

Library Board Meeting Agenda

January 23, 2020

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

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

1. Welcome New Member: Kim Rodela

2. Public Comment

3. Consent

- a. Approve Final Budget Adjustments

4. Reports

- a. Library Director's Report

5. Action/Policy Items

- a. Collections for Missing Items

6. Discussion Items

- a. Community Leaders Advocacy
- b. Strategic Plan Update
- c. Change DVD Fines for Next Fiscal Year
- d. Training – January 30, 2020 – 7:00 pm

7. Future Agenda Items

- a. 2021 Fiscal Year Budget

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.

Posted and dated this 22nd day of January, 2020

Cindy Quick, MMC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS



LIBRARY BOARD AGENDA REPORT

ITEM #3a

DATE: January 23, 2020
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Final Budget Adjustments

PURPOSE:

To approve the version of the Budget Adjustments that was approved by City Council.

BACKGROUND:

In November, the Library Board approved budget adjustments for this FY with the understanding that there might be some minor changes before the adjustments were sent to the City Council on January 21. There were a couple of changes of note.

1. After consulting with Gary, we decided to lower the number I had put as expected income from non-resident cards from \$21,000 to \$16,000. He suggested that a lower estimate was safer than the higher one I had proposed because the rate of new nonresident cards has slowed in the past two months.
2. The budget the Board approved in November had about \$10,000 that was unallocated that we decided to reserve for equipment replacement. Since November, the Library staff have noticed that every time there is a storm, books in the exterior book drop get water damage. An inspection of the book drop revealed extensive rust damage. I have therefore decided the extra funds should just go in the equipment budget to cover the cost of a new book drop.
3. The amount we received for CLEF Grant and the amount I asked from LSTA grant changed slightly, so both the Grant Income and Grant Expenditures amounts were changed slightly.

The Budget presented here was approved by City Council at their meeting on January 21.

FISCAL IMPACT:

The final version of the Budget has \$7,319 less in revenue and \$2,450 more in expenditures. The unallocated amount changed from \$10,976 to \$1,207

RECOMMENDATION:

Staff recommends approving the budget as attached.

PROPOSED MOTION:

I move that the Library Board accept the final budget adjustments by consent.

ATTACHMENTS:

1. Budget Adjustments Approved by the City Council

Library Fund

		2019-20 First Quart Actual	2019-20 Current year Budget	2,019 Current Year Actual 12/31	0 Percent spent/received	Adjusted Number	Note
Tax Revenue							
22-31-10	Property Taxes	1,886	264,473	228,554	0.86	264,473	
22-31-11	Delinquent Property Taxes	871	13,110	1,646	0.13	13,110	
22-31-12	Motor Vehicle Tax	5,008	21,828	11,123	0.51	21,828	
Total Tax Revenue:		7,765	299,411	241,322	0.81	299,411	
Fees & Fines							
22-32-10	Fees & Fines	4,632	15,000	8,118	0.54	15,000	
22-32-11	Non-Resident Cards	8,610	14,000	13,510	0.97	16,000	The income from non-resident fees has been higher than predicted.
22-32-12	Proctoring Services	10	160	10	0.06	160	
22-32-13	Printing	285	350	545	1.56	350	
Total Fees & Fines:		13,538	29,510	22,183	0.75	31,510	
Other Income							
22-36-10	Interest Income	108	400	108	0.27	400	
22-36-11	Donations	183	300	196	0.65	300	
22-36-12	Grants	437	17,000	437	0.03	15,000	The LSTA grant amount I am asking for is lower than I initially expected.
22-36-13	Surplus	0	0	0	0.00	0	Total expected grant income: LSTA, \$9206; CLEF, \$5000; Mini-Grant \$400. Total \$
Total Other Income:		729	17,700	741	0.04	15,700	
PY Carryover							
22-39-90	PY Carryover Budget	0	12,000	34,419	2.87	38,000	Actual amount
Total PY Carryover:		0	12,000	38,000	3	38,000	
Operating Expenses							
22-43-11	Salaries/Wages	19,485	84,973	39,119	46%	84,973	
22-43-12	Overtime	0	0			0	
22-43-13	Employee Benefits	11,275	48,248	22,595	47%	48,248	
22-43-14	Salaries/Wages Part-Time	29,899	131,013	60,107	46%	131,013	
22-43-21	Equipment	1,268	3,000	2,305	77%	13,000	Needed to buy a new printer, new chairs for Children's department because they broke. TV Stand, Things for the Teen Corner, New Book Drop and trucks, New servalance cameras
22-43-22	Library Board Expenses	0	1,500	480	32%	1,500	
22-43-23	Books & Materials	5,965	20,000	11,851	59%	25,000	To cover increased e-book purchases
22-43-25	Mileage Reimbursement	0	200	110	55%	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	2,713	32%	8,600	
22-43-31	Phone Reimbursement	415	1,320	830	63%	1,800	There was some confusion last spring about this rate. Now it is settled.
22-43-32	Uniforms/Emp. Misc.	64	2,500	563	23%	2,500	
22-43-33	Continuing Education	60	3,000	727	24%	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%	15,000	
22-43-61	Indirect Overhead	2,210	8,838	3,036	34%	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	160,782	0	383,414	
Library Fund							
Revenue Total:		22,032	358,621	302,246	0.84	384,621	
Library Fund Expenditure Total:		86,648	355,397	160,782	0.45	383,414	
Net Total Library Fund:		(64,617)	3,224	141,464		1,207	



