

Meeting Minutes for 10-26-2021 11:02am

**Attending Board Members:** Doug Wuerth Vice Chair #2, Carol Ventgan North Bend in town, Frances Smith Coos Bay in town, Barbara Caffey Small Cities/Dora, Tara Johnson Rural Communities, Cathy Larcom Johnston Small Cities/Dora

**Attending Directors:** Betty Vaughn Dora Director, Haley Lagassee North Bend Director, Cheryl Young Lakeside Director, Sami Pierson Coos Bay Director, Christina Coffman Coos Bay Deputy Director, Teresa Lucas North Bend Assistant Director, Stacey Nix ESO Administrator, Joanie Bedwell Powers Library Director, Shanna Allen Myrtle Point Director, Ivy Hallmark Coquille Representative, Sarah Sands Coquille Representative

Doug welcomes new board members, Barbara Caffey and Cathy Larcum-Johnston

**Minutes approval.**

No comments, Frances moves for approval, Tara seconds, all in favor. Minutes approved

**Old Business**

No old business

**New Business**

Allotment committee-Carol came up with the draft for allocation committee process. We have the step of the process when they are scheduled to be completed and by who. We worked backwards from adoption date of Jan 2023 to present to set the timeline. Library boards and possibly City Managers would be considered when determining the criteria as well as other steps. Step one determines all stake holders. Step 2 determine basis for selecting criteria. Some possibilities are, Use OSL FY 2019-20 Stats, COVID period FY 2020-21 Stats, OSL FY 2020-21 Stats plus Local curbside stats. Haley states that the items check out curbside were recorded in circulation but the curbside transactions weren't recorded as attendance so that was a gap in our recording. Or a hybrid of the above. We could consider census data. CLB approved using population as a criterion at the last board meeting. Step 3 selecting criteria. Step 4 select the criteria weighting. All the previous steps should be done in the next few months which may be a little ambitious according to Carol. Starting in January, library directors and possible library boards, foundations and friends' groups, city managers would want to get stakeholder input and support on the criteria/weighting/formulas/implementation plan. After that input over a period of 3 months a recommendation would go to the CLB on those things. After looking it over for a month the CLS may accept the criteria/weighting/gradual implementation plan. After approval from the CLB it would go back to the stakeholders for their input on what was approved. We allotted a lot of time for that because getting input from stakeholders and approvals from city councils can take time. CLB would accept all as recommended or as amended in August of 2022. Then to the county commissioners in September 2022 for approval. In January 2023 budgeting would happen in all these different entities. This would also be ongoing. Basic goals: it will be gradual implemented as some libraries may have cuts and we do not want any to take huge cuts all at once. After accomplishing all this the CLB, with some input, will develop some review procedures for the new allocation process. This review process would be yearly if not more frequently if needed. Lastly the committee would recommend any changes to the plan under CLB authority separate from city authority. Basic goals again: gradually implementing over

time to minimize impact and allowing flexibility in skipping years of stat gathering for unseen issues at an individual library, i.e., fire, COVID, etc. Set a base amount for all or some libraries to get a jumpstart to those that may be taking large hits so that all the libraries have enough money to provide basic services. Directors state that they are willing to adjust the way that they are counting stats so that everyone is counting the same way. Also, public meeting laws must be followed throughout the process. Doug states that they had discussed that all changes would be amortized over a period of 8 years or so. He also stated that at one point there were 2 libraries that were underpaid, 2 over paid and 4 that were even. Cathy asked if the committee would also consider the 2018-19 stats since COVID did affect all the libraries. That adding a year before might help to shed some light on what is correct in the libraries. Doug states that the committee will be considering lots of options when coming up with a criterion. Cathy likes all the suggestions that the committee has made but would like to see 2018-19 stats considered as well. She states that the only library she has information on is Bandon and they were closed March-June 2020 due to COVID and that is not normal library practice. Frances suggests possibly looking back 3 to 5 years pre COVID since the formula hasn't been changed in years. That way you can get a sense of what has happened over a period. Doug suggests each year dropping the oldest year and adding a new year so that it will evolve over time. Haley thanks everyone for their input and she will make notes to go over at the next committee meeting. Doug asked if the directors have an idea of how COVID affected the stats. Haley states that the directors have discussed this and feel that it has been impacted by the size of our communities and our patron base. Example at North Bend due to the quantity of people that visit the library they had to put in some more restrictive and bigger changes to their procedures. At Dora it is very different because of the size of their facility and number of patrons that visit daily. Shanna states that at Myrtle point their circs are down by 30% but visits are down by 50%. Betty says that at Dora has had the same experience as the other libraries and the fact that they state library wouldn't let them add curbside as visits it really impacted them. Doug wants to know if we could use stats that are not approved by the state library and come up with our own stats. Haley states that the committee has been considering this and how it is important to eliminate the human element in recording stats or making sure we are all counting in the same way. Haley asks if the board has any other suggestions on who should be a part of the stakeholders group.

Frances moves to adopt the committees process, seconded by Cathy, all in favor. Process is approved.

List of stakeholders: library directors, library boards, city managers, city councils, library foundations and friend's groups, CLB and county commissioners. Doug suggests private citizens, Haley suggest that those people submit their comments to their libraries board. Sarah Sands wants to know if we should also include staff members. Haley said she would make note of that and bring it up with the committee.

