

**Salt Lake County Library Board of Directors**  
**May 23rd, 2022**  
**Approved by the Board June 27<sup>th</sup>, 2022**

**Attending:** Nancy Thorne, Vice Chair; Sam Klemm (on behalf of Richard Snelgrove), William Scarber, Kaati Tarr, Kristin Covili, Matt McLain (on behalf of Jim Cooper)

**Excused:** Chelsea Lindbeck, Cindy Mecklenburg, Hollie Pettersson, Sandra Osborn  
Minutes: Erin Sanderson

**Others:** Jim Cooper and Dianne Orcutt (via WebEx), Christa Warren, Sara Neal, Pamela Park, Don White, Shaun Dimick, Katie Wegner, Jenn Fay, Leslie Webster, Nyssa Fleig, Liz Anguiano (WebEx), Kathy Christiansen WebEx) Steve Van Maren (member of the public)

**Kristin Covili opened the meeting at 12:31 p.m.**

**Welcome & Tour – Matt McLain, Associate Library Director**

- Introduction to Katie Wegner, overview and walking tour. Preparing for Summer Reading, hosting regional meeting in June at Sandy. In person programming has opened back up. Walking tour begins;
- Leslie Webster- Don White and Shaun Dimick will be pointing out any structural specifics of the building.
- Jennifer Fay/Leslie Webster recap of tour: Sandy is a location we want to update lighting, pipes are going bad, affects carpeting and ceiling. Remodel later on would mean re-doing it again. Timing is everything. This is a large building but wasted space.
- William Scarber - Question: Is this a remodel plan? Referenced Seismic concerns, County Council should be involved.

**Approve Minutes from April 25<sup>th</sup> Meeting**

William Scarber made a motion to approve the April 25 board meeting minutes.  
Kaati Tarr seconded the motion. The motion passed unanimously.

Sam Klemm – aye  
William Scarber – aye  
Kaati Tarr – aye  
Kristin Covili – aye  
Nancy Thorne - aye

**Public comment:**

- Steve Van Maren: Access policy for free speech. Disappointed in event held here at Sandy. Most of the discussion and event was held outside. Good access for the public but would have liked to come in. Jennifer Fay response- they could have come in and reserved a room. Please encourage them to come in. Jim Cooper- public meetings must be available to the public, the library did not push them out. Jennifer Fay- They cannot be in the main location of the Library but welcome to reserve a room.

**Correspondence - None**

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**NEW BUSINESS**

**Recommendation to transfer strip of land to United Fire Service Area:**

Leslie Webster, Associate Division Director.

1976 sold a piece of land to UFA. They want to use the land.

Kaati Tarr motion to move land to UFA

Nancy Thorne seconds the motion

Sam Klemm – aye

William Scarber – aye

Kristin Covili – aye

Kaati Tarr – aye

Nancy Thorne – aye

No opposed

**2023 Outcomes & Indicators:** Jennifer Fay, Associate Library Director

- Review of Library Mission Statement. Key performance indicators, big numbers to look at for higher level. We report those numbers to County stat. In the past we have used Circulation, door count, early learning and computer usage. After recent audit, we are proposing to change the indicators. Presented staff portal link of 2022 Key Outcomes and County Stat website. We focus on door count, are people using us? Circulation, clicking on an electronic resource or using physically. We would like to replace early learning with Percentage of households with Library Cards.
- Shared PowerPoint to discuss the outcomes.
- William Scarber – Question: Are we measuring by taking the first three and combining? (referring to Jennifer's slide "lifelong learning, civic engagement, early learning and community connection")  
Jennifer Fay – Response: Granularity does not necessarily line up.  
Jim Cooper- Response: Reporting purposes we aggregate all data together.  
Jennifer Fay- Response: This is for county reporting so it's very general versus what we actually report.  
Jim Cooper – Response: Our intent is reporting the activity of the system.
- William Scarber – Comment: We would be interested in seeing the details.  
Jennifer Fay – Response: We have a board report here today.  
William Scarber- Question: How are we getting the percentage of households?  
Jennifer Fay – Response: We are pulling the addresses and building the data to automatically report.  
Jim Cooper – Assessors office. Circulation is divided out into youth, teen, etc. and can further report genre. We can drill down to different reporting tools.
- Focusing on what we need to right now for 2023 outcomes. Customer experience is top priority. COVID languished certain partnerships in our community. Re-establishment of programming. Determine what the new normal should be.

