

WEBER COUNTY LIBRARY SYSTEM

OGDEN, UTAH

February 29, 2024

The Weber County Library Board of Trustees will meet at 5:00 p.m., Tuesday, March 5, 2024, in the boardroom of the Headquarters Library, 2039 W. 4000 South, Roy.

**AGENDA**

Public Comments:

Review/Action:

Approval of February 6, 2024, Meeting Minutes

Commissioner's Report

Friends of the Library Report

Director's Report

Proposed Adams Avenue Apartments and Discussion of Bifurcating the Library and Building Site Properties

Motion to Close Public Meeting and Reconvene in an Executive Session to Discuss Character, Professional Competence, or Physical or Mental Health of an Individual and a Facilitate a Strategy Session to Discuss the Purchase, Exchange or Lease of Real Property.

Motion to Reconvene the Public Meeting

Approval of Library Director's Performance Plan

Other

Motion to Adjourn

WEBER COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES

February 6, 2024

Board Members

in Attendance: Shannon Sebahar, Chair  
Diana Allison  
Sandra Crosland  
Jim Harvey  
Wendy Ogata  
Reed Spencer  
John Watson

Others

in Attendance: Bryan Baron, Deputy Weber County Attorney  
Phoebe Carter, Assistant Director  
Shari Creer, Friends of the Library  
Marcia Harris, Library Development Fund  
Holly Okuhara, Assistant Director  
Julia Valle, Business Office Manager  
Lynnda Wangsgard, Director

Public Comments:

Sebahar called the meeting to order at 5:00 p.m. and invited public comments.

Wangsgard presented a letter from Heather Hogge, requesting the board consider funding a new position to be set aside for a special needs person. Ms. Hogge noted that offering the dignity of employment would be an appropriate use of public funding, giving an individual the opportunity to develop needed skills. The position could be for as few as 10 hours a week and perhaps the ultimate goal would be to create five positions, one at each county library. The financial burden would not be significant, Ms. Hogge reasoned.

Board members discussed the desire to facilitate employment for those with special needs and asked if the library currently employs individuals who may fall into this category. Wangsgard noted there are employees who do have special challenges, but they have been able to secure a position through regular county hiring processes. The county has legal requirements to make positions available to all qualified area applicants. If a position were to be developed, the job would have to be opened to all “special needs” individuals. The term “special needs” would need to be defined and no one could be preselected.

After a discussion of the logistics and legal constraints regarding Ms. Hogge’s suggestion, Sebahar was asked to write a response, noting the library would be pleased to accept applications for volunteer service, but employment was not a possibility at this time.

Approval of December 5, 2023, Meeting Minutes (the January 2, 2024, meeting was canceled):

Sebahar called for questions, comments, or corrections to the December 5, 2023, meeting minutes.

Crosland moved approval as distributed. Watson seconded the motion. All voted in the affirmative.

Friends of the Library Report:

Creer reported Friends support of a very successful Winter Fest, hosted by employees at the Main Library. Friends sponsored live music for the celebration.

Director's Report:

Wangsgard reviewed the 2023 fiscal year (FY) budget report. Revenue totals did not yet reflect a final property tax settlement and was currently short \$747,627, or 5.3%. With all expenses accounted for, 95.4% of the budget had been expended. Three expense line items had been over expended, including bank charges, \$109, or 1.7%; utilities, \$21,572, or 5.9%; and fleet management, \$27, or 9.9%. A total of \$667,456 was available to offset the shortfall in revenue. Wangsgard noted the final revenue settlement will accommodate completing the year under budget while also holding down expenses to the extent that a possible shortfall in revenue collections will not negatively affect the library fund balance.

The public's use of the library had increased significantly from 2022 to 2023 as detailed by the yearend output measures report.

Wangsgard praised employees for doing an outstanding job of accommodating phenomenal increases in public use while still staying within budget parameters.

The 2024 financial report illustrated transfers in the amount of \$303,000 from a "sundry expense" line item to eleven other line items to "make them whole." In other words, make the totals equal to the library board's original budget request. Wangsgard noted the support of the county comptroller in utilizing this method of finessing the budget was much appreciated.