Evaluation of service-Stacey put together an evaluation of database services to test the evaluation policy before it is adopted. Databases offered by CCLSD Westlaw offering legal forms and legal information. Mango offering language learning methodology. EBSCO offering research info, digital magazine subscriptions, reader's advisory, genealogy. Gale, Learning Express, Jobs and Careers offering research info, e-books, e-learning solutions, practice tests, academic skill building, standardizing test prep, career development. Overdrive offers e-books, e-audiobooks, and videos. Goals of the databases include enrichment, access to additional info other than what you find in print or online, \$0 cost to the patron, developing education skills, developing career placement skills, learning languages, ancestry info at no cost. Stacey included data for 2 years since COVID has made things abnormal. Users for 2019-20 research 2955, Language 890, E-books 65957, 2020-21 Research 1392, language 1199, e-books 74757,

legal 89. We use the cost per session to evaluate value to the patron. The directors evaluate the cost/session and the value the database brings, determine if it is right for our patrons, eliminate or keep depending on the decision of the group, discuss other options that may work better. All databases are ongoing unless the group decided to cancel. Cost for 2019-20 Gale, Learning Express and Jobs and Careers are provided by the state library and are no cost to us. Ebsco \$19488.00. Mango \$4708.00. OverDrive \$11227.42 Cost for 2020-21 Gale, Learning Express, Jobs and Careers no cost. Ebsco \$17165.00. Mango \$4943.40. OverDrive \$46592.55 due to a larger than expected carryover, we decided the best use was adding to the digital library. Subjective criteria: Evaluation cannot be solely based on cost. We also must weigh lack of services in our area as well as our areas demographic. We use databases to offer additional services to our patron as no cost to them. The directors are satisfied with the services we are providing and the value they bring to our patrons. Stacey states that the policy draft worked well for putting the evaluation together. Frances would like more information and description on the items being evaluated to help them understand what they are, and which goes with what. Frances wanted an explanation on how Overdrive is calculated. Stacey states that there are several ways to get items from OverDrive. Cost per circ, pay per item checked out. Metered access, we buy a digital copy to be used over an allotted time frame or number of checkouts, then it must be purchased again. Then one where we can buy the item out right for one cost and we will have it till it is removed from OverDrive. Different publishers use different lending models so depending on what they offer that is how we must purchase it. There are also 2 separate catalogs within OverDrive, there is the consortium catalog for all of Oregon, and there is the advantage catalog which is the items that I purchase for our county.

Adopt Evaluation of Services Policy. Carol moves, Frances seconds, all in favor. Adoption passes.

End of year budget review- Draft form of end of year budget from City of Coos Bay. Stayed under budget in all areas. Ended personnel budget at 72.1 %. Materials and Services at 59.6%. ESO was unable to purchase a new vehicle because the right type could not be found before the fiscal year ended. City of Coos Bay is hoping to be able to find the new vehicle during this fiscal year. Total funds expended it 50.3%. Due to COVID things were still not normal when it came to spending and the City of Coos Bay's finance department has been helping to structure the budget and navigating through. No questions.

2022-23 Pre Budget-Planning- Stacey wants to know if the CLB has any input or suggestions to consider when she starts to build the budget. No input from the board. Cathy would like example of thing the board may want to give input on. Stacey explains that ESO covers the cost of all the databases, technical services, internet for all the libraries. ESOs budget comes out of the tax base first, then the remainder of the funds are disbursed to the libraries.

## **ESO Report**

Stacey states that they now have a full time ILL tech so she is no longer doing both jobs. This has helped in getting the numbers closer to pre-COVID numbers. Outreach book shares leave and return books only 2 of our stops have opened back up. Outreach Lobby stops are mostly back up and functioning. A couple of stops have had to stop due to COVID spikes. Books by mail has increased during COVID. Stacey goes over the Digital comparison. She explains the different types of OverDrive lending models again. Automate and Hobbies and Crafts were both eliminated by the directors because they did not meet the evaluation criteria. Stacey goes over the current budget. It was a draft. 25% lapsed. 19% of

Personnel has been used. Materials 34%. That one is higher because we pay a lot of our contractors at the beginning of the year for the full year. There was an error under internet. Ebsco was recorded there instead of under contractual. It has been corrected with finance. The vehicle outlay is set to add funds each year once the new vehicle is purchased, so that we have funds to purchase the next one when the time comes. 20.3% of 25% total lapsed.

### **Director's report**

Sami from Coos Bay- Starting roof repairs. Doing programing as best they can, all virtually.

Haley North Bend- preparing to do some improvements to the exterior of the building. Looking forward to fall programs, most are virtual.

Betty Dora- Returned to normal hours. Started last month with one in person program for 6-8 people. It was well received. Thanks to Haley, Sami and Stacey for all the summer programming grants they did

Cheryl Lakeside- Very low census, no more then 2 people in library at a time. No programming happening. People that are coming in are very happy. Minimal staff. Lakeside has had high COVID numbers. They are getting 2 new windows. Stuffing Halloween bags to give out on the streets.

Shanna Myrtle Point- Currently on Curbside due to COVID exposure. Before that low patron turn out and computer usage. Make and take kits have been popular. Will probably continue once things get back to normal.

Joanie Powers- New children's librarian hired after no one since June. Low volume of people coming in. In the process of working on plans to eventually build a new civics center.

Bandon- Cathy gives update. They have opened twice a week. Doing Curbside. Understaffed. Have 2 computers for public use.

Sarah Coquille- Posted for the new director. Back to normal open hours. Appointments in the mornings for people uncomfortable coming in during the day. Utilizing community center gym to do programming.

Frances has question about the large carryover and what they are planning to do with it. Stacey states that the large carry over will just roll over to the next budget year so that we won't have to take as much from the tax base.

No next meeting scheduled.

Meeting ended at 12:19 pm