

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: September 6, 2022

Board Members

in Attendance: Sandra Crosland, Chair
Diana Allison
Jim Harvey
Wendy Ogata
Shannon Sebahar
Reed Spencer
John Watson

Others

in Attendance: Bryan Baron, Deputy Weber County Attorney
Karen Burton, Ogden Valley Branch Manager
Phoebe Carter, Assistant Director
Shari Creer, Friends of the Library
Marcia Harris, Development Board
Holly Okuhara, Assistant Director
Julia Valle, Business Office Manager
Lynnda Wangsgard, Director

Public Comments:

Crosland called the meeting to order at 5 p.m., noting there was no one present who wished to make a public comment.

Approval of August 2, 2022 Meeting Minutes:

Sebahar moved approval of the August 2, 2022, meeting minutes as presented. Ogata seconded the motion. All voted in the affirmative.

Commissioner's Report:

In the interest of time, Harvey invited questions from the Board rather than making a report. There were none.

Board Training Vignette:

Crosland presented the first of what will be a monthly report on a Library program, service, or issue of concern. The topic she chose to review was the right to read and receive information and the propensity for some individuals and groups to strive for undue influence over library collections.

In Texas, Crosland noted, 850 books have been challenged and other states have since followed their example, removing books on hot-button topics. Library directors have been forced to resign, or have quit in protest, and one small library was so vehemently attacked that it was forced to close.

Censorship is based in fear; fear of the unknown, fear of being forced to examine the moral implications of one's own values. This fear has resulted, over time, in banning works of literature ranging from classics the Narrative of the Life of Frederick Douglass to current publications such as Gender Queer: A Memoir.

Looking back, book banning has had some successes and failures in our own community, Crosland noted. After a local censorship group was successful in removing books from school libraries, they attempted to take control of what was available on the shelves of the Weber County Library. This special interest group proposed that they be authorized to oversee what was purchased, that books they did not like be labeled with warning stickers and placed behind service desks, and that they be allowed to oversee removal of titles from the collection they deemed to be obscene or harmful to minors. Books on lists and hot-button topics of the day were covertly "borrowed" and not returned. Over time, this special interest group worked with a County Commissioner to have their group members appointed to the Library Board, after which they tried to take charge by putting forth their agenda for a policy change during a Library Board meeting.

The Weber County community rallied in support of the Library. Pastors and other representatives from local churches and community groups joined dozens of other library users to speak against the special interest group's plan. They were bolstered by the Dean of the Brigham Young University School of Library and Information Science, the Assistant Director of the Utah State Library, all of whom spoke in defense of the right to read. After a lengthy Library Board meeting, a vote was taken and, as a surprise to the special interest group, they did not have enough votes from Board members to implement their plan. It was a close call. The Board Chair had to cast a tie-breaking vote.

We can now again see possible special interest group challenges on the horizon, Crosland continued. For example, people have called Weber County Library staff, asking them to pronounce "objectionable" words from a specific list of titles. This tactic has been deployed in other parts of the country where recordings of the phone calls could then be posted on social media to sow seeds of disruption and chaos. In one case where at least nine books were removed from a Utah school library, the objecting parent said she learned about the books through social media posts.

Crosland noted two important things for the Board to contemplate:

- The Weber County Library Board is a policy-making board, not an advisory Board. The Board has this responsibility detailed in State law and County ordinance.
- The Board is responsible for approving policies that protect the right to read and receive information and then protect the staff and administration as the policy is implemented.

If concerns are presented during a Board meeting, what is the proper way to respond, Crosland asked.

In suggesting a possible way forward, she noted due process should ensure concerns are heard and the person or group presenting their concern should receive a formal response, perhaps after it is vetted by Library staff and legal counsel. It is important to remember that it is Board policy that professional librarians review and respond to concerns about particular items in the collection before the issue is formally presented to the Board. This policy protects everyone, including elected officials, from undue pressure by directing all people to follow the same process.

Baron reviewed the legal background relevant to book banning, noting the First Amendment is at the center of any controversy. The First Amendment states, "Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

It is the very brief section concerning "abridging freedom of speech" that is what the Board's responsibilities are about, Baron continued. Freedom of speech encompasses the right to receive information. All people, including young people, have the right to receive information whether you or I agree with the information is irrelevant. The Library makes available materials on many topics, some controversial, and that's okay. It is the Library's obligation to provide these materials. The Library does not censor; it is up to individuals to censor or filter their own reading and that of their children.

