

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: October 7, 2014

Board Members

In Attendance: Scott Spencer
Brent Innes
Eric Jacobson
Tom Taylor
Commissioner Jan Zogmaister

Board Members

Excused: Kathleen Jensen
Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director
Karen Burton, Associate Library Director
Scott Jones, Assistant Library Director
Julia Valle, Business Office Manager
Evelyn Bertilson, Friends of the Library
Jay Lems, Prescott Muir Architects
Prescott Muir, Prescott Muir Architects

Public Comments:

There were no public comments.

Review\Action:

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

Minutes:

Minutes of the September 2, 2014 meeting were approved with one correction in spelling as requested by Jacobson. Taylor offered a motion to approve the minutes as corrected by Jacobson. Jacobson offered a second to the motion, and all voted in the affirmative.

Staff Development Day Training:

Staff training was scheduled 12-9 p.m., Tuesday, November 11th, Pleasant Valley Branch. The agenda and other details will be distributed during the November 4, 2014 Board meeting.

Board members and Friends of the Library officers were invited to attend the training, and/or join the group for dinner at 4 p.m.

Open House to Review Main Library Plans:

The public will be invited to meet with the Library Board and representatives from EDA Architects from 7-9 p.m., November 18th and 20th to discuss renovation of the Main Library. This will be an important time for gathering community input before further work is done on the design process. The meetings will be held in the Main Library auditorium.

Update on Disposition of Skateboard Park Property behind North Branch:

The North Ogden City Council was interested in discussing donation of the skateboard park property, located south of the North Branch, for expansion of Library services. The discussion was to be tentatively scheduled during the October 14th Council meeting. Mayor Brent Taylor had done some preliminary work and determined the cost of relocating the skateboard facility could be as much as \$200,000. He had inquired as to whether the Library Board would be willing to request a joint RAMP grant to help offset the costs.

The Board asked Wangsgard to attend the North Ogden City meeting and report back concerning options presented by the Mayor and Council, but reminded her that building sites are to be made available by the community in which libraries are located. This has always been a requirement for a new or renovated facility and it would be problematic to change the policy at this point in time.

Additional details concerning the possible donation of a site for expansion will be presented during the November meeting.

North Ogden City had approved and signed the Memorandum of Understanding relating to shared parking on the North of the Library, as presented to them by the Library. Spencer will sign on behalf of the Board. Patching and sealing of the north parking had been completed.

2015 Budget Report:

Spencer and Jensen attended the budget hearing with the County Commissioners, Auditor, Comptroller, and Deputy Comptroller, along with the Library administrative team. Information presented included documents the Library Board had previously reviewed and discussed during public meetings:

- FY 2015 Rollup, Summaries/Comparisons
- FY 2015 Budget Summary of Revenues and Expenditures
- Various graphs comparing Weber County Library costs and service levels with other Libraries located along the Wasatch front
- Shared Vision: The Future of Libraries in Weber County, August 5, 2014
- Budget Preface/intent language

Wangsgard began the budget presentation at the invitation of the Commissioners by discussing the Shared Vision statement and reading aloud the Budget Preface, noting the fund balance was being used to balance the 2015 fiscal plan. The fund balance had been systematically saved over the course of several years in order to meet the commitment made to the public to open and operate the new and renovated library facilities in the five year capital plan without a need to increase the tax rate to accommodate additional operating expense.

SHARED VISION:

THE FUTURE OF LIBRARIES IN WEBER COUNTY

AUGUST 5, 2014

The Weber County Commission, in cooperation with the Library Board of Trustees, would like to take this opportunity to announce our shared vision for the future of libraries in our County.

Working cooperatively and transparently, we will not only complete the four Library capital improvement projects as promised to the public during the 2013 bond election, but we will also address the need for an additional branch to serve the people living in the northwestern portion of the County. It is not our intent to take away from the quality of what was proposed during the bond capital campaign, it is rather to demonstrate leadership and a spirit of cooperation that exemplifies what government can accomplish for the people when we work together to build our community.

To accomplish this challenging goal of adding a sixth branch to the County Library System, we will issue the complete \$45M bond package as presented and approved by the voters, while also inviting the support of mayors and city councils, foundations and friends, and all County residents to enhance the general obligation bonds by providing the resources necessary to complete this improved capital plan. The County Commission, Library Board of Trustees, and Library Management Team will provide strong fiscal oversight of the approved projects, ensuring every dollar is wisely spent, leveraging future value and return on investment for all of our residents.

The new Southwest Branch/Headquarters Library will soon be a beacon on the densely populated southwest side of our County, signaling what will follow in rapid succession on the east side with the renovation of the flagship Main Library and in North Ogden by expansion and upgrading of public service space at the North Branch. A sixth library to serve the people living in the northwestern area of the County will complete the plan. Together, these new and renovated libraries will infuse our communities with opportunities for people to come together to teach and learn, to attend and participate, to gather and enjoy.

