



## Douglas County Library Futures Task Force (LFTF)

Douglas County Library

Friday, March 17, 2017, 10:00 am

### MEETING MINUTES

Members Present:			
Gary Leif	Kevin Potter	Sean Fallon	DeeDee Murphy-via telephone
Harold Hayes	Pat Fahey	Henry Stevens	Sean Mock-via telephone
Bob Bell	Amy Jensen	Gary Waugaman	Joe Coyne-via telephone
Eileen Kelley	Doris Bartlett	Brian Prawitz	Gail Pritchard
L. Middlekauff			
Guest Presenters:	Michael Lasher-Douglas ESD; Lance Colley		
ITEM		Action	
Gary Leif called the meeting to order at 10:01 a.m. Round table self-introductions followed.			
<b>1. No prior minutes</b>		None	
<b>2. Review "Douglas County Library Fact Sheet"-Commissioner Leif</b> Commissioner Leif asked for suggestions and corrections. One suggestion to dispel the rumor that the task force would be disbanded in ten weeks. There is no end date for task force.		H. Gallego to disburse new fact sheet once change is made.	
<b>3. Future presenters-Commissioner Leif</b> Douglas ESD to present today, Library Systems & Services (LS&S) to present next week. Hoping Josephine County can present the following week. Discussed the possibility of a future facilitator, but again, that can be decided at a later date after we've completed listening sessions along with question/answer sessions.			
<b>4. Introduction of Mr. Michael Lasher-Douglas ESD and Mr. Lance Colley-City of Roseburg</b> <ul style="list-style-type: none"> <li>• Mr. Lasher presented and shared informational sheet providing the task force with an overview of the role Douglas ESD plays in the county.</li> <li>• Presented and shared plan for Douglas ESD to take over Douglas County library building and how they can assist in the library functions.</li> <li>• Mr. Colley reiterated that he is not presenting as a representative as the City of Roseburg, but as a Douglas County resident. Mr. Colley gave a short overview of his presence in the community. He extended onto the introduction of Mr. Lasher. Stated he had the input of many citizens about the belief that Douglas ESD could come in and occupy the building in exchange for keeping the library open while offering many of the services the library offers.</li> <li>• Stated that there may be issues to work out as Douglas ESD is not in the library business and does not necessarily know all of the work that goes into running a library. ESD would pay many of the costs that the county is paying for now, eliminating much of that concern. However, there still needs to be a funding stream to offset costs that Douglas ESD does not absorb. Volunteers are a major part of the solution, local option levy with a sunset date for the community to determine their needs. Many departments could be brought over to the new building for continued support.</li> <li>• Strong reputation with Ford Family Foundation and the Oregon Community Foundation and of seeing things through to completion.</li> <li>• Very strong presence in several Early Learning programs.</li> <li>• Unique relationship with the school districts of Douglas County and an opportunity to work with them and/or potentially merge them.</li> <li>• A lot of Early Learning money from coming in and believes that money could potentially be used to support or partially support the libraries.</li> </ul>			

- Mr. Colley introduced himself, gave more background information of his work in and for the community.
- Suggested the task force members watch the presentation by Penny Hummel.
- Discussed Douglas ESD and their ability to pay for what they're paying for now in their other building and it would allow the libraries to keep the doors open. However, another funding stream, maybe a levy, would have to find a way to directly fund the library in conjunction with ESD. If the market continues to grow, the outlook is to build out of compression in 3-5 years, then the county will be in better fiscal condition to take back the funding of the library. An option is to revisit the situation after the sunset date when we have a better idea of the financial stability of the county.
- Commissioner Leif commented that this proposal is not an "end all" proposal. Would like the task force to consider all options before making a decision.
- Note-Reedsport is not currently part of Douglas ESD. However, with this proposal, Reedsport may be interested in becoming part of the Douglas ESD as this would benefit them also.
- Kevin Potter (County IT) discussed budget and cost numbers that he ran. Commissioner Leif discussed costs currently covered by the county and requested further costs discussion with Douglas ESD if this becomes the plan.