So how do books get removed from the Library? Baron noted some materials are removed because they are damaged, dated, or no longer popular, but they are not removed because of content. The Supreme Court has detailed that there are only a couple of reasons materials can be removed from a library because of content, including being obscene or harmful to minors.

Crosland asked Baron to take time to explain these two concepts and how they relate to censorship, noting these terms are often used inappropriately by censors to label books as obscene or harmful to minors in an attempt to have them removed.

Baron read the definition of obscenity, noting there is a three-way test to determine if a work is obscene:

(1) the average person, applying contemporary community standards, finds the work, taken as a whole, appeals to the prurient interest, (2) the work depicts or describes sexual conduct in a patently offensive way, and (3) the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

To be obscene, the work has to meet all three of these criteria. Community standards are increasingly hard to determine in the age of the Internet where communities may go far beyond political or jurisdictional boundaries.

Material deemed to be harmful to minors is determined using the same basic test for obscenity but applied to minors.

Baron reviewed the essence of the Library Board's current policy that requires those with concerns about materials speak first with a Building Manager who will appreciate the community member bringing the issue to their attention. If a discussion with the Building Manager does not result in a satisfactory answer, the community member may fill out a form detailing their objection. The form is forwarded to the Library Director, who then forwards it to the professional librarians responsible for selecting material. This selection committee reviews the concern and provides a written response to the Library Director who then forwards it to the concerned individual. If the community member is not happy with the response from the professional Library staff, they can bring their concern to the Board and ask them to amend their policy or overrule the professional staff. If the Board declines, the concerned individual or group's next legal stop would be the courts.

Crosland's question to the Board was, again, should there be a written policy or procedure specific to how the Board should proceed if asked in a public meeting to override the decision of the professional Library staff.

Sebahar suggested this issue be handled like any other; that is, the item should be added to the agenda, the Board should listen to the concerns, the issue should be taken under advisement, and a response should be addressed in a subsequent public meeting where all interested parties could be notified and attend.

Crosland said this is essentially the same methodology that would be followed if someone just showed up and wished to make a public comment. The Board would listen and take any action requested under advisement, which could include, perhaps, placing the item on a future agenda.

Watson spoke against a specific policy for addressing concerns at the Board level. There may be advantages to having the flexibility to deal with individual situations in an appropriate manner.

Allison agreed with Watson, noting it is helpful to have options for dealing with a variety of public concerns, many of which are as potentially challenging as those relating to the collection. She recalled an issue that arose during her tenure as Chair that had to be addressed in a very particular way in order to ensure the safety of the Board and staff. The issue was added to a future agenda, the concerned individual was invited to address the Board, and a written response was provided at a later date. The process ensured the Board could have law enforcement present and provide other security measures for all concerned.

Watson advised setting a reasonable time limit for presentations under the "public comments" portion of the agenda, allowing the Board to listen with civility but not allow comments to usurp the meeting. If needed, the issue presented can then be added to the agenda for a future meeting.

Ogata said she would review how other entities handle contentious issues, ensuring community members receive due process when voicing concerns.

Director's Report:

Wangsgard noted she would simply highlight the August budget report and the July output measures report in order to reserve time to present the draft fiscal year (FY) 2023 budget. She did call attention to an item under Circulation labeled "Use of Electronic Materials (Value Added Data Bases)," noting it had implications for funding requested in the FY 2023 budget. Use of electronic resources totaled only 2,627 for July, compared to 4,701 in May. This loss of service could be traced to dated discovery tool (catalog) software that was no longer indexing non-book items. In other words, articles in periodicals and links to research in value added data bases were no longer being displayed when people searched the catalog. The discovery tool software, along with other public access computers that are too old to qualify for security certificates, will have to be upgraded. An in-depth look at output measures will be presented during October.

As of August 31, approximately 66% of the way through the fiscal year, 63.4% of the budget had been encumbered or expensed. Wangsgard called for questions. There were none.

