

WEBER COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES

Date: December 6, 2022

Board Members

in Attendance: Diana Allison  
Jim Harvey  
Shannon Sebahar  
Reed Spencer  
John Watson

Board Members

Excused: Sandra Crosland  
Wendy Ogata

Others

in Attendance: Bryan Baron, Deputy Weber County Attorney  
Karen Burton, Ogden Valley Branch Manager  
Phoebe Carter, Assistant Director  
Shari Creer, Friends of the Library President  
Holly Okuhara, Assistant Director  
Julia Valle, Business Office Manager  
Lynnda Wangsgard, Director

Public Comments:

Spencer called the meeting to order at 5 p.m., noting Crosland had asked to be excused. He congratulated Baron on the birth of his daughter.

There were no public comments.

Approval of November 1, 2022 Meeting Minutes:

Spencer called for comments or corrections to the November 1, 2022, meeting minutes. Watson moved approval. Allison seconded the motion. All voted in the affirmative.

Board Training Vignette – Shannon Sebahar:

Sebahar noted her presentation was more of an update on an ongoing Library problem rather than a vignette. She began by reminding everyone that Wangsgard had characterized the change in the County workweek formerly running from Friday through Thursday, to the current Saturday through Friday arrangement, as “the worst thing that had ever happened to Library employees.” Sebahar wondered if everyone had really grasped the dynamic of this statement, and why the change in workweek is such an issue. It is very complicated and has taken some digging and several conversations for her to understand, she noted.

The change in workweek was a good thing for the County, Sebahar continued. There are personnel working at places like Golden Spike Event Center where splitting workweek is saving the cost of paying overtime. Both workweeks are strange in my mind, she said. She talked with Sarah Swan, County Human Resources Director, to better understand the issues and explore options for resolving the problem. She wanted to find out how public safety employees are able to make this work. How are they different? Why is this such an issue for the Library?

The bottom line is that the Sheriff's Office and other public safety personnel work under different federal laws; they have much more flexibility. The Fair Labor Standard Act (FLSA) that governs scheduling of library employees details requirements for three distinct classes of non-public safety employees:

1. Full time employees who are exempt from FLSA scheduling laws because they are salaried professionals;
2. Full time employees who are non-exempt from FLSA laws because they are hourly and therefore have to be paid overtime for any hours on the job in excess of 40 during a workweek; and
3. Part time employees who work less than 30 hours per workweek.

The way the Library scheduled for decades was an "AB" rotation; that is, employees worked Monday through Friday one week, and then Monday through Thursday and Saturday the next. This AB rotation was predictable and ensured everyone got two days off each week.

When the current workweek flips, employees get only one day off on a weekend, and have to work until the next Thursday before getting time off, a lot of days to have to work in a row. This is only a problem for scheduling the non-exempt staff, FLSA exempt professionals could work the equivalent of 48 hours one week and 32 the next. However, these exempt employees' schedules have to toggle back and forth with those of the non-exempt staff in order to have supervisors on site during all hours of operation. Fairness is also an issue in adjusting the way hours are distributed.

One option to be considered to resolve the problem is for the County to run a second workweek, allowing the Library to go back to the previous Friday through Thursday routine. In order to explore this option, Sebahar consulted with a friend of 30 years who holds a high-level position with Oracle, the County's Human Resource software provider. This contact is particularly knowledgeable because she also happens to oversee the time and service product Weber County recently procured from Oracle, the implementation of which is causing the scheduling dilemma.

Sebahar learned that when Oracle sells software they require the purchaser to go through a third party for implementation. In the County's case, they contracted with Graviton for their Oracle cloud consulting and upgrade services. Sebahar learned from Swan that Graviton could not do the work of creating a second workweek for the Library; it wasn't clear why they couldn't do the work, perhaps because it simply was not in the scope of their original contract. In addition, Sebahar was told that the County Comptroller did not want someone who does not work for him

to have access to payroll system, which is justifiable, so he would need more staff to run a second workweek.

Wangsgard noted the original proposal was not to have Library staff access the payroll system, but rather to transfer funding from the Library budget to the Clerk-Auditor's Office so they could hire an employee, or pay overtime to an existing employee, to accommodate the extra work.

Sebahar asked if the Human Resources staff could explore options for the cost of creating a second workweek. Swan indicated that no one outside the County Comptroller's Office was allowed to contact Graviton. What's more, the contract is completed so there is not an opportunity for the Library to allocate funding to address the issue.

Sebahar asked Swan to keep the second workweek on the list of improvements needed, noting there are always issues that come up that need tweaking and a second workweek should be on the list of items up for discussion. If there is a new contract the Library may want to add a new workweek as a workorder.

