

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: August 20, 2013

Board Members

in Attendance: Marie Irvine, Chair
Kathleen Herndon
Eric Jacobson
Scott Spencer
Spencer Stokes
Tom Taylor
Jan Zogmaister, Commissioner

Others in

Attendance: Kerry Gibson, Commissioner
Mathew Bell, Commissioner
Lynnda Wangsgard, Director
Karen Burton, Associate Director
Scott Jones, Assistant Director
Kevin Wilson, Professional Property Manager
Julia Valle, Business Office Manager
Monette Hurtado, Legal Counsel
Evelyn Bertilson, Friends of the Library
Prescott Muir, Prescott Muir Architects
Jay Lems, Prescott Muir Architects
Tom Lane, Prescott Muir Architects
James Ebert, General Public
Mikayla Beyer, *Standard Examiner*

Election of Chair:

Marie Irvine was elected Board Chair.

Welcome Spencer Stokes:

Stokes was welcomed and thanked for his interest in serving.

Proposed Change of Meeting Schedule:

Board members voted to schedule their monthly meeting at 5 p.m. on the first Tuesday of each month. Wangsgard reminded them this schedule may delay financial and metrics reporting by one month.

Approval of Minutes:

Minutes of the July 16, 2013 meeting were approved as mailed.

Director's Report:

The July 2013 service metrics report was presented, detailing the number of items borrowed at 222,192, just under one-quarter million. More than 73,000 of this total circulated from the Main Library. In addition, it was noted that an average of approximately 1,200 books are delivered each day, six days a week, to the four fixed-site branch libraries, the majority of these coming from the Main Library collection at the request of patrons wishing to pick up needed items at a location closer to where they live. These materials are shuttled among locations because the branch libraries are not large enough to house collections sufficient to meet the needs of those who rely upon them for service. Transfer of books from Main to the smaller branch libraries accounts for another 25,000 – 30,000 circulations per month. In other words, almost one-half of all items used by the public each month are housed at Main, although they may be checked out from other Weber County Library locations.

The July metrics report also illustrated that almost 8,000 people attended Library sponsored programs, 8,700 used Library meeting rooms, and approximately 120,000 visits were recorded. Units of reference service totaled 75,358, 14,955 of which were hours of computer service. Wangsgard benchmarked the popularity of the public computer centers, noting the Davis County Library annual report included approximately 35,000 computer uses for the entire 2012 year. To date, 36,000 items had been added to the collection, compared to 35,433 at the end of July 2012.

Public utilization of the Library System showed increases over the July totals posted for the previous year as follows.

Circulation (Materials Borrowed):	13.81%
Meeting Room Use:	17.07%
Library Cards Issued	2.99%
Reference Services:	5.21%
Member Visits:	4.90%

The number of attendees at Library sponsored programs during July was not as high as during the previous year, although cumulative totals for this category showed an 18.68% increase in January – July 2013 totals over those of January – July 2012.

Bell asked how these numbers were gathered and learned that the number of books checked out, number of visits, number of telephone calls, number of computer sessions logged, and most other measures are computer generated. Staff generate a few measures as the services are delivered.

Review of the revenue and expenditure report confirmed that all line items were well within expected budget parameters. Although “sundry revenue” appeared to be under-collected, proceeds from the annual surplus property sale will be added to this category during August, and an estimated \$9,000 will also be added later during the year as a reimbursement from the State for net-lender interlibrary loan services.

Line item budget changes, the first for the year, in the amount of \$57,231 had been requested. The transfer asked that the total decrease be taken from the “controlled assets” line item to cover costs of \$22,296 in “equipment,” and \$34,835 in “equipment CLEF” (Community Library Enhancement Fund) line items. The transfers were necessary to accommodate the manner in which purchases were bid and invoiced, as well as accounting for the expenditure side of the State CLEF grant. A significant portion of the funding approved in the “improvements to buildings” line item was not

being utilized, preferring instead to keep the Main Library, Southwest Branch, and North Branch operational with as little expense as possible until the capital upgrades funded through the general obligation bond can be used to address needed upgrades in a cost-effective manner. Wangsgard reminded the Board that operating budget funding not utilized is saved in the Library fund balance, which will be needed to open and operate the new and expanded facilities without an increase in the Library tax rate.

Resources budgeted in the "building & grounds maintenance" line item were being used to keep aging facilities open and operational. During July, alert Library employees discovered an electrical short at the Main Library before it caused a fire. As with previous electrical shorts, the breaker did not trip, as it should have done. During August, the standalone air conditioning unit failed in the data center, requiring the purchase of four emergency room air conditioning units, which were used to keep critical systems running until a large condenser could be replaced.

