

Coss Library Board Meeting March 4th 2021

11:33 call to order

Introductions: Laurie Nordahl North Bend out of town, Barbara Caffey Small cities Dora, Betty Vaughn Dora Director, Carol Ventgen North Bend in town, Christina Coffman Coos Bay Deputy Library Director, Doug Wuerth Coos Bay out of town, Frances Smith Coos Bay in town , Haley Lagesse North Bend Library Director, Hortsy Joyce Small cities Dora, Jennifer Croft Bandon Library Director, Joanie Bedwell Powers Library Director, Sami Pierson Coos Bay Library Director, Shanna Allen Myrtle Point Library Directors, Stacey Nix ESO Administrator, Teresa Lucas North Bend Assistant Director, Thad O'connor Executech, Tyler Greene Executech, Cheryl Young Lakeside Library Director

Approval of minutes from 12-3-2021 Frances moves approval, Carol seconds, all in favor.

Stacey Nix presents the ESO budget to the board. Carry over is higher at \$440,000. No huge changes to Materials and services. Laurie had a question about the carry over and if it can be shared with the libraries if we are not going to use it for ESO budget. Stacey explained that it is there to pay all the payroll and expenses that are accrued before the first check comes from the county. A lot of the contractual payments are paid annually and those all come out at the beginning of the Fiscal year. With the way ESO has the Contingency roll over to the Carryover the next Fiscal year it makes less of a need to pull more from the County Tax Base. Frances wanted Stacey to point out any major changes. Stacey pointed out that the CLB has never had liability insurance that has covered them. The City of Coos Bay's insurance agent is working on coverage for that so that will change the amount budgeted for that line item. There was an increase in the Advertising line item due to the directors wanting to do a mass advertisement for Coastline. Doug had a question about the equipment maintenance contract line item and why we have it budgeted at \$120,000 and we have only spent \$85,000 so far. Stacey states that Bywater will now be hosting our catalog on the cloud and doing an Aspen Discovery update, and that accounts for the increase. The expense for that line item come out monthly. Stacey states that the directors group is wanting to replace the Outreach truck and use the funds in the Vehicle outlay this current year to for that. That should leave about \$10,000 to be carried over into this current budget and the directors group agreed on adding \$10,000 per year to that vehicle outlay so when the time comes to replace the vehicle again we will have those funds. The contingency is set at about \$150,000 per the request of the City of Coos Bay Finance Dept.

Frances moves putting budget forward to the county, Doug seconds, all in favor.

Allocation Committee-

Presented by Haley Lagesse Feb 25th meeting, Reviewed the progress they have made and assessing the current allocation formula. Successfully determined the service area population and boundaries for service area for the individual libraries. This has been adopted by the CLB and is now in place. Determined that they need more guidance from the CLB on the timeline for implementation. They are focusing on 2 primary tasks. Which are clarifying the process of adjusting the allocation or setting a new formula and identifying the criteria to be used in the formula. They determined service area population is a criteria that they will consider. Linda Kirk and Haley will be working on the criteria. Carol Ventgen and Hortsy Joyce will work on the process. Timeline discussion: Laurie recommends implementation timeline to do it over time. Doug says calculate a new formula and amortize new

formula with the old over the next ten years. Population, attendance, participation, open hours are all suggested as criteria options. Hoping to have something in place by late fall. We may need a fluid timeline based on how many changes are made and what input is needed from stake holders. Beginning to implement the new formula 23-24. Frances suggests that we pick an implementation end date and work back from there.

Stacey presents the idea of purchasing a new Outreach Van. They are looking at a Ford Transit van with a High Roof and Extended Length. They are estimating the cost of the van will be around \$45,000 and all the outfitting will cost around \$5,000. Doug motions to acquire this Outreach van up to a max of \$62500, Frances is a second. All in favor. The current courier vehicle will become the outreach vehicle and the new vehicle will become the courier vehicle. The current vehicle has an interior rear lift that will be utilized by the outreach tech. The lift is not used by the courier driver so we will not be getting a lift with the new van.

ESO report

ESO is moving along. ILL service for February are the highest they have been since we came back from the shutdown. The ILL Technician position will be filled soon. With that the parameters for borrowing and lending will be opened up and those numbers will increase. Outreach is getting as much material out to the outreach patrons as possible. He has people at the care facilities that he works with that are allowing him to drop items off for the residents monthly. Books by mail have increased. There are several of the facilities that he can not drop off at so he has signed those patrons up for Books By Mail so that they can still get their items as well as the homebound patrons that can not make it to the libraries. Digital content, Overdrive is staying consistent and is still higher than pre COVID.

Directors reports

Sami- The new location John Topins park north of the current Armory building, RFID is getting completed today and self-checks are going in.

Haley- New program kindergarten readiness program for 20 families called Ready Set Kindergarten and it is virtual. All 20 families will receive an iPad and access to library hot spots for those who do not have good home internet. Starting to work on RFID system project. Board will be meeting next Wednesday to review quotes from vendors for the system.

Jennifer – Friends of the library decided recently to use the remainder of the funds from the Marjorie Wilson Bequest to upgrade the library to RFID. It is still in the beginning stages. Digital editions with Flipster. Patrons are missing being able to sit and read the newspaper and magazines. She has used the periodical funds to get a flipster subscription. The stats show that there were 160 downloads through February.

Betty- Patrons are desperate to get back to the library. One person is working at a time. Trying to make as much access as possible.

Shanna- patrons are appreciative of what they are getting, doing a renovation to make them ADA accessible and adding a room on the front of the library to protect their wooden carved doors and it will be called the Oregon room for the Oregon collection. The meeting room will become a hybrid space where the teens can go after school.

Stacey talks about the OLA conference being virtual and it will be opened to all people of the organization. ESO has purchased a library organization discount so all CCLSD staff can attend in place of staff development day. This also covers all the library boards and CLB. All the material is downloadable till this fall.

No questions or comments.