

WEBER COUNTY LIBRARY SYSTEM

OGDEN, UTAH

January 31, 2024

The Weber County Library Board of Trustees will meet at 5:00 p.m., Tuesday, February 6, 2024, in the board room of the Headquarters Library, 2039 W. 4000 South, Roy.

AGENDA

Public Comments:

Heather Hogge

Review/Action:

Approval of December 5, 2023, Meeting Minutes

(January 2, 2024, Meeting Canceled)

Commissioner's Report

Friends of the Library Report

Director's Report

Fiscal Year 2023 Report
Budget and Output Measures

Fiscal Year 2024 Budget Review
Budget and Output Measures
Planning Processes/Review

Review and Discussion: Meeting Room Policy
Section I. Q.

Library Director Annual Assessment Plan

Other:

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: December 5, 2023

Board Members

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

Board Members

Excused: Jim Harvey

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
Holly Okuhara, Assistant Director
Julia Valle, Business Office Manager
Lynnda Wangsgard, Director

Public Comments:

Sebahar called the meeting to order at 5:00 p.m. and invited public comments. There were none.

Approval of November 7, Meeting Minutes:

Sebahar called for questions, comments, or corrections to the November 7, 2023, meeting minutes.

Ogata moved approval as distributed. Allison seconded the motion. All voted in the affirmative.

Friends of the Library Report:

Creer reported Friends were pleased that a local Story Corps recording, made at the Main Library a year ago, was recently broadcast on National Public Radio.

Friends were sponsoring live music for the Winter Fest celebration.

Director's Report:

Wangsgard reported the year would be completed within budget expense parameters, although transfers among line items was taking place to accommodate inflation and other cost increases that impacted some spending categories more than others. By yearend, output measures would reflect increases in every service metric, she predicted.

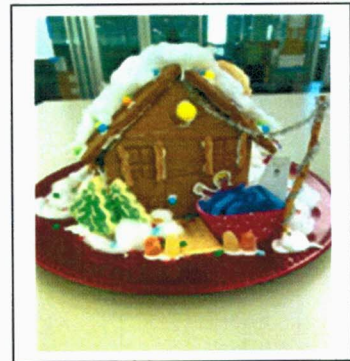
Sebahar asked for an update on the status of library board's 2024 budget priorities.

Wangsgard noted budget details had not yet been shared, but would be forthcoming after commissioners approve the final budget later during the month. The property tax increase under consideration did not include the library fund; however, Wangsgard was confident officials had a plan to ensure salary and benefit increases for staff would be comparable to those employed in other county departments.

Spencer asked if overtime payments were currently being made to employees. Was the commitment made during the budget presentation session alleviating stress for staff?

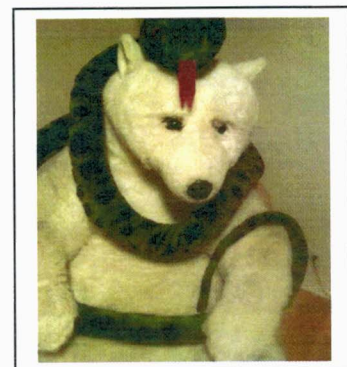
Wangsgard said scheduling for overtime had not yet taken place. For the most part, scheduling procedures could not be adjusted until after yearend. Commitments already made for time off during December precluded opportunities for change until the next fiscal year.

Okuhara reported on the Winter Fest celebration planned for Saturday, December 23, 2023, at the Main Library. This annual tradition features food, fun and games, and distribution of warm winter gloves, hats, and socks. There will be live music and each library division was making a gingerbread house to serve as table centerpieces and door prizes.



Allison noted she will be out of state for the event but encouraged others to attend. Last year, it was one of the highlights of her holiday season, she said.

Wangsgard said staff, under the guidance of Russ Heszler, was again sponsoring Mishka's Mission, an in-house effort to gather donations for the Christmas Box House. Mishka, a large, stuffed polar bear, is the Main Library's mascot.



Executive Director Annual Assessment Policy:

Sebahar had taken responsibility for overseeing changes to the Executive Director Annual Assessment Policy. Suggestions for improvement had been noted and a revised draft distributed to board members for review. There being no additional changes proposed during the meeting, Sebahar called for discussion.

It was agreed Wangsgard will present a draft performance plan for review and approval during the February 6, 2024, board meeting. The plan will complement those of other employees in form; that is, it will be based on intended results (ends), not processes (means), and will focus on duties that are called out in the director's job description, county ordinance, and state law, as well as those special system-wide projects that are priorities for the upcoming year. Updates on progress toward achieving the agreed upon results will be presented on a regular basis during board meetings and may also be reviewed during board subcommittee meetings. Details of the yearend review process will be fleshed out as the year progresses.

Wangsgard said system-wide 2024 performance results statements had already been drafted and will be presented to the employees during the general staff meeting on December 19.

