

Tuesday, October 22, 2024
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

Silver Falls Library Program Room
410 S. Water St., Silverton, Oregon

Board Members Present:

Ingrid Donnerstag
Dmitry White
Nancy Miller
Michelle Sanguinetti
Megan Smith

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Board Members Absent:

None

CALL TO ORDER

Chair White called the meeting to order at 5:31 p.m.

REVIEW OF AGENDA

No changes

APPROVAL OF MINUTES

Typos

- Page 2 – Should read “why have we spent”.
- Page 4 - Missing space “#5of”.
- Page 5 - Missing period.

Motion: To approve the September 24, 2024 Board Meeting minutes as printed/circulated (Motion by: Dmitry White. Second by: Ingrid Donnerstag).

Vote: Unanimously in favor.

FINANCIAL REPORT, SEPTEMBER 2024

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of September 30, 2024)
2. General Fund Statement of Cash Receipts (as of September 30, 2024)
3. General Fund Statement of Cash Disbursements (as of September 30, 2024)
4. Check Register – Citizen’s Bank (September 1-30, 2024)
5. LGIP Account Statement (as of September 30, 2024)
6. Purchase Order – Visa (closing date August 21, 2024)
7. Journal Entries (as of September 30, 2024)

STATEMENT OF CASH DISBURSEMENTS

Question - Why do we pay both T-Mobile and AT&T? AT&T provides service for a Chromebook, and we pay T-Mobile for service for our hotspots. We kept one Chromebook to use at events, etc., but

we'll probably end up cancelling all but one of the T-Mobile hotspots after we get the CCRLS hotspots.

Question – What is the payment to Loren's? It is for the annual service contract.

We are at 20% of total disbursements budgeted for the year with 25% of the fiscal year passed, so that's good.

Motion: To accept the SEPTEMBER 2024 Financial Report as presented, including checks #17832 through and including #17857, and all EFTs, for a total of \$99,318.98.

(Motion by: Megan Smith. Second by: Dmitry White).

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS*

None.

**Public comment is limited to five (5) minutes if there are three participants or fewer, and limited to three (3) minutes if there are four or more.*

OLD BUSINESS

1. C-REP Award – next steps

Jason Knause from C-REP just sent Christy a link to the recording for the webinar that Nancy and Stacy attended on October 10 and 11. Megan was unable to attend, so Christy will forward the link to her. During the webinar, Jason talked about why other organizations were not awarded the Construction Grant. Only 2 of the 24 Planning Grant awardees in Round 3 went on to receive the Construction Grant. He emphasized the Community Impact section, and recommended utilizing the scoring rubric for the Construction Grant. It may be beneficial for the Community Impact section if a board member joined the emergency response committee, currently run by Sustainable Silverton.

The C-REP website has lots of examples of awarded summaries. We can use their documents to help guide us. Other recommendations included emphasizing the Equity section, following directions carefully, reviewing the scoring criteria, saving all receipts, and submitting the application to ODOE for review before finalizing. Jason also emphasized using minority-owned businesses as much as possible. Energy Trust of Oregon has a supplier diversity program, and Christy is aware that the Department of Administrative Services has resources to help identify those businesses.

The 22 applicants who were not awarded Construction Grants in Round 3 will likely apply again, so Round 4 for construction will be competitive. It is unclear whether we will need a grant writer to help, but Nancy and Megan expressed willingness to work with Christy wherever needed. We may need a project manager more than a grant writer to keep us on track. We set aside \$7,000 in this budget year in case we need help. The 6-month timeline will go quickly.

Christy will send a press release to Our Town for publication in the next available issue. Megan saw a sample press release in the C-REP materials that Christy can use when writing ours. Nancy suggests following their wording as closely as possible. Christy will also delegate a list of action items for Nancy and Megan as this project is a significant amount of work and should include board participation. Christy will approve everything before it's submitted.

