

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

March 4, 2025

Board Members

in Attendance: Wendy Ogata, Chair
Sandra Crosland
Caitlin Gochmour
Shannon Sebahar
Reed Spencer
John Watson

Board Members

Excused: Jim Harvey

Others

in Attendance: Bryan Baron, Legal Counsel
Phoebe Carter, Assistant Director
Shari Creer, Friends of the Library
Steffani Ebert, Senior Accountant, Weber County Clerk/Auditor's Office
Holly Okuhara, Assistant Director
Leonora Schaelling, Ogden Valley Branch Manager
Julia Valle, Business Office Manager
Lynnda Wangsgard, Director

Public Comments:

Ogata called the meeting to order, welcomed those present, and invited public comments. There were none.

Approval of February 4, 2025, Meeting Minutes:

Crosland moved approval of the February 4, 2025 meeting minutes. Sebahar seconded the motion. There being no requests for corrections, all voted in the affirmative.

County Comptroller's Review of Library Capital Project Fund:

Wangsgard introduced Ebert who attended to update board members on the Library Capital Project Fund.

Ebert began with a timeline.

During June, 2019, the county used the remaining funds from the sale of general obligation bonds to reimburse the library operating account for books purchased and added to the collections of new and updated libraries. The amount reimbursed was \$2,964,000.

On June 9, 2020, the county created County Ordinance #2020-7 for restricted library capital projects, the purpose was to create a fund that could be used only to purchase real property, or for the cost of constructing or rehabilitating Weber County Library facilities. There was a second reading of the ordinance June 16, 2020 when it was approved and signed. Subsequent to approval of the ordinance, \$2,964,000 was transferred from the Library Operating Fund account into a county Capital Account and earmarked for the library. On December 31, 2024, the balance of this account was \$3,364,000.

In order to be more transparent about this funding, the total amount was scheduled to transfer from the county Capital Account into a library restricted account as of January 1, 2025. An account belonging to Parks and Recreation will also be transferred to a separate account. Once the funds are transferred, the balance will still be restricted and earmarked as originally detailed in the ordinance. According to commission meeting minutes for June 9, 2020, a vote of the people would be required to change the purpose of the account. Ebert paused in her explanation and called for questions.

Watson, thanked her for the update and asked if all increases to the fund would also be likewise earmarked.

Ebert said any money transferred into the account will stay in that fund, including interest, and be earmarked for library capital improvements.

Ogata asked for the exact name of the account.

Ebert said it is known as the Library Capital Projects Fund.

Will this fund be visible to the public, Ogata asked?

Ebert said it will be included on county financial statements and will be identified as restricted.

Wangsgard asked if the Comprehensive Annual Financial Report would show two separate entries, one for the Library Fund balance (rainy day fund) and one for the Library Capital Projects Fund.

Ebert said she believed they would be listed separately.

Ogata asked who has authority over use of the Capital Projects Fund, county officials or the library board.

Ebert said the county commission will authorize all use of the funds in this restricted account.

Wangsgard noted that the board requested use of resources in the Capital Projects Fund, if needed, to balance the 2025 budget. The use of this funding could have been authorized for capital improvements detailed in the 2025 operating budget request. As it turned out, the transfer was not needed.

Sebahar asked if there was anything that was added to the fund, other than interest.

No, nothing but interest, Ebert replied. She noted, however, that the Library [operating] Fund balance is limited by state law and any funds over that limit can be transferred to the Library Capital Projects Fund. This is not a concern at this point in time.

Spencer asked about the limit on the Library [operating] Fund balance.

Ebert said she recalled it being two months of operating expenses, but that would need to be verified.

Ogata thanked Ebert for detailing the history and disposition of this funding.

There being no further questions about the Library Capital Projects Fund, Wangsgard asked Ebert to explain an anomaly on the financial report. The issue was that the line item for overtime showed an adjustment of -\$1,518.68.

