

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: May 17, 2011

Board Members
in Attendance: Marcia Harris
Marie Irvine
Jan Zogmaister

Board Members
Excused: Tom Taylor
Holly Bauman
Karen Leonardi
Kathleen Herndon

Others
in Attendance: Lynnda Wangsgard, Director
Scott Jones, Assistant Director
Kim Hale, Comptroller
Julia Valle, Business Office Manager
Phoebe Carter, Youth Services Manager
Marcia Thomas, Business Office Specialist
Monette Hurtado, Legal Counsel
Evelyn Bertilson, Friends of the Library

Director's Report:

Hale presented the financial report, noting that as of the end of April, current property tax revenue was down about \$65,500 from the previous year at the same time. Registered vehicle fees were down approximately \$16,100. Delinquent property tax revenue was \$52,000 higher than the previous year, resulting in an overall shortfall of approximately \$29,000. Library collected revenues were on target to meet projected totals.

Hale noted that it was too early to determine if the shortfall would require additional use of the Library fund balance to make up revenue shortfalls. He recommended the Library administration continue to execute the budget as originally planned, looking to make up savings wherever possible, but not cutting projects or freezing spending, as the income may even out over the next few months, and the fund balance will serve as a cushion if actual revenues are below budgeted revenues.

Zogmaister inquired concerning the amount of fund balance available. Hale estimated it to be approximately \$3,000,000.

The service metrics report illustrated Library employees had offered 156 programs for the public, which were attended by 4,820 individuals, during the month of April. Almost all of the programs focused on building literacy skills. In order to continue to meet the demand for literacy classes and programs, a part time literacy coordinator was being hired. Funding for this new position was being made available from savings resulting from installation of self-checkout stations at Ogden Valley Branch, and self-checkout and materials handling equipment at the North Branch. A summer guide to ongoing programs was distributed.

During the previous weekend, Ogden Valley Branch employees had hosted their first state-wide conference with outstanding results. Wangsgard thanked Zogmaister for recommending members of the Ogden Valley Business Association (OVBA) tour the Branch in order to partner in bringing groups to the new training center. The OVBA was scheduled to hold their monthly meeting and tour the Library the following week.

An upgrade of the Ogden Valley Branch Auditorium and Courtyard, to accommodate enhanced audio and visual presentations and films, was underway and will be completed during early June. The upgrades are being paid for with the help of a Community Library Enhancement Fund grant from the State of Utah.

Landscaped areas around the Main Library had been fenced off in an effort to keep people from further damaging the shrubs and groundcover, and in preparation for work that will be done to clean and repair the soffit. Smokers seek shelter under the soffit, and neighborhood residents walking to the Library seek a shortcut through the landscaping, rather than gathering on the front courtyard and staying on the sidewalk. The Board discussed issues that arise as a result of a no smoking ordinance, which prohibits smoking on public property. Wangsgard assured the Board that Library employees do their best to enforce the ordinance, but in the end, do not call law enforcement if violations occur. This lack of follow-through can be annoying for patrons, but the staff wants to reserve calls for assistance for those occasions where police are needed to protect people or property from harm.

Theron Stock's Retirement Party:

Stock was retiring after a 37-year career with the Library. Everyone was invited to attend a cookout and program in his honor.

Summer Reading Programs:

Wangsgard introduced Carter, who manages youth services for the Library System.

Carter presented the summer reading program theme, "One World, Many Stories," and distributed an at-home guide and program calendar. In addition to attendance at weekly programs, children and their families were being encouraged to engage in fun, literacy-enhancing activities together, and then visit the Library of their choice to pick up reading-rewards and enter their names for weekly drawings. Local businesses were very supportive in providing incentive awards and weekly drawing prizes.

In addition, graded reading packets had been distributed to every school in the County. The packets contained a take-home, recommended summer fun reading list for each student.

The Youth Services Team was also participating in Arts in the Parks, taking the 2011-2012 Weber Reads program theme to those gathering at four locations to enjoy the free summer lunch service. Materials for distribution were being made available to the children with support from a grant provide by the Ralph Nye Charitable Foundation. The books purchased will be shared with the Board during their June meeting.

The Teen Summer Reading Program titled, "You Are Here, Go There at the Weber County Library," was designed to resemble a set of travel documents – boarding pass, itinerary, reading to enjoy during the travel, etc. Carter had set a goal to recruit 1,000 teen participants.

The America Reads program was again being sponsored by the Adult Services Division. America Reads matches students reading below grade level with an adult tutor. The student and tutor meet together each week to practice reading and explore the Library collection and services available. Approximately 350 students participated during 2010, but an additional 40-50 students were anticipated for this summer.