Since Swan said the solution of a second workweek is off the table for the moment, Sebahar looked at other libraries to see if there were solutions in how their scheduling functions. She found there are many differences in operational procedures among libraries that can affect how they allocate employee resources but those she reviewed run the traditional AB workweek schedule. The reason the AB workweek accommodates their needs is that they enjoy a Sunday through Saturday workweek.

A second issue that results from the AB schedule, and the Saturday through Friday workweek Weber County is embracing, is that if someone calls in sick on a Friday, exempt professional employees have to cover the shift because everyone else is out of time. There is no other way to fix this need to cover a shift under the current arrangement.

There are workable solutions to this problem, Sebahar noted, but they are not cheap.

The first solution is to pay four hours of overtime every two weeks to the non-exempt staff, but the Library does not have a budget for overtime. Allocating funding for overtime would require a budget adjustment that would have to go back through the Commissioners. Paying overtime, however, would alleviate the differences between scheduling FLSA exempt and non-exempt employees and get everyone back to the original way of scheduling.

Sebahar noted that continuing to look at a whole new way of scheduling is an option, but the Library's scheduling is very complex. There might be something that has been overlooked over the past year, but there doesn't seem to be an answer in how other libraries on a more hospitable workweek are scheduling staff. An outside consultant could be hired to take a look, but that will cost money as well.



Perhaps outsourcing work to cover the many nighttime and weekend events, especially overseeing the audio-visual infrastructure, and setting up and tearing down after hours and cleaning, could bring some relief. This also comes with a cost for paying for the outside work done and for the time it would take to coordinate with the private sector since public meetings don't follow any regular schedule or repetitive pattern.

Hiring additional staff would be helpful to provide redundancy at times when employees need time off or call in sick. This also has a cost, and actually would not necessarily resolve the scheduling issue of long stretches of work without time off.

Other than running two workweeks, the only real way to maintain service levels and get back to the reasonable schedule employees enjoyed is to pay overtime; that is, pay nonexempt employees four hours overtime every two weeks.

Of course, there is the option to leave everything as it is, let attrition take its course, and then hire employees who can accommodate the new way of scheduling, but this is hard on morale and will eventually result in burnout, especially for the exempt staff who have to fill in for others. As a Board member, Sebahar said, she doesn't want to see this happen. Maybe new hires could be hired for only nights and weekends, but this transition will take time.

Allison asked, if the change in workweek negatively impacted all County employees or just those at the Library.

Sebahar, said the Sheriff has different scheduling options under federal law and the department also pays overtime at time and one half. The Sheriff's office was not negatively impacted. Those working a traditional 8-5, Monday-Friday schedule were not impacted.

Harvey noted Parks and Recreation pays overtime to accommodate scheduling needs, as do other County departments.

Spencer asked for clarification of how much it would cost to pay overtime.

Sebahar said if a non-exempt employee worked 32 hours one week, and 48 hours the next, the overtime would equate to four hours of additional pay every two weeks for all full time, non-exempt staff.

Spencer said it might be cheaper to pay a third party to correct the software rather than to pay overtime forever, although employees may like the idea of receiving the extra money.

Sebahar noted that since the original Graviton contract has been closed out and changes cannot be made, if the Board wants to pursue the change in workweek they will have to engage Graviton directly to see what the additional programming would cost.

Spencer asked what the current state of staff thinking was on the topic.

Carter said staff was settling in to the new routine. They don't prefer it but they do it.

Burton said the workweek is harder at a smaller Branch with fewer employees. If someone calls in sick, one of the three exempt employees has to pick up the shift because there is absolutely no flexibility, there is nothing that can be done to fix the problem other than calling a building with a larger staff and asking for help. It's a difficult situation, she said, because we are open to serve the public and that is what we want to do. We do not want to fix the problem by cutting public services.

Okuhara said the Main Library was in a different situation. Larger buildings have more staff and greater flexibility; however, they have to lend staff to other buildings and this complicates the rotation. It is hard to know when someone will be called out to help. People want to make it work, they want to go forward and the exempt staff have to make it work. New hires are told what to expect and they seem to be fine with it, but those who have been employed for a long time are struggling.

Harvey thanked Sebahar for her presentation which made several things clear for the first time. He said he would like to see a proposal for three possible solutions:

1. Get a cost proposal from Graviton for reprogramming the Oracle software to allow the County to run a second workweek.
2. See the exact cost for paying overtime for non-exempt staff so scheduling could be rolled back to the optimal way of allocating staff while still maintaining the revised workweek; and
3. Determine if the problem could be solved by closing on Sunday, noting maybe it's a service we don't offer any more.

Sebahar said closing on Sunday will not solve scheduling issue of people working so many days in a row, which is the crux of the new workweek issue.

Harvey said the finance people and human resource people prefer the workweek as it is for the overall betterment of the County. Having been over Parks and Recreation, the new system is not good for them either but that is just how it is. The current system is better for the County as a whole.

