

CLB Meeting Minutes for September 2<sup>nd</sup>, 10:00am

**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, Laurie Nordahl North Bend out of town, Adrian Deleon Coos Bay out of town

**Attending Directors:** Cheryl Young Lakeside Director, Stacey Nix ESO Administrator, Lori Gunther Representing Myrtle Point, Teresa Lucas Coquille Director, Christine Kingsbury Bandon Director, Joanie Bedwell Powers Director, Sami Pierson Coos Bay Director, Haley Lagasse North Bend Director.

**Visitors:** Forrest Coquille City Manager

**Minutes approval.**

No comments. Frances moves to approve minutes, Carol seconds. All in favor. Motion passes

**Old Business**

Haley's notes she covered at this meeting.

*The directors met on 9/1 and reviewed several draft formulas. The consensus was that the drafts still created too large swings in funding for several libraries. The directors discussed how to modify the formulas to reduce this problem.*

*The group decided that digital circulation should not be included in the data used to calculate the distribution. This number is not accurate per library, because it is provided to the district as a single figure and then distributed to the libraries for state statistical reporting based on physical circulation. Therefore, using digital circulation is redundant.*

*The group suggests that instead of digital circulation, we may consider another work-metric, such as Holds fulfilled to other libraries. I will incorporate this suggestion into the drafting process.*

Laurie questioned if the library receiving the hold is calculated somewhere. Haley says it is calculated in circulation.

*The group also reached consensus on the application of the determined formula and a phase-in process. The group determined that it would be logical and practical to calculate the distributions on an annual basis using a rolling three-year statistical average. The group also strongly recommends that the new distribution formula be implemented over the course of three to five years, depending on the final change in percentages for libraries, to reduce the impact on operations.*

*Lastly, the group agreed that the population statistics from 2018 and prior not be used to calculate the distribution, regardless of the determined formula, because it was prior to the service area changes.*

Haley presents formulas. Smallest libraries (Powers and Dora) get a base amount that is what is needed for the libraries to function. Top Tier libraries (Coos Bay and North Bend) extra funds to these libraries because of the extra service they provide to patrons outside their service area. A middle tier for the remaining libraries. Factors used in this formula were circulation, digital circulation, library check ins, visits, and computer use.

Haley wanted to stress that these numbers are all hypothetical. These are only examples.

Frances, hard to give input without having a physical copy for her to look at.

Cathy wanted to know who objected to the figures at this point. Haley answers, all of us.

Laurie, the original plan was to create a formula that did not create any drastic changes for any libraries. Would the 3-year figures change as the years go by? Haleys answer, yes it would be rolling average with a gap year of the year prior due to budgeting.

Laurie has questions about the Base amount. Haleys answer, she looked at their budgets to see what was needed for them to function on.

Sami adds that it is good to have the added factors and rolling averages because it will adjust with changes in population and circulation, as well as changes we make to our libraries.

Teresa wanted to know why programing is not one of the factors. Haleys answer, it is not an equitable stat. And some libraries do not have the facility to do programs. With the cities being the ones to provide our buildings and some cities having no space at all for programing this is why it is not equitable.

Forrest comments that libraries that have the facilities shouldn't be punished for having facilities that can handle programing. We focus a lot on programming and the fact that we could loose a lot of funding because that is not including.

Cheryl comments no one wants to cut any funding from any libraries. Lakeside will benefit the most. She can only be budgeted as a part time director, while circulation has gone up and programming has gone up, lakesides funding has not increased.

Teresa states that Forrest is suggesting that programing should be included in the formula for the reasons he has stated.

Stacey states that another reason that we decided to not use programming was that we did not have a formula that will get us accurate numbers. The other numbers that we are pulling come from systems that are structured so that everyone's numbers follow the same structure and there is no possibility for human error.

Adrian wants to know how the budgets are allocated. Haleys answer, the contract states that the city will provide facilities, continued maintenance, and administrative support. The funds received from the county tax base are used to cover operating costs, personnel costs and material budgets. It is the libraries, their boards, and cities responsibilities to allocate those funds as they see fit.

Laurie volunteers to join the Allocation Committee since Doug's departure.

Cathy would like to comment that friends' groups can contribute to programing at the libraries.

Christine comments that they have areas that they could use the help of extra funding. They have staffing issues due to a lack of funds. Though they also do not want to huge swings that will be devastating to anyone.

## **New Business**

Elections for 2022-2023: Barbara moves Laurie as chair, Frances seconds. Frances moves to elect Barbara to vice chair, Laurie seconds.

End of year budget/current year budget: Stacey presents end of year budgets report for ESO. 100% of year elapsed, Personnel 74.6%, materials and services 89%.

Frances asked if this remainder would go into the carry over. Stacey's answer was that it will roll over to the carryover for the next budget.

### **ESO Report**

Stacey states that ESO is in the hiring process again. Just hiring an Outreach technician. In the process of hiring an ILL technician.

ILL is slow due to staff shortages. Outreach satellite stops are going well. Books by mail had lots of new patrons due to covid and have continued to go strong. Lobby stops ended strong last fiscal and have continued so far.

### **Director's report**

Cheryl Lakeside – Finished summer reading. Had lots of fun kids' programs. Started weekly story time backup. Circulation is starting to ramp back up.

Christine Bandon - Wrapping up summer reading. In July we had 570 people participate in activities the library had going on. Starting a story walk. One staff member retiring so looking for a library assistant. Going to host UofO dinosaur exhibit. Once a month story time. Received ALA grant for computer classes.

Haley North Bend - Community Engagement Specialist update: last year we received an ARPA grant last year. Specialist has helped people get housing, find employment, and veteran receive tax credits they were owed. Finished RFID conversion. City is making investments in the facility. With brick and roof repairs. Project is roughly \$400,000.

Joanie Powers – finished summer reading. Finished summer meals. Library is receiving new sidewalks and ADA ramps.

Lori Myrtle Point - Still looking for a new director. In library use is creeping back up. Still struggling with getting kids in the library. Programing will be starting to help with this.

Sami Coos Bay – had successful summer reading. Lots of offsite programs. Now have 2 Spanish speaking staff members.

Teresa Coquille – summer reading went well. Added teen program. Bought new building for library. Working on cleaning up library collection.

Meeting ended at 11:15pm