SERVICE METRIC COMPARISON					
Service		2022	2023	=	% + or -
Reference Services		784,324	895,238	=	14
		100	x		
Programs	Groups	3,912	3,692	=	-5.624
		100	x		
	Individuals	105,754	151,899	=	43.63
		100	x		
Public Meeting Room Use	Groups	5,830	6,477	=	11.1
		100	x		
	Individuals	143,166	164,924	=	15.2
		100	x		
Cataloging and Interlibrary Loans		28,311	33,828	=	19.49
		100	x		
Library Cards Issued		18,383	20,153	=	9.628
		100	x		
Circulation & Use of Electronic Media		2,271,727	2,347,713	=	3.345
		100	x		
Visits		738,231	1,040,019	=	40.88
		100	x		

Graphs distributed during the meeting illustrated estimated FY 2024 revenue and expenses.

Property taxes account for 94% of the estimated revenue with registered vehicle fees accounting for four percent. Sundry revenue, facilities rent, state and local grants, interest earnings, and fines and fees make up the remaining items in the revenue stream. Collections from overdue fees were projected to be approximately \$82,000 and book replacement fees \$34,000.

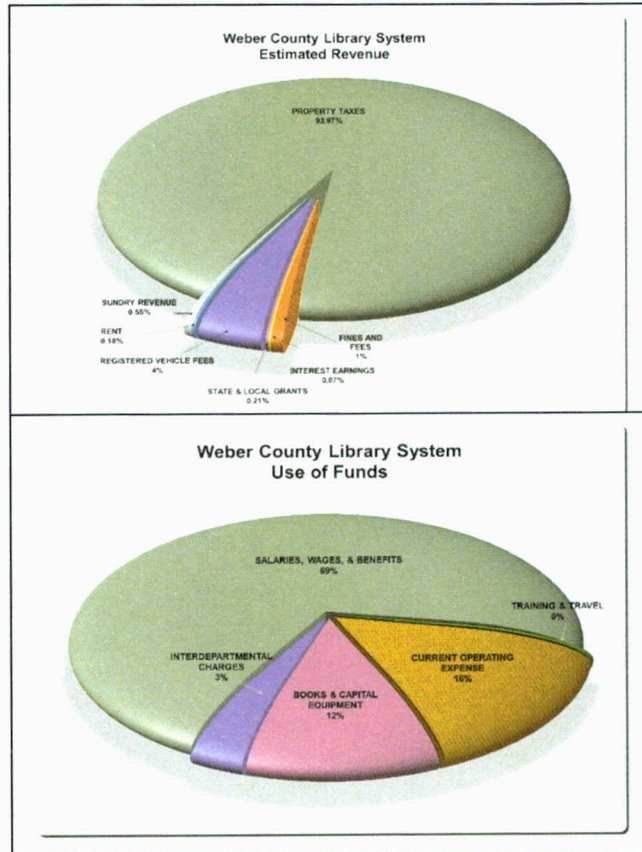
Salaries and wages will account for 69% of the use of funds with operating expense, the next highest use of funds category, totaling 16%. Books and capital equipment account for 12% and interdepartmental charges for services 3%.

Wangsgard noted that almost seven out of every ten budget dollars are used to employ an excellent workgroup, which is what the community has come to expect. With this budget commitment, however, comes the expectation that employees will provide forward-facing, third space opportunities for life-long learning, delivered with a radically civil customer service ethic.

Sebahar asked if it was realistic to believe \$82,000 would be collected in overdue fines during 2024 since only \$76,000 was collected during 2023.

Wangsgard said the number estimated during June of last year was based on collections at that time. Because circulation is increasing at a significant rate, it was reasonable to expect collections would increase as well. The increase pegged at 3.5% as of July actual collections, didn't keep pace through the last half of the year. Loaning eMedia items saves the cost of handling the materials inhouse, but these transactions do not generate revenue. Items loaned simply disappear from the borrower's device and are never overdue. Since eMedia circulation sometimes approaches 30% of the total circulation and continues to increase over time, overdue collections are becoming increasingly hard to estimate.

Strategic plans and goals had been established for the year and an organizational meeting held to communicate and coordinate responsibilities across all divisions. Managers had stepped forward to present their plans in seven management areas: collections, fiscal, personnel, property, program, public service, and technology. In addition to detailing projects and timelines, a robust training calendar had been solidified to help ensure all employees have the tools they need to excel in their jobs.



In addition to a copy of the organizational meeting agenda, board members received a copy of the flexible meeting and training calendar.

