pull~~push to get a qualified person there."
- End of page 4. "Ms. ~~Anderson~~Cardon would complete the Power Point and Ms. ~~Wells~~Anderson would complete."
- Page 3, sentence 3 under 4(b): strike "amid."

Board Chair Roger Dixon recommended the following changes to the minutes.

- Page 2: change "Highschool" to "High School."
- Page 3, sentence 3 under 4(b): capitalize "Friends."
- Page 3, fourth paragraph under 4(b): change "[no surname]" to "Whiting."

Board Member Jessica Anderson MOVED to approve 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>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 Briawna Hugh</i>	<i>not present</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

b. Revisions to the Strategic Plan

Ms. Cardon stated the strategic plan must be approved by the City Council annually. She had sent the costs to the Board to show realistic goals. She did not want the cost included in the official document. She asked can they get away with this. Mr. Dixon recommended to send the costs to Council but not include them in the official document. The Board discussed what would be the best solution. Mr. Dixon stated that they should be direct and include the costs. Board Members agreed and discussed the topic. They decided to indicate that some numbers are estimates. Ms. Cardon stated that they will not ask for extra money unless something goes wrong that they were unable to plan for. They discussed the carpets and when they might need to be replaced, how long they will last and by what means they will be replaced.

They decided to include costs and clarify that the numbers are estimates. They are on the schedule to be approved in November and final wording needed to be decided today. Ms. Cardon will clean up the document and then send it out. The Board will communicate regarding changes through an online document.

The Board reviewed the proposed draft, agreeing on the following changes.

- Add a row for RFID tagging.
- Remove the duplicate parent/child book club row.
- Add “grant-funded” indications.

Board Member Doug Cortney MOVED to adopt the strategic plan as amended this evening with Ms. Cardon to prepare this document and an additional document containing costs, and to submit both to the City Council.

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>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 Briawna Hugh</i>	<i>not present</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

c. Revisions to the Physical Item Circulation Policy

Ms. Cardon described her intentions behind the policy revision. The family card will benefit families and the Library because some family have abused the current system. In the future, each family will only be given one card. She reported that the non-

resident counts were up. She indicated it was because of the story times. She informed that the card blocks the parents if the children have fines. Currently, children's cards and parents' cards are not linked regarding fines. She stated she and her staff still needed to decide on basic details pertaining the changes. The Board discussed different scenarios that would require parents to be responsible for the fines. Ms. Cardon noted the changes will take place over three years. She indicated that the changes would take too much time to update to the policy immediately. She noted an assistant librarian is the staff's official title.

The Board reviewed the draft and agreed on the following amendments.

- In section I(C): “~~all~~ repair or replacement costs for ~~damages~~ to materials beyond normal wear and tear will be ~~made good to the satisfaction~~ determined by a ~~of~~ ~~the~~ librarian.”
- Change repair or replacement cost, section (c)
- Change family limit to 100 books for the family
- In section IV(a)(2): change “12-18” to “13-18.”
- In section IV(c): change “fees, fines, and items” to “fees, fines, costs, and items.”
- In section IV(d), change “Highland City limits” to “Highland, Alpine, and Cedar Hills city limits.”

The Board asked Ms. Cardon for clarity on policies throughout their discussion. Ms. Cardon hoped to change the fines and checkout for videos to be the same as books in the Spring. Then, the Board discussed the benefits of fine free libraries. Ms. Cardon reviewed the new policy to the Board. Teachers in Highland City limits are qualified for free non-resident cards. The Board agreed the policy was good for the Library. The Board liked that educators within the district will be allowed a card for free within the tri-cities. Next month they would re-visit outreach. Ms. Anderson asked about NUCLC cards. Ms. Cardon explained those individuals are different and a member of the co-op. Ms. Cardon is excited about the changes and informed that if patrons would like they can switch to the new account, family policy before their cards expire.