We didn't realize that after the initial 30%, the remainder of the funding will not come until the very end of the project, so we will be using *Contingency* funds until we are reimbursed. This may also be true with the Construction Grant, so we should have a plan for that too. If we start right away, and work quickly to possibly finish in fewer than 6 months, the reimbursement may come within this fiscal year. Our budget already includes an income line for *Other Grants*, but Stacy will add an

expense line for the Planning Grant.

NEW BUSINESS

1. Review Strategic Plan Progress – Develop draft ideas for new goals

To provide background material for the Board’s discussion, Christy sent an email to Ross Fuqua at the State Library, asking about the trending of the District’s circulation numbers from 2019 to the present. The email read *“We’re trying to make sense of our circulation trends over here at the Silver Falls Library District. We did a comparison with other CCRLS libraries, and we see very similar rises and falls by post-pandemic year. In 2022 we had 88% of our (pre-pandemic) 2019 circulation, and 86% in 2023. So far this year, we’re at about 69% of what we had in 2019. The date range on the 2024 stats is just through 10/20 so I don’t know yet what the remaining 70 days of this calendar year will reveal to us, but fingers crossed it won’t be lower than the 86% from last year.”*

“A couple of questions for you: Was there any change to the way circulation statistics were reported on the SLO public library report during the 2019-to-present-year time period? Do you have any idea why there was a peak for so many of us in 2022 and now there’s a tapering off? Obviously, curiosity is driving this, in addition to wanting to have information for our board.”

Ross replied *“These are excellent questions. And the overall trend you’re seeing with your library’s circ trends is fairly spot-on for a lot of public libraries as well. The fact that you were seeing an albeit small increase in your overall circ from 2015 (pandemic years notwithstanding) is a bit of a “bright side” for Silver Falls. Some of our libraries’ circulation peaked around 2011/2012 and they have seen a steady decline since that time. This is especially true of our larger, urban libraries like Multnomah County and Salem.”*

“Many libraries in Oregon have had a decent circ rebound back to pre-pandemic (FY2019-20) numbers, but only when you factor in circ on both physical and electronic materials. (We only started collecting e-content circ data in 2015, but otherwise our data points and guidance for reporting circ have not changed in recent memory). Although the [most recent national Public Library Survey data](#) available from the IMLS right now is FY2022, I suspect what we are seeing in Oregon will mirror national trends, too. It’ll be really interesting to see what the Oregon FY2023-24 data looks like when I’m able to finalize it in January. I don’t have any super-scientific answers as to why circ might be going down, although I think that as library budgets get squeezed due to rising labor and other costs, the collections budgets naturally suffer. And that could, in turn, be having a negative impact on circulation. That’s just a hypothesis, though.”

Christy replied by email that our materials budget has been flat since 2019, while the costs of everything related to those materials – from the books, the processing materials, and the labor - have gone up. This information indicates that our library is doing pretty well and within trends for Oregon and the other CCRLS libraries. Two spreadsheets showing circulation and program numbers were distributed.

How do people get information about what the Library offers and how to access it? We send a monthly email newsletter to patrons, and use our website and Facebook page to promote programs. Information is also spread through word of mouth and by staff members educating new patrons. Dena, the Youth Services Librarian, uses Parent Square to reach families of students in the district, and visits classrooms and schools in the leadup to Summer Reading. School librarians also help, but the school district only has one part-time librarian for the whole district right now. Standing programs are published in the Our Town calendar, as are special events, and an article is occasionally printed about special library events. Hanging a banner across Main St was suggested, but the City has indicated that program is ending after their cherry-picker is out of commission and not budgeted for replacement. The next Strategic Plan should include survey questions asking where people get their

information and how they would like to get it. Including a raffle and a QR code may increase survey participation.

When does the current Strategic Plan end? In 2025, but the timing of its sunset within that year is undefined. Upcoming events and projects like the solar project will affect what is included in a new Strategic Plan. Penny Hummel suggested that we review our plan toward the end to see where we are and where we want to go from here, what we have accomplished and the most important things we haven't done yet but want to. Figuring out how to "land the plane" can help us decide what to carry forward.

