

# WEBER COUNTY LIBRARY

## BOARD OF TRUSTEES

### MINUTES

Date: February 3, 2015

#### Board Members

In Attendance: Scott Spencer  
James Ebert  
Brent Innes  
Kathleen Jensen  
Spencer Stokes

#### Board Members

Excused: Eric Jacobson  
Tom Taylor

#### Others in

Attendance: Lynnda Wangsgard, Library Director  
Scott Jones, Assistant Library Director  
Julia Valle, Business Office Manager  
Evelyn Bertilson, Friends of the Library  
Tom Brennan, EDA Architects

Spencer called the meeting to order at 5 p.m. There were no public comments.

#### Approval of Minutes:

Jensen moved approval of the January 6, 2015 meeting minutes. The motion was seconded by Ebert. There being no questions or discussion, Spencer called for the vote. All responded, "aye."

#### Director's Report:

Wangsgard presented the statistical report, detailing and comparing output measures for yearend 2013 with those of yearend 2014.

Reference services increased from a total of 792,517 for yearend 2013 to a record high of 824,659 for 2014 (+4.1%). This increase in the use of reference services was not anticipated as failing equipment in the public computer centers had compromised this service for several months. Upgrades will address this equipment issue early during 2015.

Cataloging services added 65,101 new items during 2013, compared to 79,727 for the 2014 calendar year (+22.5%). The increase in the number of books purchased was in preparation for expansion at the Southwest Branch/Headquarters Library collection.

Circulation transactions increased from 2,205,124 to 2,271,766 (+3%). This increase did not include all eBooks items downloaded from the Library Web site, some of which are provided with State funding.

Meeting room use rose from 94,773 during 2013 to a record high of 122,575 during 2014 (+29%). Due to the extra workload brought by capital improvement projects, the staff offered 87 fewer literacy programs during 2014. However, program attendance remained consistent with the previous year: 93,889 during 2013 as compared to 93,642 during 2014 (-.03%). The number of new library cards issued was also very close to the total of the previous year; 21,561 during 2013, 21,265 for the current fiscal year (-1.37%).

It was noted that a yearend adjustment will be made to the attendance figures as it had been determined that an infrared counting device at Pleasant Valley Branch had malfunctioned. The adjustment will be extrapolated from the number of visits using data from the two previous years. Attendance totals, without the needed adjustment, still exceeded those of 2013.

The tentative yearend financial report illustrated that as of December 31, 2014, \$553,796 needed to be collected and deposited to the Library Fund in order to meet budgeted projections. Several journal entries will be made as the fiscal year 2014 books are closed, including posting of additional revenue collected. It will be several weeks before final revenue collections can be reported. Revenues collected within the Library System, however, were known and exceeded projections by approximately \$4,000.

The expenditure side of the ledger illustrated the budget will be underspent by approximately five percent (5%). The goal of management and staff had been to function strategically to avoid using \$421,484 allocated from the fund balance to accommodate work being done to build collections for the Southwest Branch/Headquarters Library. While the expenditure had been authorized, the goal was to hold this funding safe so it will be available to supplement increased operating expenses that will result as larger and more sophisticated library buildings are opened for the public. The fund balance will also be needed to add popular items to the collections of Main and North Branch as they are renovated and opened to expanded service.

Wangsgard noted, if collections meet levels projected by the County Comptroller, little if any of the fund balance authorized for use during 2014 will be utilized. She complimented the Library management and staff for their diligence in completing the year under budget, even with the extra expense of preparing to open a new Southwest Branch/Headquarters Library.

The 2015 Flexible Meeting and Training Schedule was distributed and Board members were invited to attend training meetings as time and interest dictates. The next training session was a Supervisors' Retreat planned for 8 a.m. - 5 p.m., February 24<sup>th</sup>, at Pleasant Valley Branch.

Ebert moved acceptance of the director's report. The motion was seconded by Jensen. All voted in the affirmative.