Ebert said timing caused the issue. Beginning in 2024, library employees were scheduled to work 32 hours in the first week of a pay period, and then 48 hours during the second week. This stabilized their weekend rotations and resulted in those not exempt from the Fair Labor Standards Act earning four hours of overtime every two weeks. The county payroll system is programmed to pay the full eight hours of overtime, requiring the auditor's office to process an adjusting transaction. During the last pay period, the adjustment was made before the payroll was approved, resulting in the anomaly.

Ebert was asked why revenue was listed as a negative number on county financial reports.

Ebert explained this is a result of standard accounting procedures. Income numbers are posted as negative numbers so they can be balanced against expenses which are posted as positive numbers.

It's counterintuitive, Wangsgard noted, but it works.

Director's Report:

Wangsgard reviewed the expense report, noting some line items showed a hefty "percent used" for so early in the year. This was because open purchase orders had been encumbered against those line items. The open orders will be used to pay contractual or recurring expenses throughout the year for things like HVAC maintenance and building upgrades. Once funding is encumbered on an open purchase order, that is, a purchase order that can be drawn upon to make multiple payments throughout the year, the remaining balance in the line item is what is available to work with for variable expenses, such as programs and training. It is a management technique that ensures funding is available for fixed expenses.

Wangsgard concluded her financial report by noting the staff waived \$3,035.60 in overdue and damaged materials fines and fees during February. As discussed in detail during previous board meetings, fines and fees are waived when the cost of using a credit card for payment exceeds the value of the transaction, or when there are extenuating circumstances that warrant consideration.

The activities report for January illustrated the number of library card applications processed increased by 27.6%. There were two possibilities for this large increase: the ongoing, upward trend in usage, and reissuing eCards as standard library cards.

During the COVID-19 pandemic, eCards were issued without an expiration date. These cards were manually set to expire last fall. Those using eCards were notified that they would need to visit a library, verify their address, and reregister for a standard library card. People have since been trickling in to update their accounts.

Watson asked if there were any complaints from those inconvenienced.

Some were unhappy, Wangsgard said, because they are accustomed to using the library from home and never visiting a fixed site, but the change wasn't without ample notice. Every cardholder received a personal email detailing the need to renew their card. For the most part, it was proceeding smoothly.

Sebahar said the increase in the number of applications processed may also be a result of community members being invited to upgrade to a new library card.

That's true, Wangsgard said. There has been a push to have people trade in their older cards for newer versions that are embedded with a chip that can be encoded to improve service by eliminating the cost of barcode readers at the checkout counters.

In-house use of the library had increased from 84,018 to 87,129 during the month of February. What do those numbers mean, Wangsgard asked rhetorically. Picture this, the Dee Event Center seats approximately 11,500 people; so, the number of library visitors during January could have filled all those seats more than seven and one-half times.

Carter noted the County Career Expo will be hosted at the Southwest Branch on Wednesday, March 19, 2025 from 2:00-4:00 p.m. The event will give area residents a chance to see the library while also learning about jobs available in the county.

Eleven employees had been authorized to attend the annual conference of the American Library Association. Gochnour will participate with the group.

Immigration and Customs Enforcement Policy:

Crosland reviewed the final draft of the board's Immigration and Customs Enforcement Policy and the associated Know Your Rights pamphlet and My Rights [red] Card. She thanked Baron for his excellent work in bringing all the materials together to form a cohesive whole.

Crosland read from the purpose:

The Weber County Library System is committed to providing a safe, welcoming, and inclusive environment for all patrons, regardless of their background or immigration status. Libraries serve as spaces for learning, access to information, and community engagement. This policy is established to guide library staff in handling interactions with U.S. Immigration and Customs Enforcement (ICE) agents or other law enforcement officials in a manner that respects the rights of patrons while ensuring compliance with applicable laws.

