

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: January 3, 2023

Board Members

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

Board Members

Excused: Shannon Sebahar

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:

Crosland called the meeting to order at 5 p.m.

There were no public comments.

Approval of December 6, 2022 Meeting Minutes:

Crosland called for comments or corrections to the December 6, 2022, meeting minutes. There were none. Spencer moved approval. Ogata seconded the motion. All voted in the affirmative. Ogata noted Sebahar's presentation on complications resulting from a change in the workweek illustrated the complexity of the issue and was very informative.

Commissioner's Report:

Harvey invited the Board to share issues or concerns that may arise during the legislative session. He will be pleased to communicate with State officials on the Board's behalf, if needed. He also volunteered to pass along requests for help to the County's paid representative, Steve Hunter.

Crosland thanked him for his interest and support.

Director's Report:

Wangsgard noted the 2022 financial report was not yet complete. Invoices will be paid as they are received through January 31. Final revenue collections and settlements will be posted during February. The year in review financial report will take place during the March Board meeting.

As anticipated during previous meetings, yearend transfers were needed and were completed on December 13, 2022.

WEBER COUNTY LIBRARY SYSTEM					
Org	Object	Line Item	Current Budget	Transfer	Revised Budget
20600000	624205	Bank Charges	5,019	500	5,519
20600000	625000	Equipment Maintenance	239,111	(34,000)	205,111
20600000	625300	Software Maintenance	279,178	35,000	314,178
20600000	627000	Utilities	342,276	25,000	367,276
20600000	628000	Telephone	25,466	(4,500)	20,966
20600000	635000	Special Services	248,212	(25,000)	223,212
20600000	640000	Special Supplies	303,801	(15,000)	288,801
20600000	764000	Equipment	105,000	13,000	118,000
20600000	765000	Controlled Assets	86,077	5,000	91,077
13-Dec-22			\$ 1,634,140	\$ -	\$ 1,634,140

Transfers to the “Utilities” line item were made to offset inflationary costs in general, and in anticipation of additional cost for heating Ogden Valley Branch. Four of ten rooftop heating, ventilation, and air conditioning (HVAC) units had failed during December. These units were due to be replaced during 2023, but need to remain operational until September of 2023. Auxiliary electric heating was being used to keep the facility open to the public. The auxiliary units will be more expensive to operate than heating with natural gas, Wangsgard said. Service providers were hopeful of finding parts to temporarily retrofit two of the four units.

Spencer asked if the HVAC units could be replaced during spring.

Wangsgard said the lead time for delivery was approximately 42 weeks, the contract was approved and signed during November.

Funds were transferred to “Controlled Assets” to accommodate the replacement of failed devices used to access the online catalog, as reported during the December Board meeting. Transfers to “equipment” were used to cover costs of replacing a large projection screen in a meeting room at the Main Library. The screen had been salvaged and then reinstalled after renovation. When it failed late during the year, it could not be repaired. The transfer to “Bank Charges” reflected an increase in the number of credit card transactions processed for fines and fees paid online.

Fiscal Year 2022 funding to be carried over to fiscal year 2023 will total approximately \$234,050. All of this carryover was necessary to complete installation of the rooftop units at the Ogden Valley Branch.

WEBER COUNTY LIBRARY SYSTEM
Contact: Lynnda Wangsgard, 801-337-2616

PO# Contract #	Dated	Vendor	Description	Original PO Amount/Contract	Amount to Carryover	Line Item	Account #	Request to Carryover
Purchase Orders to Carryover to 2023								
3220208	1/25/2022	Focus Mechanical Consulting	Open order for mechanical engineering services - OVB rooftop unit replacements	10,000	2,818	Building Improvements	20600000 761200	Sent to M. Clements 12/15/2022
3220441	5/13/2022	Prescott Muir & Associates	Structural design & construction oversite OVB rooftop units	7,500	1,232	Building Maintenance	20600000 626000	Sent to M. Clements 12/15/2022
3220529	7/6/2022	Ogden Art Metal	Steel roof modification to accommodate OVB rooftop units	8,000	8,000	Building Improvements	20600000 761200	Sent to M. Clements 12/15/2022
3220797	11/30/2022	Rocky Mountain Mechanical	Emergency repairs to OVB rooftop units, not yet completed or billed	8,000	8,000	Building Maintenance	20600000 626000	NOT Yet Sent to Matt Clements*
Contract to Carry Over to 2023								
5372	10/4/2022	Rocky Mountain Mechanical	Replace 10 rooftop HVAC units at OVB	214,000	214,000	Building Improvements	20600000 761200	Sent to Scott Parke 1/27/2023
					\$	234,050		Total Carryover
						224,818		Total Building Improvements Carryover
						9,232		Total Building Maintenance Carryover
					\$	234,050		Total Carryover

* Emergency purchases on this PO have been ordered, but not yet been delivered and billed. This obligation needs to be carried over to 2023.