Approval of License Agreement between the United States Department of Interior, Bureau of Reclamation, and Weber County Corporation:

The Board had directed Library administrators to make application with the Bureau of Reclamation (BOR) for permission to construct and maintain a 20 feet by 25 feet paved asphalt access road, along with 25 feet by 90 feet of minimal landscaping and irrigation system on U.S. lands acquired for a Roy irrigation well. The irrigation project was managed under the direction of the Weber Basin Water Conservancy District (WBWCD), which also had to approve the land being developed as part of the construction of the Headquarters Library. The application was completed and fees paid to both the BOR and WBWCD July 10, 2014.

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A formal response was received during January, authorizing a 25-year licensing agreement which accommodated all of the requests in the original application. Because the agreement had been forwarded by the Board and approved as requested, Wangsgard had placed the Lease Agreement on the February 3, 2015 County Commission Meeting agenda for consideration. Commissioners voted unanimous approval. With County signatures now in hand, the Agreement will be forwarded to WBWCD and the BOR for execution. In the meantime, R&O Construction managers were being given permission to include this property as site development work gets underway. Spencer asked for assurance that no additional costs would be incurred as the road was developed and the site landscaped. Wangsgard responded that there is no additional cost for this site development because the Board anticipated approval of the licensing agreement and included the work in the original construction contract.

Jensen asked for clarification concerning the role WBWCD will play in the upgrade. It was noted the District will oversee the work done under the agreement to ensure it meets original design specifications, which were a part of the original BOR application.

#### Capital Projects Report, Main Library:

Brennan was at the Library Board meeting to report on parking options and seek the Board's recommendation as to how to proceed during future meetings with Ogden City. He also was requesting input and approval of schematic design plans that were to be presented later during the meeting.

By way of a recap, the Board was reminded that after an Ogden City Council work session held August 20, 2014 to discuss progress on the Main Library, Commissioner Bell arranged a meeting with Ogden City staff, Wangsgard, and Zogmaister to discuss the Main Library project. During this meeting, various agenda items were discussed, including parking options that Brennan had previously presented to Ogden City. Bell then arranged a second meeting September 18, 2014, this time attended by Tom Brennan, EDA Architects; Spencer Stokes and Scott Spencer, Library Board; Lynnda Wangsgard, Library Administration; various Ogden City employees; Chris Parker, a neighborhood developer; and Commissioners Bell and Zogmaister. During this second meeting, Parker presented ideas for the City to consider in developing Lester Park, including an ice rink/splash pad behind the Library, athletic field adventure playground, and other amenities. Parker also encouraged the City to have the Library explore underground, instead of aboveground, parking.

During this second meeting with City officials, Brennan presented a study for expanded parking that had been selected by the staff as a preferred option. As a benchmark, Brennan noted the Pleasant Valley Branch accommodates approximately 200 stalls. The preferred plan included extending the diagonal parking in front of the Library, which will require removing several Library owned maple trees, as well as asking Ogden City to amend their open space zoning for Lester Park and allow some additional asphalt to be installed to the north of the existing lot.

This Library staff-preferred option would accommodate 136 off-street-parking stalls, which were estimated to cost approximately \$35-40 per sq. ft. The recommended lot expansion would be held back from the intersection of 24<sup>th</sup> Street and Jefferson Avenue in respect for greenspace and to protect City-owned healthy, mature trees. In addition, all parking stalls may be resized from the present 10' down to 9'.

An alternative suggested by Ogden City officials during the September meeting was to provide angle parking on all four sides of Lester Park. Challenges with this suggestion were at least threefold. First, the median greenspace would be sacrificed, including all the trees lining the streets. Second, parked cars would stick out into the street. If Jefferson were to offer diagonal parking on both sides, the street would have to be re-centered. In addition, buses bringing school children to the Library would not be able to use available parking. Third, snow plowed from streets would be deposited directly on the sidewalk, either requiring removal by the City and County, or requiring that people climb over the banks, which presented an untenable obstruction and safety concern.

At the conclusion of the second meeting, Ogden City officials requested the Board further explore both underground parking and additional street parking options, as opposed to expansion to the north of the current parking area.

In response to this City directive, Brennan presented the Board with "Partially Underground Parking Option A." It included a terrace constructed on the footprint of the existing lot that would accommodate approximately 102 stalls.