#### **5. Questions/Comments from task force members-Commissioner Leif**

- No questions or comments from those on the phone.
- B. McNutt-Glendale Representative-asked question regarding Douglas ESD taking on each of the branches in the cities.
  - M. Lasher answered in the affirmative that they would keep the individual branches open.
- B. McNutt-Funding stream issues that need to be worked out.
  - M. Lasher responded with the discussion of the tax levy. Discussed opportunity to create library board, a taxing district and educate the citizens on the county.
  - H. Hayes responded that the county does have an appointed library board.
  - Commissioner Leif stated that the county wants to turn that board over to another entity.
- B. McNutt expressed further concerns about the funding. As per the prior election, the levy was not voted in. Asking how realistic it is to get the public to vote for it in the next election. Wonders if a private firm would be the better way to go.
  - L. Colley responded that a private firm will be presenting next week. Suggested to listen to the other presentations and weigh out the options.
- L. Middlekauff-No Against the Library Tax Representative-made a point that there is a difference between a levy and a tax district. The tax district what was on the ballot and was not voted in, but a levy, which is short term, might be seen in a different light. Brought up point that only 7.9% of the county population has library cards and 68% of the budget goes towards public employee's costs. She then brought up remodeling costs that would need to be paid out for an entity to take over the building.
  - M. Lasher responded that he believes Douglas ESD could bring in the funds to complete any remodeling that would need to be done.
  - L. Middlekauff then made the point that the ESD isn't looking at this from a library science perspective. She confirmed that she understands the reasoning and wouldn't expect ESD to do so, but feels it is important to consider this when making decisions regarding the future of the library. Would like to look at our library in a new way instead of the assumed, "this is the way it's always been done." Bring the library up to date and not just brush off the people that voted against it, but look into why they voted against it.
  - Commissioner Leif stated that we will have an evening meeting which we will invite educators, leaders, and superintendents to present since they typically are unavailable for the morning meetings.
- B. Bell-Library PAC-discussed different attributes of putting a private enterprise in charge. They have to run a profitable business. Concerned private enterprise would be looking at profit margins and not providing a service to the community. Different between public levy and a taxing district. The main difference is that a taxing district has an elected board with many responsibilities and is

appointed by a political entity which mixes politics into it. He then made the point that if “you’re going to mix politics, then why not hold a public election and elect people from the various places that are represented here?” A county wide district does not have to be continuous. Each area can then vote if they want to be a part of the district or not. If they elect to not be part of the district, they can then be charged for a library card. Currently, they are charged \$80 annually which gives them access to all county library components.

- L. Middlekauff asked about the people living outside of the city limits. Could they have an option to be excluded from the tax?
- B. Bell responded that mapping areas can include/exclude incorporated cities. This would involve including the planning department and maybe going precinct by precinct. Can be approached in several ways.
- P. Fahey noted that non-continuous districts can be defined however you like. The easiest is by voting districts. You can even annex individual properties and it is a fairly easy process. There are two types of districts: a special district and general district. Mr. Fahey then explained that he is from Josephine County and they are slanted more towards going private. He likes the idea of combining services to save money, however, the Josephine County library is now ran mostly on volunteers. They have a great pot of very committed volunteers, but they are mostly elderly. He stated concerns that the ESD doesn’t promote the culture of promoting volunteers and the lack of.
- M. Lasher responded that they type of work they do is specialized and does not require the need for volunteers. They would expect to have a volunteer coordinator to assist in the function of recruiting, maintaining and overseeing the operation of the necessary volunteers.
- P. Fahey then made the comment that public employees incur PERS costs that are quite expensive and volunteers do not have that expense.
- G. Waugaman stated that he liked the presentation and thinks it’s worth considering. Revisited our short-term and long-term goals while stating that he liked the suggestion of a levy, but agrees with Ms. Middlekauff that we need to figure out why the voters voted down the tax. Also discussed the library is 36,000 square feet and ESD is 12,000 square feet for staff + 12,000 square feet for storage. If ESD is chosen, we will need to figure out what we take out of the current building to give ESD the space they need. He did note that he would personally prefer not to read any more articles in the newspaper as it does not help the work of the task force if the public is already set on a particular solution.
- M. Lasher responded that there will be more articles coming out from different sources as this is part of the process and the call for transparency.
- G. Waugaman agreed with transparency, but would like the articles to wait until after the task force has heard the presentation, not before. He understands that this may not be the opinion of all, but it is his opinion.
- M. Lasher states that in today’s media age, this just isn’t possible. We have no control over the media or when they present information.
- E. Kelley-City of Drain- commented that she was concerned that if ESD moved into the main library building, how would that relate to keeping the City of Drain library open and operational. She does not believe that long term volunteers are sustainable. If this is the case, how do books travel to/from the different locations?
  - M. Lasher responded that the proposal states that ESD would work with a public entity in each city.
  - E. Kelley then stated that she is concerned via computer with the main library hub.
  - M. Lasher confirmed that is the goal.
- G. Leif-County Commissioner-Asked M. Lasher to discuss Myrtle Creek branch.
  - M. Lasher was approached by the Myrtle Creek City Manager to have ESD to run their branch as a reading room. If the ESD would like to use the building, they would be allowed to as long as they kept it open as a reading room and provided internet access. ESD would

likely turn that building into an early education classroom in the other part of the building. The Sutherlin Superintendent approached the City of Sutherlin about the school taking over the Sutherlin library.