Board Member Jessica Anderson MOVED to approve the policy as amended
Board Member Natalie Reed 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>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 Briawna Hugh</i>	<i>not present</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

d. Revisions to the Privacy Policy

Ms. Cardon stated the proposed privacy policy changes were driven by changes to the circulation policy. Discussion continued, they discussed “Card holder” to “account holder” changes throughout the document. She informed that the parent is the one to receive all emails, so children are not asked for an email. Ms. Cardon stated that if a child has a fee or a hold the parent can see this. The child can see their holds or fees and cannot see what the fines or the parents’ checkouts are. Ms. Cardon stated they had not included some of these details in the document. The Board discussed parents as a third party. Then, they discussed the violation of policies and some will be turned over to the police. They discussed the card holders who are part of the co-op, how another card will be issued and how being in good standing effects their NUCLC membership. They discussed the wording regarding security.

The Board discussed the draft policy and agreed on the following changes.

- Under “Law Enforcement Requests for Information” change “the Library Patron Behavior Policy” to “Library or City policies.”
- Under “Security Cameras” change “Library Patron Behavior Policy” to “Library or City policies.”

Board Member Natalie Reed MOVED to approve the policy as amended.

Board Member Mike Burns 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>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 Briawna Hugh</i>	<i>not present</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

e. 2020 Board Meeting Schedule

Cindy Quick, Highland City Recorder requested that the Board decide on future meeting dates. Rather than schedule a December meeting that would later be cancelled, the Board agreed to cancel the December meeting. Then, the Board discussed scheduling less-frequent meetings but concluded there was still enough business that the better option would be to cancel scheduled meetings if needed.

*Board Member Natalie Reed MOVED to approve schedule as amended.
Board Member Natalie Reed 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>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 Briawna Hugh</i>	<i>not present</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

5. Discussion Items

a. Christmas Party

Ms. Cardon asked if the Board wanted to schedule a Christmas party for 2019. They decided to have a Christmas Party. Mr. Dixon stated he would be out of town for four to six weeks beginning November 4th but his absence should not affect the schedule. Board Member Claude Jones will cover for the City Council meeting. They discussed who would host the party. The Christmas party will be held on Friday, December 20, beginning at 4:30 at the Library. The Board Members and their spouses are invited. Ms. Cardon would ensure Library staff knows this is an optional event for them.

b. Board Training with American Fork

Ms. Cardon reminded the Board that the American Fork Library hosted a training session last year and invited Highland to attend. She stated that American Fork is willing to do this if the Board would like and a video could be found for training. Then, the Board informally agreed that repeating last year's arrangement would work well. The Board asked Ms. Cardon to ask American Fork if they'd like to hold it in Highland or for Highland to provide refreshments. Then, Ms. Cardon agreed to work with Cindy Quick to ensure any required notifications are posted.

c. Change of November Meeting Times

Ms. Cardon stated the scheduled November meeting conflicts with a Library event and asked if the Board would object to adjusting the time of the meeting to avoid the conflict. The Board informally agreed to start its November 21st meeting at 7:30 p.m.

6. Future Items

a. Review Strategic Plan

b. Physical Circulation Policy

7. Adjournment

*The meeting adjourned at **9:18 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 September 26, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.

DRAFT



LIBRARY BOARD AGENDA REPORT ITEM #2b

DATE: November 21, 2019
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Adopting the Corrected Strategic Plan

PURPOSE:

To explain and approve minor corrections to the Strategic Plan.

BACKGROUND:

When the Library Board approved adjustments to the Strategic Plan at their meeting in October, I made a mistake in the plan concerning replacing carpets. I had stated that the Library intended to replace the carpets in 2021 and that the cost of that replacement might require the Library to ask for extra funds from the City's general fund. After the meeting I realized that the strategic plan suggested we would need to replace the "area rugs" not the whole carpet. The replacement of the area rugs can be accomplished using the normal Library revenue.

Since the City Council was scheduled to vote on the Strategic Plan in November, I took out the sentence that was in error from the version of the Plan that was accepted in the October Library Board meeting and submitted the corrected Strategic Plan to the Council. The Library Board needs to also accept the corrected version of the Plan.

FISCAL IMPACT:

No fiscal impact

PROPOSED MOTION:

I move that we accept the corrected version of the Strategic Plan.

ALTERNATE MOTION:

ATTACHMENTS:

1. The Strategic Plan 2019-2022 revised (corrected version)

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. Some goals are expected to be funded by grants and are indicated with * below. Outside of those goals funded by grants, the goals listed below are expected to be accomplished within the current annual budget for the Library.

