

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: August 3, 2021

Board Members

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

Others

in Attendance: Bryan Baron, Legal Counsel
Evelyn Bertilson, Friends of the Library
Marcia Harris, Development Board
Karen Burton, Ogden Valley Branch Manager
Phoebe Carter, Assistant Library Director
Randy Mueller, System Collection Development Manager
Holly Okuhara, Assistant Library Director
Julia Valle, Business Office Manager
Lynnda Wangsgard, Library Director

Spencer called the meeting to order at 5:00 p.m.

Public Presentations:

There were no public presentations or comments.

Welcome and Introduction of New Board Members:

Spencer welcomed new board members and invited them to introduce themselves.

Sebahar recognized her deep roots in Weber County where, despite being an “Air Force kid,” she has lived for 30 years. Her background is in finance and she served on both the South Ogden City Council and Planning Committee. Sebahar noted her family used the Main Library where her children especially enjoyed the after-school chess club, but she has taken advantage of programs and services offered at other Weber County Library locations. Sebahar concluded by noting she was looking forward to putting her experience and expertise to work in helping place a new building for those living in northwestern Weber County.

Watson explained that he grew up in the area and attended Weber High School and Weber State College. He now lives in Farr West and has been professionally engaged in the automobile business over the past 50 years. His company has showrooms in both Utah and Wyoming where they deal in most of the major brands. He and his wife have five children. His sons are now sharing responsibility for the family business. Watson noted he was impressed when he walked the Southwest Branch/Headquarters and was eager to step into service and add substance to the Board's deliberations and plans.

Spencer welcomed and thanked each of them for their commitment to serve.

Approval of June 29, 2021, Meeting Minutes:

Spencer called for discussion, questions, or corrections to the minutes. Crosland asked about the statement that Farr West City did not intend to host a soccer field on the building site.

Wangsgard explained that when she and Spencer met with Mayor Lee Dickemore and Assistant Mayor Boyd Ferrin, they indicated they did not plan to have soccer fields on the property. Soccer fields were overlaid on the site plan by the Board's consultant, Jay Lems, simply to show how much greenspace would be available to the community for use as a park.

Spencer agreed, noting there was no comment from City officials when the site plan changed from depicting two soccer fields to one in order to accommodate entrance to the parking lot. City officials indicated that they had another park plan for the greenspace.

Watson noted that, in gifting the property, donors requested that the site be used for a park. They were primarily interested in preserving the greenspace.

Crosland moved acceptance of the minutes as mailed. Allison seconded the motion. All voted in favor of the motion.

Commissioner's Report:

Harvey reported on previous day's work session where Commissioners considered authorizing a truth in taxation hearing to allow the Board to present a funding plan for a Northwest Branch Library. Harvey said he thought he could get their permission to put it on the November ballot for approval of a general obligation bond (GOB), but the plan to use bonds approved by the County Municipal Bond Authority (MBA) was not going to be moved forward. It is the Board's decision, he said, whether to seek authorization for issuing general obligation bonds.

Harvey said they had benchmarked Weber County tax rates with those for Davis County and the comparison worked well for some services, but not well for others, including the Library. People in Davis County pay less for their libraries. A person in Farr West had contacted the Commissioner noting he did not want to pay additional taxes. Harvey responded to the caller by explaining Weber's libraries are more than book depositories and it is not fair to the people in

northwestern Weber County that they pay taxes to support a library but don't have service in their geographical area. The caller was not sympathetic.

Harvey will follow the recommendation of the Board on whether to pursue a public vote of approval to issue general obligation bonds. He complimented Bertilson on the presentation she made on behalf of Friends of the Library concerning the bonding advocacy plan presented during 2013 and indicated he hoped they could do it again.

Weber is one of only two Utah counties where COVID had a positive revenue impact but there are still concerns with 2022 budget, Harvey said. Health and Dental insurance increases are projected at a 30-plus percent increase. A cost-of-living adjustment like nothing ever done before, and salary adjustments similar to those becoming common in the service industry, are needed to get people to go back to work. Full employment is considered when unemployment falls to 3.7% or below. Unemployment in Weber County is at 2.8%; nonetheless, the County is competing for employers who are paying more.

