

WEBER COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES

Date: July 5, 2022

Board Members

in Attendance: Diana Allison  
Sandra Crosland  
Jim Harvey  
Wendy Ogata  
John Watson

Board Members

Excused: Shannon Sebahar  
Reed Spencer

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  
Marcia Harris, Development Board  
Randy Mueller, Main Library Professional Business Manager  
Julia Valle, Business Office Manager  
Lynnda Wangsgard, Director

Public Comments:

Allison called the meeting to order at 5 p.m., noting there were no public comments. Spencer and Sebahar had asked to be excused.

Welcome New Board Member:

Allison noted Commissioners had approved a second term for Reed Spencer and appointed Wendy Ogata to fill a vacant seat on the Board. She welcomed Ogata and asked those present to introduce themselves.

Ogata introduced herself as a retired freelance editor and professional journalist with experience working at the *Standard-Examiner*; *Deseret News*; *Salt Lake Tribune*; and Deseret Mutual Benefit Administrators, a non-profit trust that administers welfare and financial benefits for The Church of Jesus Christ of Latter-day Saints. She moved to Utah in 1983 and now lives in Roy. She enjoys community service and was intrigued by the opportunity to serve on the Library Board.

Allison noted that she listened to Ogata during a recent KUER community tour and was impressed with her intelligence and perspective of Weber County.

### Election of Board Chair to Serve July 5, 2022 – June 30, 2023:

Allison called for nominations to serve as Board Chair.

Watson nominated Crosland and Harvey seconded the motion, acknowledging Crosland as an extremely capable, senior member of the Board. There being no additional nominations or discussion, Allison called for a vote. All voted in the affirmative.

Crosland thanked the Board for their faith in her leadership.

### Approval of June 7, 2022, Meeting Minutes:

Crosland called for comments and/or action on the June 7, 2022, meeting minutes. Allison moved approval as presented, Watson seconded the motion. All present voted in the affirmative.

### Approval of June 9, Meeting Minutes

Crosland called for comments on the June 9, 2022, meeting minutes. Allison moved approval as presented, Watson seconded the motion. All present voted in the affirmative.

### Commissioner's Report:

Harvey offered a special welcome to Ogata, indicating County Commissioners were pleased with the opportunity to work with her on the Library Board. He also announced Commission approval of a six percent (6%) salary increase for all County employees that will be paid for the first time July 15. Inflation, he recognized, is making it difficult for employees to cover the increased cost-of-living and the County wanted to do something to help. The mid-year increase was something the County could do, and it is sustainable without a tax increase. Department budgets were modified to include the additional expense as needed, he concluded.

The County is embarking on an outreach program to help the public understand there are 18 different line items on property valuation and tax notices, including assessments from taxing districts as well as municipalities. Ten of the 18, including both school districts, were slated to raise taxes, increasing the cost to the average homeowner by approximately \$500. If approved, this increase will be tough for some, especially the elderly, Harvey noted. Weber County prepares and sends the valuation and tax notices and then collects and disburses the funds to the authorized districts and municipalities. People may misunderstand that the County is not responsible for all these increases and will not receive this additional revenue.

The outreach program will help people understand the process of assessing and collecting taxes as well as encourage taxpayers to participate in truth in taxation hearings where each entity will present their needs for the planned increases and take public input. Harvey noted that waiting until after tax notices are received is not effective; it's too late in the process. Valuation notices will apprise taxpayers of the time and place of public hearings for taxing entities with plans to increase their tax revenues above the allowed "new growth" amounts. Valuation notices will also have the taxing entities' phone numbers so community members can call with questions.

Each entity will also advertise their hearing. Harvey emphasized that the place and time for input is not after they get their tax notice; that's too late in the process. The time to participate is during the hearing.

Harvey recommended a YouTube video (<https://www.youtube.com/watch?v=JSVT-5st2Wk>) that introduces the responsibilities of county assessors. He also explained that just because the assessed value of property increases, it does not mean that property taxes will also increase. Taxing entities are only allowed to receive the same amount of tax as in the previous year with the exception of increases for improvements on real property, such as adding a garage or deck, and for new growth, such as construction of a new subdivision. When the value of an unimproved property increases, the tax rate is automatically adjusted downward so the amount to be paid is the same as the previous year. If the tax rate is going to be increased on unimproved property to accommodate the increased cost of providing services, a truth in taxation hearing must be held to explain the need for the adjustment and weigh public input.

During the past 12 months, the average assessed increase in property values was 30%. There is nothing the County can do to address the proposed rate adjustments, other than inform people of the process, Harvey explained.

Harvey concluded his report by noting the County held a truth in taxation hearing last fall to add a small amount of revenue for libraries and stormwater infrastructure. No hearings are planned for this year.

Allison asked how the County will inform people of the hearings.

Harvey said the County will use an email list of about 60,000 community members as well as social media and information included in a magazine that circulates through some cities and to those living in western Weber County. He invited Board members to help spread the word through conversation.

