

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: September 2, 2014

Board Members

In Attendance: Scott Spencer
Eric Jacobson
Kathleen Jensen
Spencer Stokes
Tom Taylor
Commissioner Jan Zogmaister

Board Members

Excused: Brent Innes

Others in

Attendance: Lynnda Wangsgard, Library Director
Karen Burton, Associate Library Director
Scott Jones, Assistant Library Director
Julia Valle, Business Office Manager
Chris Allred, Legal Counsel
Evelyn Bertilson, Friends of the Library
Marcia Harris, Development Board

Public Comments:

There were no public comments.

Review\Action:

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

Minutes of the August 5, 2014 meeting were unanimously approved, with one correction in spelling as requested by Jacobson. Zogmaister offered a motion to approve with Jacobson's correction. Taylor offered a second to the motion.

Director's Report:

Wangsgard presented the financial report, noting that adjustments were being made in staffing patterns and work assignments to accommodate across division training. The adjustments in staffing patterns will result in savings to the salaries and wages budget line item. The savings will be added to the fund balance at year-end to help cushion the costs of opening the new Southwest Branch/Headquarters Library during 2015-16, as well as mitigate a projected property tax revenue shortfall.

Funding was being transferred between the controlled assets and equipment line items. The equipment item detailed in the 2014 budget will not be purchased at this time as it may not be compatible with upgrades planned at the new Headquarters Library. Funding allocated in the equipment line item was being transferred to controlled assets and utilized to procure coin-op boxes for public copy machines. The coin-op boxes currently in use are more than 15-years-old and are not working properly with newer model machines, causing frustration for the public and staff.

CD/DVD cleaning machines will also be procured, allowing employees and volunteers to resurface items loaned to the public rather than discarding and replacing them. The public use of DVDs and CDs has increased by 24% over the past year with many items circulating more than 150 times. This increased use over an extended period is taking a toll on the collection that requires mitigation if the items are going to continue to be available to the public. A cost analysis illustrated these cleaning/resurfacing machines will pay for themselves before year-end.

The statistical report detailed circulation had climbed from 222,192, for July 2013, to 225,402 during July 2014, breaking a new record for the number of items borrowed in one month. Meeting room use, program attendance, patron registration, and reference services used also illustrated increased use of the Library. For example, sessions logged in a public computer center increased from 75,358 to 81,467, comparing July 2013 numbers to those of July 2014. More than 121,500 visits were recorded, up from 119,605 during July the previous year.

The Weber Historical Society was sponsoring their annual Home Tour on Saturday, September 13th. A portion of the proceeds from the event will be donated to the Library to help purchase furniture that complements the original pieces with which the building was appointed. When the Main Library opened in 1968, it featured designs by Charles and Rae Eames, George Nelson, Eero Saarinen, and Ludwig Mies Van der Rohe. These designs were procured and manufactured by the world famous Herman Miller and Knoll Associates. New generation furniture based on inspiration from these famous designers is currently available on State contract, and design experts have offered their time and expertise, free of charge, to reappoint the Main Library. This institutional quality furniture was used at the Ogden Valley and Pleasant Valley Branch libraries.

The Board reviewed illustrations of some of the world famous furniture still in use in the Main Library and were reminded that the Board received Utah State Historical Foundation's 2004 Stewardship Award for their care and maintenance of the Library and its furnishings. Stokes suggested placing some of the most interesting pieces on display during the home tour. Other Board members concurred, and advised the staff to select representative items and have them on exhibit at the Home Tour registration site.

Taylor moved acceptance of the Director's Report. Jacobson seconded the motion. All voted in the affirmative.

Comparative Analysis:

Wangsgard presented a report in response to a previous request from Spencer that the Board be provided with comparative statistics, illustrating how the Weber County Library stacks up with other libraries serving urban populations along the Wasatch Front. The analysis compared Weber County Library with libraries in Brigham City, Davis County, Logan, Murray, North

Logan, Orem, Park City, Provo, Salt Lake City, Salt Lake County, and Summit County. Data used in compiling the comparisons was taken from the Utah State Library Annual Report.

Operating Expenditures Per/Capita

Highest (Park City):	\$113.77
Lowest (Davis County):	\$ 19.04*
Average:	\$ 41.11
Weber County:	\$ 33.75

*Davis County total does not include all costs, as they are not aggregated in a manner that allows them to be separated from those of the General Fund. Realistic comparative costs for Davis County are not known. Weber County costs include operation of the County Law Library.