Spencer thanked Harvey for interest in working toward a solution.

Watson said hiring is becoming critical and employers have to take care of their employees. Finding people who can be adequately trained and who want to work only nights and weekends is going to be a very hard piece to fit into the puzzle. Restructuring with Graviton would fix the problem, as would paying overtime, but both are going to cost some money. There is going to be a cost associated with implementing the new workweek at the Library, he said.

Harvey agreed, saying everyone needs to be treated fairly.

Spencer, noted the issue is not unique to the Library. Nurses at local hospitals are making double time, but the place where pressure is building is with exempt employees who bear the brunt of making staffing changes work. Exempt employees need to be protected.

Sebahar, reiterated protecting exempt employees will require paying overtime and hiring a couple of additional employees to give schedules some needed depth. This is the only real solution under the current workweek.

Sebahar, asked about contacting Graviton to get a quote. Can we make the call?

Harvey said, the company will not take a call from anyone other than Scott Parke who oversees the current contract and can arrange access for getting costs. I don't think we understood the gravity of the situation, he noted. The spreadsheet Wangsgard presented last spring was too complicated, but the current explanation makes the need more understandable.

Wangsgard said, if Library management could sit with Graviton and Oracle to explain the intricacies of the problem and what is needed, there may be an elegant solution that will not cost a lot of money.

Spencer concluded saying the Board is determined to see this through to some reasonable resolution and he especially appreciates Commissioner Harvey sharing his insights and lending his much needed support.

#### Commissioner's Report:

Harvey reported that the tentative Library budget is a good one that preserves the Library Fund balance. The approved 2021 tax increase leveled out the Fund balance for a number of years. Commissioners are committed to a strong Library System that helps move the community forward.

Harvey had to leave for another commitment that evening but, before he departed, Burton presented him with a thank you for his service on behalf of the staff and all the people who rely on the Library System's services.

#### Friends of the Library Report:

Creer reported on the Great Thanksgiving Listen, noting more than 2,000 invitations to participate were distributed to schools, salons, and other points throughout the County. Thinking about the involvement of families, Gambles made a significant number of contacts to engage participants at what may be one of only a few annual family gathering opportunities where collective memories can be preserved.



Creer noted that COVID-19 is spiking and needed antigen tests cost \$18 at local pharmacies. Those who need the tests may not be able to afford to purchase them. Several hundred cases of tests, each containing 90 boxed sets of two tests, had been procured from the State Health Department and were being distributed free of charge at all five Library locations. The final 50 cases were recently picked up and Friends of the Library were affixing new expiration dates to each box.

Spencer asked how the public will know about the tests availability.

Wangsgard said the State Health Department's website lists free distribution points. All five Weber County Libraries are listed. The tests can be picked up from displays near the front entrance.

Okuhara reported on the Winter Fest event planned for 12 – 3 p.m., December 24, at the Main Library. This annual celebration features games; crafts; distribution of gloves, scarves, hats, and socks; a box lunch with warm drinks, soda, and cold eggnog. Children receive a book to be added to their home library. Invitations were being distributed throughout the community. Everyone is welcome, Okuhara emphasized. Winter Fest brings diverse people together around fun and food while also providing an opportunity for community members to see the free educational resources available to them.

Spencer asked if donations should be sent to the Main Library.

Okuhara said all donations were currently being accepted at the Main Library. Checks can be made out to the Library Development Fund to help with expenses. Friends of the Library will provide live music.

Creer shared her favorite a memory of a Winter Fest celebration several years ago. Employees held a contest, she remembered, to see who could make the best gingerbread house to decorate the dinner tables. Kids were smitten with them; they had never seen anything like that and they asked if they could have them after the celebration ended. Of course they could, so after they got their free books they sat at tables reading and waiting for the event to end.

As the Library closed for Christmas eve, the snow began falling lightly and the kids took off through the park and down the streets, carrying the gingerbread houses, some so large it took two of them to manage, but they carried them oh so carefully, as if they were gold. Every Winter Fest serves up special memories, she concluded.

Creer invited Board members to attend and enjoy the celebration.

### Director's Report

Wangsgard presented the financial report, noting that additional transfers would need to be made among line items to accommodate recent emergency purchases and expenses.

For example, \$25,000 had been allocated from controlled assets to purchase replacement for 40 public access terminals. These thin clients were 15 years old and still working but had to be taken offline so the Library could be awarded a current SSL (secure sockets layer) certificate required to authenticate a website's identity and enable an encrypted connection. Without it, no one would do business with the Library. The 15 year-old technology could no longer be certified. Without the thin clients, public services had since been limping along without requisite number of online catalogs needed to access the collection.

It took a considerable amount of time to find replacements that have a potential to last another 15 years, Wangsgard said. Once they were identified, an emergency purchase was processed to get the needed technology on its way.