A presentation of pictures taken during the America Reads summer literacy program was screened, illustrating the good work done by kids and their tutors to improve literacy skills. The annual book and surplus property sale held on the grounds of the Southwest Branch resulted in the greatest income since closing the Main Library for renovations. The Weber Reads Community-Wide Reading program was being kicked-off with lesson plans and books distributed to every school library in the County. Carter displayed a bag of incentive prizes used to invite participation and create enthusiasm for the reading program.

Banned books exhibits had been installed in celebration of the 40th anniversary of the first annual Banned Books Week, celebrating the freedom to read. Banned books exhibits invite community members to reflect on the history of censorship, a timely topic in light of a sudden surge in the number of challenges to books in schools, bookstores, and libraries. Banned Books Week is endorsed by the Center for the Book in the Library of Congress. Board members were invited to participate in an eCourse on "The First Amendment and Library Services."

H.B. 471 Public Library Background Check Requirements:

Crosland led a discussion about H.B. 471 with the intent of providing feedback, if needed, to the Director of the Utah State Library and those in the County responsible for voicing concerns about proposed legislation. The Director of the State Library was working with the bill's sponsor to address concerns.

Baron noted the bill requires an initial criminal background check and constant monitoring by the Division of Criminal Investigation (DCI) to ensure library boards comply with the law. If the State Library does not come up with rules for implementing the law, library boards would have to promulgate their own rules. Without knowing more about the proposed law and its implications, it's hard to detail what that might require, Baron said. For example, the proposed law requires line-of-sight supervision of any new employee until the background check is complete. This is not a problem if the process takes only a couple of days, but is something else if process takes considerably longer. The law applies only to employees, not volunteers.

Spencer asked if current Library volunteers are screened.

Wangsgard noted all Library volunteers must fill out an application, have it signed by the building manager who oversees the program, and then forward it to the business office. After Wangsgard signs it, the application is sent to the County Human Resource Department where any further action is taken, if needed. For the most part, summer literacy volunteers who work with children come through the Foster Grandparents program under the Direction of Weber Human Services. Community service volunteers do not fill out an application. They are referred by the courts and work only in behind-the-scenes locations, not with the public. The Library does not accept volunteers under the age of 18.

Sebahar had spoken with representative to South Ogden City and a local school district, both of which use the background checking system that would be required under H.B. 417.

Spencer asked if they had a procedure that lays out conditions of “if this, then that.”

Sebahar was told that if an employee gets into trouble, they are not necessarily dismissed. There is discretion on the part of the city manager who makes the job fit the background check. Alleged offences and arrests are reported and, if someone were to be dismissed, they could appeal.

Wangsgard wondered if it would be acceptable to the sponsor to have the State Library require the Library Board to comply with the provisions of H.B. 471, if it becomes law, in the same manner as is required by the State for regulating access to the Internet. That is, each library board develops their policy which is approved by the State Library. Each policy can then be tailored to the needs of the library while striving to employ best practices.

After further discussion, it was determined there was not a consensus on issues that should be forwarded. The proposed legislation will be addressed in the future, if needed.

In the meantime, Watson noted, it would be helpful to find out what the sponsor is trying to accomplish.

Harvey invited the Board to send their concerns to him and he will forward them to the sponsor and lobbyists.

Staff Development Day:

The annual staff training day had been scheduled for Monday, October 24th. Wangsgard reminded the Board they had approved moving this all-day event from a holiday in November, when it had traditionally been held, to a day when staff would not earn double time. Moving to October 24th will require closing the Library System on a day traditionally open to the public, but the service hours will be made up for the public by opening November 11th.

Board members concurred that this was the process they had intended and agreed it was a better use of budget and staff time to close on a day when the training would not have a deleterious effect on an entire week of service because of lack of staff availability.

Contract for Ogden Valley Branch Rooftop Units:

Specifications and a project manual for replacing rooftop units (RTUs) had been completed by engineers, a request for proposals (RFP) advertised to service providers, and proposals received. Each of the proposals had been reviewed by Library staff and those responsible for designing the project manual and overseeing the future installation of these RTUs. The County Purchasing Director was in the process of producing the final rating for each proposal by factoring in proposed costs. Those who initially rate the proposals are not given the cost information, ensuring the proposals are first ranked by other important factors.