A letter had been received from Donna Jones Morris, State Librarian, advising the Board that she was in receipt of the Weber County Library's Internet and Online Access Policy as forwarded by the Board in response to the three-year review required under State Law. The letter was to certify compliance with all State requirements, and to affirm that Weber County Library is eligible under the Utah law to receive State funds.

Flyers and other handouts provided by the Utah State Courts were distributed, advertising a free film screening. "Last Will and Embezzlement," will be shown in the Black Box Theater at the Pleasant Valley Branch on Thursday, September 5th at 6:30 p.m. Board members were asked to help distribute the flyers throughout the community.

Ogden Valley Branch Parking Project:

Copies of plans for expanded street parking at Ogden Valley Branch were distributed (attached). Of particular interest were the areas shaded in green, illustrating those improvements that are to be paid for by the Library.

Lems reviewed the base bid, which included approximately 276 feet of curb, gutter, and asphalt on the east side of 7400 E, and another 100 feet of curb, gutter, and asphalt on the west side of the street. Both of these areas will be dedicated as "Library Parking," with the Library responsible for enforcement. A catch basin for water retention will also be added on the north end of the east-side parking. Huntsville Town will narrow the roadway and align the street between 100 S and 200 S to match the width and alignment of 7400 E between 200 S and 300 S.

In addition, the plan included approximately 286 feet of asphalt for parking on the southern half of the east side of 7400 E. This improvement will also be paid for by the Library and will provide shared parking with other entities yet to be determined. This area was shaded in blue on the plan.

Also detailed were additional curb, gutter, asphalt, and sidewalks that may be recommended and paid for either by the Town, or by a combination of public/private resources. These areas are located on the southwest side of 7400 E and along the entire length of curb and gutter on the east side of the street. These areas were shaded in orange.

When special programs or events are held at the Library, public accommodation will require use of all the parking developed along 7400 E, not just those areas designated as "Library Parking." Parking easements will be negotiated with the Town before improvements are made.

In response to a question from Bell concerning snow removal, Wangsgard stated that Huntsville Town will provide snow removal in perpetuity for all areas, including but not limited to those dedicated as "Library parking," on both sides of the street.

Additional questions were addressed and, after discussion of the plan, no revisions were recommended. County Purchasing will bid the job as soon as the documents are ready for distribution, the goal being to complete this first project in the Board's five-year capital plan before inclement weather puts a stop to outdoor work.

Headquarters Building Site and Project:

Muir presented the proposed building site configuration for the Headquarters Library, the second project detailed in the Board's plan. The site plan illustrated recommendations for how the Headquarters Library should sit, where parking was being recommended in relation to entrances, and the orientation to adjacent properties, streets, and services. The building was wrapped with 233 parking stalls for public convenience.

It was proposed that the front of the building face 4000 S, with the main entrance close to the checkout and book return area on the northwest corner where a drive-up return was also planned. A second entrance on the east side of the building would facilitate overflow parking accessed from 2025 W, on the southeastern portion of the site. Views were planned to overlook green spaces to the south in the George Whalen Park. Outdoor performance and reading areas were also proposed in this southern-facing green space, helping to provide a safe space for children, away from street traffic, while under the direction and care of Library employees. A seamless connection with the Park was viewed as desirable when large groups of children need to be separated by age, ability, or interest. Stokes called for additional thought to determine the direction the outdoor performance area should face.

Board members questioned locating the delivery road on the west side of the building, requiring children from the neighboring school to cross vehicular traffic on their way to the Library. Muir explained local ordinances require that deliveries and refuge services be located so they do not face residential neighborhoods, relegating them to the west side.

Spencer recommended an immediate discussion with the School District to determine options for safely bringing the school students to the Library. Muir acknowledged the need to include dedicated walkways like the one at Pleasant Valley Branch. It was agreed the best access to the loading dock area would be along the undeveloped portion of the proposed Library lot, adjacent to the School District parking. However, costs will likely prohibit this development.

Muir presented first floor and mezzanine conceptual drawings, showing proposed adjacencies for spaces to accommodate third generation library services.

The building layout facilitated use of meeting spaces after regular Library hours, and with dedicated places for the very young, elementary-age children, pre-teens, and teens. In response to a question from Bell concerning the wisdom of a wide separation of preteen and teen areas, it was explained the adjacencies, or lack thereof, were called for in order to facilitate enjoyment by these two groups who do not always mix well in an unsupervised, social setting. In addition, materials selected and housed in these two areas are also targeted to those with particular reading abilities and interests and are best kept separated as some materials selected for high school students are not always deemed appropriate for upper elementary and junior high students.

Gathering spaces for seniors and other adults will be grouped and scattered throughout the facility, including a commons area near a commercial lease space where food service may be provided.