A second emergency resulted from failure of four out of ten rooftop units at the Ogden Valley Branch. The parts needed for repairs are no longer available for these units. They are due to be completely replaced next year. In the meantime, electric heaters were being used to keep the building tempered for occupation. The increase cost to the utilities line item is an unknown. Other service calls and emergency fixes were also being accommodated to keep facilities open and running smoothly.

Revenue was coming in as projected and the budget was on target to be slightly underspent. This "savings" was being helped out by the new County Human Resources software that was, as yet, unable to accommodate changes required to replace a cataloger who retired in September or restructure and advertise as needed to fill vacant positions.

Spencer asked for clarification about the surplus, if any, how would it be accounted for.

Wangsgard said any funding not necessary to keep the Library Fund balance at the legally required minimum or above, will be transferred to the Library Capital Improvement Fund.

There being no further questions concerning the financial report, Wangsgard moved to present the output measure report, noting the yearend for the current year will not be available until the February Board meeting. However, the current report did contain year-to-date comparisons for both 2021 and 2022. Reviewing how well the Library was currently doing, compared with statistics from the previous year, is one way to evaluate productivity.

Board members received a series of spreadsheets detailing fiscal year 2021 output and input comparisons of public libraries along the Wasatch Front, across the state, and throughout the nation. It was noted that some libraries had not reported a full set of output measures for the 2021 fiscal year, perhaps because they were still closed, or only partially open, due to the pandemic. Nonetheless, some interesting comparisons could still be made.

For example, Wangsgard complimented several Wasatch Front libraries that do an outstanding job of loaning materials. Orem Public Library and Provo Public Library have the highest circulation rate per capita. This may result, to some extent, from the varying service emphasis of each library. Some libraries emphasized loaning materials and spent a significant portion of their



budget in support of this goal while others, like Weber County Library (WCL), invested more heavily in programs, classes and events that bring people together in a learning environment. Comparisons illustrate that Weber County far out distances other Utah libraries in offering on-site (live), educational opportunities. WCL has the infrastructure to support these learning activities, which most public libraries do not.

	Physical Item Circ Per Capita Excluding Auto Renewal	Population Served	Physical Circ Excluding Auto Renewal
<b>Wasatch Front Libraries:</b>			
DAVIS COUNTY LIBRARY - Note 1	6.0	362,679	2,190,756
MURRAY PUBLIC LIBRARY	3.9	50,637	197,124
OREM PUBLIC LIBRARY	15.0	98,129	1,475,579
PROVO CITY LIBRARY	14.8	115,162	1,703,696
SALT LAKE CITY PUBLIC LIBRARY SYSTEM	Not available	199,273	Not available
SALT LAKE COUNTY LIBRARY	12.3	935,328	11,470,089
WEBER COUNTY LIBRARY SYSTEM	7.2	262,223	1,899,686
Utah Average - 2021	Not available		
Wasatch Front Average - 2021	Not available		
National Average - 2019	Not available		

	Live Library Programs, Classes and Events				Total Live Programs Per 1,000 Population
	Adult	Young Adult	Children's	Total	
<b>Wasatch Front Libraries:</b>					
DAVIS COUNTY LIBRARY	98	1	348	442	1.2
MURRAY PUBLIC LIBRARY	34	14	237	285	5.6
OREM PUBLIC LIBRARY	82	32	69	183	1.9
PROVO CITY LIBRARY	91	89	39	219	1.9
SALT LAKE CITY PUBLIC LIBRARY SYSTEM	169	131	64	364	1.8
SALT LAKE COUNTY LIBRARY	745	522	933	2,200	2.4
WEBER COUNTY LIBRARY SYSTEM	684	152	1,418	2,254	8.6
Utah Average - 2021					5.2
Wasatch Front Average - 2021					2.9
National Average - 2019					18.6

Mission also dictated the emphasis placed on the importance of offering members of the public access to the Internet as well as the availability of special software applications to support community users. WCL outdistances other libraries around the state and, in most cases, throughout the nation when reviewing this output measure. WCL's user sessions per capita are more than double those of any other Utah library.

	Computers	Public Access Internet Computer per 5,000 Pop.
<b>Wasatch Front Libraries:</b>		
DAVIS COUNTY LIBRARY	116	1.6
MURRAY PUBLIC LIBRARY	9	0.9
OREM PUBLIC LIBRARY	24	1.2
PROVO CITY LIBRARY	84	3.6
SALT LAKE CITY PUBLIC LIBRARY SYSTEM	120	3.0
SALT LAKE COUNTY LIBRARY	333	1.8
WEBER COUNTY LIBRARY SYSTEM	278	5.3
Utah Average - 2021		0.7
Wasatch Front Average - 2021		0.5
National Average - 2019		4.7

