

Coos Library Board meeting June 3rd, 2021

Call to Order 11:30 am

Laurie Nordahl North Bend out of town (Chair), Frances Smith Coos Bay in town, Tara Johnson Rural County, Stacey Nix ESO Administrator, Haley Lagasse North Bend Library Director, Cheryl Young Lakeside Library Director, Jennifer Croft Bandon Library Director, Barbara Caffey Small cities Dora, Carol Ventgen North Bend in town, Joanie Bedwell Powers Library Director, Sarah Sands Coquille Representative, Ivy Hallmark, Coquille Representative, Doug Wuerth Coos Bay out of town (Asst chair), Shanna Allen Myrtle Point Library Director, Sami Pierson Coos Bay Library Director, Christina Coffman Coos Bay Deputy Director

No changes to the agenda

Approval of minutes from March 4th

Carol Ventgan moves for approval, Doug Wuerth seconds, none opposed. Motion carries and minutes are approved.

Old Business

Allocation Committee update from Haley Lagasse

Last met in March, discussed the process for revising the formula for the allocation and the direction the CLB gave at the last meeting. Tasks were given by CLB. Draft an outline of the revision process and assign Haley to talk to each of the directors one on one or in small groups about where we are currently, how the pandemic may have affected their opinions about the allocation and the process and gather any new feedback to help assess a new starting point. Haley then shared a copy of the draft outline with the board that was created by Carol and Horthy. The draft has already been shared with the allocation committee members and the library directors. The committee would like to gather feedback from the CLB and the directors about the outline. After it is revised it will be brought back to the CLB for approval at the next meeting.

Haley shares screen and points out that the first column is the step in the process, second column is for when that step will be completed, and the third column is the who will be part of that step. Since this is a draft, they are open for comments and feedback.

First step is to determine Stakeholders to be involved. Second is to determine the basis for selecting criteria. Examples are Use of OSL 2019-20 statistics, use of COVID-period 2020-21 statistics, Use of OSL 2020-21 statistics plus local curbside stats, or a hybrid of the above. Hoping to have these 2 steps complete by the end of September 2021. Next step is to select the criteria itself. Target date for this is October 2021. Step 4 is to set criteria weighting and draft sample formulas and implementation plans this is projected for December 2021 completion. Previous discussions of implementation have been to do a phased in allocation formula by using a portion of the old formula and the new formula and gradually increasing the percentage over time. Next the committee will seek input from the Stakeholders on criteria/weighting/formulas/implementation plans estimated completion January 2022. Step 6 will be for the committee and directors to make recommendations to the CLB on the criteria/weighting/formula/implementation plan in March 2022. CLB would then have it on the Agenda in April 2022 to accept the criteria/weighting/formula/implementation plan. They will then solicit the

stakeholders input. The CLB is set to approve all as recommended and amended in August 2022. The CLB will then ask the County Commissioners to approve all in September 2022. Step 11 is for libraries, cities, county budget accordingly for allocation to change beginning of next fiscal year and in succeeding years in January 2023. Directors thought that a January 2023 completion would be too late for the 2024 Fiscal year planning. Haley says she will take that suggestion back to her committee. They would then have ongoing review for the new allocation that would be drafted and submitted to the CLB in May 2023. This will help with allocation moving forward and make sure that it is up to date so that we do not find ourselves in this position again. It is possible that they create a formula that will naturally keep up with the changes. There were no questions. Laurie Nordahl likes the idea to evaluate yearly as well.

Frances Smith asked who was in the committee. Haley Lagasse, Horty Joyce, Doug Wuerth, Carol Ventgen, Linda Kirk. Laurie points out that we can revise the timeline if it does not work well as we go. Carol wanted to point out the stakeholders that are not listed here. Such as City Counselors, all the individual library's board members, friend's groups, and foundations. The question of when the library board members should get to add their input. Should it be with the directors? Carol also pointed out the process of getting the approval of all the stakeholders is going to be a long one. Laurie wanted clarification on step 5 on whether the committee seeking stakeholders input on all would come from the directors or would they be conferring with their boards on that. Carol suggested that it should probably be decided by the directors. Haley points out that from a director's standpoint this is where she would be asking for assistance from her board. Haley made notes on discussing this further with the committee. She also made a note of the comments from Carol regarding the time it will take for the stakeholder's approval. Doug suggests that once the stakeholders have received the information, they should be given a deadline so that it can't be dragged out forever.