Do we want or need a new Strategic Plan? The argument against a new plan is that we are "doing good library stuff very well," but a plan is a way to refocus and also provide continuity, to decide where to put disproportionate focus outside of our regular library operations. We also have some big and important issues and projects coming up that will require a lot of staff and board time, like the solar project and parking lot negotiations. We do not want to begin creating a new plan without looking at what we've accomplished and what still needs to be done, especially if we are considering hiring a consultant again.

What about the financial impact? Financial sustainability should be part of any new Strategic Plan. While we may want to address the plan after completing the solar project, we will want to know the financial requirements needed to realize our goal. Any elements of the new plan that have costs attached will need to be decided and included in the budget planning for that year.

What do we still want to accomplish from the existing Strategic Plan? Library of Things collection, archival project (which will be expensive), solar project. The Library of Things may have grant funding opportunities from Marion County. A new community survey, as part of a new Strategic Plan, could ask what people would want in a Library of Things collection. Reviewing our previous goals to see what can be added or changed could be done over a series of board meetings to see which goals need more work, which are completed, and which are going nowhere, and then decide if we are still interested in pursuing those goals.

How do we proceed from here? The revised Public Library Standards can help to guide some new goals. When Christy introduced the 2018 Standards to the Board, they went through them a chapter at a time and reviewed where we have deficits. This process was the beginning of the current Strategic Plan, and could be a great way to start visioning what we want to prioritize in a new plan. In future board meetings, we can discuss each goal of the current Strategic Plan, and also each section of the Public Library Standards, with the hopes of completing that process before the end of 2025, so that we can decide if we want to hire another consultant before budget planning begins for fiscal year 2026-2027. The Board plans to start with Chapter 1 of the standards at the January meeting. Stacy will print hard copies of the standards for the Board.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- Beginning within a few days, the library will offer some basic office tools near the photocopier including a stapler, stapler remover, and three-hole punch. These are the items patrons most commonly request when using the photocopy machine. These items will be tethered to the desk. Patrons will still need to request using scissors or tape at the reference desk.
- Next week 150 Wi-Fi hotspots supplied by CCRLS will be distributed throughout the libraries. Silver Falls Library will receive 8 to start with. As these are CCRLS-owned items, they will be requestable by any cardholder in the three-county system. Our library currently pays for four hotspots from T-Mobile, and they are checked out and have waitlists all the

time. We will see how the new hotspot distribution is working and then decide whether to reduce or eliminate our own hotspot contracts. We had only budgeted to have them for one or two months into this current fiscal year but there have been many delays in getting the CCRLS-deployed hotspots because the administration wishes to utilize three software platforms to manage them, and there have been glitches in getting the different software platforms communicate. To have systemwide hotspots again meant paying for it out of the existing CCRLS budget as the first round were obtained and deployed with AARPA funding. This meant that libraries had to vote to give up online subscriptions to The New York Times, Consumer Reports, and a DIY video crafting platform called Creative Bug. We hope these adjustments to services work out. The attrition rate for hotspots is high – sometimes up to 50% - even though the hotspots get turned off remotely once they are a day overdue.

- Hopefully you noticed that our most recent monthly library newsletter was sent by Silver Falls Library District rather than CCRLS. A small victory. Next is personalized welcome messages to new cardholders from that same platform.
- Our newest Circulation Department employee Shawna Pantzke has agreed to wear a button that says “Hablo Español.” She has already helped several patrons and conducted full transactions in Spanish.
- The “phantom checkout” problem we were having at the circulation counter has – we think and hope – been solved. According to Bibliotheca, the manufacturer of the RFID software, checkout pads and security gates that we use, a prior firmware update had failed, and there were also irrelevant files on the machine that were causing issues. It has been a week since the updates and adjustments which were cofacilitated by CCRLS and Bibliotheca staff, and so far, there haven’t been any phantom checkouts. Fingers crossed. This was a very stressful period for us as it could easily cause harm to our reputation regarding accuracy and it was scary for staff when it happened.
- Chess for Success in its 3rd week, and we are showing an increase in circulation on those days.
- Starting this month, on the last Tuesday of the month, Dena is hosting a library program for the Mainstay group. Today was a Halloween craft. Mainstay is a program for post-high school developmentally challenged young people.