Wangsgard called for questions on the financial report.

Ogata asked about the \$650,000 detailed in “Deduction in Allocated Salaries and Wages.”

Wangsgard explained the amount was included in the budget as a target for what elected officials originally wanted to see turned back to the County at yearend. The target may not be attainable because of a cost-of-living (COLA) increase granted mid-year that had to be accommodated. There will be a savings in the salary line item but the projected amount will not reach \$650,000.

Why do we have to turn money back, Ogata asked.

Elected officials are trying to balance budgeted expenses with projected revenue over time, so there will not be a need for a tax increase in the immediate future, Wangsgard said. For some time, the Library Board had been turning back funding in the “Salaries and Wages” line item. This resulted, to some extent, because buildings were closed, off-and-on, during 2014 – 2018 for construction and renovation. Beginning in 2020, and throughout 2022, usage was curtailed by the COVID-19 pandemic. Then, as the unemployment rate dropped to historically low levels, part-time employees left for full-time work as it became available. The 2023 budget offered an opportunity for the first time in a decade to benchmark salaries, wages and benefits. The target of turning back \$650,000 was set by County officials to help right-size the workforce.

When the mid-year salary increase was granted to all County employees, Wangsgard continued, the Comptroller called to say budgets were being adjusted in the General Fund to accommodate the increased cost. Since the Library already had \$650,000 allocated, it was agreed that we would utilize this funding to cover the mid-year COLA increase while still doing our best to save as much of the allocation as possible. Completing the year with this overall level of surplus continued to be the goal, which meant that savings in salaries, wages, and benefits needed to be augmented with savings in other line items. As it turned out, some of the savings in “Equipment Maintenance,” “Special Supplies,” and “Special Services,” had to be allocated to cover additional costs in other line items where inflation and unplanned expenses took their toll.

Ogata asked what happens to the budget authority that is unused at yearend.

Wangsgard said any surplus will be allocated to either the Library Fund balance (rainy-day fund) or the Library Capital Fund. The hefty Library Fund balance that was being carried forward a couple of years ago was a problematic asset. It was being drawn down each year to offset increased public use of greatly expanded Library buildings that resulted in increased operational costs. It was decided to use some of the savings in the Library Fund to retire the debt on the Pleasant Valley Branch and then set aside a sizeable amount for future capital improvements.

Once debt on the Branch was retired and the Capital Fund was established, a truth in taxation hearing was held where the public spoke in favor of a small tax rate adjustment to accommodate future operating costs. The goal was to balance expenses with this adjusted revenue stream. Any surplus above what is needed to maintain the rainy-day fund is deposited in the Library Capital Fund, Wangsgard concluded.

Ogata, asked how much funding is mandated in the rainy-day fund.

Wangsgard said the State requires a minimum amount approximately equal to 90 days of operating expense.

Crosland asked about the line item for “Lodging” on the financial report.

The expense was allocated to cover the cost of those who attended the annual conference of the American Library Association, Wangsgard said.

There being no further questions on the financial report, Wangsgard offered a brief overview of output measures, noting the yearend output measure report would be available for review during the February meeting. During the month of November, every output measure showed an increase over the previous year, except the number of library “Cards Issued.”

OUTPUT MEASURE COMPARISON - NOVEMBER			
	2021	2022	% +/-
Cataloging	2,442	2,471	1.2
Cards Issued	1,305	1,255	-3.8
Circulation	167,363	176,543	5.5
Visits	59,848	62,111	3.8
Reference	49,636	59,704	20.3
Program Attendance (Groups)	254	279	9.8
Program Attendance (Individuals)	5,613	7,927	41.2
Meeting Room Use (Groups)	401	537	33.9
Meeting Room Use (Individuals)	9,200	12,505	35.9

Ogata asked if notary service was free.

Wangsgard indicated the service is free. Notaries who speak English and Spanish are available.