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 and continuing forward	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	Educate/Serve all ages	Attendance of 10 first year, 15 second	Spring 2019 and continuing forward	Programming Team

grade school age children		year, 20 third year.		
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
Start the 1000 Books Before Kindergarten program	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
Acquire RFID tags for physical collection	Inform	Equip each physical item with an RFID tag to expedite book processing.	Spring 2020	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
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

* Funded entirely or partially with grant funds.



LIBRARY BOARD AGENDA REPORT

ITEM #4a

DATE: November 21, 2019
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: FY 2019-2020 Budget Adjustments

PURPOSE:

The Library Board will consider proposed adjustments to the FY 2020 Library Fund Budget to be recommended to City Council. The Library Board will take appropriate action.

BACKGROUND:

In January each year, City departments submit any adjustments to the budget for the City Council's approval. There are a few significant adjustments that need to be made to the Library's FY 2020 budget. As outlined in the Library Board bylaws, the Board in conjunction with the Director is responsible to provide oversight to the Library Fund. As such, the adjustments for the Library Fund are first brought to the Board before being sent on to City Council for approval. The adjustments are outlined below:

Additional Revenue:

When we made the budget last spring it was estimated that the Library would have \$12,000 in carryover from the FY2019 budget. The actual carryover is \$34,419. In addition, the budgeted income from non-resident fees was \$14,000. However, if the trend continues, the actual for the year will be much higher. Last year's income for non-resident fees was \$21,000. To be conservative, this is the amount staff would like to budget for. This overall increase is due to the increase in the non-resident card fee. Finally, the amount of income from grants is higher, because the amount I am asking for LSTA grants is higher than I had anticipated, plus we received a small mini-grant. In total, the additional predicted revenues are \$33,319 higher than in the original budget.

Additional Expenses

Equipment: Increase from \$3,000 to \$5,000. We had some unexpected expenses because some equipment, including a printer, broke and a security camera and some furniture, had to be replaced.

Circulating Materials: Increase from \$20,000 to \$25,000. Last year's budget was \$25,000, but we lowered it to make our budget balance last spring. This change will again raise it to last year's level.

IT Software: Increase from \$18,000 to \$20,000. When we get self-checkout stations, we will have to purchase two additional Sirsi clients.

Supplies: Increase from \$3,000 to \$15,000. This is the biggest increase. If we get the grant money for self-checkout stands, we would like to at the same time put RFID tags in all the physical items in our collection. The cost of that will be a \$9,000 initial cost and then an additional \$.15 per item going forward.

Other: There are other small adjustments that need to be made to make the budget match actual expenditures. There is currently about \$10,000 unallocated. That money will be used to acquire the self-checkout machines if we are not awarded the grant. If we do receive the grant, those funds can go either to purchase more e-book/audiobooks, or be used as a fund to replace public access computers as they age. The determination will be made after we receive notification whether we will receive the grant.

Last minute minor adjustments

The Finance Director will not know the actual first and second quarter tax revenues until January. At that time, he will adjust the Library Revenues accordingly. His adjustments may necessitate minor changes in these Library Budget adjustments. I may also have to change certain line items if we do not receive the LSTA grant. I suggest I be allowed to make those adjustments before the City Council vote in January and then present the final adjustments for approval of the Board in the February Library Board meeting.

FISCAL IMPACT:

The total Library Budget revenue will increase by \$33,319. Expenses will increase by \$25,567 and \$10,000 is left unallocated.

PROPOSED MOTION:

I move that the Library Board accept the budget adjustments as outlined and that the Library Director be allowed to make minor adjustments based on grant application results and changes in revenue predictions that will then be approved by the Board after the City Council approval.

ALTERNATE MOTION:

I move that the Library Board accept the budget adjustments as outlined.