Challenges:

- In a recent billing with our auditors, Isler out of Eugene, we were charged \$1K more - \$12K rather than \$11K - than what we had both budgeted for and had been led to believe our bill would be. When we reached out to Cody Savey at Isler he said that our audit had taken more time than anticipated. We replied that the amount of time they were spending with us had been decreasing each year so we were surprised to hear it was more complex. Cody replied that Isler had underbid our service and that they were taking a loss because of it. Our contract with Isler is for three years and they just completed their third audit. We could reup the contract with the knowledge that the price tag will automatically be significantly higher, or we can go back for an RFP for services. There are advantages and disadvantages to either choice.
- If you are following along with SDAO’s newsletters, you will see that it is STILL undecided about whether the Oregon Ethics Commission will allow SDAO’s training to qualify. We hope so because if not, you’ll have to spend significantly more time undergoing yet another ethics training and we don’t know if it will be offered virtually as well as in person. A reminder that the onus for completing this training is on the individual board members who

can be fined by the OEC for noncompliance. I know that as soon as SDAO gets word, they will let us all know right away.

- In September I sent out an email to around 15 different Spanish language or Spanish language adjacent educators inside the Silver Falls School District asking them to post flyers about our Spanish language collection in their classrooms, libraries, or hallways, along with small quarter sheets for students to take home to their families. Only one teacher responded. Tina, Dena and I are going to reconvene this week to come up with another strategy, hopefully using Parent Square from the schools to get out the information about our great collections.

Changes:

- We have made a couple of procedural changes. Procedures are steps that comply with policy but that may change over time as technologies and needs evolve. We have updated our proctoring procedure and our program room application for ease of understanding and use.
- We have recently learned that our Safety Committee must meet monthly rather than quarterly as OSHA has decided that libraries no longer qualify as office environments as they have too many other activities and services going on. There are some updated trainings about safety committees coming up for free via SDAO.
- Our non-fiction DVDs – things such as how-to videos, documentaries and travelogues – are now intershelved with the print non-fiction. This allows patrons to see a variety of materials on a subject and has also increased our shelf space for the adult Spanish collection. The project of moving the items is about 75% complete as all DVDs had to have a new, easy-to-see, yellow “AV” sticker placed on the items/spines.
- LGIP interest rate has gone down from 5.15% to 5.0% starting October 23rd.

Building report:

- Stacy and I are going to review the bids for the enclosure of the study carrel space as well as soundproofing of the original study room by the end of this week and then choose a contractor based on scoring criteria.
- In the new books section at the back of the library there were four padded benches that have been there since the 1990s. They were comfortable for those who could utilize them. However, for people with walkers or wheelchairs, they were very difficult and not ADA compliant. These benches have now moved to another part of the library and have been replaced with four stools the same height as the benches that can easily be moved with a foot or other object as they have hidden wheels underneath. Hopefully this will solve the problem of people having a place to sit while they browse the new books, including people with disabilities. As a bonus, both staff and volunteers have said that the new setup makes shelving materials much easier.

Reminders

- There will still be an upcoming City Council meeting regarding the partition of the property and the parking lot issues. As soon as I hear anything from the City, I will let you know. The meetings are always going to be on a Monday night.

Miscellaneous

- The director used 3.5 hours of sick leave in September and 2 hours of vacation leave.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- 1. Policy updates: Collection Development Policy, generally
- 2. Next regular meeting Dec 3 at 5:30 with an executive session to discuss real estate transactions

ADJOURNMENT

Motion: To adjourn the meeting at 8:13 p.m.
(Motion by: Dmitry White. Second by: Michelle Sanguinetti).
Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, December 3, 2024 at 5:30 p.m. in the library program room.

Approved: _____(date)

Dmitry White
Chair, Library Board of Directors
Silver Falls Library District