	Computer User Sessions	User Sessions Per Capita
<b>Wasatch Front Libraries:</b>		
DAVIS COUNTY LIBRARY	68,513	0.2
MURRAY PUBLIC LIBRARY	2,237	0.0
OREM PUBLIC LIBRARY	10,011	0.1
PROVO CITY LIBRARY	24,775	0.2
SALT LAKE CITY PUBLIC LIBRARY SYSTEM	21,470	0.1
SALT LAKE COUNTY LIBRARY	146,003	0.2
WEBER COUNTY LIBRARY SYSTEM	118,675	0.5
Utah Average - 2021		0.2
Wasatch Front Average - 2021		0.2
National Average - 2019		0.7

Comparison of the number of visits among libraries was difficult because some jurisdictions estimate their count while libraries, including WCL, have electronic equipment that gathers and records visits in real time. Leaving out those who estimated their numbers, and looking only at those with verifiable counts, illustrated that WCL facilitated the highest number of visits per capita of any library along the Wasatch Front while also exceeding the Utah average number of visits per capita.

Wangsgard noted that Weber County did not top the charts on the number of card holders per capita, this honor went to Salt Lake City Library with a reported 109%. Weber County did not fare as well in this output measure with 54% of residents holding active cards. Wangsgard noted this may be the case because the only service that required a library card in Weber County was borrowing materials. At some Wasatch Front locations, a card was required to reserve and use public computers; reserve meeting rooms; register for programs; and, perhaps, to enjoy other services. This difference in operational procedures skews comparisons of card holders per capita.

	Library Visits		
	Total	Per Capita	Method
<b>Wasatch Front Libraries:</b>			
DAVIS COUNTY LIBRARY	1,577,598	4.3	Estimated
MURRAY PUBLIC LIBRARY	7,862	0.2	Annual count
OREM PUBLIC LIBRARY	207,981	2.1	Annual count
PROVO CITY LIBRARY	403,170	3.5	Estimated
SALT LAKE CITY PUBLIC LIBRARY SYSTEM	155,058	0.8	Annual count
SALT LAKE COUNTY LIBRARY	1,833,830	2.0	Annual count
WEBER COUNTY LIBRARY SYSTEM	720,910	2.7	Annual count
Utah Average - 2021		2.5	
Wasatch Front Average - 2021		2.4	
National Average - 2019		3.9	

	Card Holders		Library Visits	Card Holders
	Total	As % of Pop.		
<b>Wasatch Front Libraries:</b>				
DAVIS COUNTY LIBRARY	161,872	45%	1,577,598	161,872
MURRAY PUBLIC LIBRARY	41,870	83%	7,862	41,870
OREM PUBLIC LIBRARY	55,534	57%	207,981	55,534
PROVO CITY LIBRARY	51,012	44%	403,170	51,012
SALT LAKE CITY PUBLIC LIBRARY SYSTEM	218,067	109%	155,058	218,067
SALT LAKE COUNTY LIBRARY	535,322	57%	1,833,830	535,322
WEBER COUNTY LIBRARY SYSTEM	141,237	54%	720,910	141,237
Utah Average - 2021		53%		
Wasatch Front Average - 2021		60%		
National Average - 2019		55%		

Spending comparisons illustrated WCL clearly emphasized paying market rate to employ qualified people. Still, investment in collections exceeded the national average while being slightly lower than the Wasatch Front average. As noted previously, these comparisons have to be viewed in light of the differing service emphasis of each library, taking into account Weber County allocates more per capita to support learning activities (operations) and less to buy and circulate popular materials.

	Salaries & Benefits				Collections			Other Operating Costs			Total Costs	
	Total	% of Total Exp.	Per Capita	FTE per 25000 Pop	Total	% of Total Exp.	Per Capita	Total	% of Total Exp.	Per Capita	Total	Per Capita
											Amount	
<b>Wasatch Front Libraries:</b>												
DAVIS COUNTY LIBRARY - Note 1	\$4,948,355	70%	\$13.64	5.8	\$840,374	12%	\$2.32	\$1,286,871	18%	\$3.55	\$7,075,600	\$19.51
MURRAY PUBLIC LIBRARY	\$1,041,423	63%	\$20.57	7.9	\$319,994	19%	\$6.32	\$303,028	18%	\$5.98	\$1,664,445	\$32.87
OREM PUBLIC LIBRARY	\$2,919,370	84%	\$29.75	11.5	\$319,118	9%	\$3.25	\$220,855	6%	\$2.25	\$3,459,343	\$35.25
PROVO CITY LIBRARY	\$2,721,935	60%	\$23.64	11.9	\$535,637	12%	\$4.65	\$1,267,544	28%	\$11.01	\$4,525,116	\$39.29
SALT LAKE CITY PUBLIC LIBRARY SYSTEM	\$13,779,510	67%	\$69.15	24.6	\$1,903,233	9%	\$9.55	\$4,974,308	24%	\$24.96	\$20,657,051	\$103.66
SALT LAKE COUNTY LIBRARY	\$30,144,076	69%	\$32.23	11.7	\$6,222,211	14%	\$6.65	\$7,475,933	17%	\$7.99	\$43,842,220	\$46.87
WEBER COUNTY LIBRARY SYSTEM - Note 2	\$7,524,450	68%	\$28.69	11.7	\$1,370,669	12%	\$5.23	\$2,138,085	19%	\$8.15	\$11,033,204	\$42.08
Utah Average - 2021		67%	\$27.03	11.1		13%	\$5.02		20%	\$8.10		\$40.15
Wasatch Front Average - 2021		68%	\$31.17	11.8		12%	\$5.69		19%	\$8.73		\$45.59
National Average - 2019		67%	\$27.95	11.4		11%	\$4.51		23%	\$9.45		\$41.90