Watson asked for a summary of wage increases provided for Library employees.

Harvey noted the Board undertook, and the County Commissioners approved, a salary survey during 2020 that brought positions into parity with benchmarked cities and counties. Last fall, all County employees received a \$2.00 per hour increase, giving a special nod to those employees working in lower paying positions. A three percent (3%) increase was approved during January of this year and, when coupled with the current six percent (6%) mid-year increase, will help compensate for increased cost-of-living resulting due to inflation. Harvey noted he is very concerned for employees' wellbeing and wants to help retain a valuable workforce.

Watson noted the increases were making a difference for those who had been lagging behind.

Harvey emphasized that there are many great people in the County who are gracious and say thank you for what is done for them.

## Director's Report:

Wangsgard thanked Harvey for this support of Library staff, noting he gave her a confidential heads up concerning the increase a few weeks before it was adopted, inviting her to contact Scott Parke, County Comptroller, for details about how the extra cost would be accommodated in the Library operating budget.

Parke noted the Commissioners had wanted to ensure that all the various County budgets could support the increase and an analysis of the Library budget looked promising. To date, 39% of the salaries budget had been expended.

Wangsgard reminded the Board of a line item in the budget, anticipating a onetime payroll savings of \$650,000 due to attrition. This total savings may not now come to fruition, but under-expending in other line items may allow for this overall savings by yearend.

Wangsgard reviewed the financial report, starting with revenue and detailing what was budgeted, collected to date, and the amount still due, including the percentage collected for each item. She also detailed several line items on the expense report, noting those that seemed to be “used” at an unsustainable rate actually included funding set aside as encumbrances; that is, funding held in reserve for future payments. Setting aside encumbrances ensures funding will be available throughout the year to cover the cost of contracts for services such as heating, ventilation, and air conditioning maintenance.

Wangsgard noted the books and materials budget was reported at 82.7% “used,” but purchase orders in an amount of more than \$1,000,000 were included in this total, a significant portion of which was reserved for fall publishing. She concluded the budget report by noting that the Library System was in a strong position at mid-year.

The output measures report for the month of May illustrated strong growth in public use and employees were taking the increased workload in stride. Monthly comparisons for May, 2022, and May, 2021, illustrated:

Employees added 2,593 new items to the collection, an increase of 20%.

Patrons registering for library cards totaled 1,393, an increase of 15%.

Items loaned/used by the public totaled 192,855, an increase of 15%.

Community member on-site Library visits totaled 66,900, an increase of 7%.

Reference services used totaled 66,002, an increase of 40%.

Program attendance totaled 364 groups, a 455% increase; and 8,570 individuals an increase of 67%.

Meeting room use statistics showed 579 groups used the facilities, an increase of 325%; 13,997 individuals attended the meetings during May, a 316% increase.

Board members and others in attendance were invited to attend the Weber Reads outreach programs at Lorin Farr and Monroe parks. The events were scheduled at noon on July 6 and July 13. They were also encouraged to drop by the Main Library or Southwest Branch Monday – Friday to see the America Reads program in action.

Allison noted Crosland and her spouse were both volunteering two days a week as literacy tutors in the America Reads program. It is a big commitment and their help is appreciated.

Utah Transit Authority (UTA) Construction Update:

Crosland thanked Harvey and all the Board members and Friends for their efforts in contacting UTA officials to help them understand issues related to construction of a transit stop at the Main Library. Official word received was that UTA had decided to locate the unwanted utility box to the east of the platform, in front of gates to a generator enclosure, instead of a location that would have blocked street views of the Library and the Blue Sky sculpture in particular.

Wangsgard noted the sculpture may still need to be relocated to protect it from damage.

AGREEMENT BETWEEN NORTH OGDEN CITY AND THE WEBER COUNTY LIBRARY BOARD REGARDING PARKING

This agreement is entered into and made effective the \_\_\_\_ day of \_\_\_\_\_, 2022, by and between North Ogden City Corp. ("City") and the Weber County Library Board of Directors ("Library Board") with the Library Board and City referred to collectively as the "Parties."

WHEREAS, in June 2016 the City and the Library Board entered into an agreement wherein the County contributed \$213,000 toward the cost of relocating a skate part so that the library could utilize the land for library parking ("Skate Park Agreement"); and

WHEREAS, as part of the Skate Park Agreement, the City agreed to expand the North View Senior Center parking lot by approximately 70 stalls and to grant to the County an easement for shared use of the Senior Center Parking lot by June 1, 2023; and

WHEREAS, the City is building a new police station and as a result is in need of additional parking for City employees on a temporary basis; and

WHEREAS, the City needs to extend the date under the Skate Park Agreement for expanding the Senior Center Parking lot; and

NOW THEREFORE, the Parties hereby agree as follows:

1. The City may utilize 6 parking stalls in the southeast corner of the south parking lot at the North Branch Library until June 1, 2024 (see attached map). These stalls shall only be used by North Ogden City Employees and not by contractors working on the building site.
2. The deadline under the Skate Park Agreement for the City to expand the North View Senior Center parking lot is extended to June 1, 2024.

