

CLB Meeting Minutes for March 22nd, 2022 2:00pm

Attending Board Members: Carol Ventgan North Bend in town, Frances Smith Coos Bay in town, Barbara Caffey Small Cities/Dora, Cathy Larcom Johnston Small Cities/Dora

Attending Directors: Cheryl Young Lakeside Director, Christina Coffman Coos Bay Deputy Director, Stacey Nix ESO Administrator,

Minutes approval.

No comments. Cathy motions for minutes approval. Frances seconds. Minutes approved

Old Business

Allocation Committee review – Haley and Linda Kirk went through old documents all the way back to 1988, to pull up everything they could find on the history of the allocation formula. Carol asks questions of the group for Haley as she was not in attendance. Should we create a new formula that has equalizing factors for the smallest to the largest libraries based on population, as well as a combination of other factors such as circ, digital circ, check-ins, visits etc. Or give the libraries the same as year prior (same dollar amount or same %) and distribute the increase revenue using a formula based on circ, digital circ, check-ins, visits etc. Also. Should the distributions % be adjusted now or incrementally over the course of 3 years or so. If we implement option 1 how long should we take to phase it in? Should we have a combination of the above. Stacey explains that check-in criteria is referring to the extra work that the larger libraries do because their libraries is where most of the items are returned to. Haley was thinking that using all the factors would help to balance the services that all the libraries offer. Carol suggests looking into weighting some of the factors. Stacey talks about the discussion that the directors have been having regarding the formula. Base rate for smallest libraries and set additional amount for the larger libraries. The smaller libraries would just receive the base rate. The middle libraries amount would be based on the formula. And the larger libraries would get the amount based on the formula along with the set cap amount. Betty and Shanna wanted further information and clarification on the process. The lower category libraries are Dora and Powers. Middle category is Lakeside, Coquille, Myrtle Point, Bandon. Highest category is North Bend and Coos Bay. These categories are adjustable based on population. The formula can evolve based on growth of different communities. Population is based on the statistical report. There are so many factors so that they can be changed if necessary. If one of the factors is no longer relevant it can be removed and if applicable something else can be put in its place without having to rebuild the whole formula again. Frances say that the committee should make the decision and bring it forward for the CLB to consider. This should include a sample formula. Cathy states that it is hard to pick one of the options over the other without seeing the formula at work. Frances and Lauri prefer option 1.

Frances moves that the allocation committee put together a recommended formula for review of the board preferably within 3 months. Barbara seconds the motion. All in favor motion carries.

New Business

22-23 Budget review – Stacey presents the proposed budget for 2022-2023 fiscal year. Carry over \$300,00. This is used to fund the start of the fiscal year before receiving the first check from the county. ESO will take \$653,500 from the tax base. Wages were low due to shortage of one position. No

huge changes in Materials and Services. Contractual went up roughly \$40,000 due to a project to get all the libraries tagging systems over to RFID. As well as adding Hoopla to the smaller libraries. Internet went down due to transferring Lakeside to DFN. Equipment Maintenance Contract went down because we are now able to get E-rate funding for a portion of it. Still trying to acquire a new courier vehicle so the Vehicle outlay needed to remain at \$80,000. We will then add \$10,000 per year to that fund to help with the purchase of the next vehicle. Computer Hardware and Software outlay was dropped to \$10,000 this year as we do not have any projects scheduled. Contingency was set at \$108,855. Frances motions to move this proposed budget forward. Cathy seconds. Motion passes.

Positions - Carol is willing to stay on the board for another term if no one else wants the position #3. Also needing to fill position #2 CB – non city w/ D9 and #7 Rural County. Elections postponed till next meeting.

ESO Report

Short a courier driver. Position is posted. ILL stats, moving along. ILL Tech is also driving courier 2 days a week. Books share stats – a lot of outreach locations have been closed due to COVID. A couple of the satellite stops are very popular. Books by Mail – still sending out a lot of items. Digital content – numbers staying steady.

Current budget – staying within budget. Internet is high now but will be reimbursed at the end of the fiscal year. 67% of Fiscal elapsed and expenditures are at 43%.

Cathy had question about where the extra money goes at the end of the fiscal year. Carol answered that it stays in the libraries budget, and it is carried over and used to cover expenses till the first tax checks come in.

Director's report

Cheryl Lakeside – starting to get more people into the library. Starting in person story time in April. Book Challenge to read 10 different genres. Having the Community Engagement Specialist in the library has been really helpful to fill a need. Loving the new Executech Technician Sky. He is very helpful.

Shanna Myrtle Point – Foundations in the final steps for the renovation grant process. Get status in April. Hired a programming person and will restart in person programming. Started Good Neighbor campaign. Started 80 care kits. Started a new Library of Things collections.

No next meeting scheduled.

Meeting ended at 3:07 pm