

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: September 7, 2021

Board Members

in Attendance: Reed Spencer, Chair
Sandra Crosland
Kathleen Jensen
Shannon Sebahar
John Watson

Board Members

Excused: Diana Allison
Jim Harvey

Others

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

Spencer called the meeting to order at 5:05 p.m.

Public Presentations:

There were no public presentations or comments.

Approval of August 3, 2021, Meeting Minutes:

Spencer called for corrections to the August 3, 2021 meeting minutes. Hearing none, Sebahar moved approval. Crosland seconded the motion. All voted in favor of the motion.

Director's Report:

All budget income and expenditure line items were within expected parameters.

Wangsgard noted, however, that a budget transfer had been made from the "building and grounds" line item to the "building improvements" line item in order to facilitate charging earthquake remediation repairs as capital expenditures rather than operational expenses.

Wangsgard called for questions, if any, about the financial report.

Spencer noted the salaries line item was under-expended and asked if salaries were being paid at the market rate.

Wangsgard noted individual jobs were being benchmarked to determine if they were being paid at market rate, focusing on those positions that could not be filled. Two positions in particular had been open for several months. Four maintenance jobs were unfilled and had been since the first of the year and the position of original cataloger had not been filled for more than a year. She said they were not sure the lack of qualified candidates was simply a matter of salary, although those who had the skills to fill the maintenance positions consistently wanted four dollars an hour more than could be offered. The original cataloger job announcement had not produced any qualified candidates. It seemed that applicants may be fishing, perhaps looking for something better, but were not really interested in changing jobs unless a very enticing offer was made. Several recruits had filled out hiring packets and then either did not arrive for work on the first day or worked only for a few days and then resigned. It's hard to know where the salary should be benchmarked because benefits packages may not be comparable, Wangsgard noted.

The most challenging recruitment was that of an original cataloger. There does not seem to be a professional cataloger available at any price, Wangsgard said. Copy catalogers, those who are skilled in downloading Library of Congress MARC (machine-readable cataloging) records and manipulating them to meet local standards, are easier to hire, but original cataloging is an art and people who can work at this level are very difficult to find. Of particular importance was recruiting someone with the technical skills to create local bibliographic records to Library of Congress (LC) specifications. The cataloger also will be required to map records for eMaterials procured from publishers in many different formats and oversee batch dumping into Sierra, the Library's integrated computer system, to meet LC standards.

Spencer asked if there was someone inhouse who could be trained to do the work.

No, Wangsgard said, the skills needed to train at this level are not available in the Technical Services area. The position was being advertised nationwide on the American Library Association JobList (<https://joblist.ala.org/>) and several interviews had taken place over a period of months. So far, applicants were not qualified to do the work. The best hope may be that someone with the needed skills will move to the northern Utah area. At that point in time, the salary range, should be competitive, Wangsgard said.

The output measures report was strong. Community members borrowed 194,123 items during July and logged more than 66,500 visits. Community outreach boosted the number of new library cards issued to 2,056 for the month. More than 9,700 individuals attended Library sponsored literacy classes and events. Meeting room use was showing an increase over July, 2020, with 8,524 attendees. Service levels had not yet recovered to equal pre-pandemic levels but were increasing at a steady rate. Looking ahead, for example, it could already be noted that the August eBook circulation will be the highest number ever recorded at almost 50,000 items loaned.

Program/Service Update:

Carter reviewed summer reading clubs and programs and announced they were very successful by any standard. The focus was on families and over 8,000 young people signed up and participated. By way of visualizing this number, children's summer reading clubs served 2,000 more young people than are enrolled in all of the Ogden School District's elementary schools. Many more participated than were registered and, in addition, there was also a special club for teens and a third for adults.

Okuhara reported on the America Reads summer literacy program that pairs children with proctor grandparents. They read together for eight weeks to maintain and improve the youngsters' literacy skills. This was the 25th year for Weber Reads in Weber County; a record 477 children enrolled and completed the program. Carlos Camacho orchestrated an end-of-program celebration that was outstanding, complete with prizes, a magic show, and much applause and esteem building. The goal is to grow the program at the Main Library next summer and also expand it to include the Southwest Branch.

Spencer asked if she had any idea why participation was so high.