Weber County operates the most consolidated library system in the state. By comparison, Utah County has 16 library districts, so the quality of what can be provided is somewhat hampered by needing to support 16 library directors and 16 of everything else. In Salt Lake County there is a Salt Lake City Library, a Salt Lake County Library, and a Murray County Library. Davis County is also very consolidated, but does not include providing law library services as is the case in Weber County. Consolidation of like services saves money.



Looking forward to input for fiscal year 2023, Wangsgard distributed a copy of the tentative budget approved by the Commission, noting the final vote on all County budgets would take place later during the month. The community is very generous with the Library, Wangsgard noted, even though elected officials did not approve the Board's budget as originally presented.

The Board's budget was balanced with a requested appropriation of \$228,268 from the Library Capital Fund to help cover capital costs of \$1,896,000 in building improvements, capital equipment, controlled assets, and library books/materials, line items. The tentative budget did not include this requested draw so a decision had to be made as to how to balance the budget.

In speaking with the County Comptroller, it was decided to lower the allocation for books and materials by \$260,400 in order to balance the budget. This decision was somewhat worrisome because the expenditure per capita from this line item is already on the low side, but it made sense to take all the needed funding from one line item, rather than cutting a little here and there from many line items. It will be easier to manage being thrifty across the board and transfer the savings into books and materials rather than trying to make up smaller cuts to several line items, Wangsgard noted.

Sebahar, asked why the Board had to nickel and dime every line item when our surplus is being put in the Capital Fund. Why not allocate it back to operations. Why not put it into books?

The original thought, Wangsgard said, was to appropriate from the Capital Fund to hold operating budget harmless but things have changed, especially in light of inflation and the need to cushion the budget going forward.

The 2023 operating budget contained a three percent (3%) cost of living and a one pay for performance increase. Preparations were underway to allocate the pay for performance increase.

Spencer asked how this was accomplished.

All draft performance appraisal scores are loaded on a master spreadsheet, Wangsgard said. Those who prepare appraisals then meet, review, and "level" the scores across all divisions in order to identify how the pay for performance funding should be allocated. The goal is to reward as many as possible but ensure the highest performers receive a larger portion of the funding.

Spencer asked if the pay for performance was awarded as a bonus.

Bonuses are an option, Wangsgard said, but for the most part funding is allocated as an ongoing adjustment to the hourly wage. All salaried employees have their allocations converted to hourly equivalents in Weber County for payroll purpose, so this is the one common element in the system. In some cases, a bonus is paid. For example, if an employee plans to retire early during the following year, a bonus is the only way to ensure the person receives what they earned.

Wangsgard summarized by saying the tentative budget is a strong one that will fuel an output of services to community members at a very high level. Employees are working very hard and implementing creative practices that continue to produce commendable results.

For example, Burton reported on the quarterly raffle held in conjunction with local schools. The most recent raffle items consisted of three Orion telescopes that were donated to the Library. Chances to win were distributed to students who returned their tickets to the Library. They could earn additional raffle tickets by participating in after school programs or getting a library card, for example. The raffle generated a large number of participants.

Telescope winners had been notified, and staff were in the process of contacting those who will receive consolation prizes, including galaxy star fighters and moon rocks. During the call to notify the winners, there is an opportunity to thank them for coming in and ask if they have a program calendar. Some conversations last only 20 seconds but others offer a window to ask if they are signed up to receive a calendar of events, know about the eMedia collections for children and teens, and otherwise sell services. The raffle gets a lot of people through the door for a small investment, Burton concluded.

Watson said it is a terrific idea. As a businessman who tries to get people through the door, this is an outstanding effort.

Burton also announced that a community group had reserved the Library in Huntsville after hours on a Saturday evening to share an exhibit of 140 nativity scenes. The evening will feature live music and a chance to experience unique cultural celebrations all based around a nativity scene. The general public is invited.

