

Tillamook County Library in Person/Virtual Board Meeting, October 21, 2021

Board Members Present: Jennifer Byrne (Y), Betsy Chase (Y), Tim Josi (Y), Madeline Olson (Y), Jon Orloff (Y), Teresa Rivenes (Y), Sayde Walker (Y).

Commissioners Present: Mary Faith Bell (Y)

Library Staff Present: Geri Godber (Y), Sarah Beeler (Y), Kristi Hanson (Y)

Guests Present: Ruth LaFrance

Call to Order: The meeting was called to order at 12:00pm.

Minutes and Budget: Madeline Olson made a motion to approve the September 16, 2021, meeting minutes. Sayde Walker seconded. Minutes approved. Madeline Olson made a motion to approve the budget report as submitted. Teresa Rivenes seconded. Budget approved.

Director's Report: Please see attached October 2021, Director's Report.

- The cost to repair damage caused by the vehicle that ran into the side of the Tillamook County Library (\$18,000), will be reimbursed by the insurance company. Repairs have been completed.
- Beginning November 1st, all branch staff will work 40 hrs./week
- Expanded branch hours may be adjusted to comply with (Bureau of Labor and Industry) BOLI/union rules and regulations.
- Garibaldi and Bay City Branches are raising salmon in fish tanks. Salmon fry will be released into local streams around Thanksgiving. The branches may need to close for a couple of hours when it is time to release the salmon fry into local streams.
- Hotspots check out for a week. Kristi Hanson told about a family who purchased a \$20 temporary card so they could check out a hotspot. They were very happy.
- Geri and June are working together to create consistent and recognizable signage inside all Tillamook County Library branches.
- Wi-Fi usage data will be unavailable until the new/upgraded Wi-Fi system has been installed.
- If any of the furniture at the North Tillamook Library in Manzanita is going to be discarded, the North Tillamook Library Friends would like to be notified prior to removal.

Financial Analysis Update: Tillamook County librarians are being paid at current market rate in comparison with other select libraries. Library assistants are being paid below market rate. Mr. Short and Tillamook County Treasurer, Shawn Blanchard, have indicated an increase in pay for library assistants would not require a higher levy rate amount.

Tim Josi reviewed the assumptions in Mr. Short's email (10/15/21) and compared them to recent actual expenditure percentages from Shawn Blanchard, Tillamook County Treasurer. He also looked at inflation projections from the Federal Open Market Committee and Janet Yellen. The ending balance in June 2022 is estimated to be in the 1.9 million to 2.1 million range. Typically, a 'carry forward' balance of about \$1.3 million is needed to pay expenses at the beginning of the following fiscal year until tax payments are made in November. He feels the assumptions used were inflated and is concerned about raising the levy rate if over 4 million dollars will be left in the bank at the end of the next levy cycle.

Betsy Chase asked about maintaining current services. Evening hours, 7pm-9pm, will be eliminated at all library branches. The total number of open hours at Main will be reduced but open hours at the branches will be increased slightly. Geri stated that increased hours and full staffing levels are sustainable within continuation of a .65/\$1000 rate. Additional services like faxing, copying, notarizing and passports are being added.

Mary Faith Bell will ask Denise Vandecoevering, Tillamook County Assessor, to show historic yearly revenue growth from new construction. Geri will give Mr. Short the following updated assumptions to plug into his projections. New projections will be shared at the November board meeting.

1. Assessed valuation growth updated to 3%.
2. 2% annual growth in non-personnel operating costs.
3. 3% annual growth in personnel costs.
4. 2.5% inflation rate.

Betsy Chase asked board members to share their thoughts about levy rate options. Most of the board lean toward .65 per \$1000 while still requesting further calculations (above). Ruth reminded the board of a 10% cut to the programming budget that occurred several years ago. She supports .70 per \$1000 to keep pace with expenses after 15 years at .65/\$1000. Several Board members asked what .66 or .67 cents per \$1000 would gain in revenue. Due to savings in Personnel Services during the pandemic, Geri plans to move \$500,000 to the Reserve Fund for major maintenance/replacement expenses of the Main Library building. Mary Faith feels the community would respond well to a levy rate of .65 per \$1000 with the understanding/messaging that continuing at the current rate will be very tight. Betsy Chase requested Geri to ask Mr. Short how much additional revenue will be generated if the levy rate is increased to .66/.67 per \$1000.

Strategic Plan: Bill Landau created two informational flyers, *Tillamook County Library Strategic Framework 2021-2022* and *Objectives Through 2022*. Kelsey Sutton-Martinez added a library use calculator to the TCL website which will allow patrons to calculate how much money they saved checking out library materials. Penny Hummel will be reviewing the flyers and making suggestions. Betsy Chase asked board members to become familiar with the *Strategic Framework* content as they are key communicators with the public. Additional discussion at a future Board meeting may be helpful to clarify understanding.

Foundation Update (Ruth LaFrance): The Maxwell Library Park west perimeter wall has been completed. Funds for the wall were provided by a TLT grant. A meeting was held on Monday, October 18th, to start planning the labyrinth portion of the park. The Foundation has generously agreed to purchase gingerbread cookie decorating kits to distribute to patrons in December. Kits will be available at all library branches. A variety of items donated to the Foundation (several quilts, youth hostel dollhouse, etc.) will be for sale on top of the reference stacks, November 29-December 3rd. Ruth LaFrance will talk to June Ekborg about making a flyer for the event.

Commissioner's Update (Mary Faith Bell): A communication committee has been formed. Members include Penny Hummel, Sayde Walker, Betsy Chase, Ruth LaFrance, Geri Godber and Mary Faith Bell. Board members may contact Geri if they'd like to participate. The group intends to meet remotely on Tuesdays at 1pm. A key message was selected to focus and align all communication: *Libraries Transform Lives*. To illustrate this message, Board members were asked to write a short paragraph explaining how

libraries have transformed their lives or the life of someone they know. Stories about how TCL has made an impact during the pandemic are especially of interest. Stories may lead to short video clips, quotes, additions to the e-newsletter or newspaper column; to broaden understanding of all the ways *Libraries Transform Lives*.

Tillamook County is coming out of the surge, but anxiety and tension levels are ramping up. Last week there was a 5.8% COVID-19 test positivity rate. This week it is back up to 7%. Urgent care visits have increased, and hospital beds have been converted into a COVID-19 unit.

Flood season is upon us. Strong candidates have applied for the Tillamook County Emergency Manager position.

Next Board Meeting: November 18, 2021, 12:00pm.

Public Input: none

Adjournment: 1:37pm

Sincerely and respectfully submitted,

Sarah Beeler

Edited by Betsy Chase.