**Library Budget and Finance Review:** Leslie Webster, Associate Division Director

- Offers private meeting with board members to talk about numbers. Asks board to think about what might be helpful for next month.
- Starting with Big Picture; the Library has a separate line for tax purposes. County wide, general fund, Library not included in that. The Library does not provide services for Murray and Salt Lake because they have their own City Library Services. Downward bias of taxes, tax rate (bringing in funds), over time you don't get additional funds unless

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there is new growth. Expenses are going up but revenue is not. Overtime we eat into the main fund balance. Either we propose a tax increase or we cut programs and services. Library has not seen a tax increase in about 10 years.

- County cannot take monies out of the Library fund. We must have a long range plan (5 years), not just looking at current year. We try to project revenue and what will happen with our expenses. Library has more like a 20 year plan.
- Kaati Tarr – Question: How often is the tax rate increased?  
Leslie Webster – Response: Base it off the long range plan. Wait for the last possible moment before we propose an increase. Cut our capital maintenance the last 3 years to hold off the increase.
- Sam Klemm – Comment: Explained the certified tax rate. Property values have increased. The net dollars the county receives is the same as the last year not including the value of the property. We do not get an increase due to inflation. We go beyond the actual tax rate in order to build a fund that we use for the next number of years.
- The Library looks to the board for support when we ask for an increase. Jim Cooper-comment: This is all relative to new growth. County forfeits new value of property. We have asked the County to no longer include us in the redevelopment areas because we are dependent upon the property tax.  
Sam Klemm – Comment: Confirmed the Library has been excluded from the last 3 years.  
Jim Cooper – Comment: Certified rate has increased at the city level each year. The County has chosen not to increase each year.  
Leslie Webster – comment: The County has chosen not to increase yearly like some municipals do.
- Budget: What drives a budget? What is the plan? Budget is a number attached to the management plan. We ask questions to ensure the budget is aligned with the mission/plan. Do you have the right number planned for the activity? Budget at the end of the year and then revisit in June to ensure the numbers versus the activity match. We should be able to be more proactive and reactive when needed, be flexible with the needs.
- William Scarber –Question: How does the process of appropriations work? Leslie Webster- Council appropriates the budget. We are not expected to go back to Council to advise how we used it. Meaning moving money from one branch to another.
- We keep an ongoing list of wants versus the needs to use leftover funds. Prioritize events or activities such as programming, buying materials, etc.
- Zero base budgeting- Start with \$0, don't start with the budget from the year before. Programming in branches, system wide programming and system wide travel all have placeholders for budgeting purposes.
- Managers prepare their budget requests in June. Leadership reviews in July. Put the budget into SHERPA (County system) for Department review in August. Mayor's office review in September. At each step they have the opportunity to review and make changes while also looking at long range plan. Mayor's Finance stage occurs in October. October is also when employee compensation is added in.
- Sam Klemm – Question: How do you determine, in your budget, the expected increase in pay?  
Leslie Webster –Response: Divisions are not expected to add compensation into budget, built into the long range plan.  
Jim Cooper – Response: The long range plan also includes the overhead

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Leslie Webster – Response: Defines overhead- anything we pay the County for. Given examples of HR Services, DA's office, Council, etc.

- In November, the budget moves to Council stage. Finalized budget in December.
- When Managers submit their numbers, they also start with Zero base. We require they provide details to justify that number.

- William Scarber – Question: When does that cutoff for the tax increase?

Jim Cooper – Response: We have to submit it in October and then it goes to Council in the December budget.

Sam Klemm –Comment: Mayor proposes budget at that point as well.

William Scarber – Question: Are we expecting to propose an increase this year?

Leslie Webster – Response: We would like to but not sure that will happen.

Jim Cooper – Response: We would advocate for appropriate funding to invest but in one of the offices there will be more discussions. As of right now it is to be determined.

