



CLB Meeting Minutes for February 7th, 1:00pm

Attending Board Members: Carol Ventgan North Bend 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: Haley Lagasse North Bend Library Director, Teresa Lucas Coquille Library Director, Christina Coffman Coos Bay Library Deputy Director, Stacey Nix ESO Administrator, Cheryl Young Lakeside Library Director, Christine Kingsbury Bandon Library Director, Sami Pierson Coos Bay Library Director, Cody Barkdull Bandon Assistant Library Director, Amy Bruno Myrtle Point Library Director, Joanie Bedwell Powers Director.

Visitors: Forrest Neuerburg Coquille City Manager

Minutes approval.

No comments. Carol motions to approve minutes, Barbara seconds. All in favor. Motion passes

Old Business

Haley gives brief update.

She incorporated the feedback from the last meeting. Specifically, Remove digital circulation from our data set with the exception to platforms out side of Library2Go. i.e., Hoopla etc. The reason we are not using digital circulation is because those numbers are calculated base on physical circulation so it is redundant. OverDrive gives us one number that we then divide between all the libraries.

She began creating draft formulas base on 3-year statistical averages. All options the committee has went through still have huge swings that would not be reasonable. They are not wanting to create more then a 8-10% variance for any library so that it will be stainable. Numbers get closer when weighing more on usage over population. In areas where we thought there would have been a larger population change there actually was not.

Plan moving forward Haley will have options available for directors to review and next director's meeting. They will also be scheduling an Allocation Committee meeting for the end of March.

Carol states that over the years of working on this formula they have discovered that a formula must use quantifiable numbers to make it stainable. And that Haley has been working tirelessly to find that formula.

Cathy had a question about the remainder to be distributed part of the formula. Haley states that this formula is only one example of maybe 6 that are on the table as viable options right now. The main amount is what is left of the tax base after the ESO portion is deducted. The remainder is what is left to

be distributed via the formula after the smaller libraries and larger library have been issued their base amount.

Haley reminds everyone that the formula that is in the packets is just one of the ones that they are currently works with. There are others that do not have the tiered system and are just based off of circulation and/or populations. But the swings in those formulas are tending to be more extreme fluctuations in funding.

Stacey stated that the formula in the packet is part of the minutes and not an accurate depiction of where the committee is today.

Cathy wants to know if the allocation formula would have to be put on a ballot. It will be approved by the CLB, the libraries and cities as the contracting agencies, back to the board for final recommendations to the commissioners.

New Business

ESO draft budget

Stacey states that she has not met with the city's finance department to go over the final numbers so this is not complete. The carryover and contingency could change so that would affect ESO's portion of the tax base. As it sits now the ESO portion of the tax base is very similar to what it was last year.

We will be working on a couple of new countywide projects this year. First is ordering new library cards, a \$10,000-12,000 purchase. We last ordered in 2015 and we are reaching the end of that batch. Second will be a firewall and wireless switch upgrade at all of the libraries. We can get a portion of this covered by E-Rate. Our portion will be \$15,000-20,000.

ESO is still looking for an Outreach van. That is what the vehicle Outlay will go to once on is procured.

Contingency is what is used to pay our invoices at the first of the fiscal before we receive our first check from the county.

Laurie asked when they will need to have this approved to go to the commissioners. Stacey says the county budget meeting is on April 3rd. Stacey will meet with the city finance mid-March and would like to meet with the CLB after that meeting to get their approval.

TitleWave update

Haley, Sami and Stacey have been working on putting together this year's TitleWave. Haley announced that we would be hosting Phillip Margolin. Waiting on contract approval. The Event will start in Gold Beach on May 17th Wednesday evening, Sprague Theater in Bandon on Thursday, author luncheon at a local restaurant (ticketed event as a TitleWave fundraiser for next year.) on Friday afternoon, Friday evening will be an interview style presentation at Marshfield Auditorium.

We have discussed ways to get the patrons from our rural libraries into the events. One option could be to rent a bus to take them to and from the events.

Cathy wanted to know what the cost is for the event. Haley stated that the presenter fee is \$8,000. And then any incidentals for the locations, PR, and travel, food and lodging for the presenter. As well as whatever transportation we set up for the outlying patrons if we add that. Each libraries Friends groups also donate money to the budget to help offset the costs.

Collection Management Policy

ESO's Collection Management Policy is non-existent, so Stacey drafted one up to share with the CLB for feedback.

Laurie had a question about last page item 6. "If further action is required" is a little vague. Suggestion: is patron wishes to further request.

Barbara questions: page 2, "partners" is not defined. Please fix wording. Page 5, add audio to AV policy section. Remove "pleasant" replace with something else. "Materials of an obscene nature" add something about the Oregon statute.

ESO Report

Stacey states that ESO is fully staffed with the hiring of a new ILL tech.

ILL stats are steadily increasing. Outreach lobby stops, Books by Mail, and satellite stops are all holding steady. All the shared Databases are staying steady as well.

ESO budget

Materials and services are under budget.

Haley commented on how happy she is with the Westlaw Database. The cost per use appears high, but up to date legal resources is very expensive to provide.

Director's report

Amy Myrtle Point – Still working on remodel. They are ahead of schedule. Set to finish in July. They will be operating out of city hall when they are closed.

Joanie Powers – Storytimes are doing great.

Sami Coos Bay – Doing lots of programming. Keeping a lot of the online programs from when we were closed because they are super popular.

Christine Bandon – Started using RFID self-checks. Working on grant for computer classes. Started super popular chess club.

Cheryl Lakeside – Friends books sale coming up. Nervous about budget planning with the loss of the prison. The library will have to start paying for things that the city has provided in the past due to the loss of that income. Has several clubs going on. Starting to work on updating policies.

Haley North Bend – Working on policy updating. Added a Young Adult Librarian. Continuing working with the Community engagement specialist through Coos Health and Wellness. Looking for ways to fund it going forward. Currently checking with Advanced Health. Everyone that was involved with it only had good feedback. Hosting an online wellness challenge.

Teresa Coquille – Homeschool program that is doing really great. Also, a ukulele group where they all get their own ukulele to participate. Starting RFID tagging.

Next Meeting

Stacey will send out doodle poll with dates for the next meeting. Probably the 2nd to last week of March.

Meeting ended at 1:56pm