Once these final rankings are received, the Board will be able to approve the contract and forward it to County Commissioners for ratification. Once ratified, a notice to proceed will be given to the contractor. Timely completion of the contracting process was important since there is a 41-week lead time from the manufacturer's receipt of the order to delivery of the equipment. Therefore, Wangsgard requested the Board authorize Crosland to sign the contract when it is finalized and approved by legal counsel, rather than delaying the process. Each Board member and legal counsel had received a copy of the proposed contract in their meeting packet.

Allison moved to authorize Crosland to sign the contract with the successful service provider after final approval by legal counsel. Spencer seconded the motion.

Crosland asked if there were any questions or discussion before she called for a vote.

Spencer asked if the new units were Leadership in Energy and Environmental Design quality.

Wangsgard replied design of the RTU replacement was going forward in consultation with the same firm that originally designed the Ogden Valley Branch. A cost-benefit analysis had been completed by the mechanical engineering firm overseeing the project. The goal was to install units that will last throughout the remaining life of the building and which are more economical to operate than the original system installed in 1995. The Ogden Valley Branch was built before Leadership in Energy and Environmental Design certifications were available.

Crosland asked if there were any other questions, comments, or considerations that should be addressed. Hearing none, she called for a vote. All present voted in the affirmative.

Oversight of Book and Surplus Property Sale:

Baron explained that a County Surplus Ordinance gives Commissioners the authority to declare property as surplus and delegates disposal to the County Purchasing Director.

A Library Ordinance gives the Library Board authorization to oversee the collection, which includes both adding and surplus items from the collection and overseeing disposal. Acting in this capacity, the Board had previously adopted the following policies and approved the accompanying Administrative Procedure.

Administrative Procedure, Guidelines for Evaluating Donations and Library Discards
Board Policy, Gifts
Board Policy, Surplus Property

These documents complement the Library Board's Collection Management Policy and Procedures.

Baron said he had reviewed the policies and procedure and did not see any reason to change them. He had discussed the Board's authority and responsibility for collection management with others in the County Attorney Office who concurred.

Allison moved the Board readopt the two Policies and Administrative Procedure as currently written. Spencer seconded the motion. Those present voted in the affirmative.

2023 Budget Review:

The final agenda item focused on review of the FY 2023 budget request in preparation for a public hearing with County officials scheduled for 4:00 p.m., Tuesday, September 27th.

Wangsgard reviewed the process for compiling the budget, illustrating input comes from managers who had addressed inflationary cost increases, end-of-life systems that need to be replaced or upgraded, and capital items due to be addressed.

The revenue columns on the budget spreadsheet included FY 2020 and FY 2021 actual revenue and FY 2022 budgeted, actual to-date, and total estimated revenue. The final columns on the spreadsheet detailed revenue projections and requested budget allocations for FY 2023.

Moving down the list of revenue sources, Wangsgard reviewed items and discussed changes, including an increase in *Property Tax* income resulting from new growth and a successful truth in taxation hearing held during November, 2021. There was also a request for a new revenue line item to accommodate tracking a *State Lender Support grant*. The grant reimburses the County for costs associated with being a net lender to other Utah libraries participating in the interlibrary loan network. The Lender Support grant of \$12,245 had increased significantly over time and should no longer be treated as Sundry Revenue, Wangsgard noted. Projections of Sundry Revenue collections had not been decreased in the amount of the Lender Support grant, anticipating income from electric vehicle recharging stations will make up the difference. *Rent Revenue* from lease of commercial space for cafes in three libraries was also projected to increase as a new vendor prepares to revitalize the spaces after service contracted during the pandemic.

Fines and Fees revenue, including charges for overdue materials, were budgeted at \$80,000. It was noted that these fines are regressive and fall most harshly on those with the least ability to pay. Discussion of how to supplement revenues, or decrease expenses, to allow for discontinuing overdue fines should be considered and addressed next year.

Total revenues collected during 2023 were projected to be \$14,073,757.

Wangsgard turned to the expense line items in the proposed budget which were divided into five sections: Salary & Wages (including benefits), Training and Travel, Current (operating) Expense, Equipment and Debt (capital expense), and Interdepartmental Charges.