While the County general fund benefited from a healthy sales tax revenue stream, the Library did not. Library funding is tied by State statute to the property tax. A permanent revenue shift in property tax from the General Fund to the library fund will keep finances healthy for years to come, Harvey said.

Harvey went on to explain that several Cities and taxing districts are holding truth in taxation hearings for additional property tax increases. This is the only way in which governmental entities can increase property taxes. The County collects these taxes and sends it right back out to cities, water districts, and schools – 17 taxing districts in all. The County gets blamed for all these increases because it's the County's name on the tax notice envelope. This year, the tax notice has been changed to include city telephone numbers so the public can voice their opinions directly to the taxing entity.

Allison recognized Harvey as an advocate for libraries during the work session and thanked him for the points he made when Weber's libraries were compared to those in Davis County.

Spencer asked if Harvey would share an update on the County Fair.

The Fair is to the County like Cherry Days is to North Ogden and Pioneer Days is to Ogden, Harvey said. The Fair brings youth together for the Junior Livestock Show that builds character and enterprise skills as youngsters buy, raise, show, and sell their animals. It teaches kids wonderful things, he continued.

After several hiatuses, a carnival will be back due to favorable arrangements made at the Golden Spike Fairgrounds. For example, Salt Lake County collects \$0.43 on the dollar from event participants to cover the cost of sponsoring their booth or exhibit. Denver collects \$0.45. Weber County typically charges \$0.25 but the carnival will pay just \$0.15 of each dollar collected. Harvey was pleased with the owners who offer nice, clean rides run by people with background checks.

Outdoor shows at the Fair include, Indian horseraces, demolition derby, rodeo, and much more. Board members received complimentary tickets.

Burton invited the Board to visit the Library Square at the Fair.

Returning to earlier comments made during Harvey's report, Watson asked him to enlighten the group on where other two commissioners stand on funding for a new library.

Commissioner Froerer had publicly stated that he was opposed to the tax increase. Harvey noted Froerer has a lot of properties, represents people with a lot of properties, and does not want to add to their burden. Jenkins was not now likely to vote in favor of the increase, Harvey noted, although he had not made a public statement on the issue. Both of the other two Commissioners would vote with him to approve a GOB going on the ballot, however, Harvey said.

Crosland asked what he meant by "going on the ballot."

Harvey said that the proposed truth in taxation hearing would have given people a chance to speak but, in the end, members of the MBA would make the decision. The County has AAA bond rating and does not want to obligate sales tax like a previous Commission did for the Pleasant Valley Branch and risk losing this credit rating. If the funding issues goes on the ballot for the November election, all registered voters make the decision. The underlying issue is, he recognized, those who already have a library in their geographical area are not likely to vote for a property tax increase.

Spencer asked what actions the Board could consider during the current meeting.

Baron advised that the issue of placing an item on the ballot for the November election was not on the agenda for the current meeting and, therefore, should not be discussed. If a discussion is to take place, it must be placed on the agenda for a future Board meeting.

Harvey said noticing the public about ballot language must take place by August 15, well before the next regularly scheduled meeting. Time is of the essence since the ability to notice the public about plans is limited to just a few weeks and Commissioners will not support holding a special bond election on this particular issue. A special meeting could be called to address the issue.

Board members discussed the situation and agreed to hold a special meeting, the following Tuesday, August 10, to discuss the changed funding opportunities.

Allison asked what the deadline was to get something on the November ballot. Is it also August 15?

Baron said that while the deadline for public notification of intent to hold a hearing on tax notice for MBA consideration of a tax increase had a two-week window of time, there is a different deadline for noticing a GOB and printing ballots. He would need to explore these requirements before offering advice.