Carter recognized the work done by Lezlie Sokolik, Library Graphic Artist, in designing and publicizing the programs.

Children's Computer Literacy Center Policy:

Carter presented a draft policy, detailing the appropriate use of computers housed in children's areas of the Library. These computers do not have Internet access, but instead are loaded with educational programs that promote reading, math, science, and social skills, as well as animated books designed for those learning to speak English. The software will soon be expanded to include puzzle solving, and how to build contraptions and machines; that is, software that teaches basic scientific principles of air-pressure, electricity, gravity, gears, and more. Carter distributed a handout detailing the software available to children.

The draft policy was designed to help adults understand why these computers are reserved for children's use, and to help the staff explain why patrons were not allowed to use them for Internet access. In short, the Policy explain that the children's computer literacy centers are designed to be inviting and safe places for children. Adult computer users will not find the size of the furniture or the software suitable for their use.

After discussion, the Board voted to adopt the Children's Computer Literacy Center Policy. Zogmaister asked that the policy be posted in the children's area of each Library to help adults understand why they are not allowed to use this equipment.

HRSA Funding Review:

Wangsgard introduced Marcia Thomas who had successfully navigated the morass of Federal requirements and guidelines to secure reimbursement of \$188,000 earmarked for the materials

handling system at North Branch. Wangsgard complemented Thomas' tenacity and acknowledged her skill in working through intricacies of the process. Hale also acknowledged the outstanding effort Thomas had made to complete the reimbursement process.

Program Announcements in City Newsletters:

Thomas reported on a project she had undertaken to promote Library events and programs in City newsletters. eMedia kiosks and summer reading programs were being included in the May and June Ogden City, Roy City, and South Ogden City newsletters. All Library programs were also being posted on Ogden City's Web site. Thomas will continue taking responsibility for periodically placing articles in these and other city newsletters.

Lost & Found Policy:

Thomas presented a proposed policy, detailing the retention and handling of items lost and found on Library property, including the donation and disposal of materials not claimed by the public. After review and discussion, the Board voted to adopt the policy.

Administrative Procedure: Assisting Patrons Who Are in Crisis:

Thomas had written an Administrative Procedure for "Assisting Patrons Who Are in Crisis." The procedure was specifically designed to help staff navigate difficult situations that arise when there is reason to believe a patron may be planning to harm himself or others, but when Library policy and State law requires protection of the patron's identity and confidentiality. The procedure provided step-by-step guidelines for responding when there is reason to believe a person is in imminent danger, as well as when there is reason to believe there is a need for intervention but no imminent danger.

Thomas related the types of situations the policy was designed to cover and answered questions for the Board. After discussion, the Board voted to approve the Procedure.

Guide to Policies for Dealing with Patrons' Rights, Responsibilities and Behaviors:

As a project to complete requirements for a class on technical writing at Weber State University, Thomas had prepared a "Weber County Library Guide to Policies for Dealing with Patrons' Rights, Responsibilities, and Behaviors." This booklet was designed to serve as an Administrative Procedure for training employees in supervising the following:

Confidentiality of Weber County Library Patron Records
Dealing with Patrons Engaged in Restricted or Prohibited Behaviors
Assisting Patrons Who Are in Crisis
Unattended Children in the Library

The above policies and procedures can be confusing to support staff when they are confronted with situations that may seem to fall under conflicting guidelines. The brochure will help employees determine which policy or procedure takes precedence.

After discussion, the Board approved the training brochure and thanked Thomas for her excellent work.

Other:


Wangsgard distributed a number of applications that were on file, representing people who had applied to serve on the Board. Additional applications, if received in the interim, will be distributed during the June meeting, when the Board will need to select three names to be forwarded to the County Commission for consideration and appointment of a person to fill the seat being vacated by Marcia Harris. Harris has served two terms, the limit under Utah law.

Jones reported on efforts being made to have the Library be a "mirror site" for Project Gutenberg. Project Gutenberg offers over 36,000 free ebooks downloadable to a PC, Kindle, iPad, iPhone, Android, or other portable reading devices. Readers may choose between ePub, Kindle, HTML, and simple text formats. Downloading can be a slow process when transferring materials from the Project Gutenberg site. Therefore, Weber County Library will host, or mirror, the content of Project Gutenberg holdings on an in-house server, making the download process extremely fast for Weber County residents.

Library employees are also working on a method of transferring and integrating bibliographic records for the Project Gutenberg collection to the Library's Innovative Interfaces, Inc. cataloging system. Having the eBook records in the Library catalog will facilitate awareness and use by those able to use an electronic book format.

There being no further business, the meeting was adjourned at 6:16 p.m.

Respectfully submitted:



Julia Valle

15 June 2011

Date