LIBRARY BOARD AGENDA REPORT

ITEM #6c

DATE: January 23, 2020
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Collections for Lost Items

PURPOSE:

The Library Board will discuss a course of action for patrons who have checked out library items and have not returned them. The Library Board will take appropriate action.

BACKGROUND:

According to the Library's Circulation Policy, "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." In the recent past, the Library has chosen not to exercise this right because of the negative publicity that might result.

Recently, Kim has done a study of patrons with large fines. There are currently 134 patrons with fines of \$50 or more. Many are the result of overdue fines, and some of them are several years old. I don't believe that it is worthwhile to submit those fees to a collection agency. There are, however, 87 patrons that have checked out more than \$50 worth of Library materials and have not returned them. The total value of the lost materials is about \$9,613. Most of the people on the list have already been contacted via email 3 times, and asked to return items or pay replacement costs. The patrons have either not received the emails, or have chosen to ignore them. This is basically equivalent to theft from the Library. Included in the list of missing items are 3 of our new discovery kits. Each kit has a bag, 5 books and 2 toys and is valued at around \$100. The kits are relatively new, having been made available in July of 2019.

If the Board does elect to move forward with sending patrons to collections, Donna would work with the City Treasurer who handles collections for the City. She would send out one final mail notice warning the patron that they will be sent to collections in 30 days if they do not pay their fees or return the items. If the patrons do not comply, she will begin the collection process.

We would like to discuss with the Library Board whether it is prudent to send individuals to a collection agency to try to retrieve payment for library items that have been checked out and not returned. While it is drafted in policy that we can and it is a significant amount of money, there may well be negative publicity or backlash as a result.

FISCAL IMPACT:

The value of the missing items that might be reclaimed through collections is \$9,613.26. Of course, not all would be reclaimed and some that is reclaimed would be retained by the collections agency as their fee. The collection agency the City employs charges a 18% fee on any money they are able to collect. Our circulation policy states that, "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." As such, we will be able to add some on to their bill to recoup some of the collections costs.

RECOMMENDATION:

Staff recommends that we do send patrons to collections, but only if they have more than \$50 worth of items they have checked out and not returned and that staff has attempted to make contact with them at least 3 times.

PROPOSED MOTION:

I move that the Library go forward with submitting patrons to collections when they have more than \$50 worth of items they have checked out and not returned and that staff has attempted to contact the patron at least 3 times.

