WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: January 19, 2010

Board Members
in Attendance: Gary Dohrer, Chair
                         Holly Bauman
                         Marcia Harris
                         Marie Irvine
                         Karen Leonardi
                         Tom Taylor
                         Jan Zogmaister

Others
in Attendance: Lynnda Wangsgard, Library Director
                         Karen Burton, Associate Director
                         Scott Jones, Assistant Director/Technology Director
                         Julia Valle, Business Office Manager
                         Ann Booth, Adult Services Manager
                         Glenn Biddulph, Assistant Manager for Census Recruiting
                         Jim Lundgreen, Assistant Manager for Census Quality Training
                         Monette Hurtado, Deputy County Attorney

Approval of Minutes:

Minutes of the December 15, 2009 Meeting were approved as mailed.

Meeting Room Policy and Administrative Procedures for Implementing the Policy (Application Form, Rooms/Equipment Available, and Fee Schedule):

Dohrer called for staff recommendations concerning a request that the Board waive the room rental fee required by policy to accommodate training of 2010 U. S. Census employees.

Wangsgard reported Library managers had discussed the request and recommended the Board consider waiving the fee for up to five, eight-hour training sessions at each County Library facility, with options for additional training to be authorized by the Ogden Valley Branch Manager, schedule permitting.

Managers recommended waiving the fee because the Census is a program that complements Library and County goals of providing services to all residents, by gathering quality data that helps identify area residents and their needs. Wangsgard did not feel waiving the fee for Census worker training would put the Library administrative team in an awkward position, should other groups ask for the same dispensation, since the Census is a national priority and represents a very unique set of circumstances.

It was noted, however, that it might be very difficult to schedule training for five, eight-hour days at any of the facilities, because many Library sponsored programs occur regularly throughout the week; e.g., Discovery Time every Tuesday morning, Chess Club Wednesday afternoon, Bilingual Story Hour Thursday afternoon-evening, etc., and these times are blocked out of the schedule a year in advance. Other community groups also regularly schedule the meeting rooms once each month, and paying customers will take precedence over free use by Census workers.

While the Library administrative team would like to host additional Census training, staff time and facility availability are limiting factors as public libraries find themselves on the receiving end of unfunded mandates from other governmental entities, such as the Internal Revenue Service and school districts. For example, those needing income tax forms, or help in filing their taxes, flock to libraries for assistance where Randy Mueller, Adult Services Manager and CPA, manages Weber County Library's income tax centers, and public service employees in every County Library now proctor exams for students taking on-line classes. There is a realistic limit to how much support employees can give to these programs. To this end, the staff requested that, if the Board grants a waiver, the Census managers responsible for scheduling training space designate one person to schedule all of the facilities, rather than having multiple individuals calling to make arrangements. Lundgreen agreed to take responsibility for scheduling the training venues.

After discussion among Board members and with Census representatives, Biddulph and Lundgreen, the Board voted to waive the fees as recommended.

Director's Report:

Wangsgard presented the financial report, detailing each income and expenditure line item, and reminding those present that a year-end settlement would be used to adjust final income totals. She also explained that additional invoices for goods and services received in 2009, but invoiced in 2010, would also be reflected in several updated expenditure line items. Overall, the 2009 fiscal year should be completed under-budget.

Wangsgard complemented the Library staff and Friends of the Library on a very successful Holiday Open House, held December 24th. Several hundred people attended the festivities, which included a hot meal, distribution of warm clothing, and live music. The majority of those in attendance were homeless, or near homeless, and the festivities were targeted to help meet their needs.

Zogmaister, serving as Chair of the Weber/Morgan Local Homeless Coordinating Council, had requested the Library's participation in the Annual Point-In Time Count of the Homeless. The count was to be coordinated January 27th by social service agencies and volunteers throughout the State. Zogmaister noted, "an accurate account will ensure that Weber County receives its proper allocation of the funding available so it can, in turn, provide the best services possible to our community." Ann Booth, Adult Services Manager, had been designated to coordinate with those doing the count.

The January – March Adult Services programming calendar was distributed and Board members were invited to Weber Reads discussions. The first discussion, held at Pleasant Valley Branch January 14th, had been attended by more than 150 participants.