The garage and system storage was proposed on the windowless side of the ground floor and behind the scenes on the west side of the building. The west side faces the school outdoor playground, which will be enclosed by a chain-link fence, not suitable as a contemplative outdoor gathering or reading area. In addition, the rectangular shape of the site also made it impossible to locate views and quiet outdoor reading spaces to the west of the Library without requiring users to walk long distances to connect parking and service points.

An upper floor, or mezzanine, was located on the west side of building to accommodate Library support services, with a possible extension to the north side for additional public services as well. Future growth space had been proposed by Commissioner Bell, and was located on the west side of mezzanine for fluidity in the program and efficient utilization of space. It was noted that room for expansion would likely need to be deleted, however, to stay within the Board's budget parameters. The mezzanine was being positioned in a manner that would facilitate support service staff overseeing the main floor while being available to handle meeting rooms, cover for disruptions or emergencies, and work at public service points as needed.

Muir thanked those present for their input. He will address suggestions in a revised site plan, which will be presented to the Board September 3rd. Within two weeks time, the adjacencies need to be agreed upon so the next stage of planning can be undertaken and the timeline for putting the building project to bid March 1, 2014 can be maintained.

Contract with EDA Architects for Design and Oversight of Main Library Renovation:

Wilson presented an agreement with EDA Architects, Inc. for design and oversight services for renovation of the Main Library. While renovation of the Main Library is the third of the four projects in the capital plan, it will be developed in sync with the Headquarters Library. Developing the plans for the two major libraries in the County System at the same time has several advantages, including:

1. Any unknown conditions associated with the renovation of Main can be discovered and ameliorated early in the capital plan building process.
2. The two architectural teams, Prescott Muir Architects and EDA Architects, can work together to incorporate features and systems that are complementary in their operation, cost, maintenance, and value, each building upon and enhancing the work of the other.
3. Coordination of the two projects has the potential to save overall costs in several ways, such as moving and storage of collections, for example.
4. Completing the design of Main as quickly as possible will afford the County an opportunity to sell bonds to pay architectural fees while interest rates are low as well as help facilitate an early start on the construction process.

In response to a question, Wangsgard noted Leadership in Energy and Environmental Design gold-level certification was the project goal, although no certification level was stated in the agreement. The cost for architectural services will be six percent (6%) of the total cost of construction as

determined at the end of, and acceptance of, the design development phase and receipt of the corresponding cost of construction estimate and budget identification. The budget was currently identified as \$15,460,000, not including owner purchased furniture, fixtures, and equipment and floor coverings. Once the design is complete, a delay of up to 18 months can be requested before construction begins, giving time to complete the Headquarters Library before starting on Main.

Bell asked the Board if they had a plan should the budget for Headquarters need to be cut, indicating he was concerned that too much would be spent on this building and on renovating the Main Library, not leaving sufficient funds to complete obligations on the North Branch. He noted interest rates were rising and he would prefer to spend around \$40,000,000 of the \$45,000,000 authorized by the public, saving the difference by not renovating the Main Library and instead constructing a \$9,000,000 - \$10,000,000 building in Ogden, similar to the Pleasant Valley Branch.

Irvine assured Mr. Bell that the Board viewed the capital plan as four individual projects and would not allow budget overruns to usurp funding set aside for service improvements to those living in northern Weber County. Headquarters will be designed and sized to utilize only those funds set aside for that project. Stokes noted those voting on the bond were aware the Board was requesting \$45,000,000 to complete the four projects and understood fluctuations would occur in interest rates between the time of the election and when bonds are sold. The solid number in the equation is the total authorized amount, Stokes noted, not the fluctuating interest rate.

The Board assured Bell they will not overspend the authorized bond amount, nor will they spend more than is necessary to follow through on commitments made to the public during the bonding process.

Gibson said good points were made by those gathered around the table. Rising interest is a concern and was a possibility that had been considered when the bonds were put to a vote. He asked that the Board keep interest rates in the forefront of their future discussions, however, moving ahead mindful of the many constraints that are required for issuing bonds, including provisions for spend-down. He complimented the Board on their capital plan, but asked everyone to adjust their expectations as needed to take advantage of opportunities to save.

Zogmaister reported working with the County Finance Committee to meet spend-down requirements, anticipating issuing bonds in two phases. She noted there is a risk for interest rates, but that is always the case with bonding. She noted the Board was proceeding wisely, getting ahead of the timeline as it was proposed in the original capital plan by building and planning simultaneously for Main and Headquarters, doing everything possible without losing control.

The Board asked who would be used for bond counsel and requested a meeting where they could ask questions concerning interest rates and arbitrage. Gibson responded that Zion's Bank would provide the counsel. Zogmaister will arrange for a meeting of counsel with the Board to review options and have their questions answered concerning issuance of the general obligation bonds.