ALTERNATE MOTION:

I move that the Library submit patrons to collections when they have more than ____ worth of items they have checked out and not returned.

OR

Library Board should draft a different alternative motion.

ATTACHMENTS:

1. List of fines over \$50.

Library Fines over \$50
January 2020

1

Library Card #	Minor/ Adult	Year	Total Fines	Lost Books	Fines	Contacts
25400000137698	A	2017/2018	\$72.17	\$32.97	\$39.20	3
25400000136237	A	2017	\$106.49	\$17.99	\$88.50	3
25400000159288	A	2020	\$94.94	\$94.94	\$0.00	1
25400000141526	M	2017	\$60.90	\$0.00	\$60.90	3
25400000110182	A	2014	\$65.90	\$33.50	\$32.40	3
25400000153513	A	2018	\$107.79	\$12.99	\$94.80	3
25400000107881	A	2018/2019	\$109.30	\$0.00	\$109.30	3
25400000138647	A	2017	\$94.80	\$94.80	\$0.00	3
25400000138639	A	2017	\$50.94	\$50.94	\$0.00	3
25400000138654	A	2017	\$147.91	\$147.91	\$0.00	3
25400000114903	A	2019	\$69.30	\$68.00	\$1.30	3
25400000115686	M	2015	\$52.06	\$52.06	\$0.00	3
25400000166408	A	2018	\$129.99	\$129.99	\$0.00	3
25400000092422	A	2019	\$65.99	\$14.99	\$51.00	3
25400000101488	A	2020	\$270.98	\$270.98	\$0.00	1
25400000145709	M	2019	\$94.32	\$85.82	\$8.50	3
25400000081367	A	2012/2014	\$59.95	\$47.95	\$12.00	3
25400000079510	M	2013	\$190.76	\$0.00	\$190.76	3
25400000079536	M	2013	\$74.92	\$74.92	\$0.00	3
25400000066004	M	2010	\$83.96	\$34.96	\$49.00	3
25400000083512	A	2013	\$96.90	\$96.90	\$0.00	3
25400000127160	A	2019	\$114.82	\$114.82	\$0.00	3

Library Fines over \$50
January 2020

2

25400000116122	M	2019	\$58.70	\$0.00	\$58.70	3
25400000124837	A	2015	\$92.17	\$45.97	\$46.20	3
25400000122187	A	2017	\$65.20	\$0.00	\$65.20	3
25400000161540	A	2019	\$102.95	\$102.95	\$0.00	3
25400000164361	M	2019	\$101.67	\$96.77	\$4.90	3
25400000034085	A	2009	\$182.93	\$182.93	\$0.00	3
25400000115637	M	2015	\$93.89	\$88.89	\$5.00	3
25400000109275	M	2018	\$88.87	\$67.97	\$20.90	3
25400000030877	A	2009	\$112.87	\$112.87	\$0.00	3
25400000109101	A	2014	\$64.00	\$0.00	\$64.00	3
25400000142250	A	2017	\$59.18	\$45.98	\$13.20	3
25400000132970	A	2016	\$78.08	\$76.48	\$1.60	3
25400000134166	A	2017	\$60.55	\$38.95	\$21.60	3
25400000092000	A	2018/2019	\$90.85	\$20.95	\$69.90	3
25400000151111	M	2019/2020	\$77.99	\$10.99	\$67.00	1
25400000151103	A	2019	\$119.80	\$0.00	\$119.80	3
25400000135247	M	2017	\$91.98	\$75.98	\$16.00	3
25400000130578	A	2019	\$59.40	\$0.00	\$59.40	2
25400000072002	M	2014	\$52.49	\$34.99	\$17.50	3
25400000141120	A	2017	\$54.99	\$54.99	\$0.00	3
25400000058050	A	2011	\$102.94	\$86.94	\$16.00	3
25400000048077	A	2010	\$78.94	\$54.94	\$24.00	3
25400000156896	A	2019	\$316.33	\$291.13	\$25.20	3
25400000111578	A	2016	\$66.35	\$66.35	\$0.00	3