Salary and Wage costs had been detailed by the County Comptroller, based on projections of actual expenditures for the current year. An increase of \$81,847 was being requested to cover the cost of one new position, that of a Website Producer. This position will provide the time and expertise required to frame the new Website, keep it up-to-date, and help enhance it to function as a digital branch library. Launching the new Website had been delayed when the person hired to update the platform (from Drupal 7 to Drupal 9) resigned, unhappy with scheduling issues necessitated by a County change in workweek.

Spencer asked for a refresher and explanation of Drupal.

Wangsgard explained that Drupal is a content management software that is being used to create the Website framework. It is open source and is used extensively by not-for-profit organizations.

Training and Travel had been budgeted with a proposed increase of \$10,000 over the current fiscal year in order to accommodate providing some small level of tuition reimbursement for one or more employees enrolled in graduate programs, working toward a degree in library and information science. Investing in current employees was a better strategy than trying to compete for needed expertise in the very competitive labor market, Wangsgard said.

Current (operating) Expense line items were reviewed next. Wangsgard noted some were already increasing in double digits, in part, because usage is increasing but also due to inflation. For example, program attendance had increased by 59% and meeting room use by 167% over that of the previous year.

The goal requested by County officials was to hold this budget section to zero growth over the eleven line items.

Wangsgard addressed each line item, in turn, noting the increased cost of paper was adversely affecting the *Office Supplies* budget while increased transportation and postage rates necessitated an adjustment in *Postage*.

The *Equipment Maintenance* category provided for contracts on core data equipment and building and system security, as well as peripheral computer and data processing equipment assigned to each of the five library buildings. Expiration of equipment warranties had required contracts be put in place to keep systems operational. Contracts for backup generators, uninterruptable power supplies, makerspace equipment, copiers, microfilm/microfiche reader printers, touch magic interactive exhibits, and public meeting room infrastructure were examples of equipment maintained on contracts or open orders in this line item.

The largest increase in the Equipment Maintenance line item was an ongoing expense of an additional \$25,000 per year, budgeted for maintenance of materials handling systems at the Main Library, North Branch, Pleasant Valley Branch, and Southwest Branch. This increase of \$6,250 per system was due to a proposed change in maintenance agreements that will include replacement of these materials handling systems over time, as they reach their end of service, rather than budgeting for replacement as capital items during future years.

The Pleasant Valley Branch materials handling system was purchased in 2008 and had reached end-of-service guidelines. The goal was to replace this system under the new agreement during

2024 and then replace the system at the North Branch the following year. The new agreement will ensure the systems at Main and Southwest Branch can be updated and replaced when they reach the end of their service life. Wangsgard noted that while these units cost several hundred thousand dollars, they flawlessly do the repetitive work of checking-in borrowed items, allocating fines, and sorting returned materials for reshelving. These process would otherwise require several full time equivalent employees. Machines are better at this mindless, repetitive work than are people.

Increases in *Vehicle Maintenance* were primarily the result of increases in fuel costs.

Software Maintenance increases were the largest in the Current Expense category at roughly 25%. This increase was primarily due to inflation since software updates are the result of work done by third party providers who must pay to retain a talented workforce. Some of these costs are inevitably passed on to the Library.

There were three increases to service levels budgeted in this line item, however. The first, in the amount of \$2,100, was to cover the cost of a new 'mobile app,' purchased during 2022, to facilitate community members' using cell phones and tablets, not just laptops, to query and interact with Library systems. This software is also being used to maintain ownership and control of devices loaned to the public without compromising the end-user experience. This is imperative to securing expensive equipment being loaned to the public using an Emergency Connectivity Fund grant.

The second increase of \$15,000 per year will accommodate an upgrade to the library "finding tool" that years ago replaced the classic catalog with an intellectual component. The tool allows searching the total inventory of books and audiovisual (AV) materials owned, as well as periodicals, value added electronic resources, and suggested reading. Encore, the current finding tool has reached its end-of-life and is no longer providing access to materials other than books and AV items in the collection.

The third increase of approximately \$10,000 would cover an upgrade to event management software, adding a calendaring feature to facilitate online scheduling of meeting rooms while also automatically populating a calendar of events on the Website. This is currently done manually at all five library locations and is not a good use of paid time, especially as use of meeting rooms increases by double digits.

