

Library Board Minutes 11/18/21

Call to order at 4:30pm

Approval of 3 sets of minutes.

- 5/13/21 minutes approved
- 9/9/21 minutes approved
- 10/19/21 minutes approved

Librarian Report from Megan:

Thank you to Diane for running curbside services by herself the first week of November while the library building was closed. Many people used the service each day.

City Council approved the three month trial period for waiving fines for overdue materials. An article appeared in the New Era about it. We have had good feedback from library users. We have had more later materials being returned. More people that haven't been in the building for 5 or 6 years have been coming back or calling us asking what they need to do to use their card again.

We have finished weeding the adult non fiction collection. New materials have been ordered and are starting to come in. Shipping has been slower than normal. We will get them on the shelves as they come in. We are replacing some items and ordering some new topics, especially for teens because they have a very small collection. We hope the collections will get used more once they are updated.

We are weeding the western and paperback collections for condition and what people are checking out. We will be moving some of our large print to where the paperbacks currently are, because patrons have been asking for a separate collection area for large print.

Building issues- the carpet was cleaned last week. It looks awesome. The huge stain and tape marks near the front desk are gone. The carpet cleaning guy was from Lebanon and worked by himself to complete the job in about 4 hours. We are working with Public Works to get some upgrades to our shelves so they better fit the books. The HVAC was also cleaned the week we were closed, new filters were installed.

We are creating some take and make kits for December. Some folded book art and some tree ornaments. We are offering a grateful tree craft for Thanksgiving week. You create leaves saying what you are grateful for. We are trying to focus on all ages and families for these kits.

For grants and donations, the property in Colorado sold. Brandon will have more details in the financial report. This will give us seed money for the new library. We received our annual endowment from the Oregon Library Association. This is \$1,000 that we receive every year. We received the Ready to Read grant for 2022, about \$1700. We will be purchasing picture books and learning to read books and for summer reading activities. An application is in for funding to grown the graphic novel collection for teens. We should hear back by mid-December. We are continuing to look for other ideas for programming and partnerships and other grants. For some, you need to have a speaker on board before you apply, so we are working on that.

We can do all of this because we have such a great staff and great volunteers that help us a lot.

Fiscal Report from Brandon-

Not a ton to update, this was one of our slower months. We're still in the upswing of our revenue generation and our overall expenditures for the year. The Library fees line is generally budgeted for \$5000 a year. You'll remember, based on the recommendation of the Library Advisory Board and by action of the Council that library fees are no more. I would expect that the library fee revenue will just kind of drop off for the next three months. So you shouldn't see much of a change other than I think that we will keep getting replacement fees for books that are damaged and stuff like that. But I would imagine that it will kind of hover right where it is at for the next 3 months. This is not going to have a detrimental effect on the overall budget. We're certainly not overly concerned about the fact that it is only \$5000 in the grand scheme of things, that is rather small.

Good news on the property tax front. We are seeing an increase in delinquent property taxes being paid through October. We started to receive our current year property taxes in November. There's nothing earth shattering, given that we were projecting a \$10,000 overall increase for the year in actual revenue. This is all in line with our expectations, but we are seeing a small increase in delinquent property taxes. Sounds like folks are getting caught up and we are excited about that. On the expenditure side, we are still sitting pretty low on personal services. That our staffing. We have spent about 25% of our overall budget for the year. Through September that's about where we would expect to be. We are one month past that, so we would expect it to be a little bit higher. We will keep an eye on that and see how it goes.

On the materials and service side, it can be a bit seasonal, so we are just getting into the swing of things of adding things to the collection and getting things taken care of inside the library and we will start to see expenditures occurring. This is fairly typical for the library at this time of year.

We do have a number for the property in Colorado. It is almost \$900,000 that we expect to see in the form of a check. The paperwork has been sent off to the attorneys of the living trust. So we expect to see that in the next few months. *Library Board question: What is that \$900,000 we are getting? What is geared towards, is it going to be specifically set aside for the purpose of a new library?* While the process of a new library is ongoing, the money will sit in an equipment reserve fund dedicated for the library. The library will get interest off this account too. *Library Board question: So, the Library is getting the interest off that which is well. Do its set into a project and equipment reserve that furnishes the whole city?* Yes, specific interest will be distributed out based on how much each Department has in that overall fund, so, the library will be to keep interest earnings on the \$900,000. We can go through that when we do budget development with the library board, We can kind of show you where that fund is at today for the library and you can kind of see where those funds are going to be sitting. *Library Board question: Of the projected amount of dollars coming in from Linn County, what percentage is anticipated at 97%? As far as what we expect and that kind of thing?* So, we budget for 96% of what is mailed out, we assume a 3% discount, if people pay their bills on time, they get a 3% discount. We assume a 1% delinquency on that. So we expect to receive 96% of what the county actually distributes out in the form of bills.

Library Statistics report:

The item count is lower this month, due to weeding. New stuff has come in, but hasn't been added yet. The number will go back up soon.

Unfinished business:

Library fines follow up from Eva : Why this time did we opt to recommend that fines be eliminated only for 3 months? It is the standard practice of ALA and other organizations to not have fines. Megan: When Rose previously eliminated fines, it was for the length of summer reading and for summer reading cards, so it has typically been a three month thing. The board itself decided on a three month trial period this time. *Eva: I would like to recommend that when this, if and when this comes back up after three months that we just eliminate the fines, period. Get this over with and meet that community standard.* Megan: I'll take that into consideration and I'd love to do that. I think that's probably where we are leaning, based on some discussions. *Charlene: There is a bit more in the Minutes from the October meeting. There is a section in there that sort of explains what happened and why we did it and I think we are probably all in agreement with you about just making that happen, but this is the route we took.*

New business:

Don: we need to elect new officers. I would nominate Charlene at this time. I have always enjoyed her participation and would therefore nominate her to be the President. *Eva:* I'll second that. *All:* passed by unanimous vote.

Charlene: we need a vice Chair. I'll make a motion for Don to be the Vice Chair. *Eva :* second that. *All:* passed by unanimous vote.

Discussion about notification for Board meetings. Agreed to call the day before and email packet as soon as it is ready. There were difficulties this month due to closures and holidays and the meeting moved to one week later.

Next Library meeting 12/9/21