Library Fines over \$50
January 2020

3

25400000094170	A	2013	\$53.95	\$53.95	\$0.00	3
25400000136377	A	2018	\$51.99	\$51.99	\$0.00	3
25400000137557	A	2020	\$64.90	\$64.90	\$0.00	3
25400000141690	A	2017	\$191.28	\$191.28	\$0.00	3
25400000050776	M	2011/2012	\$63.35	\$30.95	\$32.40	3
25400000142540	M	2017	\$50.99	\$20.99	\$30.00	3
25400000151285	M	2019	\$50.99	\$20.99	\$30.00	3
25400000151293	M	2019	\$51.99	\$11.99	\$40.00	3
25400000135197	A	2017	\$89.95	\$89.95	\$0.00	3
21411000179212	A	2017	\$329.28	\$329.28	\$0.00	3
25400000076318	M	2013/2018	\$94.12	\$63.92	\$30.20	3
25400000065923	A	2011	\$78.28	\$57.98	\$20.30	3
25400000130388	A	2018	\$79.00	\$0.00	\$79.00	3
25400000162563	A	2019	\$61.96	\$61.96	\$0.00	3
25400000152598	A	2019	\$81.32	\$80.32	\$1.00	3
25400000140916	A	2016/2017	\$51.40	\$0.00	\$51.40	3
25400000150527	A	2019	\$108.45	\$108.45	\$0.00	3
25400000132186	A	2019	\$87.32	\$57.92	\$29.40	2
25400000146699	A	2019	\$92.80	\$92.80	\$0.00	3
25400000119019	M	2014	\$76.59	\$36.99	\$39.60	3
25400000123698	A	2017	\$70.74	\$25.94	\$44.80	3
21411000166433	A	2019	\$65.96	\$65.96	\$0.00	3
25400000153331	A	2017/2018	\$106.89	\$60.99	\$45.90	3

Library Fines over \$50
January 2020

4

25400000080542	M	2011	\$123.95	\$113.95	\$10.00	3
25400000137797	M	2017	\$86.00	\$26.00	\$60.00	3
25400000032535	M	2010	\$109.92	\$93.92	\$16.00	3
25400000114010	A	2019	\$106.70	\$0.00	\$106.70	3
25400000134695	A	2017	\$109.83	\$109.83	\$0.00	3
25400000134687	A	2017	\$50.95	\$50.95	\$0.00	3
25400000020688	A	2019	\$73.38	\$54.98	\$18.40	3
25400000108392	A	2014	\$53.57	\$32.07	\$21.50	3
25400000094246	A	2016/2017	\$94.73	\$24.93	\$69.80	3
25400000140635	A	2019	\$62.16	\$48.96	\$13.20	3
25400000091317	A	2017/2018	\$93.97	\$93.97	\$0.00	3
25400000110315	M	2015	\$71.35	\$18.95	\$52.40	3
25400000138456	M	2017/2018	\$88.99	\$54.99	\$34.00	3
25400000151608	A	2018/2019	\$109.95	\$108.95	\$1.00	3
25400000135734	A	2016/2017	\$169.80	\$152.90	\$16.90	3
25400000114887	A	2017/2018	\$92.25	\$19.95	\$72.30	3
25400000088784	A	2012	\$209.89	\$209.89	\$0.00	3
25400000089030	M	2012	\$269.55	\$269.55	\$0.00	3
25400000140684	A	2017	\$69.98	\$69.98	\$0.00	3
25400000070253	A	2017/2018	\$92.55	\$30.75	\$61.80	3
25400000111263	M	2016/2017	\$56.99	\$42.99	\$14.00	3
25400000002769	A	2019	\$141.20	\$0.00	\$141.20	3
25400000075146	A	2018/2019	\$68.40	\$0.00	\$68.40	3
25400000138019	A	2017	\$55.00	\$55.00	\$0.00	3