Wangsgard said it was important to note that the bulk of funding in Software Maintenance is allocated for upkeep of the library integrated system (LIS) that includes modules for managing patron accounts, loaning materials, acquisitions, cataloging, public access (catalog) tools, interlibrary loan, and accounting. Software maintenance that underpins security systems and several other significant support functions, such as digitization of print copy, are also budgeted in this line item.

The *Building Maintenance* line item was projected to increase by about five percent, including increased costs for cleaning and in-house maintenance supplies as well as for contracts needed to keep building systems operational.

Required inspections for fire sprinkler and backflow prevention systems, boiler and elevator inspections, and fire extinguisher recharging, were examples of services expected to increase in cost. Contracts for maintenance of heating, ventilation and air conditioning (HVAC) equipment, elevator maintenance, landscape maintenance, carpet and window cleaning, linen service, and building monitoring for fire and intrusion, were expected to increase from five to fifteen percent. A special allocation of \$25,000 was requested for review and redesign of irrigation systems and waterwise landscaping. Installing meters on irrigation systems will aid in setting goals for water management and help monitor leaks.

Utility budget allocations were based on actual costs for the previous twelve months, plus three percent. While unusual seasonal temperature swings were being reflected in utility costs, the first priority for managing increases in this line item was to address needed upgrades in the HVAC ducting system at Pleasant Valley Branch. This item will be addressed in the capital improvements portion of the budget.

Telephone expense was not budgeted at an increase, although renegotiations with the service provider will occur in 2023. Library communications costs are currently mitigated by eRate reimbursements.

The *Special Services* line item included payment for certificates such as Secure Sockets Layer that is required to enable trusted encryption of the Library's eCommerce and public Wi-Fi systems. It also included Pay-Flow Link used to process the payment of fines and fees handled through PayPal.

The greatest Special Services expense, more than \$65,000, was budgeted to facilitate the procurement of electronic data, including cataloging records, that are downloaded in the Library Technical Services area, edited, and used to power the library bibliographic data base of holdings. This service is purchased through OCLC and includes access to Library of Congress records and services as well as WorldCat, a union catalog for materials held by participating libraries. Among the dozens of other special services integral to providing public service and included in this budget line item are Novelist Select, a readers' advisory tool; and Syndetics, which provides enrichment data for the eCatalog.

A new item requested in the Special Services line item included upgrades to facilitate production of a new Website, including agreements to acquire expertise in building features and modules for Drupal, search engine optimization expertise and consulting, and Website marketing and content generation to optimize access for the public.

Special Supplies was the final item in the operating expense section of the budget. The largest cost budgeted in this line item, \$95,265, was for cataloging and processing supplies used to label and package materials for public borrowing. This cost also includes radio frequency identification tags to facilitate automated borrowing and accounting systems. Supplies for literacy programs, makerspaces, and special programs such as Weber Reads were budgeted in this line item.

The total budget request for Operating Expense was \$2,100,338, an increase of approximately 10%, or \$103,056 more than was budgeted in 2022. Accordingly, in order to adhere to a no growth budget, this amount had to be cut from the next section, Equipment and Debt.

Building Improvements were focused on projects at the Main Library and Pleasant Valley Branch. Relocating the Blue Sky sculpture and repairing damage to the south side of the Library property was necessitated by work contracted by the Utah Transit Authority to locate a transit stop on 25th Street. A very large concrete platform now rests within two feet of the sculpture, making it an easy target for vandalism and a handy seat or climbing gym for those waiting for the bus. Relocating it will require the work of an architect, contractor, and engagement of the artist.

The second budgeted building improvement was an insulating canopy to protect the ductwork on the roof of the Pleasant Valley Branch. The original ductwork will be 15 years old in 2023. It has deteriorated over time due to exposure to the elements and expansion and contraction caused by temperature extremes on the roof. The budgeted amount will cover repair of the ductwork and installation of an insulating canopy to protect it from the elements. Once completed, the upgrade will pay for itself by reducing energy costs for supplying tempered air to heat and cool the facility.

There was not a budget request for new *Software*.

The *Capital Equipment* line item included funding for four servers in the data center and two replacement vehicles. The servers are part of a cluster and they are reaching their end-of-life/support. They host and operate mission critical systems. These servers are the budgeted #1 priority.

