

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: February 7, 2023

Board Members

in Attendance: Sandra Crosland
Diana Allison
Jim Harvey
Wendy Ogata
Shannon Sebahar
Reed Spencer

Board Members

Excused: John Watson

Others

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

Public Comments:

Crosland called the meeting to order and invited public comments. There were none. She noted Watson had asked to be excused and announced the proposed discussion of Library projects and priorities was being postponed until the March meeting in order to have a sufficient amount of time for each manager to present a brief overview of their plans and responsibilities.

Approval of Meeting Minutes:

After reviewing minutes of the January 3, 2023, meeting, Ogata moved approval. Harvey seconded the motion. All present voted in the affirmative.

Commissioner's Report:

Harvey said he did not have a legislative update. There was no legislative action relative to the Library System. He yielded his time for a report on the sale of Library vehicles.

Armstrong reported interested buyers began calling within 30 seconds of the list appearing late Thursday afternoon on KSL.com. In addition to the listing on KSL.com, an email blast was sent to all those with Library cards who had given permission to be contacted concerning Library

news. Response to the email blast was amazing. Hundreds of calls came into the business office and were triaged by Valle and others, Armstrong reported.

Buyers began arriving on site at 10 a.m., Friday morning. The Tacoma pickup truck was the first to sell. Four people called to say they were on their way, cash in hand, to purchase the Suzuki Sidekick. It sold within the hour. Two people competed for the tractor. Since cash or a cashier’s check was required for purchase, the lucky buyer was the one whose bank was located closest to the Library. By Saturday morning, there were 8,000 views of the listing for the van. Judging from the number of overall views for other vans listed on KSL.com, the email blast likely accounted for more than 7,000 of them Armstrong said. The van sold later that day. In total, the four surplus vehicles sold for the original asking price of \$36,000.

Armstrong noted the income from the sale would be appropriated to the operating budget to enhance a \$50,000 budget allocation both of which will be used to purchase a small pickup truck and a sports utility vehicle. The goal will be to purchase quality vehicles that, like those sold, will serve the Library System for 20-plus years.

Board members thanked Armstrong for a job well done, emphasizing the sale achieved the Board’s goals of getting the highest possible return on the public’s investment while also ensuring broad opportunity for the general public to purchase the surplus property.

Director’s Report:

The FY 2022 financial report was not yet finalized, Wangsgard noted, as there would be an additional settlement posted by the County Comptroller to the revenue side of the ledger. All expenditures should have been accounted for in the report current as of January 30, 2023. The year had been completed under budget; however, funding had been transferred among operating and capital line items to complete projects and address emergency needs and repairs. A final report will be available during the April meeting.

Final tallies for output measures were available and illustrated a robust increase in public use of the Library System during 2022 as compared to the previous year.

Aggregate numbers illustrated a five percent (5%) increase in the number of items borrowed. eBook borrowing saw an increase of 18% over the previous year but circulation of print copies still accounted for more than 72% of all items loaned.

WEBER COUNTY LIBRARY SYSTEM OUTPUT MEASURE COMPARISON 2021-2022			
Output Measure	2021	2022	% + or -
Cataloging Services	25,970	29,311	13
Cards Issued	18,189	16,517	-9
Circulation Services	2,165,914	2,271,727	5
Visits	720,910	738,231	2
Reference Services	736,123	784,324	7
Program Attendance (Groups)	2,368	3,912	65
Program Attendance (Individuals)	78,909	105,754	34
Meeting Room Use (Groups)	2,921	5,830	100
Meeting Room Use (Individuals)	69,055	143,166	107

The number of borrower cards issued was not as high as in 2021, however. While most community members visited the Library to update their cards during 2020, some undoubtedly waited until the following year to complete the process.

The largest increases were in “third place” categories, reflecting the emerging role the Library System plays in bringing people together to participate in learning activities and make connections around shared interests. Program Attendance and Meeting Room Use both increased significantly.

Virtual attendance at programs, such as book discussions, were reflected in Program Meeting Attendance, rather than Visits. People using the Library as a pleasant place to work from home may have contributed to the increase in Reference Services.

Community members are using Library services in evolving ways, Wangsgard said. Virtual services will increase significantly as the new website launches later this spring, challenging employees to deliver services in different ways. Adjustments in priorities will continue to be made in order to accommodate community needs.

Spencer asked if usage was still recovering from the deleterious effects of COVID-19.

Wangsgard said traditional usage had not recovered, and might not ever recover. Usage going forward will be different, but not less intense, she predicted. Weber County is fortunate to have flexible, third place facilities available to facilitate changes in usage patterns and will soon be able to engage life-long learners effectively by way of a website designed to evolve into a virtual branch.

Harvey, suggested comparing 2022 output measures to 2019, to get a “solid” comparison of traditional services.

Wangsgard noted that was an excellent idea and it will be pursued later this year when output measures from libraries along the Wasatch Front, throughout Utah, and across the nation are available. In this way, comparisons can be made not only by year, pre- and post-COVID-19, but also for library services of different types in similar locales. One snapshot comparison of the most traditional of library services, book lending, could be made from 2019-2022 with the Davis County Library. A Cooperative Borrowing Agreement gives residents of the two counties the opportunity to obtain a free borrower’s card from each of the two jurisdictions.