Library Fines over \$50
January 2020

5

25400000129869	A	2017	\$59.07	\$56.97	\$2.10	3
25400000155732	A	2019	\$50.40	\$13.00	\$37.40	2
25400000121924	M	2017	\$52.94	\$52.94	\$0.00	3
25400000148836	A	2018	\$140.93	\$55.93	\$85.00	3
25400000148687	A	2018	\$72.18	\$53.58	\$18.60	3
25400000085863	A	2012	\$71.96	\$71.96	\$0.00	3
25400000105844	M	2014	\$96.55	\$94.95	\$1.60	3
25400000117625	A	2015	\$56.38	\$29.98	\$26.40	3
25400000065600	A	2018/2019	\$80.88	\$39.98	\$40.90	3
25400000093461	A	2010/2013	\$360.73	\$360.73	\$0.00	3
25400000065139	A	2010	\$58.93	\$46.93	\$12.00	3
23014000930903	A	2017/2019	\$251.91	\$106.93	\$144.98	3
25400000136906	M	2016/2017	\$104.70	\$77.30	\$27.40	3
25400000077431	A	2011	\$96.73	\$75.93	\$20.80	3
25400000164353	A	2019	\$69.83	\$69.83	\$0.00	3
25400000067911	A	2011	\$65.89	\$33.89	\$32.00	3
25400000079676	A	2018/2019	\$52.70	\$0.00	\$52.70	3
25400000160989	A	2019	\$52.60	\$0.00	\$52.60	3
25400000148141	M	2017/2018	\$123.20	\$0.00	\$123.20	3
25400000127038	A	2015	\$96.00	\$0.00	\$96.00	3
25400000123326	A	2017	\$65.10	\$0.00	\$65.10	3
25400000025380	A	2011	\$76.87	\$61.87	\$15.00	3
25400000148281	A	2018	\$117.95	\$117.95	\$0.00	3

Library Fines over \$50
January 2020

6

25400000073604	A	2019	\$95.97	\$32.97	\$63.00	3
254000000160559	A	2019	\$82.50	\$69.00	\$13.50	3
254000000086564	A	2014	\$54.48	\$44.98	\$9.50	3
254000000135379	A	2018	\$65.94	\$30.94	\$35.00	3
254000000096688	A	2014	\$84.20	\$0.00	\$84.20	3
254000000114051	M	2015	\$53.99	\$53.99	\$0.00	3
254000000012016	A	2018	\$58.80	\$25.00	\$33.80	3
254000000113046	A	2015	\$76.28	\$61.88	\$14.40	3
254000000126121	A	2019	\$172.93	\$172.93	\$0.00	3
254000000152689	A	2019	\$55.98	\$55.98	\$0.00	3
254000000154271	A	2019	\$88.99	\$8.99	\$80.00	3
254000000107816	M	2019	\$98.48	\$20.98	\$77.50	3
254000000054505	M	2013	\$103.92	\$103.92	\$0.00	3
254000000115660	A	2015/2016	\$66.79	\$18.99	\$47.80	3
254000000135387	A	2019	\$79.33	\$70.93	\$8.40	1
254000000076847	A	2011/2012	\$51.65	\$39.95	\$11.70	3
254000000155005	A	2017/2018	\$293.73	\$293.73	\$0.00	3
254000000116338	A	2019/2020	\$92.40	\$0.00	\$92.40	3
254000000074073	A	2019	\$170.92	\$170.92	\$0.00	2
254000000164056	A	2019	\$84.56	\$80.96	\$3.60	3
254000000019508	M	2009	\$122.28	\$122.28	\$0.00	3
254000000022510	M	2009	\$121.11	\$113.11	\$8.00	3
254000000119340	A	2014/2017	\$302.77	\$302.77	\$0.00	3
Total			\$13,755.20	\$9,613.26	\$4,141.94	