This option would be served by two vehicle ramps from Jefferson leading into and out of the garage. Because there is a limit to how steep the ingress and egress ramps can be, this Jefferson Avenue option could only be partially below grade. Partially Underground Option A allowed for the garage to be naturally ventilated (no mechanical fans), and kept the footings out of the water table. Construction Control Corp. had estimated the cost would be in the \$3,100,000 - \$3,500,000 range, or about \$70-80 per sq. ft. – double the cost of aboveground parking.

"Underground Parking Option B" provided a longer single ramp with ingress and egress from 24<sup>th</sup> Street. Because of the longer ramp, the structure could be constructed completely underground. This option had the disadvantage of requiring mechanical ventilation and a waterproofed mat, slab foundation, likely 18" - 24" thick. It was also disadvantaged in that it would not give people a visual connection to where they should park while creating a large, uninviting, treeless green. Construction costs for this option were estimated to be somewhere between \$4,100,000 and \$4,400,000, or about \$95-\$105 per sq. ft.

Both Options A and B required budgeting for lighting, elevators, security, and other on-going cleaning and maintenance costs. In addition, Board members noted, there is a general public perception that underground parking is not as safe as being aboveground, which may negatively impact the use of the Main Library.

A third option presented to the Board illustrated an aboveground expansion to the north of the existing lot that was based upon the Library staff's original preference. This "Aboveground Option C" provided an increase from the existing 84 total parking spaces (including 45° spaces to the west, in front of the Library), to 151 total spaces (including expanded 45° spaces to the west). The lot had double entry drives from Jefferson Avenue, 32 trees, a hedge, and groundcover, providing shade and greenspace to blend with Lester Park. This Aboveground Option C required removal of at least one City-owned tree located next to an unused restroom facility. The restroom would also need to be demolished.

Stokes expressed regret that so much time and money had been spent exploring the option of underground parking, noting the Board had discussed and rejected the option months earlier, preferring the north expansion. Brennan said the request grew out of the meetings with City

officials and the issue now needed to be vetted as a courtesy to those who will ultimately approve the renovation plans.

Ebert noted there was no funding available for either Option A or B. All of the available funding will be needed to complete the planned renovations of the Main Library. If \$3,100,000 - \$4,500,000 were to be spent on a parking garage, the Main Library project would not be feasible as presented to the public.

Board members expressed their distaste for saddling Library users with a parking garage of any kind, knowing how the stereotype of the Ogden City Mall parking terrace contributed to the demise of shopping in downtown Ogden. Underground parking, they agreed, will not help the Board achieve their goal of presenting the renovated Library as a safe and welcoming place that will draw people from throughout the County, and beyond, to the area.

Stokes made a motion that the Board go on record as selecting Parking Option C as their official recommendation to the Architectural Team, noting Options A and B had problems of aesthetics, safety and security, on-going maintenance, and ingress and egress; that parking would not be easy and would not encourage use of the Library; and that spending money on parking rather than on building renovation was not in the best interest of the public. Ebert seconded the motion.

Spencer asked if there was additional discussion. Jensen expressed her thought that safety and security in underground garages is a big issue. Innes noted concerns with expense as did Ebert. Hearing no further comments or discussion, Spencer called for a vote. All present voted in the affirmative.

Spencer asked Brennan to present Aboveground Option C to City officials on behalf of the Board, asking them respectfully to allow the expansion of the existing lot to the north. In turn, the Board will ensure the addition of several dozen new trees, hedges, and groundcover that will create an attractive greenspace and shared gateway to both Lester Park and the Main Library.

Brennan next presented floor plans for the Main Library. The upper level will house youth services at the north end which will flow south to a preteen area and family commons. The north end of the floor will also accommodate a children's workroom and office as well as a small janitorial service room and family restroom.

The south end of the floor will house adult services, including public computers and the non-fiction collection. Men's and women's restrooms will also be added to this level in the area currently used as a public computer center.

