

WEBER COUNTY LIBRARY SYSTEM

OGDEN, UTAH

October 26, 2022

Dear Board Members:

The Weber County Library Board of Trustees will meet at 5 p.m., Tuesday, November 1, 2022, in the Board Room of the Headquarters Library, 2039 W 4000 S, Roy.

**AGENDA**

Public Comments – Please Limit Your Comments to Three Minutes:

Review/Action:

Introduction, Ramin Broumand, President, Dolce Hospitality, dba Prego Cafes

Approval of October 4, 2022 Meeting Minutes

Board Training Vignette – Reed Spencer

Commissioner’s Report

Friends of the Library Report

Ugly Pumpkin Decorating Contest

The Great Thanksgiving Listen

Director’s Report

Financial & Output Measures

2023 Budget Update

Output Measures

Review and Approval of Café Menu and Sampling of Food and Drink Items

FY 2023 Budget Update

Other:

WEBER COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES

Date: October 4, 2022

Board Members

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

Board Members

Excused: Jim Harvey  
Reed Spencer

Others

in Attendance: Bryan Baron, Deputy Weber County Attorney  
Phoebe Carter, Assistant Director  
Shari Creer, Friends of the Library  
Marcia Harris, Development Board  
Randy Mueller, Professional Business Manager  
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 September 6, 2022 Meeting Minutes:

Crosland called for changes or clarifications to the minutes as mailed.

Baron noted three clarifications were in order:

It is the very brief section concerning “abridging freedom of speech” that is what the Board’s responsibilities are about, Baron continued. Freedom of speech encompasses the right to receive information. All people, including young people, have the right to receive information whether you or I agree with the information it is irrelevant. The Library makes available materials on many topics, some controversial, and that’s okay. It is the Library’s obligation to provide these materials. The Library does not censor; it is up to individuals to censor or filter their own reading and that of their children.

Baron also noted that the definition of obscenity should read as follows:

(1) the average person, applying contemporary community standards, finds the work, taken as a whole, appeals to the prurient interest, (2) the work depicts or describes sexual conduct in a patently offensive way, and (3) the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Allison moved approval of the September 6, 2022, meeting minutes as clarified. Sebahar seconded the motion. All voted in the affirmative.

### Friends of the Library Report:

Friends of the Library had welcomed the StoryCorps team to Weber County and presented them with gift bags containing items designed to introduce the group to our community. StoryCorps is a not-for-profit group that strives to preserve and share humanity's stories in order to build connections between people and create a more just and compassionate world.

The StoryCorps mobile team is spending two weeks recording stories at the Main Library where they will interview 84 community members. They travel the U.S., January through December. Their next stop, after leaving Ogden, will be Las Vegas.

Friends will host a reception on October 6 in honor of the StoryCorps mobile team and KUER Radio which helped bring the group to Utah. The reception will feature hors d'oeuvres, drinks, and live piano music.

In addition to the reception, the Library Board and KUER will host a program that same evening where excerpts taken from some of the local stories will be presented. Friends were also providing a thank you gift for the managers of KUER and the StoryCorps team. Crosland will welcome the community and thank KUER and the StoryCorps team for their partnership in this endeavor.

In response to a request that Shari share her special connection with StoryCorps, she noted her youngest daughter successfully competed for an internship and spent many years working her way up in the StoryCorps organization.

### Director's Report:

Wangsgard reported that \$150,000 had been transferred from the "books and materials" line item into "improvements to buildings" in order to cover the additional cost of HVAC rooftop units (RTUs) at the Ogden Valley Branch. Books and materials was the only line item where there was enough funding remaining to facilitate an expeditious transfer in order to execute the contract, she said. While a little funding could have been taken from several line items, a surplus had developed in the books and materials line item because of a ransomware attack on the inventory and accounting systems managed by the Library's primary materials jobber, Baker & Taylor. The wholesaler had been offline for several weeks.

Mueller noted the ordering was back online, but not all funding would be encumbered in time for the materials to be delivered by yearend.

Wangsgard said, if funding was needed to cover fall book publishing in excess of what was remaining on open orders and unencumbered funds, transfers could be made later during the year to replenish the books and materials line item. Transfers will also have to be made, she said, to the equipment line item which was overspent by \$12,365. There was, however, \$37,900 in controlled assets that was being set aside to cover equipment expenses.

How much over budget was the bid for the Ogden Valley RTUs, Sebahar asked.



Wangsgard said the original project budget was \$175,000, including design, procurement of the units, and installation. The low bid for procurement and installation was \$214,100. Design and production of bid documents, as well as funding set aside to oversee contractor performance, totaled approximately \$13,000. Other improvements to building improvements had usurped additional funding, including upgrades of electric vehicle (EV) recharging stations at the Pleasant Valley Branch. Inflation was impacting cost estimates made a year earlier. However, it was the right time to proceed with both projects, she noted. Revenue from EV charging stations was approaching \$2,000 per month and the existing rooftop units, installed in 1995, had already exceeded their typical service life of 15-20 years.