Review and Discussion: Meeting Room Policy:

Board members reviewed the library meeting room policy, paying special attention to section I.Q., directional signs. The goal of the discussion was to facilitate helping meeting attendees locate the appropriate reserved venue without setting a precedent, which would allow inappropriate signs and banners to be posted outside of areas set aside as limited public forums. Baron reminded those present that the meeting room policy works in tandem with the board policy on access to buildings and grounds.

After thorough discussion Allison moved to amend the policy to read:

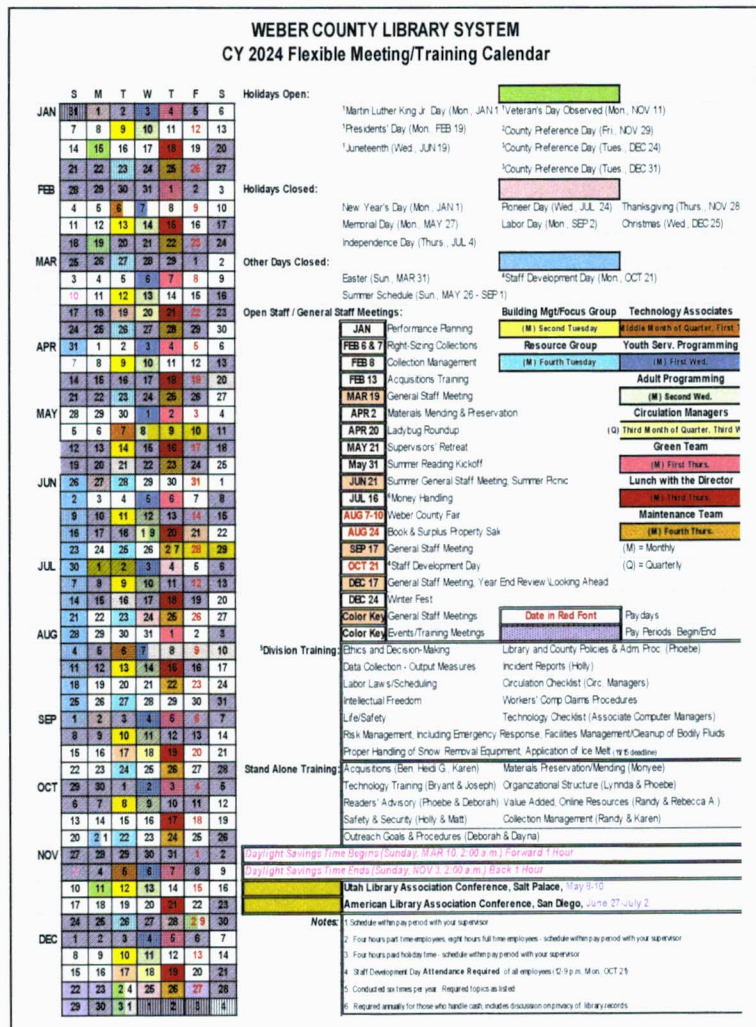
Groups may bring their own directional signs for placement outside a meeting room. Such signs should be clean and neat in appearance, limited in size to 22" x 28" and may only display the name of the organization and the time of the meeting. Upon request, the library will provide an 8.5" x 11" directional sign and an easel.

Spencer seconded the motion. There being no further discussion, Sebahar called for a vote on the motion. All present voted in the affirmative.

Library Director’s Annual Assessment Plan:

Spencer reported on a meeting of the subcommittee, composed of Allison, Spencer, and Harvey, to develop a procedure for conducting an annual performance review for the library director. The subcommittee’s recommendation was that “the board of trustees evaluation of the library director follow the same structure, process, and timeline as is used for all employees in the library system, with the board acting as ‘supervisor’ in the evaluation process.” He noted this may be appropriate language to add to the board’s bylaws, an item for later discussion.

Spencer reviewed the process used for performance planning and evaluations, noting the steps created a tried and true process that had been in place for at least two decades. Board members



received copies of relevant documents including sample performance plan, position description, recommended performance plan weights, employee and supervisor update forms, and a detailed description of performance standards recommended by the county.

Next steps will be to meet with the director to review a performance plan and make a recommendation for the plan's approval during an executive session of a subsequent board meeting.

Other:

There being no further business, Ogata moved to adjourn. Crosland seconded the motion. All voted in the affirmative.

Respectfully submitted: *Julia Valle* *3/15/2024*  
Julia Valle Date