Parents expressed an interest in getting their children back on track and want their kids to succeed, Okuhara said. They are willing to take time to make sure the youngsters attend. The kids get a little prize each week and are encouraged to take books home and practice reading to their parents. In this way, the program builds healthy family literacy habits and skills.

The second program hosted by the Main Library was Weber Reads in the Park. Library staff went to West Ogden Park, James Madison Elementary, New Bridge Elementary, and Lincoln Elementary, to engage with young people in conjunction with the summer lunch program. The staff promoted the Weber Reads topic, "The Air We Breathe," conducted literacy games and activities, and distributed books and crayons as a take-home prize. Each child also got a coupon that, when returned to the Library, could be redeemed for a prize. When the coupons were brought in, the staff had an opportunity to interact with the family, introduce them to summer activities, and invite them to apply for a library card, if they did not already have one.

Burton followed Okuhara with a report on take home incentives that were delivered to every child at end of school year, encouraging them to come to Library during the summer. Each take home packet included summer program announcements, recommended booklists, and an incentive/coupon. When the coupons were returned to the library, the young people were entered into a drawing for a major prize, one of which was given away at each of the five locations. Almost 20,000 coupons were returned, again giving librarians an opportunity to connect with the children and their families, encourage summer reading, and register them for a library card.

Along with the summer reading clubs there were several passive programs and day camps that were "bombarded" with participants, Burton noted. Parents wanted to get their kids out in the community after being tethered to learning at home for so many months. Day camps were so

popular that people drove to Huntsville from throughout the County and waited in line, hoping for a cancellation so their children could participate.

Bertilson asked about the topics that were the focus of each camp.

Burton said the last event was a theatre camp. Young people wrote the script, designed the scenery, made puppets, and performed their play for family and friends. There were also science camps, LEGO camps, and STEAM camps. Camps were held at the Ogden Valley Branch Bowery.

Spencer asked if the camp concept will be expanded to other branches.

Burton said yes. This was the first year for Library camps. Now that the methodology has been developed and tested, it will be overlaid at other locations.

Burton completed her report by noting that staff attended back-to-school nights and again engaged with parents. Dayna Smith, coordinated this outreach event and focused specifically on Title I schools. Since most of the back-to-school events were held on the same two or three days, participation from across the Library System was required to cover the gatherings and ensure Spanish-speaking librarians were at each location.

Valle completed the program update by screening a 49-second time lapse video of the annual book and surplus property sale. Produced by Bryant Reeder, the video illustrated the activity that took place over the course of eight hours. Valle reported that there were at least three hundred people lined up at opening of the sale and the event clocked more than 1,500 attendees. This was the first time the event had been held outside and it worked very well.

Sebahar asked what happened to books that do not sell.

Valle said they were evaluated and most were set aside for the next sale.

Spencer thanked the staff for their effort throughout the summer to engage with the public and offer opportunities to build literacy skills. People who work with high-risk learners know how devastating summer regression is, and the amount of instructional time it takes to recoup the skills that are lost – sometimes six weeks. These efforts to keep people engaged are important and appreciated, he said.

Review of Library Internet Acceptable Use Policy and Patron Self-Certification of Need as Required of Emergency Connectivity Fund Awardees:

Wangsgard presented proposed changes to the Internet Acceptable Use Policy. The changes were being required to accommodate terms of a Federal Communications Commission's (FCC) Emergency Connectivity Fund (ECF) grant application. The grant was being made available, on a competitive basis, to libraries that qualify for the FCC's E-Rate program.

Wangsgard explained eligible schools and libraries receive E-Rate discounts on telecommunications, telecommunications services, and Internet access, as well as internal connections, managed internal broadband services, and basic maintenance of internal connections. Discounts range from 20 to 90 percent. The ECF is helping libraries provide the tools and services their community members need for remote learning during the COVID-19 emergency period. The ECF grant application that was submitted on behalf of Weber County Library requested 500 laptops, 500 hotspots, and 350 tablets for loan to eligible individuals who self-certify their need for access to this equipment in order to close the digital divide for them as adults or students.

Language proposed in the policy change was provided by the American Library Association:

The library received funding from the federal Emergency Connectivity Fund (ECF) to purchase laptops, tablets, and hotspots. ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the Internet.

The proposed patron self-certification form was provided by the State Library:

Patron Self-Certification of Need for ECF Device(s):

The equipment and services funded by the federal Emergency Connectivity Fund (ECF) can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet. By signing this statement, I declare I do not have access to such equipment or services.

