

Agenda

Warrenton Community Library Board Regular Meeting

June 8, 2022 - 5:30 p.m.

Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order
2. Roll call
3. Recognition of guests
4. Public comment
5. Consent calendar
 - A. Regular Meeting Minutes 3.9.22
 - B. Special Meeting Minutes 4.6.22
6. Discussion items
 - A. Library director's report
 - B. Friend Group update
 - C. Board member vacancy
7. Action items
 - A. Local option levy rate
8. Good of the order
9. Adjournment

Minutes

Warrenton Community Library Board Regular Meeting

March 9, 2022 - 5:30 p.m.

Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order: Kelsey called the meeting to order at 5:35 p.m.
2. Roll call: Kelsey Balensifer, Joy Wheatley-Decius, Karyn Grass, Amanda Donovan, Dawn DeLacey (attending through Zoom), Eileen Purcell, and Library Director Kelly Knudsen. Unable to attend: Natalie Duggan
3. Recognition of guests: Courtney Johnston, Library Assistant Youth Coordinator, and Cass Williams, Library Administrative Assistant, at WCL
4. Consent calendar:
 - A. Advisory Board Meeting Minutes 12.08.21: Karyn motioned to approve and Eileen seconded. All moved to approve the amended minutes.
5. Site manager report:
 - The STEM-funded Lego Club and Storytime are very popular programs aided by Facebook postings.
 - The Kelly has established a Teen Advisory Board, composed of middle schoolers, to provide input on programming important to them.
 - Friends of the WCL is now a registered 501(c)3. Memberships are open and our board members are welcome to join.
 - Kelly is working on gathering donations to fund the summer reading program. KOA has donated small prizes from their camp store.
 - A project for a Newcomer's Club/Community Connections project for English Language Learners is in the works.
 - Kelly has had a new router and new workstations installed. She is working on getting a new Internet provider (Wave) as Charter drops out regularly. The monthly price will increase.
 - Director Kelly Knudsen is participating in two EDGE Cohorts, Digital Inclusion and Data Fluency. Edge is a suite of online tools and resources that helps library leaders make data-informed decisions to align their technology resources to community priorities.
 - Courtney Johnston is at 25 hours a week and Cassandra is at 35 hours a week until the end of April and then she will be at 28 hours. Kelly said they are working well together and make a good team.

- Kelly is submitting the 2022-2023 budget by March 28. She is requesting staff get bumped up to 40 hours per week anticipating providing more and better services/programming as the library continues to grow.
- There is now a seed library/plant swap planned for Earth Day, April 22.
- Plans to address the November levy to re-fund the WCL for the next 5 years are continuing as we contemplate asking for the same \$.33 per \$1000 as the last levy or asking for an increase. The City Manager will advise us on other options, such as a \$.05 increase. Right now the library levy @ \$.33 per \$1000 amounts to \$33 per \$100,000 assessed value. If the bond measure passes in November there will be no lapse in services for the next 5 years. There will be a new City Manager as Linda Engbretson's retirement approaches soon.

Discussion items:

- A. We will hold a special meeting within the next few weeks to hear input from Linda, the City Manager, on the process of getting a levy on the ballot, what to consider when we recommend how much to ask for, messaging and plans to support its passage.

7. Public comment: There was no public comment.

8. Good of the order: Our next meeting is Wednesday, June 8, at 5:30 p.m.
September 9
December 14

9. Adjournment: The meeting was adjourned at 6:23 p.m.

Meeting Minutes were taken and recorded by Eileen Purcell, Board Secretary.

Minutes

Warrenton Community Library Board Special Meeting

April 6, 2022 – 6:00 p.m.

Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order: Kelsey called the meeting to order at 6:00 p.m.
2. Roll call: Kelsey Balensifer, Joy Wheatley-Decius, Karyn Grass, Amanda Donovan, Eileen Purcell, Library Director Kelly Knudsen and City Manager Linda Engbretson.
Unable to attend: Natalie Duggan & Dawn DeLacey.
3. Recognition of guests: Carol Snell from the Friends of the Warrenton Community Library
4. Consent calendar:
 - We met to discuss goals and visioning and the upcoming November bond levy. City Manager Linda Engbretson attended to guide us through the process of launching the levy, history of WCL funding, and other aspects of volunteer participation as members of city advisory boards.
 - Advisory boards add capacity to city staff, perform legwork and research to contribute the city's understanding of local needs and requests for service, as well as campaign within the community.
 - Linda gave an overview of the transition to the current building from the Hammond site, and the levy that passed 5 years ago and currently funds staff and programming at the library.
 - The current building is leased from the Warrenton School District, current lease ending in May 2023. There are urban renewal grant dollars (ending 2027-28) to address blight. Purchasing buildings is allowable. Is the current building worth purchasing?
 - Funding from the current operating level ends July 1, 2023. A levy to pass five more years of funding is on the ballot in Fall 2022. There is also a May 2023 vote scheduled. If the levy passes in November, it assures a smooth transition to new funding beginning July 2023. If the levy does not pass on the November ballot, there is an option to put forward the request next year on the May ballot.
 - There are three options for the levy:
 - Keep the same tax rate at \$.33 per thousand
 - Increase .05 cents to \$.38
 - Increase to 10 cents to \$.43 per thousand

- Our Board will present a recommendation to the City Commissioners who will choose what course to take to submit to the county office by August 19, 2022. City staff will write the ballot measure.
- We discussed the implications of each levy option. We noted that library hours have been somewhat curtailed to allow staff to catch up on administrative tasks. Current programming is stretching staff capacity. It seems if there is to be increased programming in the future, an increase in the levy will be needed. We will vote in the June regular meeting on a recommendation to present to the City Commission.
- We discussed how can the WLCB can support the passage of the levy through community outreach and polling. The library has made a successful transition from the old Hammond site to a prominent downtown location with varied and popular programs. Presenting a clear message to the voters will be important to the success of the levy.
- The WCLB was beginning a visioning process for the library, but we decided to table larger goal-setting work until after the November levy.

Adjournment: The meeting was adjourned at 7:18 p.m.

Meeting Minutes were taken and recorded by Eileen Purcell, Board Secretary.



DEPARTMENT QUARTERLY REPORT

TO: Library Advisory Board and Warrenton City Commission
FROM: Warrenton Community Library
DATE: June 8, 2022
RE: Department Quarterly Report; March 2022-May 2022

Quarter in Brief:

- Due to budgetary and staffing constrictions, we updated the library hours to the following: Mondays: CLOSED; Tuesday, Wednesday, Thursday 11AM to 6PM; Fridays 1PM to 6PM and Saturdays 10AM to 2PM. Before the hour change, WCL was open 44 hours with the equivalent of **2.5 staff**. Currently, Astoria has **5.8 staff** and is open 40 hours a week and Seaside has **8 staff**, and they are open 50 hours a week. With the updated hours, Warrenton library has 2.5 staff and is open 30 hours. With eight ongoing weekly and monthly programs, it was challenging to keep the library open 44 hours with only 2.5 staff. Now we have time to prepare for the programs, check patrons in and out and assist with computer and Internet questions, schedule and meet with community partners, search, and write for library programming grants, and provide free, accessible, authentic information for the community all within our staffing capacity.
- Library Administrative Assistant had her hours changed from 30 per week to 28 hours a week. Courtney Johnston, Library Assistant Youth Coordinator continues at 25 hours a week.
- The library received two grants this quarter. One from the NorthWest Regional Parenting Hub for \$2250 to support a new Play to Learn program once a month, and another grant for \$2000 from the Northwest Regional Education Service district for purchasing healthy snacks as well as bilingual support for in-person programs and translation services.
- Free Philosophy classes at the Library every Saturday from 2:15 to 3:45pm sponsored by Philosopharian and Seth Tichenor. An exploration of ancient through medieval political philosophy. Ongoing through July 2022.
- Take what you need, leave what you can Community Food pantry is now set up and accessible outside of WCL 24 hours a day.