Spencer and Allison will meet with Harvey before February 4 to seek his input and bring him up-to-date on the plan, noting the end result will be for the board to provide an assessment of the director's performance in light of their responsibilities for oversight of the library as detailed in county ordinance.

Watson noted it was important for the board not to step beyond their bounds. The goal should be to determine if good results are being achieved, not take over management.

Ogata agreed, but noted that there may be a future time when the board will need to step forward and make a difficult assessment.

Wangsgard said having this process in place provides some security for the director. Directors sometimes come under fire as special interest groups attempt to remove materials from libraries or limit programs. There is some measure of protection for directors if they have a performance plan in place that details the results they are to achieve. Do they have a track record on doing their job and getting results according to the guiding principles and policies approved by the library board? If so, the focus is on policy and the board, where it should be.

Crosland expressed the fact that approving a performance plan takes some responsibility from director, and places it on the board to support the vision of service. This acknowledged, she moved approval of the policy.

Ogata seconded the motion.

All voted in the affirmative.

Looking Back: 2023 Goals and Results:

Wangsgard reported that draft performance reviews had been written by supervisors, based on input gathered from employees throughout the year. The draft reviews had been proof-read and suggested scores detailed by job category on a “leveling spreadsheet.” During a leveling meeting held earlier that day, managers reviewed the recommended scores and each person had the opportunity to speak on behalf of members of their group, the meeting result being to rank performance from high to low in each job category. Scoring was done as prescribed by the county. The draft performance reviews will be presented and finalized during one-on-one meetings with each employee.

During the December 19 general staff meeting, everyone will look back on and celebrate group accomplishments. There will also be time to focus on performance results statements that everyone will be challenged to help achieve during the next year.

By January 15, 2024, draft performance plans will be written and one-on-one meetings held where plans will be finalized, signed, and the resources needed to accomplish agreed upon results committed.

Looking Forward: 2024 System Results:

Employees had asked to learn more about the library’s history that would put Weber County Library into perspective. They wanted to know more about the recent 50-year anniversary of opening seven days a week; this year’s 40th anniversary of staff taking 25% cut in salary to keep the library system open and avoid cutting public services; and the drive to approve a general obligation bond to build third space libraries. Who is Mr. Bill, they want to know, and what is a pitchfork hearing?

2024 Library System Performance Results Statements

Each employee’s performance plan should include appropriate system performance results statements, and personal “BY” statements that contribute toward attaining the desired yearend results.

Collection Management:

Actively engage in right-sizing collections with a zero-growth goal for each building collection during 2024, and then zero-growth minus an additional 1.5% of the building collection total, during 2025.

Fiscal Management:

Complete all standard orders for supplies (cleaning, summer programs, materials processing, office products, paper, etc.) by April 1, and have the funding off the books (paid for, checks cashed, etc.) by June 1, in order to reallocate funding as needed to enhance focused implementation of programs and services during the final six months of the year.

Whenever possible, use purchase orders for large orders, rather than p-cards for several intermittent orders.

Personnel Management:

Facilitate decision-making under Guiding Principles as exemplified by consistently treating coworkers with respect, empathy, and encouragement (radical civility).

Facilitate strengthening system teams (circulation, programming, maintenance, green/sustainability, information technology, etc.).

Program Management:

Increase library sponsored program attendance at each location by 10%.

Property Management:

Complete the year with zero instances of employee damage to equipment or facilities that are not documented with incident reports, including photographs and/or surveillance video.

Declutter all public service and storage areas, paying special attention to items coming between community members and staff over public service transaction counters.

Public Service Management:

Focus on skill building and training reviews to enhance our ability to effectively engage with community members.

Actively engage in recording accurate output measures to facilitate telling our story through numbers.

Facilitate decision-making under the library’s Guiding Principles as exemplified by consistently treating community members with respect, empathy, and encouragement (radical civility).

Technology Management:

Actively facilitate enhancing website content using the library style guide (S-drive: Style Guide – Website, PR, Etc.) to improve ease of use and access.

In many cases, former elected officials are the best able to share answers to these questions. Accordingly, former county commissioners have been invited to address the staff and share their favorite recollections on December 19, 2023.

Of course, it was noted, employees also take their lead and learn from library board members, and this year was no exception. A public service benchmark was recently communicated when the board, including the commissioner on the board, refused to levy fees for basic services. It was again modeled for the staff that the public is entitled to an irreducible minimum of society's resources. We never cut services or balance the budget on the backs of taxpayers.

In recognition of their unwavering support of the Library's Guiding Principles, board members were presented with a copy of *Richard Wright and the Library Card*. It is a poignant reminder, Wangsgard said, of how unjust practices can become institutionalized. She thanked the board, on behalf of employees, for not asking them to work under those conditions.

Other:

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

Respectfully submitted: Julia Valle February 6, 2024
Julia Valle Date