

**Tuesday, August 27, 2024**  
**LIBRARY BOARD MEETING**  
**SILVER FALLS LIBRARY DISTRICT**

Silver Falls Library Program Room and via Zoom  
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:**

None

**Board Members Absent:**

None

**CALL TO ORDER**

Vice-Chair Donnerstag called the meeting to order at 5:35 p.m.

**REVIEW OF AGENDA**

No changes

**APPROVAL OF MINUTES**

**Motion:** To approve the July 23, 2024 Board Meeting minutes as printed/circulated  
(Motion by: Michelle Sanguinetti. Second by: Nancy Miller).

**Vote:** Unanimously in favor.

**FINANCIAL REPORT, JULY 2024**

The Board received and reviewed the following reports:

1. Balance Sheet (as of July 31, 2024)
2. Budget Vs Actual 2024-2025FY (as of July 31, 2024)
3. Check Register – Citizen’s Bank (July 1-31, 2024)
4. LGIP Account Statement (as of July 31, 2024)
5. Purchase Order – Visa (closing date July 19, 2024)
6. Journal Entries (as of July 31, 2024)

The reports look different due to the switch to QuickBooks online in late July. The Board prefers the old format. Stacy will switch back for next month’s reports.

- **Question** – What is the \$7,430.57 transfer from Marion County Treasurer showing on the LGIP statement? – That is the tax revenue collected on our behalf for July.
- **Question** – Where is the vacation leave cash out recorded? That happened before June 30 so it doesn’t show on this fiscal year’s reports. The amount was less than anticipated because several staff members who were eligible for a cash out chose to take the time off instead.
- **Question** – Why is there spending for the JH Eldred Foundation grant but no income showing? The grant was received in the last fiscal year, but we spent the remaining funds in July.

- **Question** – Is the payment to Nationwide Retirement Solutions for the new retirement benefit option? No, it’s the old one. Several staff members have expressed interest, but no one has signed up for the Oregon Growth Savings Plan yet.

**Motion:** To approve the JULY 2024 Financial Report as presented, including checks #17772 through and including #17806, and all EFTs, for a total of \$93,394.63.

(Motion by: Ingrid Donnerstag. Second by: Dmitry White).

**Vote:** Unanimously in favor.

## **PUBLIC PRESENTATIONS**

None.

## **OLD BUSINESS**

### **1. Review changes to the Request for Reconsideration form**

Stacy tried to capture all changes requested at last meeting.

- Change language of Eligibility Rule #2 and the “Please Note” section so that they match.
  - Eligibility Requirements should read “Requestor must be an adult resident of Silver Falls Library District and registered SFLD card holder or a CCRLS Basic Card holder who has established SFLD as their home library.”
  - “Please Note” section should read “The Silver Falls Library District only reviews requests for reconsideration of content from adult SFLD card holders who reside within the District, or CCRLS Basic Card holders who have established SFLD as their home library.
- Change Eligibility Rule #5 to read “A fee may be required for consideration of more than 1 request in 12 months.”
- Delete the last sentence of #2.
- Switch the order of #2 and #3.
- Change #8 to read “Is there anything else you would like for us to know about this library content?”
- Change final sentence to read “A copy of this request form, with personally identifying patron information redacted, will be mailed to the Oregon State Library’s Intellectual Freedom Clearinghouse.
- Update date of revision when complete.

## **NEW BUSINESS**

### **1. Review Circulation Department request for an increase in cash drawer balance**

The Board finds this a reasonable and low risk ask to facilitate good customer service.

**Motion:** To increase amount kept in the Circulation change bag by \$20 in the amounts and denominations requested.

(Motion by: Dmitry White. Second by: Nancy Miller).

**Vote:** Unanimously approved.

### **2. Financial review of library’s fiduciary practices and status**

Since the Inez Green bequest was received in 2011, the Library’s Boards and Budget Committees have intended for those funds to be gradually spent down on needed infrastructure projects and expanded hours as noted in provided excerpts from the Budget Committee Meeting minutes in 2014, 2017, and 2018. The Library has been using the funds for those purposes over the

years, and careful investment and budgeting has allowed us to retain \$400,000 (the approximate amount of the bequest) in the *Unappropriated Ending Fund Balance* line, which is the amount set aside each year to cover expenses for the period between the end of the fiscal year in July and when property tax revenue is received in November. This is different from the \$150,000 in the *Contingency* line, which is more like a rainy-day fund to cover unexpected or emergency expenses. The bequest was unrestricted at the time it was received, and went into the *General Fund*, which benefits the Library, but has been confusing for subsequent Budget Committees, and the members ask about it at their meeting almost every year.

Inflation increases *Personnel* costs, as the Library tries to increase wages accordingly, but inflation also increases our *Interest* income. Changes are coming in the form of decreasing interest rates, and more houses and businesses on the tax rolls. The formula-based reimbursement payments from CCRLS may also be changing, but CCRLS Director Doug Yancey thinks they are more likely to be codified as-is, rather than modified. An automatic materials handling system at CCRLS may decrease the staff hours needed to manually sort these items at member libraries. The price of most things is going up, but technology costs may go down. It is good to have both the \$150,000 *Contingency* fund and the \$400,000 *Unappropriated Ending Fund Balance* and still operate without needing loans to get through the period between July and November.