Salary and Benefits as a Percent of Operating Budget

Highest (Orem)	86%
Lowest (North Logan)	35%
Average	64%
Weber County	53%

Public Computer Use Per Capita

Highest (Salt Lake County)	2.32
Lowest (Orem)	.40
Average	1.20
Weber County	1.65

Library Visits Per Capita

Highest (Salt Lake City)	18.45
Lowest (Davis County)	4.40
Average	9.34
Weber County:	7.58

Total Attendance at Library Programs per Capita

Highest (North Logan)	.99
Lowest (Davis County)	.14
Average	.35
Weber County	.40

Reference Transactions per Capita

Highest (Weber County)	2.56*
Lowest (Park City)	.29
Average	1.27
Weber County	2.56

* Includes Weber County Law Library and Consumer Health Library

Board members noted Weber County's usage in areas, such as number of visits per capita, will increase dramatically when the new Southwest Branch/Headquarters Library opens, and then will continue to climb as a renovated Main Library and an expanded and renovated North Branch are available to the public.

Graphs were distributed, illustrating where each of the twelve libraries placed relative to each other in all of the above performance measures.

Capital Projects Update:

Zogmaister reported on a meeting with the Ogden City Mayor and Council, noting it was a very positive exchange with much support voiced for the Main Library.

A second meeting, this time with Ogden City staff and managers, was arranged by Commissioner Bell to explore need for more parking at Main. During this second gathering, concepts were discussed/brainstormed that were not in keeping with the renovation scope as presented to the public and agreed to in the Commission/Board joint visioning statement. Ideas, such as relocating the Golden Hours Centers to the lower level of Main, were discussed and, hopefully, laid to rest. Options for expanded parking were also raised during the meeting with Ogden City officials, but Wangsgard was not prepared to present plans to the City employees as they had not yet been completed or reviewed by the Board.

During 2013, developers had pitched creative funding ideas to facilitate private projects they wished to leverage, or to provide investment opportunities for their clients, promising tax credits would be “donated” to Ogden City if the proposals were pursued and agreement reached to move forward. Commissioner Bell called a third meeting for September 18th to again hear from one of these private sector developers. The Board had already reviewed two separate plans that were put forth during 2013, both of which were rejected as unworkable by County officials.

Four different parking options for the Main Library were, however, presented during the September Library Board meeting for consideration. By way of comparison, the Pleasant Valley Branch has 215 stalls available to the public, the new Southwest Branch/Headquarters will have 228.

Parking Option #1 – No expansion of current lot, add angle parking on the east side of Jefferson.

This option would provide the current 76 stalls (80 if the width was decreased from 10’ to 8’7”) in the parking lot, plus 48 places on Jefferson, for a total of 128 maximum. There are currently 22 parallel parking stalls on Jefferson, for a current total of 98 parking places.

Problems voiced concerning this proposal included that it does not offer enough parking to accommodate the increased usage that will come when the building is renovated and people will have to cross Jefferson Ave. to enter the Library, which could be dangerous and slippery during the winter. Narrower stalls will result in vehicle damage and create parking issues for the staff to try to mitigate.

Parking Option #2 – Remove landscape islands in parking lot and add tree diamonds; change stripping to make narrower; reconfigure angle parking on east Jefferson; add angle parking on the west side of Jefferson; and add a crosswalk from the west to east across Jefferson Avenue.

This option would provide 102 stalls in the space currently allotted for parking, and 41 angle parking places on both the east and west side of Jefferson, for a total of 143 – less

than Option #1 because of loss of parking for a crosswalk. In addition, this option would change the center line of Jefferson Avenue, creating issues for traffic and maintenance.

Issues with this proposal include loss of green space in the parking lot, resulting in a heat island affect; narrow stalls that would result in vehicle damage and create parking issues for the staff to try to mitigate; and adding a crosswalk would not solve safety issues for people who would have to navigate snowbanks on the east side of the street to reach the sidewalk and then walk between parked cars. In addition, this option would change the center line of Jefferson Avenue, creating issues for traffic and maintenance.

Parking Option #3 – Extend existing parking lot to the north; add tree diamonds and median planters to parking lot instead of the current landscaping strips; modify entry points; leave parallel parking on Jefferson.

This option would provide 157 stalls if they were narrowed to 8'6", and when combined with 32 on Jefferson, would total 189. If stalls are not narrowed, as many as 18 stalls could be lost for a total of approximately 171.

Issues with this proposal include loss of some green space in the parking lot, but with less of a heat island affect that would result with Options #1 and #2; narrow stalls would result in vehicle damage and create parking issues for the staff to try to mitigate; two trees in the park would need to be removed (one is diseased and dying), and the park restroom would need to be abandoned or relocated.