The north end of ground floor will host an expanded circulation area which will also include a volunteer work space. An automated book return and RFID self-check services, similar to those currently in use at North Branch and Pleasant Valley Branch, were included in the plan. This RFID system will also be used at the new Southwest Branch/Headquarters facility. A large computer commons will divide the circulation area from a study commons on the east, which will also be served by commercial lease space.

The current circulation space will become an information desk, or genius bar, and the surrounding lobby area will open on the east side to outdoor seating and a performance green. Jensen asked for clarification concerning the performance green, which Brennan noted would be included as he discussed that particular overhead illustration in a few minutes. New restrooms

will be added in the central area of the main floor. An expanded elevator will serve the three floors from the central core of the facility. To save costs, the freight/backup elevator will be shut down and abandoned.

The south end of the ground floor will house the fiction, non-print, and periodicals collections. "New Now" and other popular materials will also be located in this area.

The overall appearance of the ground and upper floors will not change dramatically. The lower level will have some more significant changes, however.

The north end of the lower level will be remodeled to accommodate a small support area for staff, literacy services, a teen center, digital commons, and archives. Configuration of the loading dock area will remain the same with some upgrading of the retaining walls that lead to the service entrance. The restrooms in the central portion of the floor will be expanded significantly and a family restroom will also be included. Expanded janitorial space will be moved to the south end of the floor.

The current spaces located in the south end of the floor will be repurposed but, in the interest of cost savings, no major walls will be taken out or added. The small serving kitchen will be expanded so it can accommodate public use of the activity center, two meeting rooms, and a new auditorium. The auditorium will occupy space that currently houses historical materials, which will be relocated to the archives area. New equipment rooms will be built to the east of the auditorium and will allow phasing of the HVAC systems. The Special Collections Room will be preserved without change.

The lower level is being designed to allow it to be managed from one public service desk. The ground floor will require two service desks, one at each end of the building, as will the second floor. The goal is to keep the public areas open and easy to manage with a minimum number of employees.

Brennan asked for comments.

Board members discussed having the youth services center on the upper floor. There was general agreement this is a premium space. It offers the children beautiful view; safety in being located away from the main entrance, high traffic areas, and adult services spaces; and the larger floor space can be used to offer expanded collections, computers, and other services for children. Jensen noted she liked the idea of children being in their own area, away from the distraction of adult services.

Bertilson wondered about the safety of the architectural railing around the atrium. Brennan acknowledged his charge to respect historic nature of building while bringing it up to Code and modern service standards. Any perceived safety issues can be vetted by comparing them to Code requirements for renovation of public buildings. The final decision, when it is made, will be a delicate balance between perception and reality, always with an eye to safety. Additional information concerning the possible need for stairway and railing upgrades will be reported as it is available.

Brennan turned his attention to a proposed east entrance on the ground floor. He explained the design of the outdoor space to the east of the Library, which also houses enclosures for the electrical transformer and emergency power generator. Board members noted and voiced

approved of the addition of several dozen trees in this area. The new entrance was also discussed and viewed by the Board as a welcome tie to Lester Park. Tying the Library to the Park is a major goal of the renovation project, creating performance spaces while also inviting the community to enter from the east side of the building.

Ebert asked about the wisdom of locating the teen center in the lower level instead of on one of the upper floors. Wangsgard responded explaining that the goal was to attract the youngsters to an area where they could be more exuberant in their learning style without disturbing others as well as keeping them close to computer services where they congregate anyway. She explained that all of the commons areas, including those near the commercial lease space on the ground floor, will be attractive to young people who will want to gather in a booth or around a table to work collaboratively on school or personal projects.

Board members expressed their desire to respect the architectural lighting of the soffit which is a key feature of the Ogden downtown area. Enhancement of this lighting for seasonal affect was also discussed.

Ebert acknowledged the tremendous amount of work that had been done to keep the project within budget and, since he could not see anything that seemed out of place with the proposed plans, moved that the Board approve the design as presented. Jensen seconded the motion. Spencer asked if there were any additional comments or discussion for the record. Hearing none, he called for a vote. All responded in the affirmative.

Other:

There being no further business, Innes moved adjournment. Ebert seconded the motion. All voted, "aye."

Respectfully submitted:  & Valle 3/3/15  
Julia Valle Date