The units were manufactured by Lennox and use R-22 refrigerant, Wangsgard said. Lennox had discontinued the manufacturing of circuit boards and other parts used in the gas heating section of the units, making them more difficult and expensive to service. Failure of each of these components was getting increasingly more expensive to repair due to the dwindling availability of parts. Additionally, R-22 refrigerant was no longer being manufactured and will become more expensive in the future as available supplies diminish – the cost had increased 400% since 2020.

Due to these issues, and an increase in service call for these units over the last few years, some of the funding originally set aside for replacing the units was used to consult with a mechanical engineer who completed a cost-benefit analysis of three available options.

The first option was to purchase a stockpile of parts now and save them for future failures of the units. It was found, however, that 70% of the units' major component parts – gas valves, heat exchangers, and draft inducers – are no longer manufactured and cannot be replaced. One unit, in particular, cannot be repaired and must be replaced in short order.

The cost required for rigging and manpower to lift the unit, remove a support post under the canopy and disassemble and reassemble the mechanical tower screen will increase the cost by about \$14,000 in today's dollars.

The second option was to replace the units as they fail. The cost of opening a penthouse and maximizing the impact on the roofing membrane each time a unit failed had to be considered as did the expense of engaging a very large crane needed to lift the RTU to the roof from either First Street or 7400 E, depending on where the failed unit was located. The added administrative expense of bidding and engaging a contractor, as well as absorbing escalating costs for the HVAC units, had to be factored in with this option.

Since each of the ten RTUs handles a separate building zone, there was also a possible scenario where heat or cooling to a section of the building may not be available for a considerable length of time if a unit fails. Today, the lead time on a replacement unit is 41 weeks, Wangsgard said.

The third option considered, and the one the Board approved during the September meeting was to replace all the units at one time. In addition to the long-term savings that will result from doing all the work at once, and having units that require few, if any service calls, the units will pay for themselves in energy savings.

The proposed RTUs have an energy efficiency ratio (EER) ranging from 12 to 12.9. The existing units had an EER of 10 when new, but are not operating at that level of efficiency now, Wangsgard noted. Using these efficiencies to plug into an online calculator from Pacific Northwest National Lab, the calculator is predicting an electrical savings of about \$13,000/year. That's a savings of \$325,000, in today's dollars, over the 25-year life of these particular units. In summary then, considering cost, parts availability, and the short-term end-of-life expectancy of the existing units, as well as the administrative overhead and the potential damage to the membrane roof that could result from the traffic of multiple contractors doing work over time, it was in the best interest of Library to replace all of the units now.

Watson and Crosland reported on the FY 2023 budget hearing with County officials, noting the Commissioners were engaged and looked positively on requested increases.

Crosland noted the Commissioners were concerned about Blue Sky, wondering where it will be located and what can be done to cut costs. Jenkins offered to consult with a contractor to see if savings could be identified.

Watson said Commissioners will be better able to lend a hand once they get additional information and learn more about the value of the sculpture. It is a work of art that has to be respected by the Board, but everyone is open to looking at viable alternatives.

Wangsgard had scheduled a meeting with Jay Lems, the Board's architect, and the contractor recommended by Commissioner Jenkins in order to generate discussion and review options. The architect will recommend possible options for relocating the sculpture, including where power and data can be supplied for lighting and a security camera. Lems is also knowledgeable concerning requirements for disassembling the heavy steel structure, placing it on a new base, and repainting it to original specifications. The design for the base will remain the same.

There being no additional questions on the current fiscal year (FY) financial report, or FY 2023 budget request, Wangsgard turned to an explanation of the output measures report.

A comparison between the year-to-date totals for August 2021, and August 2022, with projected yearend totals for 2022, illustrated public use was increasing at a heartening rate.

WEBER COUNTY LIBRARY SYSTEM				
Usage Comparison				
Measure of Service	August 2021	August 2022	%	Projected 12/31
	Year-to-Date	Year-to-Date	Increase	
Reference Services	522,482	539,651	3.3	925,116
Computer Sessions	68,269	83,079	21.7	142,421
Program Attendance	50,321	75,021	49.1	128,607
Groups	1,510	2,539	68.1	4,353
Meeting Room Use	36,424	93,375	156.4	160,071
Groups	1,510	3,783	150.5	6,485
Cataloging Services	16,326	20,670	26.6	35,434
Patron Registration	12,930	13,152	1.7	22,546
Circulation	1,498,487	1,565,390	4.5	2,683,526
Visits	487,755	552,273	13.2	946,754

\* Increase negatively impacted by obsolete public catalog (finder tool).