Vehicle funding will provide for replacing a 1995 Suzuki Sidekick and a 2004 Tacoma pickup that has more than 247,000 miles of service. Both of these vehicles have reached their end-of-life and have been declared surplus.

Watson noted that the vehicles used by the staff have a combined total of half-million miles. It is important to provide employees with reliable and safe transportation, he said.

Controlled Assets allocations included public computers, security cameras, printers, scanners and other items costing less than \$5,000 but more than \$500. Items that cost less than \$500 were budgeted in the Office Supplies. The largest allocation in the Controlled Asset line item included life cycle replacements for the Southwest Branch.

The final line item in this budget section was for *Books and Materials*. This line item included all books, purchased and leased; DVDs and music CDs, purchased and leased; recorded books; large print books; reference and online data bases; periodicals; educational toys and manipulatives. Also included in Books and Materials are contracts for eMaterials (Overdrive) and streaming services (Hoopla and Kanopy). The materials collection budget was divided among five buildings and allocated to maintain core collections while also acquiring age appropriate collections of interest suitable for children's, pre-teens, teens, and adults.

The overall decrease in budget allocations for building improvements, coupled with a decrease in the books and materials budget, accounted for the \$103,056 needed to facilitate balancing between the Operating and Capital budget requests with zero growth over what was approved for FY 2022.

The total budgeted amount for Equipment and Debt was \$2,156,600.

The final budget section, Interdepartmental Charges, included Charges for Print Copy (copy machine and printing consumables, such as toner), Fleet Management, Risk Management (insurance), and an Administrative Fee for services provided by other County Departments. Like costs for Salaries and Wages, these line item costs were provided by the County Comptroller. Decreases were forecast for Print Copy Charges and Risk Management with an increase of nine percent for Administrative Fees which are labor intensive and subject to inflation.

The total for this budget section was \$390,572.

In summary, Wangsgard noted the total budget request was \$14,302,025, an increase of approximately 3.75% over the previous year. Since income projections totaled only \$14,073,757, she noted that "Transfers from Other Funds," meaning the Capital Fund, will need to be provided to balance the overall budget. The County Comptroller will make recommendations on this transfer, if any, during the budget hearing with Commissioners.

Wangsgard also called attention to a Summary/Comparison of allocations broken out by cost center. This review illustrated that the County has five buildings that must be kept operational, which presents a greater challenge than running a single city library, or other governmental entity, with only one service point.

Budget was due to be turned in by the end of the week. Changes can be made, she said, calling for discussion.

Watson noted that with what inflation had done he thought the budget represented a tremendous job well done.

Are there any updated plans for Library Capital Fund, Spencer asked.

Wangsgard said she had not heard anything beyond the need to save \$10,000,000 at which time the Commission would address a branch to serve those living in northwestern Weber County. In light of the public's tremendous appetite for service, and inflation, that benchmark may be difficult to reach and may need to be reviewed and adjusted.

Watson said usage may outstrip revenue sources.

The new Website may help in this regard, Wangsgard said.

The Library is always here for the public. If the power is out, the library is open. If folks are off on a holiday and want to use the library, it is open. As a public service, a Library should be available when it is wanted and needed. If a new Website can be developed to also serve as a digital branch, some of this stress can be taken from the fixed site libraries. Until then, we do not

want to narrow our service offerings people have come to expect and lose the support of our customers.

Spencer said he had recently overheard a discussion among his grandchildren where they wondered about the fairness of sending students home with a Chromebook when they don't have Internet access. Interestingly, one of the grandkids reminded the group they can always connect at the library.

Sebahar asked if cutting the Books and Materials line item as suggested in the Board's budget would allow enough funding to meet the demand for eBooks and other electronic resources.


Wangsgard said the cut represented a balance. Without the needed infrastructure to support digital services, procurement of additional items was not a good use of funding. There is no reason to buy eBooks or subscribe to value added resources if they can't be made accessible to the public, she said.

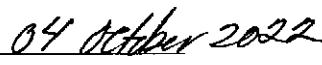
After further discussion, Allison moved to approve submission of the Board's budget as presented, along with any minor tweaks that may be needed. Watson seconded the motion. All voted in the affirmative.

Other:

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

Respectfully submitted:


Julia Valle


Date