Projects completed:

- Reading Buddies ended May 25, 2022 until fall when we will reevaluate and see if it's within our capacity to continue this program.

Projects in progress:

- Summer Reading Program for 2022 planning in progress. *Read Beyond the Beaten Path* kickoff party June 4, 2022. Bounce House (Sponsored by Friends of Warrenton Community Library), games,

Upcoming Dates:

- **Storytime with Courtney—EVERY** Wednesday & Saturday@10:30AM
- **Library After Dark w/ LOCAL Young Adult author Melissa Eskue Ousley—**June 18 4PM
- **Youth Gaming Club—**2nd Thursdays@4:30PM
- **Lego Club—**2nd and 4th Tuesdays at 4PM
- **Anime Club—**3rd Thursdays@4:30PM
- **Teen Advisory Board—**4th Thursdays@4:30PM
- **FRIENDS of WCL—**3rd Thursdays@6PM
- **Summer Reading Kickoff-June 4**
- June 21-22: **Stuffed Animal Sleepover**
- June 23 **Art Day** for youth ages 7-10.
- July 7 @4PM **Zine making class** ages 12+
- July 14@10:30AM: **JuggleMania** Show (All ages)
- July 16 **Clatsop County Regatta Princesses at Storytime!** @ 10:30AM
- July 19: **Slime Day** ages 10+@ 4PM
- July 29: **Fort Stevens Ranger** Presentation for all ages @11:30AM

- collaborative art, hot dogs! Noon to 2pm.
- Updating our LIS(Library Information System) along with Astoria and Seaside Libraries to SirsiDynix starting Tuesday May 31 through Thursday June 2. Library Closed during updates. Reopening Friday June 3, 2022.
- Switching Internet providers to L & S Networks July 1, 2022. Technician was out at the end of May to check out the library and map out design
- Library Levy resolution needed for November 2022
- New sign for the front of the library was donated by Blaine Gunkel, a local chain carving artist from Ocean Park, WA. Working to install sign and procure the proper permits from the Building & Planning department.

Challenges/Obstacles:

- **Staffing continues to be a challenge.** One full time director plus two parttime staff for eight ongoing programs and staffing the open hours and the check-in/out desk, is not sustainable. More volunteers are needed that can use the computer to check patrons in and out and help answer questions, especially on Saturdays. Library Assistant Courtney cannot run Storytime and help patrons at the same time. Although we just added Storytime for every Saturday, it appears as though this is not sustainable unless we have 3 or 4 dedicated Saturday volunteers to assist at the front desk on a regular basis. We may have to discontinue Saturday Storytime until we can find some dedicated, regular Saturday morning assistance between 10am and noon.
- **Space is limited for programs.** Lego club brings in 25-30 kids plus their caregivers. That is more than 50 people plus all the supplies in a tightly packed space. Because of this, we must limit the amount of people who can attend. Rearranging the space is helping and downsizing the book sale is also creating more room, but library staff are spending 30-60 minutes preparing the space for programming and getting the library back in order once the program is complete.

Successes:

- Bogh Electric updated lighting and Exit signs March 23-34
- Hood in backroom will be removed soon! This will help with leaking roof and provide more space in the back area.

Statistics

Community Computer users:

March= 232

April=224

May= 207

Volunteer hours:

March= 111

April=96

May=77.5

Warrenton Community Library Programming attendance

StoryTime

March=97

April=52

May=94

Anime Club

March= 7

April=9

May=16

Gaming Club

March= 24

April=9

May=5

Reading Buddies

March= 20

April= 16

May= 16

Teen Advisory Board

March= 7

April=6

May=3

LEGO Club

March= 69

April= 68

May=47

Adult D&D

March= 5

April= 10

May=5

Library After Dark Local Author Series

March=17

April=28

May=8

Activity Summary with Comparison to Previous Year

Circulation Transactions	3/1/22-5/31/22	3/1/21-5/31/21	Percent change
Check IN	4,857	4,862	0.10%
Check OUT	4,136	3,975	3.96%
Holds Processed	600	542	10.15%
Renewal	1,398	1,035	29.84%
Borrowers Added	79	73	7.89%
Items added	425	Did not track 20-21	