Parking Option #4 – Extend existing parking further north than in Option #3; narrow all stalls from 10" to 8"6"; reconfigure so stalls run east and west, rather than north and south; modify circulation and entry points into the parking lot.

This option provides 179 parking stalls in the lot, 32 on Jefferson, totaling 211.

In addition to the issues identified in Option #3, reorienting parking so it runs east west will cause issues with snow removal and storage. If snow cannot be pushed to the north, stalls and the driveways on both the east and west sides of the lot would be compromised.

This proposal creates the largest parking footprint in the park, but would provide adequate parking for other events in the park, including use of the bowery.

Additional options addressing the issues raised during discussion will be presented for further review during subsequent Board meetings. In addition, community meetings will be scheduled during November to invite participation by those in the neighborhood who have a real stake in the way in which the Main Library is renovated and maintained.

2015 Budget Review/Adoption:

Wangsgard reviewed the budget preparation process, noting each division/cost center presents a proposed budget, including a complete description and justification for every item in their initial request. These division budgets are reviewed and prioritized according to goals set by the Board for the fiscal year, and then scrubbed for items that can be excluded.

The remaining requests are than aggregated on a summary spreadsheet, detailing line item expenses by cost center. The total for all cost centers is then compared with the 2014 approved budget, including overall increase/decrease in actual dollars and percentages by line item. The total is also reviewed in light of projected revenues and additional adjustments are made as needed. Two budget views were presented; one including the cost centers funded during 2014 and the second with allocations needed to prepare to open the new Headquarters.

Board members reviewed the summary spreadsheet, noting the request was austere in an attempt to save the Library fund balance for increased operational expenses that will be associated with opening the new and renovated capital projects.

Review of a second summary spreadsheet prepared for submission to the County Auditor detailed both projected revenues and expenses. Wangsgard noted that property tax revenues were not being collected at a rate projected by County officials last year, resulting in a shortfall for 2014.

A little more than \$420,000 had been allocated from the fund balance to cover expenses in the 2014 budget. This use of fund balance, coupled with a shortfall in revenues, was being mitigated by managing expenses in the current budget year. Wangsgard anticipated that only a little more than \$100,000 from the Fund balance would actually be required to cover current year expenses. The 2015 budget again required the use of Fund balance, this time in an estimated amount of \$481,000.

Wangsgard noted that property tax revenues are a very stable source of revenue; in part because it is slow to decrease in times of recession, but also slower than sales tax to increase in times of recovery. Even though the economy is recovering and growth in the County is on a steady, upward trend, it will take time for property tax revenue to keep pace with ever increasing demands for services by the public.

The spreadsheet prepared for the County Auditor also detailed where cuts would be made if spending needed to be decreased by 1% or 3%, an exercise that is standard budgeting procedure for County departments. All the funding for a 1% cut would be taken from salaries and benefits; and \$241,000 would be taken from books and materials if a 3% cut was necessary. Personnel costs and books are the only two line items of any significant amount that are not "fixed" in the operating budget.

Additional fine tuning of the 2014 budget was planned before it was submitted later during the week. It was also noted that the budget may need to be opened next fall and augmented by the Fund balance to complete making the HQ Library ready for the public. The Board was asked to approve the budget presented, including preparation for opening Headquarters, allowing for slight adjustments and tweaks as needed.

Discussion of the budget included several questions and responses, including a clarification requested by Jacobson concerning the adjusted 2014 budget and why those numbers had not been used as reference for comparison between 2014 and 2015 actual and projected expenses.

Wangsgard noted that the adjusted budget resulted from carryover of projects from 2013 and did not accurately represent the approved budget for 2014, which was less.

Stokes moved approval of the 2015 budget request, including the allocations to prepare to open Headquarters. Tom Taylor seconded the motion. There being no further discussion, Spencer called for a vote. All voted aye, except Commissioner Zogmaister who abstained as she will consider the request when it is forwarded to the Commissioners.

Stokes suggested developing intent language to accompany the budget submittal, reiterating and reminding County officials about the agreed upon use of the Fund balance; that is, it had been saved and set aside over a period of years to balance income and expenses as the economy comes out of recession and new facilities are made operational for the public. The capital plan was a package that depended on an agreed upon use of the Fund balance over the course of five years to cover increased operational expenses.

Stokes moved development of intent language and Taylor seconded the motion. Wangsgard was asked to draft a document and circulate it to the Board for consideration, revision, and approval. The details of the draft outlined and discussed, Spencer called for a vote. All voted in the affirmative.

Other:

There being no further business, Stokes moved, and Zogmaister seconded the motion to adjourn. All voted 'aye.'

Respectfully submitted: Julia J. Valle 1 Oct 2014
Julia Valle Date