- L. Colley wants all to understand this is a very preliminary presentation. Still many questions regarding a funding source and what is needed. Details to be worked out once a partnership is in place. It is very difficult to answer all of the questions at this time, but assured the task force that library service is the commitment.
- G. Waugaman wants to express clarification. Task Force recognizes that there are two phases to this project. Phase one is what to do after the branches are closed. It is looking at “reading room” options for each city until a long-term solution is found and implemented. Is there a timeframe that ESD would still be willing to implement their proposal? What happens if the decision is made months from now?
  - M. Lasher responds that because this is a broad issue in the county’s eyes, but each individual city is concerned for their branch and forced to imagine what will happen to their library. The cities are currently left to find a plan that works best for them individually while the task force does their due process. Myrtle Creek has reached out to Douglas ESD for solutions. Douglas ESD has not recruited these cities.
  - G. Waugaman asks if the short-term plan is for ESD to take over and then the cities change that plan, would ESD be flexible.
  - M. Lasher responded in the affirmative.
- B. Prawitz-City of Roseburg- Asking about current ESD assets and transferring them over to the new building.
  - M. Lasher thinks the entire staff could move over and repurpose the current building into an early childhood intervention building.
  - B. Prawitz-“Would you pay rent in this building”?
  - M. Lasher responds “No.” That would not be the intention of ESD since they will be paying for utilities, etc. Their expectation is that there would be no nominal rent costs.
  - B. Prawitz followed up asking if they would hire a librarian on staff.
  - M. Lasher responded with potentially, yes. Each school district with the exception of a couple are required to have a librarian overseeing their collection. Most of them don’t have one, requiring them to obtain an exemption from the Department of Education. Mr. Lasher believes there could be a mutual benefit to have a librarian overseeing both the library and the schools.
  - B. Prawitz asked about budget for a contribution to the library similar to what they would have to spend to relocate to another building if this didn’t work out.
  - M. Lasher stated that what they are offering is in lieu of money. They are offering service. The monetary value is keeping the library open and sustained.
  - B. Prawitz then asked what additional volunteer needs or roles do they expect to need.
  - M. Lasher foresees a lot of voluntary needs. He is very clear that he does not know much about running a library, but knows there will be a heavy voluntary need.
- G. Leif asks K. Potter to explain the agreement between the City of Roseburg and funding for the library.
  - K. Potter states that there is a fairly informal, one page agreement that states the county would receive \$50,000 from the City of Roseburg annually as long as there is an existing library operation.
  - G. Leif asks if the city could offer more financial support if ESD was a partner in the library.
  - L. Colley responded that anything can be looked at. The \$50,000 is already in the budget. If library services are continue, the city is prepared to continue paying that. City Council will need to see the proposal of the task force before determining if a larger contribution can be offered to assist in keeping the library open.
- G. Leif asking about additional IT staff option if needed.
  - L. Colley responds that we need to get through a lot more process before these decisions

are made.

- G. Leif agreed. Wants to ensure we're looking at every possible aspect.
- P. Fahey asked if a local option passed, would the taxes flow to whatever entity takes over the library.
  - L. Colley responded that the discussion would need to happen if levy was approved and the division of tax income would happen at that time.
  - E. Kelly clarified that the earliest to get anything on the ballot would be in November. Suggested that maybe if there was a lesser amount asked for, it might pass. She also asked when ESD would take over.
  - M. Lasher responded that the earliest the transition could happen would be in the summer and likely longer.
  - G. Leif stated that even if levy passed in November, funding would not be received at that time.
  - L. Colley added onto that statement, that even if taxes were imposed on July 1<sup>st</sup>, 2018, taxes don't get paid until November of that year. However, there are ways to bridge fund a project dating back to July 1<sup>st</sup> that are up to the individual government entities to figure out.
- A. Jensen-City of Riddle-asked what would happen to the electronic resources.
  - K. Potter responded that we are not getting rid of any assets.
  - H. Hayes stated that per contractual agreement, the electronic books are not county owned and will go away June 30, 2017.
- B. Prawitz-Clarified Douglas ESD offer as the following: Occupy the building, which includes keeping it open and operational with space for a library and offer shuttle service for the outlying areas they serve through the ESD.
  - M. Lasher responded in the affirmative with an additional comment that they could also run the volunteer program in order to provide a base level of library services to include IT. Unsure he can offer that to each of the remote offices, but reiterated that he is interested in doing as much as ESD can. There are just still many unanswered questions until the details start getting worked out. He hesitates to commit to anything that is still unknown at this time.
  - B. Prawitz reiterated that the payoff for ESD is they get to occupy the building in exchange for maintaining library services.
  - G. Leif clarified that ESD would also be paying for any remodeling costs. The remodel would not cost the county anything.
  - M. Lasher confirmed.
  - G. Leif asked to ensure they talk with K. Potter to ensure they are aware of what all of the costs are so that there are no surprises.
  - K. Potter confirmed the necessity for further discussions in order to have a complete overview of costs.