The discussion turned to the approved Fiscal Year 2023 budget, which Wangsgard said was a strong one. The only exception to the Board’s requested budget was that a transfer of \$228,268 from the Capital Fund to the Operating budget was not approved. There was not, however, a line item request to turn back allocated salaries and wages. There was a placeholder in the budget for “employee incentives,” the yearend pay for performance. This allocation will presumably be made within the next few weeks.

All capital items requested were approved, including:

- four servers in the data center;
- replacements for a surplused pickup truck (\$25,000) and car (\$25,000);
- replacement of the automated materials handling system at Pleasant Valley Branch;
- PCs and other lifecycle replacements for Southwest Branch; and
- Special allocations to facilitate a website upgrade.

Approval of the robust capital budget required that expenses be balanced with anticipated revenue. Accordingly, the “Books and Materials” line item was decreased by \$260,400. The goal during 2023 will be to save funding to replenish the shortfall in books and materials.

“World on the Move National Exhibition” Coming to Weber County Library:

When staff were at the annual conference of the American Library Association (ALA) they learned about a traveling exhibit sponsored by American Anthropological Association and ALA designed to help people appreciate migration histories – their own and others – by drawing on a wealth of case studies from across human history and the breadth of cultures.

Fifteen sites were selected nationwide to host the exhibit and Weber County Library System was one of them. Deborah Smith and Sophia Garza will report in more detail as the exhibit time nears. The exhibit will be installed late next November at the Southwest Branch.

Carter reported the Library was partnering with the Utah Women’s’ History organization to host an exhibit on Martha Hughes Cannon, the first female state senator in the nation. As a frontier doctor, suffragist, and senator, Cannon was such a trailblazer that her statue was chosen to represent Utah in the U.S. Capitol. The exhibit was scheduled January 3-12, 2023 at the Southwest Branch.

Proposed Library Board Bylaws Amendment to Accommodate Electronic Meetings:

Baron proposed an amendment to the Library Board bylaws to accommodate electronic meetings. He explained the Utah State Legislature tweaked the open public meeting law, requiring organizational bylaws detail whether or not someone attending by way of an electronic device is considered to be present for the purpose of a quorum.

Instead of updating the Bylaws each time the law is changed, Baron proposed stating the Board shall follow the provisions as detailed in the Utah Code. The proposed Bylaws were also changed to clearly state Board members may attend through electronic “means of telephone, video, or other computerized, electronic, or teleconferencing means” and that this attendance will be used for the purpose of calculating a quorum.

Baron welcomed comments suggestions, inviting Board members to contact him as needed before the new Bylaws are voted on during the February meeting. Because the document being considered is the Board's Bylaws, the vote had to be taken during a subsequent meeting.

Comments were favorable and there were no questions.

Crosland thanked Baron for his work.

Approval of Updated Policies and Procedures to be Posted on New Website

Policies and Administrative Procedures had been distributed and reviewed during the December 6, 2022 Board meeting with the understanding they would be changed, if needed, and voted on during the January 3, 2023 meeting. Policies and Procedures under review included:

Guiding Principles	Gifts Policy
Vision, Mission, Goals	Green Operations & Maintenance Policy
Library Bill of Rights	Interlibrary Loan Policy
Freedom to Read Statement	Internet Acceptable Use & Patron Self-Certification of Need Policy
Access to Buildings & Grounds Policy	Request Reconsideration of Services Offered in Library Public Computer Centers
Code of Conduct	Request Reconsideration of the Library Internet Access Policy
Attendance at Library Sponsored Film Screenings Policy	Statement of Concern about Access to Internet Resources
Circulation Policy	Pet & Service Animals Policy
Criteria for Assessing Damage Fees	Public Meeting Rooms Policy
Collection Management Policy	Application (Is being reworked to accommodate new software)
Statement of Concern about Library Resources	Unattended Children in the Library Policy
Confidentiality of Library Records Policy	Volunteer Workers Policy
Requests for Library Records	
Emergency Response Policy	
Food & Drink Policy	
Friends of the Library Policy	
Gallery Exhibitions Policy	
Gallery Exhibit Application	

Board members had completed their review of the documents and forwarded proposed changes, all but one of which consisted of adjustments in grammar and style. Ogata had taken the time to professionally edit each document and had suggested the verbiage in the "Attendance at Library Sponsored Film Screening Policy," stating, "Parents are reminded that they are responsible for supervising their children's access to Library programs and services," be added to the Collection Management Policy.