The discussion was helpful for Board Members (who are all in their first terms), to know the history of the funds, where the Library stands and what is needed. Future bequest funds may be restricted if it is beneficial to the Library. It may be time to wrap up the Inez Green bequest in the next budget message so that Budget Committee members can see the benefits the bequest has provided for the Library and the community with expanded Library hours and infrastructure projects. The Strategic Plan renewal is also coming up and could include marking the 15<sup>th</sup> anniversary of the Inez Green bequest with a press release about its legacy and legacy giving in general.

### **3. Policy manual updated to reflect State of Oregon's changes (effective January 2024) to government procurement law – formal vote**

The State of Oregon's procurement law amounts have increased effective January 2024.

**Motion:** To adopt changes in Policy Manual Chapter 3 as presented.

(Motion by: Dmitry. Second by: Ingrid Donnerstag.)

**Vote:** Unanimously passed.

## **LIBRARY DIRECTOR'S REPORT**

Good things:

- The library's Summer Reading Program (SRP) is wrapping up this week. By the end of July, 200 of the 698 youth who signed up for the program had completed all the tasks and they have until the end of this month to turn in their reading logs. In August there were 424 attendees at our youth programs. Our adult program capped off at 91 participants, which is higher than usual, as it normally has about 10% of what the youth program gets. Since the beginning of SRP on June 6<sup>th</sup>, we've made 275 new library cards. This has been incentivized by the free entrance to the Oregon Garden with a library card on storytime days. Dena worked with the other libraries in CCRLS to get them and their families with youth involved as well.
- For our next electronic newsletter, the FROM line should read Silver Falls Library District rather than CCRLS. Christy worked with Doug Yancey from CCRLS, Brian Miles from City of Woodburn IT, and the newsletter vendor, PatronPoint to get the necessary changes made. Now that messages will originate from our domain name server, we can start sending new patrons a welcome email and use the platform for other tailored messaging.

- Our August 1<sup>st</sup> artist reception for artist Peter Erskine and the library's solar art installation was a success. We had about a dozen people for the documentary film about Peter's work, and then about that many more people joined afterwards to tour around the library, looking at the prismatic light while Erskine told stories and answered questions. There was a nice write up about Erskine and his art in Our Town on July 31<sup>st</sup>.
- The Friends of the Library book sale was the most successful one we've had in years, and certainly the best one since I've been here. The Friends made over \$1,700. Not having the Silverton Arts Festival did not appear to negatively impact the sale, which is a relief. The Friends are currently earning good interest on a CD at Umpqua Bank and bringing in money daily from sales off the spinners, and button board, and quarterly payments from books sent to Better World Books – an online book reseller that gives back a percentage of sales. The Friends are currently without a president. The next meeting will be Wednesday night, September 4<sup>th</sup>. The Friends have moved their meeting time from the 4<sup>th</sup> Wednesday of the month to the 1<sup>st</sup> Wednesday of every other month: January, March, May, July, September, November.
- The new Paralyzed Veterans of America office that moved from Salem to Silverton, came and picked up the two desks that were superseded from our Reference area upgrade. We are happy that they are to be used at a local non-profit.
- Yesterday, Cody Savey and Jessica Osborn were here from Isler Accounting in Eugene to wrap up their field work with our fiscal year 2023-2024 audit. Stacy had sent them so much of the requested material in advance – by uploading documents through their secure portal – that there was not much left to cover except for the random testing through pulling documents that occurs during face to face field work. Board Chair, Dmitry White came by to answer the auditors' questions in person. Isler thinks they should have their report to us by the October meeting.

#### Building report

- Tomorrow, former board member Michael Milhausen is coming to the library with his friend and neighbor, master carpenter Chris Cadwell. The two of them have built a model for a stand to hold a piece of the original burr wheel from the Fischer's Flouring Mill. We hope to get that installed before too long and are pleased to have this historic and place-specific artifact to add to our landscaping.
- On September 9<sup>th</sup> at City Council, it will be brought forward that the entirety of the City parcel that is to be subdivided must be surveyed. It is likely that the October 21<sup>st</sup> meeting of City Council will involve Library District participation.
- Christy spoke with City Manager Cory Misley at the City on Thursday, August 22<sup>nd</sup>. They discussed the upcoming City requirements for parceling the land. Cory mentioned that the library was certainly entitled to ask for money regarding the parking lot. The original purchase price of what was called the A & W parking lot, adjacent to the Oregon Department of Defense building (the Community Center) at 421 S Water, was \$215,294.15, in October 1996, just one month after the groundbreaking for the library's addition. Of that amount, the District paid \$88,150, which is 41%. Without an appraisal, it is difficult to know the current value of the parking lot.