A discussion ensued concerning various aspects of the contract with EDA, including a clarification of the timeline for work to be done. Jacobson asked for clarifications as to how and when payments would be made. Wilson responded to each inquiry. Hurtado noted an inconsistency in two areas of the document, which Wilson will address and correct with EDA. After a thorough vetting, the Board voted to approve the agreement and forward it to the County Commission for ratification. Commissioner Zogmaister abstained from the vote, noting she will have an opportunity to vote on the agreement when it comes before the Commission. All others voted "aye."

2014 Budget Submission:

Those seated around the board table were given a Soma cube puzzle, each of which had been labeled to represent one of the following 14 different Library cost centers to which budgets are allocated and costs assigned:

Administration Services	Info. Tech. Services	Law Library Services	Southwest Branch Services
Adult Services	Production Services	North Branch Services	System Services
Children's Services	Technical Services	Ogden Valley Services	
Circulation Services	Main Library Services	Pleasant Valley Services	

Asked to empty the seven uniquely shaped puzzle parts onto the table, it was noted the pieces were labeled to represent the following Library management areas:

Collection Management	Personnel Management	Property Management	Technology Management
Fiscal Management	Program Management	Public Service Management	



Cubes were labeled for each of 14 different cost centers



Each cube contained seven uniquely shaped pieces

The puzzle represented the dynamic processes involved in preparing the Library budget.

Wangsgard explained that, during budget preparation, each of the fourteen Library service centers had been asked to “think outside the box,” prioritizing each of the seven management areas relative to the services for which they take responsibility but being careful to account for costs in all seven management areas. Just as there are 240 unique ways in which the Soma puzzle pieces can be assembled to form a cube, creative problem solving was encouraged as those in the fourteen centers assembled their specialized budget requests. Each budget, however, was required to “fit back inside the box.” That is, the budgets had to address all of the priorities set by the Library Board during their July meeting, the parameters established by the County Commissioners and Auditor’s Office, and the guidelines set by the Library administration.

Board members next reviewed a spreadsheet, detailing the 2014 budget allocation for each of the fourteen cost centers. Increase/decrease and percentage comparisons with the approved 2013 budget were provided for each of twenty-seven line items. A “what if” column was also included. Seven line items showed increases, eight showed decreases, two had no change, and ten line items were not yet addressed because budget numbers could only be assembled after directions were received from the County Comptroller the following day.

Wangsgard reviewed the spreadsheet, first addressing line items showing projected increases. The two largest increases included a \$120,000 allocation for a software upgrade of the eight-year-old library integrated computer system, and a \$200,000 increase in the books and materials budget for the new Headquarters Library collection. The collection was being enhanced in three stages, the second of which was slated for 2014.

The software upgrade will be required to address “third-generation” library services planned for new and renovated library facilities and will include changes in modules for acquisitions, cataloging, interlibrary loan, finding tools (OPAC and Encore), serials, and community information. The additional allocation for the Headquarters collection will be utilized for core collection materials needed when the expanded spaces at the new Library bring a significant number of new users.

Increases for reading incentive and children’s programs were also budgeted to address the number of participants, which usage statistics showed were increasing at a phenomenal rate.

Large decreases in the 2014 request were slated for “building improvements” and “building maintenance” as no improvements and decreased maintenance will be provided to the three libraries slated to be replaced or renovated. Funds not used in these or other line items will accrue to the Library “fund balance” and will be saved to open the new and renovated libraries without a need to raise the operating budget tax rate. Wangsgard cautioned that more money would likely need to be spent than will be collected through property taxes as each building opens. Until the economy grows to provide revenue to match needed expenses, the fund balance will be used to make up the difference.

“What if” scenarios illustrated that budget preparation to date was well within the 2% projected revenue increase parameters projected for 2014, but the final budget will not be assembled until instructions are received from the County Comptroller.

The source for many of the ongoing costs in the various line items came from a detailed listing provided by Valle. She annotates the current fiscal year budget as invoices are received to help determine projected costs.

The Board voted to authorize submission of the budget to County officials according to a yet unknown budget schedule, should that deadline come before the September Board meeting, with a full review of the final recommendation to take place September 3rd. Commissioner Zogmaister abstained from the vote, noting she will take action of the request when it is forwarded to the Commission. All others voted “aye.”

Other:

Irvine asked for a report from the staff, detailing plans to update the public on the capital plan. This report will be added to the September meeting agenda.

The gathering in honor of Karen Leonardi was rescheduled for September 3rd, after Board meeting.

There being no further business, the meeting adjourned at 7:25 p.m.



Respectfully Submitted: Julia Valle