Wangsgard said if the Board decides to pursue the GOB, they would need to place the item on a County Commission agenda for their approval in a public meeting. Once approved by Commissioners, the item can be added to the ballot. There will be a deadline for noticing the public of ballot issues. Whether this and other deadlines can be met will be discussed during the August 10 meeting.

Watson asked how the GOB election went last time. Is the challenge similar?

Bertilson noted Friends of the Library (FOL) ran a vigorous advocacy campaign during 2013 and the Library Board put considerable resources into an educational endeavor. There was no opposition from anti-tax groups. The vote was 54-46 percent in favor of issuing bonds.

Watson said he has plenty of property and, knowing what he does, he would vote for it. If property owners understand, they may approve.

Allison asked if there was any funding for public education or an advocacy campaign. Where does the funding come from? What will it cost?

Wangsgard said FOL funded the 2013 advocacy campaign with community donations. Friends collected a large sum from many sponsors, \$30,000 from one donor in particular. Donors stepped forward because they had reasonable hope the vote would result in funding for library projects. In order to conduct the campaign, FOL registered with the State as Political Action Committee. They employed a public relations firm and engaged several dozen volunteers who canvassed the entire County, dropping off educational cards, putting up yard signs, and making telephone calls. Mailings were sent to all registered voters, billboards popped up around the County, and movie trailers were screened at local theaters. Library employees set up voter information booths every weekend at various locations and attended city council meetings, service clubs, and other community group gatherings. The campaign emphasized saving the Main Library, building a new Southwest Branch/Headquarters, expanding North Branch, adding parking and bringing Ogden Valley Branch up to the standard of other buildings in the System. Voters were asked to approve the concept of building and operating facilities like those already in place at the Pleasant Valley Branch; that is, third space educational platforms for teaching and learning. Everyone did an outstanding job, but it took time, and money – a lot of both.

Bertilson, noted it was disheartening to hear Commissioners were comparing Weber's third space libraries funded by the GOB election to those in Davis County. People voted for something different, they didn't want book depositories, and it takes an appropriate level of funding to operate these forward-facing libraries. For example, Weber County employees 20 professional librarians, Davis County had eight at last count. Librarians know how to manage and serve. There is no substitute for professionalism.

Wangsgard built on Bertilson's example by comparing cooperative borrowing agreement statistics that she had planned to present during her Director's Report. The numbers speak for themselves, she said. Davis County provides less than one third of the reciprocal services Weber

County provides to Davis County residents. Comparisons of funding between the two are problematic because the services offered by each are so different.

	Cooperative Borrowing Statistics					
	Comparison					
	2020	2020	2020	2019	2019	2019
	Davis County Library	Weber County Library	% of WC Total	Davis County Library	Weber County Library	% of WC Total
Registered Weber County Borrowers	3,054		31.6	3,376		37.4
Registered Davis County Borrowers		9,670			9,031	
Number of Items Loaned to Weber County Residents	21,536		29.2	42,529		36.2
Number of Items Loaned to Davis County Residents		73,793			117,540	

Note: 2020 statistics reflect the deleterious effect the pandemic had on the overall utilization of library resources

Wangsgard suggested they save the discussion of whether to seek funding by way of general obligation bonds for the special meeting, noting running the campaign will cost more and take more time than one would initially expect. During the special meeting, Board members can look at the analysis of the 2013 vote and see where the votes came from precinct by precinct. Can it be done this year? Can it be done at all? The answer will take time and analysis, she said. The current Board deserves to have all the information the previous Board had in order to make a good decision.

Board members agreed additional information was needed and a meeting should be scheduled for the following Tuesday.

Allison noted Commissioner Jenkins said he did not vote for the 2013 bond, but he would vote for additional funding now because it is a continuation of the deal voters made with the County to complete the System and provide operational funding to leverage use of the new facilities. Should the Board meet with him to see how he actually feels, she wondered.

Harvey indicated Commissioners will have another robust budget discussion during the work session on the following Monday.