IN WITNESS WHEREOF the undersigned have affixed their respective signatures hereto on the dates indicated below.

North Ogden City  _____ Mayor, North Ogden City	Weber County Library Board  _____ Chair
ATTEST:  _____ City Recorder	BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY  By _____ Scott Jenkins, Chair  Commissioner Harvey voted _____ Commissioner Jenkins voted _____ Commissioner Froerer voted _____

ATTEST  
  
\_\_\_\_\_  
Ricky Hatch, CPA Weber County

Agreement between North Ogden City and the Weber County Library Board Regarding Parking:

Baron presented a proposed Agreement in response to a request from North Ogden City to use six parking stalls in the North Branch lot and extend for an additional year the City's obligation to surface a new lot to the east of the Senior Center. Baron explained the document was not a binding contract, but would help formalize the agreement and remind the City of their obligations.

Watson, asked why the City could not meet their obligations.

Baron noted the City is doing some construction and needs the space for staging.

There being no requests for changes, Allison moved approval and Watson seconded the motion. All voted in the affirmative.

## Continuity of Operations Plan:

Wangsgard noted Mueller had taken the lead in formulating a Library Continuity of Operations Plan (COOP) by doing research and summarizing the results of several committee meetings into the document being presented for Board review. Completion of a COOP was an assignment given to all County Departments. Once the Board reviews the plan and comments, and after feedback is received from the County Director of Emergency Management and Homeland Security, a final document will be presented for approval.

### EXECUTIVE SUMMARY

A Continuity of Operations Plan (COOP) is an effort within an organization to ensure its essential functions (EFs) continue to be performed during a wide range of disasters or other disruptions until normal operations can be resumed.

The primary goal of the Weber County Library System (WCLS) is to provide access to a rich amalgamation of relevant information resources, programs, and services, enabling users to make meaningful decisions in their lives and participate as full-fledged members of our democratic society. The Library's secondary goal is to serve as the social glue that binds people together in a sense of community; that is, to manage resources and programs so users will find civic cohesion and social solidarity in something other than a common race, a common religion, or a common culture.

To support the mission and overall resilience of the community during disaster, WCLS must be prepared to continue operations during any type of threat or emergency and be able to effectively resume essential operations if they are interrupted.

This Plan outlines how EFs will continue to be performed during a continuity event by:

- Identifying and prioritizing EFs that must be continued and recovered.
- Identifying essential positions.
- Designating who takes over when an essential position is vacant and what authorities they must have.
- Outlining resource requirements and redundancies for maintaining operations.
- Outlining alternate sites, including any alternate operating capabilities.

Upon adoption, this document will serve as the Continuity of Operations Plan for the Weber County Library System and will supersede any previous versions.

Mueller reviewed the overall content of the COOP as detailed in the executive summary. He noted COOPs follow a standard format, and the Library group was able to look at good examples as they customized to meet the needs of the System. In addition to introductory materials, Mueller also reviewed the four-phase operational framework designed to prepare the Library System to implement the plan no later than 12 hours after activation and provide guidance to sustain operations for up to 30 days.

- Phase I: Readiness & Preparedness
- Phase II: Activation & Relocation
- Phase III: Continuity Operations
- Phase IV: Reconstitution Operations

Mueller noted there would be a need to invest in the infrastructure required to implement the Library COOP. A first priority might be procurement of communications equipment to enable connectivity among personnel at various Library sites and with County Emergency Management officials. Another need may be additional cloud storage backup for Library data. Once the plan is approved, all Library employees will be trained on their responsibilities and implementation.

If time permits, the training will begin during the annual staff development day in October. Provisions will also be made for updating the plan.

Mueller concluded his overview by calling attention to the disclosure statement, recognizing that not all information in the Plan will be public. Board members will need to think about what should be made public and what should be withheld in the interest of safety and privacy as the Plan is finalized and adopted.

Allison asked who will be on the continuity management team.

Mueller noted it will consist of the library administrative and management teams.

In addition to the fall training, what additional training will be needed, Allison asked.

Mueller noted new employees will receive information during their onboarding and annual training will be required in every division meeting so everyone knows what is expected.

There being no further questions, Crosland thanked Mueller and asked for a projected approval timeline.

Wangsgard said the Director of County Emergency Management and Homeland Security was currently reviewing plans from several departments. The timeline depends on when she can review and make suggestions on the Library plan, perhaps before the end of August. The goal will be to have an approved plan before the staff development day training, although training can proceed based on the draft COOP.

Other:

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

Respectfully submitted: Julia Valle 2 August 2022  
Julia Valle Date