

Tillamook County Library in Person/Virtual Board Meeting, November 18, 2021

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

Commissioners Present: Mary Faith Bell (N)

Library Staff Present: Geri Godber (Y), Kristi Hanson (Y), Lissa Glidewell (Y)

Guests Present: Ruth LaFrance

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

Minutes and Budget: Tim Josi made a motion to approve the October 21, 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 November 2021, Director's Report.

- In reviewing the stats for October, the Board requested that 2019 statistical information, including circulation, be incorporated going forward to gauge current library use against pre-pandemic use.
- Beginning November 1st, all branch staff will work 40 hrs./week
- Currently, there are 10 vacant positions at the library. Two postings close at the end of the month and one on December 2. Geri expects to hire in a group for vacant positions and train by January.
- Kristi and Geri are covering positions and staff is being flexible in filling in as needed in the branches.
- A follow-up question about previous Pacific City security concerns was raised. Geri confirmed that activity has slowed, and the two main culprits were banned from the property. Did not have to turn-off wi-fi, but no people or cars are allowed overnight.
- Hotspot check-out runs on Verizon/T-Mobile network, a monthly fee for the library. Currently 21 are available for check-out. There is no security deposit. Geri confirmed no usage outside of the US. Circulation of hotspots will be added to statistics in future reports.
- The annual Oregon Public Library Statistical Report/Survey was completed by Geri. Information gathered by the survey includes personnel, financial, circulation, materials, programming, building and facility usage.
- The Oceanbooks conference will be virtual with a tentative date of Friday, February 18, 2022. The Library will be closed the entire day with Staff training in the afternoon.

Financial Analysis Update/Discussion: Betsy noted that because TCL prepares a five (5) year budget to be funded by the voter-approved serial operating levy, \$1.5 – 2 million is needed at the end of each year's balance to be carried forward to fund library operations before property taxes are paid in November. She also reminded the Board that it is necessary to keep a reserve fund for on-going maintenance of the Main Library.

Tim Josi stated that the most current projection shows that the \$.65 rate will be adequate with a 2027 end balance of \$4.1-\$4.8 million.

Geri prepared and presented to the Board a chart (Revenue vs. Assessed Value) showing actual revenue over time while the operating levy had a rate of \$.65. While the rate remained the same, growth in the county and, therefore, the tax base, increased actual revenue from year to year. Data was provided by the County Assessor.

Betsy asked Geri to remind the Board of revenue sources in addition to the levy which accounts for 95% of funding for TCL operations. Those other sources total less than \$150,000 per year and include:

- Fees for lost items \$8k per year
- State Grant—Summer Reading Program for about \$5,000 per year
- Fees paid by Oceanbooks partners (offset in Oceanbooks expenses incurred by TCL in hosting the network)

Tim Josi: Motion to recommend, to the Board of Commissioners, a rate of \$.65/\$1000 property valuation for next five-year levy, upcoming in May 2022. Sayde Walker seconded the motion.

Discussion: Betsy Chase highlighted the recommendation from Commissioner Bell, Library Director Godber, Library Board Chair Chase, and Library Board Vice-Chair Walker. Geri Godber elaborated on extended services as listed on sheet, and that the rate would support all listed services. This rate will allow for services to return to pre-pandemic levels as well as for expansion of services.

Tim Josi asked about other May 2022 ballot issues. Thus far, the following are expected to be on the ballot with the library levy: TBCC bond, Veterans, (both for voters county-wide) and the funding for the Bay City Fire Department (only for Bay City voters).

Based on historical information prepared by the County Assessor and Geri showing the increase in revenue as the tax base has grown, Board members expressed additional comfort that \$.65 will continue to support current service levels. However, concerns about the unknown rate of inflation in the coming five years was expressed.

A role call vote was taken. All members present voted yes on the previous motion. While Jon Orloff was not present, he expressed his support via email (see attached for the record). The Board's unanimous recommendation to continue the current levy rate will be forwarded to the Board of Commissioners. Geri will inform the Library Board of the date when the recommendation and discussion will be on the BOC agenda so that Library Board members may attend.

Maintenance Study: Architect Rich Turi completed a Maintenance Review for the Main Library detailing necessary regular maintenance and likely future major expenses that need to be budgeted by TCL. A copy will be stored electronically, and hard copies given to both Kevin Jolly (County Maintenance Supervisor) and Laurie Caspell (library custodian). Major costs for the next few years include exterior repainting and deferred maintenance estimated at \$165,000. In the next 5-10 years, about \$180,000 is needed to repaint the interior which has not been done

since the building opened 15 years ago. Cost estimates in the report are good for 1-year and will need to be updated after that. Sarah Beeler, retiring Main Manager, was thanked for her contributions to the report.

Move to accept the Maintenance Review as presented by Teresa Rivenes, seconded by Madeline Olson. All in favor.

Strategic Plan: Betsy Chase submitted possible edits to the current draft of the Strategic Framework, including that the financial page be held until after BOC action on the levy rate. Geri asked to be emailed by other Board members with their edits or suggestions. Madeline noted that none of the photos in the draft had pictures of men or boys and suggested changes be made to reflect serving everyone. Geri will forward all suggested edits to Penny Hummel, communications consultant.

Geri discussed the scope of Penny's work. Penny Hummel will oversee:

- Drafting ballot language
- An update of the Library Frequently Asked Questions
- Presentation and talking points for public meetings
- Factual Library communication materials
- TCL Communication Workplan/Calendar
- Annual Survey and analysis of the results

Foundation Update: Ruth LaFrance handed out a diagram of the possible Labyrinth design to be installed in the park. Once the design and size are finalized, all the labyrinth blocks will be made at once. The size will be 30 feet in diameter with expected completion by the end of Summer 2022. Ruth described potential programming once the Labyrinth is complete; e.g. use by mental health services and a traveling program about Labyrinths to the branches. Planting beds next to the wall will be four (4) feet wide. Items for the Foundation fund-raising sale will go on display Nov 29th-Dec 3rd in the reference area, with sales available 9am-5pm. June Ekborg made a flyer and display board for this event. There is no Foundation Board meeting until January.

Commissioner's Update: Commissioner Bell is attending a State Conference; no update.

Annual Survey: Geri and Betsy reminded Board members that the survey is now available both on-line at tillabook.org and as paper copies in the branches. All were asked to complete the survey and to encourage others to take the survey before December 10th.

Next Board Meeting: Thursday, December 16, 2021, at 12:00 p.m. The meeting will be held in-person with a virtual option if needed.

Public Input: none

Adjournment: 1:14pm

Sincerely and respectfully submitted,

Lissa Glidewell