Patron Name: _____ Signature: _____

(Print)

Library Card Number: 2 1301 _____ Date: _____

Spencer asked if the policy would be translated into Spanish.

Wangsgard said that it would.

Jensen asked how people will know to apply.

Wangsgard said the staff will need to work with social services agencies and other community-based groups, such as Interfaith Works, seeking referrals of those most in need. There will then be a “general call” for participants. Suggestions for engagement were needed and welcome.

Spencer asked if there was a budget to manage the grant if received.

Wangsgard said there was no money for administrative support, all the funding was going directly into equipment and services that could be made available to the public.

The real challenge, she noted, will be in the initial configuration of each PC. Weber State University had committed to provide student help to load the configuration developed by the Library IT staff on each of the PCs. Eric Jacobson, former Board member, will lead the student team. Library staff, perhaps with the help of Jacobson and the University students, will conduct seminars to introduce the equipment to community members. The items will be loaned for a period of a year at a time.

Sebahar asked if there was a warranty if the equipment quit working.

The Library can wipe the hard drive and reload the software configuration, Wangsgard said. Beyond that, there is no warranty. If the computer is destroyed, the terms of the grant are that it should be written off the inventory list. Additional details will follow if the grant is awarded.

Watson asked if there was a value on the grant.

Wangsgard noted the procurement was being coordinated through the Utah Technology Education Network (UTEN) and the value depends on the lowest acceptable bid. UTEN will handle all the bidding and payments for several Utah libraries in order to secure volume discounts.

Sebahar suggested working with community groups engaged in addressing intergenerational poverty.

Spencer advised consulting with the Utah Department of Workforce Services.

Other suggestions for partners to engage beneficiaries included working with Native American and refugees service providers.

Spencer asked if there were additional questions, further need for discussion, or recommendations for changes. There were none.

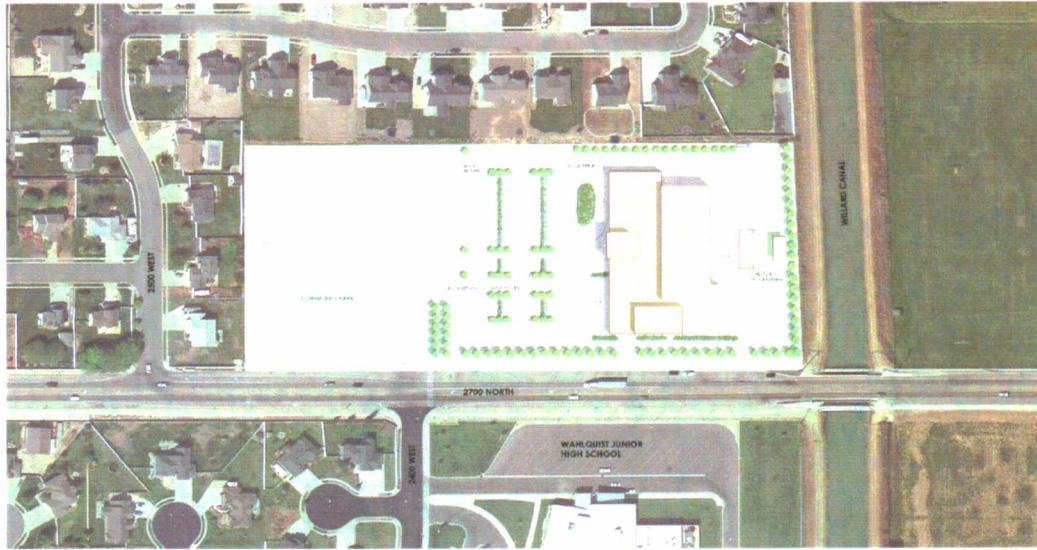
Watson moved approval of the policy changes as recommended. Jensen seconded the motion. All voted in the affirmative.

Closeout of Northwest Branch Library Plan:

Board members reviewed a final draft of the “Feasibility Study: Northwest Branch Library.” The only addition to the study since the previous review was the final item in the appendix, which consisted of six presentation boards prepared by Prescott Muir Architects to engage the public had the Board been authorized to present the plan during a public hearing.

The presentation boards, along with the final draft of the Feasibility Study will be archived in the Library Special Collections Room.