ATTACHMENTS:

1. Proposed Budget Adjustments for FY 2020

Library Fund

		2019-20 First Quart Actual	2019-20 Current year Budget	2,019 Current Year Actual 11/01	Percent spent	0 Adjusted Number	Note
Tax Revenue							
22-31-10	Property Taxes	1,886	264,473			264,473	
22-31-11	Delinquent Property Taxes	871	13,110			13,110	
22-31-12	Motor Vehicle Tax	5,008	21,828			21,828	
Total Tax Revenue:		7,765	299,411			299,411	
Fees & Fines							
22-32-10	Fees & Fines	4,632	15,000			15,000	
22-32-11	Non-Resident Cards	8,610	14,000			21,000	The income from non-resident fee has been higher than predicted.
22-32-12	Proctoring Services	10	160			160	
22-32-13	Printing	285	350			350	
Total Fees & Fines:		13,538	29,510			36,510	
Other Income							
22-36-10	Interest Income	108	400			400	
22-36-11	Donations	183	300			300	
22-36-12	Grants	437	17,000			20,900	The LSTA grant amount I am asking for is higher than I initially expected. Plus we received a \$400 mini grant to help with Census.
22-36-13	Surplus	0	0			0	Total expected grant income: LSTA, \$15500; CLEF, \$5000; Mini-Grant \$400. Total \$20900
Total Other Income:		729	17,700			21,600	
PY Carryover							
22-39-90	PY Carryover Budget	0	12,000			34,419	Actual amount
Total PY Carryover:		0	12,000			34,419	
Operating Expenses							
22-43-11	Salaries/Wages	19,485	84,973	22,731	27%	84,973	
22-43-12	Overtime	0	0			0	
22-43-13	Employee Benefits	11,275	48,248	13,129	27%	48,248	
22-43-14	Salaries/Wages Part-Time	29,899	131,013	39,793	30%	131,013	
22-43-21	Equipment	1,268	3,000	1,881	63%	5,000	Needed to buy a new printer, new chairs for Children's department because they broke. TV Stand, Things for the Teen Corner
22-43-22	Library Board Expenses	0	1,500	480	32%	1,500	
22-43-23	Books & Materials	5,965	20,000	8,666	43%	25,000	To cover increased e-book purchases
22-43-25	Mileage Reimbursement	0	200	68	34%	200	
22-43-26	Insurance & Bonds	0	0	0	0%	0	
22-43-27	Postage	0	250	0	0%	250	
22-43-28	IT Software	10,971	18,000	12,470	69%	20,000	We will get two Symphony clients when we switch to self check out.
22-43-29	Printing	0	250	0	0%	250	
22-43-30	Programming	1,703	8,600	2,271	26%	8,600	
22-43-31	Phone Reimbursement	415	1,320	484	37%	1,450	There was some confusion last spring about this rate. Now it is settled.
22-43-32	Uniforms/Emp. Misc.	64	2,500	79	3%	2,500	
22-43-33	Continuing Education	60	3,000	82	3%	3,500	Decided to send Shelly to PLA, So we needed to purchase a ALA membership for her as well as me.
22-43-35	Office Supplies	1,931	3,000	2,475	83%	15,000	RFID tags (9,000) Library Cards (900)
22-43-50	Grant Expenditures	189	17,000	189	1%	20,900	
22-43-61	Indirect Overhead	2,210	8,838	2,946	33%	8,838	
22-43-62	Insurance Expense	1,213	1,175	1,212	103%	1,212	one time expense
22-43-75	Internal Service IT Expense	0	2,530	0	0%	2,530	
Total Operating Expenses		86,648	355,397	108,956	0	380,964	
Library Fund							
Revenue Total:		22,032	358,621			391,940	
Library Fund Expenditure Total:		86,648	355,397			380,964	
Net Total Library Fund:		(64,617)	3,224			10,976	Held in reserve in case we don't get LSTA grant



LIBRARY BOARD AGENDA REPORT

ITEM #4b

DATE: November 21, 2019
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Book Donation Criteria Policy

PURPOSE:

The Library Board will consider changes to the Library's Book Donation Criteria Policy. The Library Board will take appropriate action.

BACKGROUND:

The Library has always accepted donations of used books. Some of the books are incorporated into the Library collection, but 90% or more are offered for sale on our Used Book Sale shelf. Accepting and sorting through donations takes a considerable amount of staff time even using criteria to narrow the donations to only new or popular books. The Library is near capacity and will soon reach the point that for every book that is added to the collection, another will have to be discarded. Given this fact, staff believes it is more prudent to add new books to the Library's collection through staff ordering so that we ensure the most relevant books are added.