After additional discussion, it was decided Spencer would seek a meeting with Commissioner Jenkins before the Monday budget discussion to explore his thoughts on holding a public hearing to take input on funding for the new branch. Two additional Board members will also attend. Based on the outcome of the meeting with Commissioner Jenkins, the Board will make a final determination on whether to notice a special meeting for Tuesday, August 10.

Director’s Report:

Wangsgard reviewed the financial report noting for newly seated Board members that property tax is the major sources of revenue. Because property taxes are due at the end of the fiscal year, the operating budget runs on the sale of tax anticipation notes.

Commercial lease revenues were not being collected as forecast because cafés were not open consistently during the pandemic. They were now operational at all three locations. Meeting room use was also adversely affected by the pandemic, but rentals were picking up. It is yet to

be seen if the surge caused by the Delta virus variant will make people fearful of gathering again and continue cutting into the revenue stream. Fines and fees were being collected in greater amounts than anticipated and an insurance payment for earthquake damages had been collected and deposited. All other revenues were coming in as expected.

Expenditure line items were, for the most part, under-spent. The financial report, generated when operations were 58% of the way through the fiscal year, illustrated that some line items appeared to be “used” at a comparatively high percentage because the category total included both expenditures and encumbrances; that is, large sums set aside on open purchase orders (encumbrances) to pay invoices for recurring payments to service providers. All “expended” and “encumbrances” totaled 57.40%. Transfers among line items will be made at a later date, if needed.

Spencer inquired about the health insurance line item that was only 37.9% used.

Wangsgard said the under-utilization could be, in part, because not all costs had been posted to the ledger, but it most certainly reflected that several positions have been open for a considerable length of time as recruitment for qualified staff is not producing acceptable candidates. As Commissioner Harvey had reported earlier during the meeting, Weber County is at full employment and hiring qualified people is a significant challenge.

The output measure report illustrated public utilization of Library resources was rebounding and approaching pre-COVID levels. Highlights included 2,257 library cards issued during the month of June. Burton noted that staff had been out in the community recruiting new users at farmers’ markets, art fairs, and other community events. People were also coming in to receive a full-service card after relying on their remote user authorizations issued to those who did not want to enter a public place during the pandemic. These remote authorizations limit borrowing to electronic items.

Community members borrowed 201,114 items and the monthly door count was just under 100,000. Pre-COVID attendance was typically just over 100,000 for the month of June. Staff accommodated 5,572 technology assists, and community members logged 10,609 one-hour computer sessions. Two hundred ninety-eight literacy programs were enjoyed by 11,865 attendees and 328 groups, 9,903 individuals, used public meeting rooms.

Program plans included America Reads celebrations, recognizing more than 400 youngsters who had been participating in one-on-one tutoring during the summer. Performances by a magician and recognition parties for kids and their families were planned to celebrate the youngsters’ accomplishments.

Library Square at the Fair will feature an array of games and an information booth as well as an opportunity for children to enter a drawing contest to “Imagine Your Library.” Illustration boards had been prepared showing plans for the Northwest Branch project, and to kick off an awareness campaign for a truth in taxation hearing. The boards may need to be pulled and held for possible future use. Burton noted a special Library card had been printed for the County Fair.

Roy Days art entries were on display at the Southwest Branch and a record number had signed up for summer reading clubs – for children, teens, and adults – and a chance to win prizes. Staff will attend back-to-school nights where they will distribute details about Library programs and services and remind parents that “the best gift you can give your child is a library card.” The annual book and surplus property sale was scheduled for August 28th, and the kickoff for Weber Reads was soon to be announced for mid-September. Burton noted the youth services staff was sending personalized letters to every teacher in both school districts, inviting them to bring their classes in for tours.

Northwest Branch Progress Report & Authorization to Issue an RFP for Design Services:

Plans to issue a request for proposals to solicit responses from architects and engineers interested in designing a new Northwest Branch Library did not receive Board action in light of the announcement that funding may not be made available for the project.