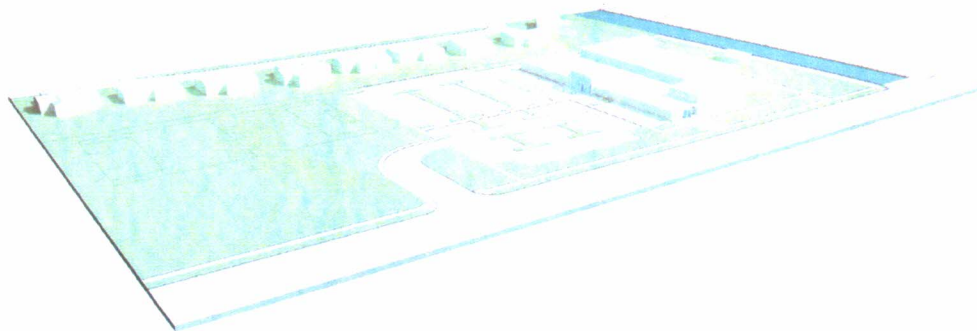
SITE PLAN



NORTHWEST BRANCH - SITE PLAN

WALKER CONSULTING GROUP
PROJECT NO. 15-001-001

MASSING



NORTHWEST BRANCH - MASSING MODEL

WALKER CONSULTING GROUP
PROJECT NO. 15-001-001

FLOOR PLAN



NORTHWEST BRANCH PROGRAMS

- Legend**
- 1. Staff Offices
 - 2. Reception
 - 3. Children's Programming
 - 4. Community
 - 5. Young Adult
 - 6. Community
 - 7. Community
 - 8. Community
 - 9. Community
 - 10. Community
 - 11. Community
 - 12. Community
 - 13. Community
 - 14. Community
 - 15. Community
 - 16. Community
 - 17. Community
 - 18. Community
 - 19. Community
 - 20. Community
 - 21. Community
 - 22. Community
 - 23. Community
 - 24. Community
 - 25. Community
 - 26. Community
 - 27. Community
 - 28. Community
 - 29. Community
 - 30. Community
 - 31. Community
 - 32. Community
 - 33. Community
 - 34. Community
 - 35. Community

REBECCON KEY LIBRARY
PUBLIC LIBRARY ARCHITECTS

LIBRARY DESIGN IDEAS



CHILDREN'S PROGRAMMING



YOUNG ADULT PROGRAMMING



OUTDOOR PROGRAMMING

REBECCON KEY LIBRARY
PUBLIC LIBRARY ARCHITECTS

LIBRARY DESIGN IDEAS



MULTI-PURPOSE - MEETING AREAS



CAFE



GALLERY EXHIBIT

WILBERN CENTER LIBRARY
PROJECT OFFICE: HOK

LIBRARY DESIGN IDEAS



CIRCULATION SELF-CHECK



READING LOUNGE AREAS



INTERACTIVE WORKSTATIONS

WILBERN CENTER LIBRARY
PROJECT OFFICE: HOK

The final discussion relative to closing out the project arose during the August meeting when Board members were informed that Commissioners had decided not to pursue a public hearing to explore using Municipal Building Authority bonds to build a branch to serve those living in northwestern Weber County. Instead, Commissioners offered an opportunity to pursue a public vote on whether to authorize the sale of general obligation bonds (GOB) to fund the project. The vote on GOB would have taken place in conjunction with the November 9, 2021, general election.

The Board declined based on an analysis of 2013 GOB voter turnout.

2013 General Obligation Vote Analysis

Main Library	4,932	61%	3,218	39%	8,150	100%	29,663	27%	1,714	41	5
North Branch	3,658	47%	4,146	53%	7,804	100%	24,077	32%	(488)	13	22
Ogden Valley Branch	681	52%	638	48%	1,319	100%	3,991	33%	43	3	2
Pleasant Valley Branch	2,271	56%	1,769	44%	4,040	100%	12,864	31%	502	18	1
Southwest Branch	4,986	56%	3,911	44%	8,897	100%	28,779	31%	1,075	26	14
Unincorp. Weber Co.	562	48%	614	52%	1,176	100%	3,491	34%	(52)	5	7
Totals	17,090	54%	14,296	46%	31,386	100%	102,865	31%	2,794	106	51

The above precinct-by-precinct summary illustrates that, in order to be approved, the project must be in the self-interest of a majority of voters. With the those living in every area of the County, except the northwestern communities, now having easy access to a library, a GOB is no longer a viable funding option for providing equitable access to library services.