She also shared the conclusion:

The Weber County Library System is dedicated to serving the community while upholding the law. This policy ensures that library staff have clear guidance on handling law enforcement interactions in a manner that protects patron privacy, maintains public trust, and ensures compliance with legal requirements.

If adopted, Crosland said, these documents will provide clear guidance to both community members and staff.

Baron thanked board members for their input and suggestions for revision, noting the collaboration resulted in a much better policy.

Crosland emphasized Section VI, Educating Patrons on Their Rights, of the policy.

1. The Library may provide materials that inform patrons about their rights when interacting with law enforcement, including:
 - "Know Your Rights" flyers and brochures in multiple languages that patrons may pick up for their personal use.
 - "Know Your Rights" cards that patrons may use to assist them when interacting with ICE agents.
 - Posters with general legal information in public areas.
 - Access to relevant online resources on the Library's website.
2. Library staff may refer patrons to community organizations or legal aid services for further assistance but shall not provide legal advice.
3. Any informational materials provided must be neutral, factual, and sourced from credible organizations.

She said this section was included to ensure there was no question that staff are authorized to proceed in carrying out the will of the board.

Red cards are being used everywhere, Crosland said, so people will recognize them. She shared cards from other organizations and noted staff are empowered to change the verbiage as needed. Staff were also asked to find a printer that could produce the cards on a red, polyethylene coated paper with rounded corners to facilitate durability when they are carried in a wallet. The goal is to adopt these materials as presented today, she said, but staff should feel free to make changes as needed to keep them as useful as possible.

Wangsgard was asked to ensure all employees were coached on the nuances of the policy; that is, on details such as difference between a judicial subpoena and an immigration subpoena.

Ogata asked if any local residents had been affected by immigration issues to date.

Crosland said there were many reports from northern Utah as well as verifiable accounts that people in Weber County were being picked up after reporting for court on a misdemeanor charge, or when picking up children from school.

Many organizations in the county are working to do what they can to lend a hand to those who are being challenged, Crosland continued. For example, when someone is picked up, they are given a number that tells where that person is being taken for detention. However, the number is not posted for 24 hours. Some organizations are providing their contact to those detained so they can receive the detention number and then forward the number to family and friends, protecting the identity and location of vulnerable community members. People are helping in many different ways. The library, for example, provides notary services in English, Spanish, and Portuguese.

Crosland and Baron called for questions.

Hearing none, Crosland made a motion to adopt the Immigration and Customs Enforcement Policy and supporting handouts as presented, also authorizing administrative updates as needed. Spencer seconded the motion.

Ogata called for a vote. All present voted in the affirmative.

Board members were thanked for their guidance on this important issue.

Ogata called for a motion to close the public meeting and adjourn to a closed session.

Crosland so moved and Sebahar seconded the motion.

Ogata conducted a rollcall vote:

Crosland voted aye.	Gochmour voted aye.
Sebahar voted aye.	Spencer voted aye.
Watson voted aye.	Ogata voted aye.

Closed Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual:

Reconvene in a Public Meeting for Consideration of the Library Director's 2025 Performance Plan:

Spencer moved approval of the library director's performance plan with a change made to the property management area that included taking a closer look at facilitating use of the library commercial lease space. Sebahar seconded the motion.

The motion was unanimously approved.

Watson concluded the discussion of the director's performance plan by noting that every time the board has an opportunity to peek into the tent, there is something happening in relation to the training of staff. This is heartening because training of the troops is primary to the success of any organization.

Wangsgard invited board members to attend general staff meeting at 8:00 a.m., March 18, 2025, when succession planning will be the major topic of interest and Holly Jackson, a professional library consultant, will present to the entire staff. Jackson will return on May 20 for an in-depth seminar with library supervisors and managers. Succession planning is one of the major system-wide goals for 2025.

Other:

There being no further business, Watson moved to adjourn. Crosland seconded the motion. All voted in the affirmative.

Respectfully submitted:


Julia Valle


Date