Circulation, in general, and use of electronic materials (value added data bases), in particular, had been negatively impacted when the online catalog/finding tool, Encore, reached its end-of-life and no longer pointed community members to this resource. A new catalog/finding tool, Vega, was scheduled to be funded with a special budget request in the 2023 budget and installation was already being explored.

It was noted that while patron registration increased by only 1.7%, this is actually a positive trend. The only service that requires use of a library card is borrowing materials, and this service increased by 4.5% from 2021 to 2022. By yearend, community members will have borrowed more than 2,500,000 books and other Library materials. Several service measures had increased by more than 100% over the previous year.

The annual Staff Development Day training had been slated for October 24, with Rob Volpe, author and empathy activist, scheduled to deliver a strong complement to the public service goal of treating the public, and each other, with radical civility. To be civil is to be nice, to be radically civil is to be kind, Wangsgard noted. Other sessions will include both community and in-house presenters. The training will wrap up with a presentation on the Library Continuity of Operations Plan. The goal for the day was to bring the entire Library group together, have fun, and work toward a shared vision of public service.

Carter reported on a planned appearance by Shannon Hale, local young adult fantasy author and winner of the Newbery Honor book award for *Princess Academy*. Her first novel for adults, *Austenland*, was adapted into a film. Staff at the North Branch were taking the lead in presenting the program which will be hosted in the Southwest Branch blackbox theatre October 19 at 6 p.m. Tickets are free but required for seating in the theatre. The program will be live streamed to meeting rooms at other Library locations.

#### Process for Addressing Concerns Presented in a Public Meeting:

Ogata reviewed information she had gathered by contacting library administrators along the Wasatch Front regarding procedures for handling concerns voiced about library collections. She spoke with knowledgeable representatives from the Davis County Library, Salt Lake City Library, Salt Lake County Library, and the Provo City Library.

Ogata noted that while the procedures differed from library to library, the basic elements for addressing concerns were the same. All four libraries required the concern be presented in writing before it was considered by a committee composed of the professional library staff. After reviewing the item in question, the community member is notified in writing of the committee's response. In three of the four libraries, the community member could appeal the decision to the library board. One library considered management of collections to be an operational matter and did not insert itself in the process. In all cases, if the community was not satisfied with the library's response, the next stop was the courts.

Ogata said there was seldom an appeal to the board and some library directors could not recall it ever happening. At the present time, the issue seems to be more prevalent in school libraries and with school boards. The Weber School Board has had several encounters, she reported.

Baron said he likes the process used in Weber County. It includes several steps and multiple layers of review that help to make people feel their concerns have been heard and seriously addressed long before they get to the Board.

#### Continuity of Operations Plan:

Mueller presented a draft of the Continuity of Operations Plan (COOP), noting it had not been changed since it was presented and discussed during the July 5, 2022, Board meeting.

The COOP was designed to address what needs to be done between 12 hours and 30 days after an emergency event in order to keep essential functions going. The COOP follows a standard format provided by the Federal Emergency Management Agency and covers essential functions during all hazards, emergencies, or other situations that may disrupt normal operations. Mueller reviewed by whom and how the plan is to be activated, the succession plan, chain of command, and contact information for managers. He noted that alternative sites had not been identified, but rather available sites, assuming that not all five library locations would be adversely affected. The Main and Headquarters Libraries both have backup generators. The need to access essential records and equipment needed to operate as well as communicate among buildings will feed into budget requests, Mueller noted. A contact list of all vendors had been compiled.

An overview of the COOP will be presented during Staff Development Day Training, letting employees know there is a plan, the Library will be ready to serve the needs of the public, and all employees will be integrated in responding to an event. Attachments, glossary, organizational chart, building emergency policy and procedures, and a vendor list was incorporated into the COOP by reference.

Sebahar asked if it had been changed since the Board reviewed it during July.

Mueller said no, feedback had not yet been received from the Director of County Emergency Management.

Crosland noted the need to update members and assignments of the Library Board in the Building Emergency Management Policy.

Sebahar asked if communications would rely on cell phones. Mueller said the group was looking at satellite phones, but wants to tie in with the County communications network to be effective and helpful. The County's recommendation will be helpful.

Mueller noted completion of the plan was a group effort including, Carter, Okuhara, Reeder, and Wangsgard. Valle and others in the business office put together the vendor list. All managers throughout the Library System had opportunities to review and give input.

Crosland asked how often the COOP will be updated.

"Once a year," Mueller replied.

Watson asked if the plan hit all the benchmarks. If so, he would like to offer a motion of approval of the Weber County Library Continuity of Operations plan as dated 6/17/2022.

Allison seconded the motion.

There being no additional questions or discussion, Crosland called for a vote. All voted in the affirmative.

Other:

Ogata moved to adjourn, Watson seconded the motion. All voted in the affirmative.

Respectfully submitted: Julia Valle 01 November 2022  
Julia Valle Date