Library Levy Options for July 1, 2023-June 30, 2028							
Estimated Amount Raised at 33 cents per 1,000							
Only increase is assumed 3% assessed value each year, so levy increase by 3% each year							
2023-2024	242,434	}	raised each year				
2024-2025	249,707						
2025-2026	257,198						
2026-2027	264,914						
2027-2028	272,862						
total	1,287,115	estimated to be raised and expended					
A home with an assessed value of \$250,000 will pay \$82.50 per year							
Estimated Amount Raised at 38 cents per 1,000							
Only increase is assumed 3% assessed value each year, so levy increase by 3% each year							
2023-2024	279,166	}	raised each year				
2024-2025	287,541						
2025-2026	296,167						
2026-2027	305,052						
2027-2028	314,204						
total	1,482,130	estimated to be raised and expended					
A home with an assessed value of \$250,000 will pay \$95.00 per year							
Estimated Amount Raised at 43 cents per 1,000							
Only increase is assumed 3% assessed value each year, so levy increase by 3% each year							
2023-2024	315,899	}	raised each year				
2024-2025	325,376						
2025-2026	335,137						
2026-2027	345,191						
2027-2028	355,547						
total	1,677,151	estimated to be raised and expended					
A home with an assessed value of \$250,000 will pay \$107.50 per year							

Summary Language

The purpose of this local option tax is to continue City of Warrenton library operations for a period of five years. The proposed tax is \$_____ per \$1,000 of assessed property value, or \$_____ per year on a \$100,000 house. The levy will begin in the tax year starting July 1, 2023, and will end in the tax year ending June 30, 2028. The City will use the money to fund library staff, expand hours of operation, add funds for community programs and outreach, and fund operations. The money raised can only be used for library operations.

It is estimated that this tax will raise \$_____ in FY 2023-2024; \$_____ in FY 2024-2025; \$_____ in FY 2025-2026; \$_____ in FY 2026-2027; and \$_____ in FY 2027-2028 for a total of \$_____ over the five year period.

"The estimated tax cost for this measure is an ESTIMATE ONLY, based on the best information from the County Assessor at the time of the estimate."

Five Year Library Operations Local Option Levy Measure ____.

Ballot Measure Explanation:

Included on the November 8, 2022, election ballot for the City of Warrenton is a measure asking residents if they wish to renew the five-year library operations local option levy.

If passed, the Measure will fund the operations of the Warrenton Community Library with a rate of \$____ per \$1,000 of assessed value for fiscal years 2023/24-2027/28. For a home assessed at \$100,000 that would be \$____ per year. This measure may cause property taxes to increase more than ____ percent.

Revenues can only be used for library operations: salary for a full-time Librarian and two part-time assistants; expand hours of operation; fund community programs and outreach; purchase books and materials; pay for rent; utilities; and maintenance. The library is run by one full-time Librarian, two paid part-time employees, and volunteers.

An average of forty city, county, and surrounding area residents, plus visitors, access information and resources at the Warrenton Community Library on a daily basis. The library provides services to public and private schools and students, free library cards for all children in Clatsop County, Interlibrary loan services from Astoria and Seaside libraries and a total of eight ongoing programs for youth and adults, including Storytime twice a week, a three-month long Summer Reading Program for all ages, and Lego Club twice a month.

The Warrenton Community Library has 20,000+ books, access to 9,000+ eBooks and audio books through the Oregon Digital Library Consortium, not to mention, puzzles, games, and a Library of Things, where card holders can check out musical instruments, sporting equipment, a sewing machine, or one of four Chromebooks. Monthly, 200+ community members utilize the five public use computers available in the library, accessing the Internet, printing and copying documents, applying for jobs, creating resumes, researching, and doing homework. The library staff assist the public with technology and software use, help with filling out government forms, and give 1-on-1 guidance with Internet skills. The library is open six days a week and Wi-Fi access is available 24/7.