## 6. Public Comment-Commissioner Leif

- James Williams expressed concerns about governance issues and library funding and operations. The first in regards to two entities trying to run the library. One being the ESD and the other a potential library district. He stated, "We need to think carefully how they will work together." The second issue is in regards of an entity to run the library. Mr. Williams believes that we probably need to establish a library district to do that as the county has indicated it will no longer support a library.
  - L. Middlekauff responded that these are details that need to be ironed out once the task force decides how they want to proceed along with the expense of hiring a library director.
  - B. Prawitz discussed taxing districts without taxes involved, therefore no revenue stream.
  - J. Williams explained that it's to establish a board to operate and make future decisions.
  - M. Lasher comments that it also offers the county to oversee library operations still.
  - G. Leif extended invitation to M. Lasher to attend the LS&S presentation at the next meeting to see how maybe a partnership could be formed. Commissioner Leif also wanted it clarified that it's not true that the Commissioners don't want anything to do with the libraries; it's just that

the county no longer has money to fund it, so it doesn't make sense for the county to have oversight.

- B. Bell asked a question regarding the electronic books. He believes the county paid for the electronic books.
  - H. Hayes responded that the county paid for a service, not the materials.
  - B. Bell asked if the county loses their investment once the library goes away.
  - L. Middlekauff stated that it doesn't mean another entity can't take over the contract.

#### **7. AWE Early Literacy Station-Harold Hayes**

- H. Hayes explained that AWE is a computer software program. It is a stand-alone system that is not connected to the internet. These systems will remain in the individual branches and are not part of the computers that will leave the branches at the end of this month.
  - E. Kelley asked for confirmation that there are no further costs and if they would be donated.
  - S. Mock-City of Sutherlin-asked for clarification that there is no subscription or update costs.
  - H. Hayes confirmed and stated they would remain in the branches as long as the branch was operational. Explained that they're a county asset and would not be donated.

#### **8. Reedsport IGA Modification-Commissioner Leif**

- Reedsport modified their IGA as they wanted to keep the computers, but the IGA did not indicate that the computers would be wiped clean by county IT personnel. County has no issue with Reedsport keeping the computers, but the IGA verbiage needs to reflect that understanding. Logistics of wiping the computers will be worked out between County IT and Reedsport IT. K. Potter is willing to send staff over to wipe the computers.
  - E. Kelley requested clarification that the IGA's do not have to be completed by April 1<sup>st</sup>, 2017. Would like to know if people can still check out books if the branches work out a system.
  - G. Leif responded that other communities have asked that and he has told them to add it to their IGA and the Commissioners would review all IGA's prior to approval.
  - K. Potter wants consideration of the wear and tear on the books and the work that goes into maintaining them.
  - H. Hayes commented that the individual city would have significant costs involved in the repair process.
  - B. Bell asked about the automatic check out machines and what happens to those.
  - K. Potter responded that the machines are a part of the assets. If the libraries are not operational, there would be no need for that equipment. If there is an agreement, then the assets will be part of that verbiage in the IGA.
  - H. Hayes states that all IT assets will come out of the buildings that do not have an IGA in place by April 1, 2017.
  - B. McNutt explained that cities that sign an IGA will have a responsibility to the county for the book inventory. Asked what the reconciliation process would be.
  - H. Hayes stated that inventory will never be 100% accurate. Inventory will be "best effort" by county, but cities can do their own inventories at their own costs.
  - G. Waugaman recapped that the task force needs to define what they want the library system to be.
  - B. Prawitz shared that he had a meeting with Douglas County Friends of the Library next week and that he would be doing a Facebook Live session and invited everybody to watch.
  - P. Fahey commented that there are more than just the public libraries. Does it make sense to incorporate the other libraries, i.e. public school, UCC, etc.
  - L. Middlekauff asked for a correction that LS&S has nothing to do with library boards or policies. Each library creates its own board and policies.

#### **9. Future Agenda Items**

- List of possible presenters for the Task Force to Review and make suggestions of possible additions.

10. **Adjournment and Next Meeting: March 24, 2017**