Sebahar suggested the "Statement of Concern about Access to Internet Resources" be changed to allow a written response to concerns within 30 working days, rather than 10, making it comparable to the response time for reviewing concerns about books and materials.

There being no other suggested changes of substance, Ogata moved approval. Allison seconded the motion. All voted in the affirmative.

Disposal of Library Vehicles:

Wangsgard reported on options for selling surplus Library vehicles, noting the preferred option for making them available as previously discussed was not possible. They cannot be sold on a government auction site as “a lot.” Each vehicle has to be sold separately, detailing the vehicle identification number.

Two remaining options had been identified.

The first option was to market them separately on a national government auction website; govdeals.com, for example.

These national auctions are somewhat restricted to savvy buyers, Watson noted.

The second option was to make them available at a quarterly TNT Auction of government vehicles held in Salt Lake City. The next TNT Auction was scheduled for March. County historical sale data indicated this method of disposal resulted in a higher income than govdeals.com.

During investigation of the first two options, it had been learned there was actually a third option. A fair market value could be established for each vehicle and County employees could be given first choice for purchase. Since there was not enough funding in the 2023 budget to purchase replacements for the surplus truck and car, and since the sale of the surplus items was to be used to augment the purchase of replacements, Wangsgard suggested selling the items at the March auction where the greatest income would likely result. Wangsgard noted, however, that the Board has discretion as to how these vehicles should be disposed of, so their advice and consent was needed in selecting a methodology.

Allison said she wanted to utilize the method that would result in obtaining the greatest possible income since the revenue will be used to augment the budget allocation for replacement vehicles. The goal should be to get the best vehicles possible for future use, she said.

Harvey agreed, saying the govdeals.com is typically for those buying for resell. The TNT Auction will bring the best price because there will be more local buyers.

Allison agreed with Harvey, noting she liked the greater accessibility to local community members.

There are a couple of vehicles that will do well, Watson said. The tractor, for example, is 30 years old but it has very low hours and several useful attachments. It is a very good deal. The Suzuki is a good school car for kids, and the full-size van hits a sweet spot because there is a shortage in the marketplace. The Toyota truck has a lot of miles on it but “every high school kid wants one.” Actually, every vehicle has a niche.

Watson said the disposal method that would likely bring the greatest income and the greatest number of buyers, however, would be to list them on a site like KSL.com. He cautioned that the hassle of dealing with a variety of buyers on a site like this may not be worth the extra effort.

Crosland asked if this option was available to the Board.

Baron said Board has broad discretion and advised Wangsgard to check with the County Purchasing Director.

Watson volunteered to help set reasonable sale minimums, consulting with used vehicle dealers, to help ensure the best benchmark. The market will change in a couple of months, he predicted, so it may be best to run some advertisements on KSL.com and, if they don't sell, take them to the TNT Auction.

Spencer asked why the tractor was being sold.

Watson noted the Library had a better option, a smaller, more mobile unit with a variety of better attachments.

Harvey noted he had been an advocate for the smaller Ventrac units when they were proposed several years ago. He advocated for the Library to purchase Ventrac's and has since advocated purchase for other County departments. They are versatile, easy to operate, and much more appropriate to the Library use than the oversized Kubota that is being sold.

Spencer suggested the vehicles be listed on KSL.com as soon as possible and, if they don't sell, take them to the TNT Auction in March.

Allison, said they should be listed on KSL with a set, reasonable minimum that we will not go under. In this way, they are made available to the general public, that's who we serve.

Harvey advised that members of the public be apprised that income from the sale will benefit the Library. There are some very generous people out there, he noted. They may well pay a premium above the list price to support the Library.

Wangsgard noted an email could be sent to all Weber County employees, directing them to the sale on KSL.com, as well as to all Library card holders.

Allison made a motion to move forward with the listing on KSL.com with asking prices set by Watson. If the vehicles are not sold for the asking price in this manner, they will be disposed of at the TNT sale. The goal of disposing of the surplus vehicles is to maximize the income while making them available to County employees and the general public. Harvey seconded the motion. All voted in the affirmative.

Other:

Crosland screened pictures she had taken December 24, during the Winter Fest celebration at the Main Library.

Upon arrival, community members were greeted in the lobby by a duet playing string instruments. Children were immediately welcomed, engaged in a scavenger hunt, and then