In contrast, the Friends of the Library want to increase the number of books that are donated to the library now that they have a system established where they can sell them online to raise money for the Library.

The staff is recommending that the Library no longer accept donations of used books. Instead, all donations will go to the Friends of the Library. The Friends of the Library have agreed to let the Library staff members periodically check the books that have been donated to the Friends, and take whichever ones they would like to add to the collection.

FISCAL IMPACT:

There may be a small fiscal impact as the Library will occasionally purchase books that they may have been able to obtain through donation, but that cost will be offset by increase in revenues from the Friends of the Library that will be used to support Library services.

PROPOSED MOTION:

The Library Board approve the changes in the Book Donation Criteria Policy.

ATTACHMENTS:

1. Book Donation Criteria (track changes)
2. Book Donation Policy (clean copy)

Highland City: Book Donation ~~Criteria~~Policy

We are excited to accept books:

1. With no writing in the front/back covers or inside pages.
2. That are not water damaged, cracked, or have broken or bent covers.
3. Without any torn edges or pages.
4. Published in 2010 or later.
5. That are not textbooks, manuals, workbooks, dictionaries, or encyclopedias.
6. That were not previously owned by a library.

Not all donated books will be added to our collection. Books not added to our collection will be offered in our used book sale and proceeds from sales will benefit Library services.

Thank you for your donations!

The Highland City Library does not accept book donations, but they encourage interested parties to donate used books to the *Friends of the Library*. Proceeds from the sale of donated books will be used to support Library services.

Formatted: Left

Formatted: Font: Italic

The Friends of the Library will accept any fiction, nonfiction and textbooks that are gently used, including children’s and adult books, as well as DVD’s in good condition.

They cannot accept

- VHS
- Magazines
- Music CD’s
- Books that are:
 - Water damaged
 - Moldy
 - Missing pages
 - Heavily underlined or marked.

Formatted: List Paragraph, Left, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Left, Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"

Donations for the *Friends of the Library* can be deposited in the donation book drop at the Library or at various places in the community. Donation books should not be brought to the Library circulation desk or deposited in the outdoor Library book drop.

Formatted: Left

Formatted: Font: Italic

Formatted: Underline

Formatted: Font: Bold

Highland City: Book Donation Policy

The Highland City Library does not accept book donations, but they encourage interested parties to donate used books to the *Friends of the Library*. Proceeds from the sale of donated books will be used to support Library services.

The *Friends of the Library* will accept any fiction, nonfiction and textbooks that are gently used, including children's and adult books, as well as DVD's in good condition.

They cannot accept:

- VHS
- Magazines
- Music CD's
- Books that are:
 - Water damaged
 - Moldy
 - Missing pages
 - Heavily underlined or marked.

Donations for the *Friends of the Library* can be deposited in the donation book drop at the Library or at various places in the community. Donation books should not be brought to the Library circulation desk or deposited in the outdoor Library book drop.

Thank you for your donations!



LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: November 21, 2019
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Advocacy Initiative

PURPOSE:

To explain a new advocacy initiative and mobilize the Library Board in the first steps of the initiative.

BACKGROUND:

I have now been Library Director for one year. During that time, we have greatly expanded services, especially to children and families. As we look forward I would like to discover what the Library could do to meet the needs of a larger demographic within our service area. What could the Library do to help businesses, educators, government officials, faith groups and other groups? To meet those kinds of needs, we must first discover what they are.

I propose that the Library Board assist the Library in a community needs assessment. The first step of this assessment is to identify influential people in each of four areas; business, government, education, and faith community. Then Board members and I can arrange to interview these leaders and discover what they perceive as the most pressing needs of the community. We can then report on our findings and see if there is anything the Library can do to meet the needs.

FISCAL IMPACT:

No initial fiscal impact.

PROPOSED MOTION:

I move that the Library Board undertake the Advocacy Initiative as it has been outlined.

ALTERNATE MOTION:

I move that an ad hoc committee be formed to undertake the Advocacy Initiative consisting of ...