The Board was updated on employee performance reviews for 2009, and the writing of "by" statements (goals) for the 2010 fiscal year. One major goal was to improve security throughout the Library System, and at the Main Library in particular. To that end, a full time security person had been hired to supplement the work of the part time individual who was on the job at Main. Gang awareness training had been scheduled for all employees, January 27th, at 8 a.m. and again at 5 p.m. The Board was invited to attend. Ogden City Community Policing will also be invited to conduct training for all employees during the March 23rd general staff meeting.

2010 Planning Documents:

Board members received bound copies of the 2010 budget book. Wangsgard reviewed the major elements of the budget, including "Weber County Strategic Plan Goals," and the Library Department objectives designed to help ensure focus on accomplishing these County-wide priorities.

The Board reviewed the building project outline, including 2010 capital project plans and a projected five year capital plan; detailed listings of approved equipment and controlled assets; and projected revenue and expenditures by line item. The Board also reviewed the budget as it was detailed by cost center.

Wangsgard explained the Library Development Fund had provided resources, during 2003-2004, to hire an independent performance auditor, Doug West, to conduct a review of the Library System in general, with particular emphasis on the Library Information Technology Services (ITS) and Library Maintenance Services. The goal of this performance audit was to determine if taxpayers would be better off if these services, currently provided by the Library Fund, were provided in the future by the County General Fund.

The auditor found that the Library was operating in an extremely cost-efficient manner, when compared to other like entities throughout the County and northern Utah. West also found that the creativity and effectiveness of in-house ITS and Maintenance services had a synergistic affect on the County Library, resulting in the public enjoying exceptionally high quality services for the tax dollars spent.

While the outside auditor did not recommend any changes in the manner in which IT and maintenance services were provided, he did challenge the Library administrative team to implement a cost accounting system to enhance their management information system (MIS). Since the County did not provide cost accounting services, the Library Development Fund procured a cost accounting system for the Library. This Casselle system software has been used since then to manage the budget authority for the Library in-house, requiring that the Library Department budget be broken down into the following cost centers:

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

Budgets for each cost center were printed in the budget book distributed, which also contained detailed expenditures for each center arranged by line item. This budget will be tracked throughout the year, using the Casselle cost accounting system, to provide improved management information for the 2011 budget year.

The second suggestion that arose from the 2003-2004 performance audit was to develop a set of performance indicators unique to the mission of the Weber County Library System. Wangsgard distributed a list of these new indicators, which had been developed over time, and were being implemented as of January 1, 2010. The monthly report to the Board will be adjusted to include these additional measures:

Notarized documents	Translated documents	Proctored exams
In person technology, general, and research and readers' advisory assistance		

The 2010-2012 Library Technology Plan had been distributed to the Board with their meeting packets. Jones reviewed the major elements of the plan, and then answered questions concerning details and implementation. A major focus of the 2010 budget will be to seek funds for implementation of Metropolitan Optical Ethernet access at North, Ogden Valley, and Southwest Branch Libraries, bringing the connectivity at these three locations to the standard enjoyed at the Main Library and Pleasant Valley Branch. A Board-approved Technology Plan must be on file with the Utah State Library before a library may compete for Federal grants administered by this agency, including universal E-rate.

Jones explained the E-rate program provides discounts to libraries in obtaining affordable tele-communications and Internet access. It is one of four support programs funded through a Universal Service charge to companies that provide interstate and/or international tele-communications services. The Libraries Program supports connectivity – the conduit or pipeline for communications using telecommunications services and/or the Internet. Funding is requested under four categories of service: telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from 20% to 90% of the costs of eligible services. Weber County Library applies for all applicable discounts as a member of the consortium, Utah Library Network.

Applicants for E-rate discounts must provide additional resources, including end-user equipment (e.g., computers, telephones, etc.), software, professional development, and other elements that are necessary to utilize the connectivity funded by the Universal access program. The 2010-2012 Library Technology Plan had been designed to meet these E-rate requirements.

After discussion, the Board voted to adopt the 2010-2012 Library Technology Plan and forward it to the State Library.

The 2010 Flexible Meeting and Training Calendar was distributed and reviewed. The schedule is used to track required meetings and training offered for Library employees. Board members were invited to attend as interest and time allows.

Other:

There being no further business, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

_____   16 Feb 2010
Julia Valle   Date