### **Near term infrastructure needs:** Leslie Webster & Jennifer Fay, Associate Division Director

- We have requested funds through capitol funds maintenance budget to improve buildings. West Valley specific topic example. May propose replacing carpet in high traffic areas due to potential tripping hazards. Budgeted \$25K for that project.
- Second item is the boiler replacement. Three boilers in the building, one went out, putting extra load on the other two. County Facilities group recommended a replacement of all three. Leslie Webster has asked “what if we don't, what would happen” in order to gauge different scenarios. If we don't replace it, they will eventually go out and have concerns with temperature regulation and possibly close the building. \$150K quote to replace all three boilers.
- William Scarber – Question: What about the chillers?  
Jim Cooper- Response: West Valley was constructed in 1965. Facelift/remodel of \$1M in early 2002. Did not change the footprint. Inadequate size for the needs of the community. Understanding that the remodel would last 20 years, it is now 20 years later. The current location is in the middle of the Fairborne station, where West Valley City wants to utilize for other development. If we close and look for a new location to invest the funds, what do we do for the services offered in that area?
- Leslie confirmed we would not ask for additional funds but rather delay other projects.
- William Scarber - Question: hypothetically if we close the building now and sold while property values are high. Can we use the funds in other locations in the meantime?  
Leslie Webster – Comment: Nothing is off the table right now.
- Sam Klemm – Question: You want to spend \$150k, what would you cut?  
Leslie Webster – Response: The Sandy project of replacing the fire suppression system would be pushed back.
- Nancy Thorne – Question: Close for 2-3 years?  
Jennifer Fay – Response: Yes, which is hard on the community. It's critical support for individuals who do not have the available resources.  
Nancy Thorne – Comment: Expressed concerns for the community impact.  
Jennifer Fay – Comment: These are hard choices we have to make.  
Sam Klemm – Question: Have the chillers been updated or repaired?  
Leslie Webster – Response: Updated 4 years ago.
- Sometimes it comes down to being open for as long as possible and then close when needed.  
Jim Cooper – comment: We have done a great job updating to the public eye but beneath the surface, there are major concerns.

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**Library of Things – Nature Kits:** Christa Warren, Sr. Manager of Collections

- Presented the new Nature Kit and circulation information. The kits are made possible by a grant from the Association of Zoos and Aquariums and the Disney Conservation Fund. The Hogle Zoo designed, assembled, and donated the kits to the Library System. The kits are geared towards family or children ages 5-12. The kits contain binoculars, butterfly net, lens caps for phones, magnifiers, local insect and bird information, etc. Check out is for 1 week. \$1 per day, \$15 max. Replacement fees for missing parts will be assessed according to the parts fee. The kits have been circulating since Earth Day and have been very popular with patrons. There is a current wait list.
- Kaati Tarr – Question: Are you still doing the other backpacks?  
Christa Warren – Response: The stress kits/backpacks were intended for a one-time use and grant funded through the State. We circulated the kits for one month per the grant requirement. The remaining items will be used for programming kits for future library programs.

**U of U Program Evaluation – Stopping the Slide:** Nyssa Fleig, Program Manager

- Postponed due to time.

**STAFF REPORTS**

**Statistical Report – Jennifer Fay, Associate Library Director**

- Paper shortage- sent document to board emails. We don't have a count for reference questions because we changed software. Story time on page 3.

**Marketing Update – Sara Neal, Marketing Manager**

- Following up on story time – Double the amount of attendees scheduled for June versus what was for April. Guessing about 250 for Ribbon cutting at Daybreak and another 1000 over the course of the day. \*Shared video of the Daybreak opening event. Looking forward to doing that at Granite July 15<sup>th</sup>. Sam Klemm question – are we doing a soft opening for Granite as well? Jennifer Fay- June 13<sup>th</sup> is the tentative date.  
\*Showed next video Library commercial.

**HR Update- Pamela Park, HR Manager**

- 7 new merit in April/May, 16? new subs, 12 promotions, 17 new summer interns. We have recruited paid interns for local branches. 548 employees
- Recruitment event at Granite has been bumped back because of the opening date.
- Sam Klemm – Question: How many vacancies do we have?  
Pamela Park – Response: 30 ballpark. We are mostly staffed. We have a hard time staying competitive in regards to pay, especially in the IT area.

Matt McLain – Comment in closing: Tyler branch is scheduled for June.

**Meeting adjourned at 2:32 PM. Kaati Tarr moves to close, Nancy Thorne seconds, all in favor. No opposed.**

Sam Klemm – aye  
William Scarber – aye  
Kaati Tarr – aye  
Kristin Covili – aye  
Nancy Thorne - aye

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