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WEBER COUNTY LIBRARY SYSTEM

2015

BUDGET PREFACE

The Weber County Library Board of Directors respectfully submits the attached FY 2015 budget, which was approved September 2, 2014 during our regularly scheduled meeting. The budget recognizes the need to balance trends in revenue collections, which are slowly increasing as our local economy moves beyond the recent recession, with much more rapidly increasing public demand for service. The budget plan also addresses the challenges that will be created by an influx of additional users that will occur as new and renovated libraries come online during the next five years.

The 2015 budget has been balanced using an allocation from the Library Fund balance. The use of this Fund balance to augment projected revenue collections was an integral part of the Capital Plan presented to the public for a vote during 2013, and is the basis upon which the Board committed to maintaining current service levels while also opening and operating the new/renovated Libraries without imposing an increase in the Library tax rate.

It should also be noted that the Board approved 2015 budget, including allocations in preparation for opening a new Headquarters, is only \$44,903 more than the original approved budget for 2014. This increase in requested operating expenses recognizes, however, that the 2015 budget may need to have additional allocations authorized as we prepare to bring the SWB/HQ Library online. The Board has consciously refrained from "padding" line items to accommodate this additional workload, wishing instead to approve spending only when justifications are supported by demonstrated need and solid cost estimates.

Just as a fulcrum is needed to balance a teeter-totter as children of different weights are positioned on either end, the Library Fund balance will be used to create equilibrium between slowly increasing revenue streams on the one side, and more rapidly increasing demands for service on the other.

Therefore, this budget submittal comes with a caution: just as a teeter-totter design allows a child to be injured when they hit the ground hard if the kid on one side jumps off, so will the Library System "crash land" if the fund balance is used for purposes other than those for which it was originally identified in the Capital Plan and recently acknowledged and incorporated in the County Commission and Library Board's "Shared Vision" statement. The Fund balance must be allowed to serve as the necessary counterweight required to keep the Library System in equilibrium as new and renovated facilities create added "weight" on the public demand side of this delicate balancing act.

The continued support of all those in the County who are also working to keep this covenant with the people is very much appreciated.

The FY 2015 Summaries/Comparisons spreadsheet detailed two budget scenarios. The first compared the 2015 request without the increased costs associated with the new Southwest Branch/Headquarters. The second included tentative costs associated with opening the new facility. It was emphasized that the financial plan associated with opening the new Headquarters was tentative and that the budget may need to be opened during 2015 to accommodate unforeseen expenses. The request was frugal, not including any “padding” or contingency funding large items such as moving expense.

Wangsgard responded to a question from Commissioners concerning cell phone allowances for two maintenance employees. These individuals were being reassigned in order to accommodate training for new responsibilities associated with the Headquarters opening and Main Library renovation. The two employees coordinate cleaning and maintenance staff among five different library facilities. Their shifts begin at 4 a.m. and they often work away from accessible landlines. Allocating resources and tasking employees, as well as responding to emergencies and taking calls for individuals calling in sick, require access to a cell phone.

Wangsgard addressed the “system budget,” noting this is the category where those items that cannot be allocated directly to, or among, a specific cost center(s) are aggregated. Costs are assigned using the Library Caselle accounting system. This financial system was purchased for the Library with non-public money after a recommendation that arose from performance audit conducted several years ago. The performance auditor reviewed Library in-house IT services, maintenance services, personnel services, and fiscal processes and accountability, finding that the Library was a highly efficient organization that would not benefit from being more closely associated with the larger County unit. For example, the Library data center enjoys a 68% discount in telecommunications costs in receiving services from UEN, rather than the non-education provider available to the larger County unit. The Library also benefits from educational discounts on licensing agreements.

In addition, the performance auditor noted the Library was interested in, and capable of, implementing their own cost-accounting system. The larger County unit was not interested in cost accounting at this time. In order to better manage resources, the Caselle system was purchased and implemented but has never been fully utilized as it is not compatible with the software used in the Auditor’s Office.

When asked by the County Auditor, Wangsgard noted the Library benefitted greatly from use of a cost accounting system and would welcome the County investigating the Caselle software for integration of services County-wide. Caselle has modules not used by the Library for scheduling conference centers, running animal shelters, and other functions for which cities and counties share program development costs.

Commissioners had no additional questions and complimented the Board and administrative team on a very thorough presentation.

Weber Reads: *Charlotte’s Web* and Other Writings by E. B. White:

Due to the length of the agenda and the scheduled tour of the building site, Margaret Rostkowski’s Weber Reads presentation had been rescheduled for November.

Other:

There being no further business, Stokes moved, and Zogmaister seconded the motion to adjourn. All voted 'aye.' Muir and Lems then took the Board on a tour of the building site to review progress to date.

Respectfully submitted: Julia L. Valle 4 Nov 2014
Julia Valle Date