OLA Update

Stacey reminds the CLB that we used the funds we would have normally used for our staff development day to pay for all the Coos County library staff to attend the OLA conference since COVID made it impossible to have a district wide staff development day. The conference was great, and the directors got feedback from their staff and everyone feels they learned so much. The theme was Equity, Diversion, and Inclusion. The staff just wanted to thank the CLB for allowing the money to be used in this fashion.

Board member position update

Stacey states that 3 positions expired this year and they are going through the process of filling those. Laurie and Barbara both said they would like to serve another term. Horty resigned and will be replaced by Cathy Larcom-Johnston. Stacey is working on getting the approvals from the city councils and everyone should be good to go by the beginning of the fiscal year.

New Business

Nothing to add

ESO Report

Stacey states that ILL service is picking back up. There is still a lot of libraries out there that are still not open for lending and that is keeping the numbers lower. She just hired a new ILL Technician.

Outreach- we are still trying to add new Books by Mail patrons. Lobby stops will hopefully be up and running again by the end of the summer. Digital Content hasn't really changed much. Stacey has been focusing on trying to grow the digital library since some many more people are using it since COVID lockdown started. She is focusing her book budget there right now instead of on physical content. We will be switching in September from our current catalog to a new one that will include physical material, digital material, and databases all in one location.

Current budget- last reports are from April and we are 83% of the fiscal year elapsed and for Materials and supplies we have used 52% of the budgeted amount. Overall, we are at 41% of the budget used. They are low on the budget which will help with the carryover next year.

Directors Report

Lakeside

Cheryl Young states that they are open but with a limited schedule of people at work. Numbers are starting to go up gradually but started out slow as people weren't coming in. Her whole staff is vaccinated. They are still requiring patrons to wear masks. They received a large donation to have the windows replaced in the computer area but are still trying to find a contractor. They are working hard on the Summer Ready Program with grab and go. Their Friend's had their first books sale of the year and made over \$200.

Powers

Joanie Bedwell announced that her Children's Librarian is resigning. Open ours are 10-4 Mon-Fri but not a lot of people are coming in. They have been doing some programming outside and she is working on getting temporary covering to put out there for protection. Summer meals are starting soon. Having a town wide sale.

Myrtle Point

Shanna Allen says they are happy to have people in browsing and using computers. It feels like business as usually. Doing take home packs for summer reading. They are also a summer meal site. They do not have a children's programmer either. They are hoping to do some hiring at the end of the summer.

North Bend

Haley says that she is working on an application though the Oregon Community Foundation for some special summer programming. If they get the funding, they will partner with the summer meal site to get kits and books out to the kids. Coastline Library Network was recognized by The United Way for excellence in community partnerships this spring. They have been working on RFID. They are using Beanstack for summer reading. People can sign up for their monthly newsletter on their website and receive information on their programs and events.

Coquille

Sara Sands says they now have people in for browsing. They are doing story time picnics for Summer Reading. Their director is retiring in July. They are looking at hiring a new director but are not sure when at this time.

Coos Bay

Sami Pierson says they are kicking off summer reading with a dinosaur exhibit in the library and take away kits. They will also be doing Beanstack for the second year. They are open to the public 6 days a week with limited hours.

Bandon

Jennifer Croft says they are working on RFID. Opening for regular hours on June 10th.

Next Meeting

Meeting scheduled for Oct 2nd 11:30 am

Announcements

Tara Johnson wanted to thank everyone for all the hard work they put into Title Wave.

Meeting Ends 12:21 pm