For example, those living in the North Branch service area did not, over all, vote in favor of issuing bonds. Precincts on the northeastern side of the County, near the North Branch, tended to favor issuing bonds to expand the service area at this facility. Voters in Farr West, Marriott-Slaterville, Plain City, and Taylor/West Weber, voted against the bond. These northwestern communities did not have a community-based project on the capital improvements list and, therefore, did not find a reason to vote themselves a property tax increase.

Wangsgard noted that the further away voters resided from a fixed site library, the less likely they were to vote for the sale of bonds. Those living in Riverdale and Roy who were to be served by the proposed new Southwest Branch/Headquarters voted 34 precincts in favor of issuing bonds, two against. Those living further west in Plain City voted one precinct in favor and three against. Those living on the south side of Ogden Valley voted in favor of the bond, those living much further away from the Branch on the north side voted against.

Ultimately, it was determined that the time and resources necessary to conduct a public education campaign in pursuit of an unattainable result would be better spent on books, computers, literacy programs, and other library services.

2022 Operating Budget:

Wangsgard presented a draft of the proposed FY 2022 operating budget for Board consideration. The budget was a result of input from the five building and several division managers as well as the general staff. Costs were based on actual 2021 invoices where available.

A summary and comparison between the FY 2021 approved budget and the proposed FY 2022 request showed a projected revenue increase of 4.2 percent. Expenses were projected to increase by 5.94%. Wangsgard reported that several line item amounts were supplied by the County Comptroller, including Salaries, Wages, and Benefits; Administrative Fees; and several Interdepartment Charges.

Salaries and benefits projected costs will account for the major increases in actual dollars. Wangsgard noted that more than half of the Library staff work part time and do not enjoy health and dental benefits. This keeps costs down and allows flexibility in scheduling to meet customer needs. From time to time, she noted, ideas emerge for cutting additional benefits to part time employees, a concept that she implored the Board to strenuously resist. The part time staff, she said, are the backbone of the Library System. Their skills and good will are an important asset that should not be toyed with or taken lightly.

Other increases in line items were the result, in part, of new building warranties expiring on building maintenance and equipment maintenance items. COVID-19 costs were also contributing to increases. Nitril gloves alone accounted for an approximately \$20,000 increase during 2019-2020.

Sebahar asked if the Library was reimbursed by the CARES act for COVID-19 related expenditures.

Wangsgard said they were reimbursed if the costs were so coded by the end of the 2020 fiscal year. Those items that were not available, or that were ordered, delivered, and billed during 2021, were charged to the operating budget.

The final section of the in-depth budget presentation consisted primarily of reviewing capital improvement items. The first priority was replacement of the storage area network (SAN) in the Library data center. The current SAN controllers will reach the end of life for service/support on March, 2022, Wangsgard explained. The SAN provides 32 terabytes of storage for all servers and houses all mission critical systems and data. It is imperative for the SAN to have an active service/maintenance agreement at all times. Built piecemeal over time to accommodate expansion, the entire unit will now need to be replaced to interface with up-to-date controllers. The project will be bid late this year for installation early during 2022 before warranties expire.

The largest expense in the capital budget was replacing ten air handlers at the Ogden Valley Branch. These air handlers are 1994 technology, installed during 1995, and will be 27 years old in 2022. They are reaching the end of their useful lifecycle. The project will require an engineering consultant, installation of a new doorway, and crane rental.

Other capital improvements included, but were not limited to, roof safety tie-offs; lifecycle replacement of various public computers, printers, scanners and RFID equipment; cleaning and weather sealing the concrete block at Ogden Valley Branch; replacement of two video servers; and Zoom Room technology to enhance public meetings at the North Branch.

Wangsgard proposed making up the shortfall of \$708,478 by utilizing a portion of the Capital Fund Balance to cover \$443,240 in capital projects and \$265,238 in savings from the FY 2021 operating budget. The 2021 operating budget will be significantly underspent due to pandemic related curtailment of services and the inability to fill a significant number of open positions.

After discussion, Crosland moved approval of the budget as presented and discussed. Jensen seconded the motion. All voted in favor of the motion.

Other:

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

Respectfully submitted: Julia J Valle 5 October 2021
Julia Valle Date