#### Distribution of Updated Policies and Procedures to be Posted on New Website:

Board members received a packet of existing policies and procedures for review. Ogata, a professional editor, corrected grammar, punctuation, and inconsistencies as to form. Others on the Board had also found and forwarded edits that needed to be included. Only one suggestion, from Ogata, related to the substance of a policy. She suggested adding the same general statement on parental responsibility for guiding their children's access to programs and services, that is found in the Policy on Attendance at Library Sponsored Film Screenings, to an appropriate section of the Collection Management Policy.

Sebahar suggested also changing the response time for responding to a concern about Internet access or services from 10 days to 30 days in order to be consistent with the Collection Management process for a timely response.

Watson observed there were only three people who wanted to pull materials from libraries in Alpine School District, so there was a lot of noise but not a lot of substance to reports in the news. Still, the response took considerable time.



It was agreed that the following policies and administrative procedures reviewed by the Board will be voted on during the January 3, 2023, meeting:

Guiding Principles

Vision, Mission, Goals

Library Bill of Rights

Freedom to Read Statement

Access to Buildings & Grounds Policy

Code of Conduct

Attendance at Library Sponsored Film

Screenings Policy

Circulation Policy

Criteria for Assessing Damage Fees

Collection Management Policy

Statement of Concern about Library

Resources

Confidentiality of Library Records Policy

Requests for Library Records

Emergency Response Policy

Food & Drink Policy

Friends of the Library Policy

Gallery Exhibitions Policy

Gallery Exhibit Application

Gifts Policy

Green Operations & Maintenance Policy

Interlibrary Loan Policy

Internet Acceptable Use & Patron Self-

Certification of Need Policy

Request Reconsideration of Services

Offered in Library Public

Computer Centers

Request Reconsideration of the

Library Internet Access

Policy

Statement of Concern about Access

to Internet Resources

Pet & Service Animals Policy

Public Meeting Rooms Policy

Application (Is being reworked to  
accommodate new software)

Unattended Children in the Library Policy

Volunteer Workers Policy

2023 Flexible Meeting/Training Calendar:

Wangsgard presented the annual meeting and training calendar, explaining that while it was not different in substance from past years, some details should be noted. The schedule did not purport to list all meetings of work groups, such as youth services, adult programming, and Web development, for example.

First, staff development day had again been scheduled on the fourth Monday in October, requiring all Libraries be closed for the day. This change in routine from the traditional schedule on a holiday in November facilitated completing the training without employees earning double time. Double time could no longer be accommodated under the changed workweek.

Second, it was proposed that the Library System be closed on Sunday December 24<sup>th</sup> and 31<sup>st</sup>. The County grants an additional four hours of holiday leave for Christmas Eve and an additional four hours for New Year's Eve. County employees generally take this leave on Christmas Eve and New Year's Eve. This works well for Library employees when the holidays fall on Tuesday-Friday. Buildings close at 5 p.m., instead of 9 p.m., the previous evening and everyone gets their four hours holiday time.

When the holiday falls on Saturday or Sunday, everyone is given a flex holiday to take on a day of their choosing within that same pay week.

WEBER COUNTY LIBRARY SYSTEM CY 2023 Flexible Meeting/Training Calendar							
	S	M	T	W	T	F	S
JAN	1	2	3	4	5	6	7
FEB	8	9	10	11	12	13	14
MAR	15	16	17	18	19	20	21
APR	22	23	24	25	26	27	28
MAY	29	30	31	1	2	3	4
JUN	5	6	7	8	9	10	11
JUL	12	13	14	15	16	17	18
AUG	19	20	21	22	23	24	25
SEP	26	27	28	29	30	31	1
OCT	2	3	4	5	6	7	8
NOV	9	10	11	12	13	14	15
DEC	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

  