After adjusting for the methodology the two libraries use to aggregate output measures, the statistics illustrated that the number of items loaned was fewer in 2022 than in 2019. The numbers of Davis County residents served in Weber County had increased while the number of Weber County residents served in Davis County was relatively stable. In viewing output measures it must be remembered that Weber County’s libraries were open for service during all regular hours, except for six weeks (March 17-May 30)

Interlocal Agreement: Cooperative Borrowing							
Year End Review							
Weber/Davis Counties							
2022							
	2019	2020	2021	2022	Percent Comparisons Before Adjustments	Database Maintenance Adjustments/ Auto Renewal	Percent Comparisons After Adjustments
Davis County Report to Weber County							
Registered Weber County Residents	3,376	3,054	4,331	4,283	38 *	3,212	29
Number of Items Loaned to Weber County Residents	42,529	21,536	38,313	43,626	60 *	28,357	39
Inactive Cards Deleted Every Four (4) Years							
Weber County Report to Davis County							
Registered Davis County Residents	9,031	9,670	9,645	11,204	262	11,204	349
Number of Items Loaned to Davis County Residents	117,540	73,793	79,131	73,192	168	73,192	258
Inactive Cards Deleted Every Three (3) Years							

* Non-compliance with State recommendations for deletion of records may increase the Davis County total count of "active cards" by approx. 25%. Davis County "auto-renewals" may account for as much as 35% of the total circulation to Weber County Residents.

during 2020. Most libraries throughout the state, region, and across the U.S. were closed, or had limited hours, for a majority of 2020 and many well into 2021.

This downward trend in loaning print materials was predicted as eMedia use gained popularity. This trend was likely hastened by the pandemic and will be reflected in state, regional, and national statistics when the 2022 measures are published, Wangsgard said.

Sebahar asked for clarifications concerning the number of proctored exams reported.

Wangsgard said she had no explanation for the high number and would need to review the submissions to see if the number was entered in the spreadsheet correctly.

Okuhara noted the Branch in Huntsville may have a higher number of proctored exams because of its convenient location for students in the upper valley.

Spencer asked if exams were proctored by Library employees or if students were using an online proctoring service.

Carter said the numbers reported only include employee proctored exams.

Wangsgard asked Armstrong to update Board members on a sewer system failure experienced at the North Branch (NOB).

Armstrong said a jetting service was called January 12, just before the holiday weekend, to address a blockage in the sewer line. After several attempts, the line could not be cleared. The next step was to bring in a camera crew to determine where the blockage was and help develop a plan to address the problem. The initial concern was that North Ogden City's civil drawings showed the line running through the north parking lot at a depth of twelve feet. Excavating to that depth would have required a pit thirty feet wide, creating a major service disruption. Cost estimates ran between \$100,000 and \$150,000 to complete the emergency repair.

Before proceeding, Armstrong engaged the services of a second camera crew with very sophisticated equipment. With the help of this service, the blockage was located, not to the north of the building as North Ogden City's civil drawing indicated it should have been, but on the west side of the NOB where a contractor had completed work to connect a sewer line for a new business under construction. Once responsibility for the broken line was established, the contractor replaced the compromised portion of the NOB lateral line. There was no damage to the NOB parking lot and no cost for the repair.

Armstrong noted the Branch was without sewer service for ten days. Portable restrooms with heat and hot, running water were brought onsite and a handwashing station was also placed in the staff work area. Public meetings, Library programs, and day-to-day services continued uninterrupted. The Library maintenance team was working with North Ogden City to help them get their civil drawings corrected and avoid future problems.

Wangsgard recognized the smart work done by Armstrong and his crew to get the problem figured out and resolved. Their thoughtful, methodical approach not only saved a significant amount of money, but also avoided surface damage of the north parking lot where the City drawings would have directed contractors to begin digging.

Harvey complimented the Library maintenance crew as well, noting they had done a fantastic job, especially taking good care of staff and the public.

Sebahar asked if the County had a sewer crew that could have been called out to help resolve the problem.

Harvey said the County does not deal with sanitary sewers, only storm sewers.

Spencer asked about the storm sewer issues that may result from the heavy snowfall.

Harvey reminded the Board of two small tax increases approved by Commissioners during 2021; one for Library operating expenses and the second for stormwater management. As people continue to turn open spaces into houses and parking lots, they are doing away with porous ground that could otherwise absorb melting snow and help alleviate flooding. The County has to be proactive in designing stormwater management systems to accommodate this increased runoff.

A case in point, Harvey continued, the County recently purchased Horseshoe Pond, located in northwestern Weber County. The pond will be enlarged to take runoff from the North Ogden, Pleasant View, and Harrisville areas and hold it until it can gradually make its way to the Great Salt Lake. The pond will be enlarged and the area enhanced to provide for paddle boarding and other outdoor recreation. All the ditches and canals that comprise the stormwater system have been thoroughly cleaned of debris to facilitate flow and help avoid flooding.

Attendance at the Annual Conference of the American Library Association:

Staff members were being invited to submit applications for attendance at the annual conference of the American Library Association. Board members, Friends of the Library officers, and legal counsel were also invited to attend. The conference will convene June 22-27 in Chicago, Illinois.

Proposed Library Board Bylaws Amendment to Accommodate Electronic Meetings:

During the January meeting, Baron had presented a proposed amendment to Library Board bylaws. The amendment was necessary to accommodate changes in the open public meeting law, requiring organizational bylaws detail whether or not someone attending the meeting by way of an electronic device was to be considered “present” for the purpose of a quorum. Because this proposal was a change in bylaws, it was presented one month and was to be voted on the next.