Grant Applications Awarded and Pending:

Wangsgard updated the group on several grants that were being used to enhance collections and services:

WEBER COUNTY LIBRARY SYSTEM						
State & Federal Grants						
Beehive Consortium Payments						
Source	Contract #	Timeline	Amount	WCL Share	Purpose	Final Audit Report Submitted
Cares Act	203457	4/1/20 - 6/30/21	3,318.00	3,318.00	Video Recording Studio Equipment	Yes
CLEF	212027	7/1/20 - 6/30/21	34,100.00	34,100.00	Streaming Services Contracts	Yes
ARPA	212632	7/1/21 - 6/30/22	12,000.00	12,000.00	Support of Physical Collection	
ARPA	212749	7/1/21 - 6/30/22	6,304.87	6,304.87	Video Editing Workstation	
USL	MOA	1/1/21 - 12/31/21	55,300.00	55,300.00	Beehive Library Consortium PAID 2021	Yes
ARPA	212494	7/1/21 - 9/30/22	62,213.00	31,106.50	Digital Content - Overdrive	
USL	MOA	1/1/22 - 12/31/22	56,603.00	56,603.00	Beehive Consortium Contribution DUE 2022	

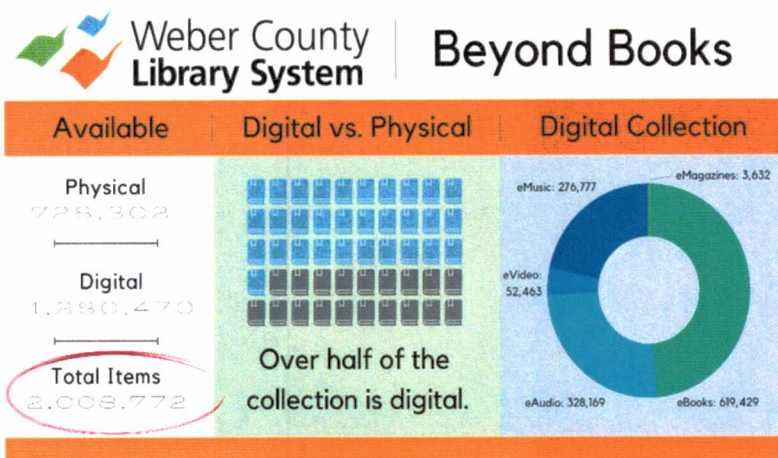
Employees were working with the Utah Technology Education Network (UTEN) to submit an Emergency Connectivity Fund (ECF) grant application that, if approved, will provide funding to procure laptops, tablets, and hotspots for loan to those who do not have equitable access to the Internet.

eMedia and Value-Added Resources Report:

Wangsgard introduced Mueller who was working in Texas, specializing in children’s services, when he was hired as the librarian at North Branch. He came with a master’s degree in Library and Information Science, as well as an undergraduate degree in business administration with a major in accounting. He was employed as a certified public accountant before entering the library profession. Mueller completed work for a para-legal certificate while managing the Weber County Law Library.

Mueller had successfully taken on many special projects while employed by Weber County, including managing the North and Southwest branches and the adult services area of the Main Library; overseeing System collection management; and mentoring and training public service staff. He now manages a large collection development budget, handles contracts with jobbers for value added resources, and works as a team member to evaluate and enhance print and non-print collections. Wangsgard said Mueller spends a significant amount of time on a public service desk where he serves as the senior research librarian and is a wonderful readers' advisor. She treasures the books he has recommended to her.

Mueller noted eMedia (eBooks, eAudiobooks, and eZines) and value-added learning and research resources continue to grow in usage and relevance. The graphic below illustrates the current size of the collection.



Physical items (books, DVDs, etc.) are purchased from multiple sources and are owned by the Library. As the owner, we make decisions on retention and disposition, Muller said.

eBooks, downloadable audio, etc., are a totally different way of acquiring content. They are not purchased, but like software, are

licensed. They are effectively leased for a period of time, or per use, under various “lending models” (12 or 24 months, 26 circulations, perpetual use, etc.). Some titles are available under just one model while others have options. The Library has use of a title for the time period or circulation limit, with one checkout at a time, and then it expires. To continue providing it, the item must be relicensed. Because of this limitation, building electronic collections can be more challenging than building print collections. Whatever is invested, it will be gone after it is borrowed, or after a period of time.