The cost of getting the new parking lot up to a decent level for service, includes patching, resurfacing and restriping it, as well as getting additional lighting for the lot and signage. This has been budgeted for in the current fiscal year at \$12K. The additional vegetated land in the

parcel splitting deal will also create a monthly increase in our landscaping contract, anywhere from an additional \$600 to \$1,200 annually – we are still waiting for a quote requested from Garden City Landscaping in June. The District may also opt for a security camera on the lot as there was one at the Community Center lot and the cost of this isn't yet known.

#### Reminders

- Sometime in the month of September, we'll receive word on whether the Community Renewable Energy Program (CREP) will reward our District the Planning grant for solar installation. There are several things to keep in mind should we receive this funding.
  - Expenditure of the funds and keeping the project in alignment with requirements is on a tight timeline, with all aspects of the grant completed within six months of signing the performance agreement. First, we must sign a performance agreement with ODOE, which could happen at the September Board meeting. By mid-October, we need to have met with local stakeholders for input about the project, placed ads in Our Town, on our website and social media, and in our newsletter to invite citizens of the District to a meeting to discuss the project and listen to community feedback. By late October, we must work with the State's office of Administrative Services to submit an RFP for the Feasibility Study (much of which has already been outlined by a sample) and make certain that the RFP gets to underrepresented and minority vendors. Mid to late November RFPs are due for review and reward to the vendor/firm. By early December, we meet with the awarded firm and schedule the assessment work for later December or early January, including having select community stakeholders present at that meeting. In January and February, there will be subsequent meetings with the contracted firm for preliminary design, load analysis, structural analysis and multiyear attrition analysis. In February we should receive recommended product data sheets, models, preliminary designs, and all other product deliverables.
  - Keep in mind that the District must pay for these services upfront and then be reimbursed by CREP/ODOE. As discussed prior to the grant submission, these funds would come from our Reserved for Future Expenditures line item and then be refunded to that line item upon receipt of CREP reimbursement. Our ask for this project is \$47,660. Upon signing the performance agreement, we are eligible to receive 30% of that amount, which is \$14,298. We have budgeted for \$7,000 worth of incidental expenses related to this project as well.
  - If the Feasibility Study comes back positive, we must have our grant for the Construction award from CREP ready to submit by early May of 2025. I will need help with this as it's out of my wheelhouse. We need to talk about contracting with someone to help me write it. Another thing that will be an expense if we do get to move on to the construction phase is that this will require the work of an accounting firm to track and confirm all expenditures. Isler is willing to take it on but it would be a special fee, separate from the District's audit. Also, if the study comes back saying that we need to have our roof reinforced, that would be out of our budget and we would need to get quotes on that straight away so that it could be incorporated into our budget, if it is even feasible. Additionally, it is time for us to have our South facing roof reroofed. It is the remaining part of the roof that hasn't been done since I started here in 2018, and it is time, whether or not we get the grant, but mostly certainly needs to be taken care of as soon as possible if we do. We will be budgeting for reroofing for the following fiscal year, regardless of solar energy feasibility study outcome. Staff will type up timeline for the board.
- Staff have asked to close early on New Year's Eve and the day before Thanksgiving.

**Motion:** To approve early closing time of 6:00pm on New Year’s Eve and the day before Thanksgiving.

(Motion by: Dmitry White. Second by: Ingrid Donnerstag.)

**Vote:** Unanimously approved.

Miscellaneous

- In case you hear or have heard about a large number of books that that were deposited on the bench in front of the library. All of the books - about 125 of them - were titles that were withdrawn from Temple Beth Sholom in Salem due to their being old and unused, or duplicate copies. A volunteer who sometimes helps out at the temple told their program coordinator that she was going to take them to a Salem thrift shop. Instead, she unloaded them, sans boxes, onto our bench on a Sunday. Our custodian Nathan saw them and got them inside on a book cart pretty quickly, but not before there was a social media post about the “bad optics” of having books on the topics of Judaism and the holocaust sitting outside the library. The books have been sorted now and all is well. Christy spoke with the program director at Temple Beth Sholom to find out what had happened.
- We have more than one member of staff out with COVID right now. Just a reminder that it’s always possible to reach a tipping point with illness on staff that could impact our hours or services. The library must have minimum staffing of four: one person at both youth and adult service desks, and two in the circulation department.
- The director used 32 hours of vacation leave, and 2 hours of sick leave in July. I am called to jury duty on Friday the 6<sup>th</sup> and my number is low, so it is likely I will have to serve at least one day.

**AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

1. Policy updates: Collection Development Policy, generally; Acceptance of gifts for the Special Collection, specifically.
2. Planning for the next Strategic Plan cycle

**ADJOURNMENT**

**Motion:** To adjourn the meeting at 8:36 p.m.

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

**Vote:** Unanimously in favor.

---

The next Library Board meeting is scheduled for Tuesday, September 24, 2024 at 5:30 p.m. in the library program room.

Approved: \_\_\_\_\_(date)

---

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