<b>Holidays Open:</b>	Martin Luther King Jr. Day (Mon. JAN 16, Veterans Day Observed (Fri. NOV 10) Presidents' Day (Mon. FEB. 20) *County Preference Day (Fri. NOV 24) Juneteenth National Independence Day (Mon. JUN 19)
<b>Holidays Closed:</b>	New Year's Day (Sun. JAN 1) Memorial Day (Mon. MAY 29) *County Preference Day Observed (Sun. DEC 24) Independence Day (Tue. JUL 4) *Christmas (Mon. DEC 25) Rosh Hashanah (Mon. JUL 24) *County Preference Day Observed (Sun. DEC 31) Labor Day (Mon. SEP 4)
<b>Other Days Closed:</b>	Easter (Sun. APR 9) Staff Development Day (Mon. OCT 23) Summer Schedule (Sun. May 28 - September 3)
<b>Open Staff / General Staff Meetings:</b>	JAN Performance Planning Building Mgt/Focus Group FEB 14 Acquisitions Training Resource Group FEB 21 Y/S Collections Mgt Retreat FEB 28 I/S Collections Mgt Retreat MAR 21 General Staff Meeting APR 4 Materials Mending & Preservation APR 22 Lending Roundup MAY 16 Supervisors' Retreat JUN 1 Summer Reading Kickoff JUN 16 Summer General Staff Meeting, Summer Picnic JUL 18 Money Handling (NI) AUG 9-12 Weber County Fair AUG 26 Book Sale SEP 26 General Staff Meeting OCT 10 Staff Development Day (NI) OCT 19 General Staff Meeting, Year End Review Looking Ahead OCT 23 Winter Fest NOV 20 General Staff Meetings Date in Red Font Paydays Color Key/Events/Training Meetings Pay Periods Begin/End NOV 21 Metrics and Metrics Meeting Library and County Policies & Policy Plan (Priority)
<b>Division Training (NI)</b>	Data Collection - Output Measures Labor Law Scheduling Intellectual Freedom Driver Safety/Life Safety Risk Management, including Emergency Response, Facilities Management/Cleanup of Body Fluids Proper handling of snow removal equipment, application of ice melt
<b>Stand Alone Training:</b>	Acquisitions (Sun, Mon, Tue, G) Materials Preservation/Mending (Mon, Tue) Technology Training (Bryant & Marc) Organizational Structure (Lynda & Phoebe) Reader Advisory (Karen & Deborah) Value Added, Online Resources (Randy) Safety & Security (Holly & Phil) Collection Management (Randy & Karen)
<b>Daylight Savings Time Begins (Sunday, MAR 12, 2:00 a.m.) Forward 1 Hour</b>	
<b>Daylight Savings Time Ends (Sunday, NOV 5, 2:00 a.m.) Back 1 Hour</b>	
<b>Web Library Association Conference, Layton, May 17-19</b>	
<b>American Library Association Conference, Chicago, IL, June 22-27</b>	

**Note:**

1. Dates in red font are for your attention.
2. Paid holidays only.
3. Staff Development Day Attendance Required of All Employees (12:00 p.m. - 1:00 p.m., OCT 23).
4. \*Consulted to times per year - required to attend at least once.
5. Resources available for training requests are provided on the website of the Library System.

When the Holiday falls on Monday, as it does next year, it makes more sense to close all day on Sunday, a four-hour shift, and have everyone record their holiday hours at that time. Winter Fest is then celebrated December 23<sup>rd</sup>. It was this arrangement that was reflected on CY 2023 Flexible Meeting/Training Calendar.

Spencer asked if there were any questions or objections to the calendar as presented. Hearing none, he called for a motion.

Allison moved approval of the CY 2023 Flexible Meeting/Training Calendar. Watson seconded the motion. All voted in the affirmative.

### Yearend General Staff Meeting:

The final general staff meeting was scheduled at 8 a.m., December 20, at the Headquarters Library. The agenda will include a review of the year's accomplishments and a preview of goals for the year ahead. There will be a review of the Library's Guiding Principles and an introduction of all those in attendance. Each employee will receive a small thank you, a snowflake zipper pull. Board members and Friends of the Library are always welcome to attend and have a part on the agenda.

### Yearend Thank You:

There being no further business, the meeting was closed by thanking Board members, Friends of the Library, and legal counsel for all they contribute toward the goal of exemplary public service. This group is appreciated for their leadership and support in making Weber County Library System a credible and enjoyable place to grow a career.

A recent article in *Guardian* observed that when Russia invaded Ukraine, a key part of its strategy was to destroy historic libraries in order to eradicate the Ukrainians' sense of identity. The Ukrainian State Archives are repositories not only of important cultural and historical documents but also of birth and death certificates; marriage and divorce notices; property and insurance records; in short, the transactions that constitute a nation. More than 500 major libraries have been targeted and completely or partially destroyed, and several thousand school libraries had been completely destroyed.

Now at the conclusion of a dynamic year, while looking forward to a wonderful future, Weber County Library employees want to acknowledge their good fortune in working under the guidance of such a dedicated and dynamic policy Board, Friends group, and legal counsel. They



also want to also do something to support those working under great duress. So, the staff came upon the idea of presenting leaders who keep the Library faced toward the future, with a copy of a Ukrainian cookbook and an embossed rolling pin made in Poland, with the help of Ukrainian refugees. A portion of the sale will be used to help those in need who are still living under dire conditions in their home country, many working to save the nation's libraries. The embossed feature on the rolling pin, a snowflake, is a symbol of the Weber County Library.

Watson said he has served on a lot of Bords and he hasn't seen more dedication and passion for public service, learning, and children. He noted it is a privilege to serve on the Board.

Spencer agreed, noting it is an easy pleasure to be on the Board and he thanked employees for what they do.

Other:

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

Respectfully submitted:

  
Julia Valle

  
Date