Some eMedia vendors charge the Library every time a title checks out while others require payment for a set term before it is made available. Most of the new eBook and downloadable audio titles the Library licenses cost \$50 - \$100 each. Publishers charge libraries considerably more than individuals because they are buying for multiple uses. The challenge in developing the eMedia collection is to keep waiting lists as short as possible while also weighing the overall cost.

Contracts are entered into with platforms to make content from numerous publishers available to Library patrons. The major platforms Weber County features also provide services to thousands of other libraries and are similar to Amazon in their functionality.

The big three platforms we use are:

- Overdrive (300,000 items). Access is through our membership in the Beehive Library Consortium, which is led by the State Library and includes many public library systems in Utah. Content includes new release eBooks, downloadable audio, and online. Libby is the app used to access Overdrive's over 60,000 fiction titles, of which over 20,000 are children's and young adult. Over 40,000 of these titles have no holds and are available for check out. A major advantage of the Consortium is that most titles licensed by the State Library and member libraries are available to all, with the acquiring library receiving priority for their patrons holds. The Consortium's size, purchasing power, and decade of licensing offer numerous advantages for Weber County Library patrons.
- Hoopla (900,000 titles). This service is based on a cost per use model and provides access to almost 640,000 eBooks and audiobook downloads, 276,000 music albums, and 20,000 movies and TV shows. It has apps for phones, tablets, and smart TVs that make content easy to access, subject to a monthly checkout limit. It is different from OverDrive because of its deep catalog of non-current titles and music / movie content. With the exception of music, Hoopla has very few new titles. Our patrons have access to the full catalog and we are not charged unless an item checks out.
- Kanopy (30,000 titles). This service provides streaming classical films, documentaries and children's titles. It promotes itself as a provider of "thoughtful and thought provoking" titles. Its app is available for most smart TVs and tablets. We are charged each time a film is viewed, with patrons limited to 10 check-outs per month.

The Library also serves as a jobber, procuring selective value-added research tools and databases for public use. Some of the of the most popular useful ones are AllData, Mango Languages, and NewspaperArchives.

Maintaining a relevant collection of vehicle repair manuals is labor intensive and requires a tremendous amount of time to keep current as well as a lot of shelf space. Since we do not have the shelf space, we provide patrons online access to AllData. It provides a comprehensive database of automobile, truck, and van repair information for both domestic and foreign vehicles from 1982 to the present. It provides diagnostic repair information and includes information on: parts and labor, maintenance schedules, illustrated diagnosis and repair procedures, recall notices and technical service bulletins. The licensing limits it to in-library use.

Mango Languages provides engaging and interactive step-by-step lesson plans that are an ideal way to learn major languages such as Arabic, French, German, Mandarin Chinese, and Spanish. It includes over 60 languages. Basic conversation and in-depth learning options are available.

NewspaperArchives provides online access to the digitized 1889-1977 editions of the *Ogden Standard-Examiner* and historical editions of other newspapers in the inter-mountain region. It is searchable and browsable and a vital tool for local history research. The Library also has the

complete run of the *Standard-Examiner* on microfilm for those issues that are not available online.

Mueller concluded by discussing a book he recommended that was used to kick off the 2013 bond election and still is valuable reading: *Expect More: Demanding Better Libraries for Today's Complex World*, by R. David Lankes. Copies were distributed to interested attendees.

2022 Operating Budget Preparation Progress Report:

Wangsgard noted in light of news that funding may not be made available for a Northwest Branch, priorities for the 2022 operating budget will need to be reworked. A draft budget will be presented during the September Board meeting.

Other:

There being no additional business to consider, Jensen moved to adjourn. Crosland seconded the motion. All voted, "aye."

Respectfully submitted:  7 September 2021
Julia Valle Date