

## **Aloha Community Library Association – Board Meeting**

November 29, 2023

**Board members present:** Melanie Belles, Julie Fairman, Daniel Hauser, Beth Lewis, Ron O’Connor, Jessica Otto, Dick Schouten, Courtney Seto, Kim Thomas

**Board members absent:** Helen Chandler

**Staff present:** Terri Palmer, Kendal McDonald

**Special Guest:** Lisa Tattersall, WCCLS Manager

**Attendance:** 26 Aloha Community Library Association members

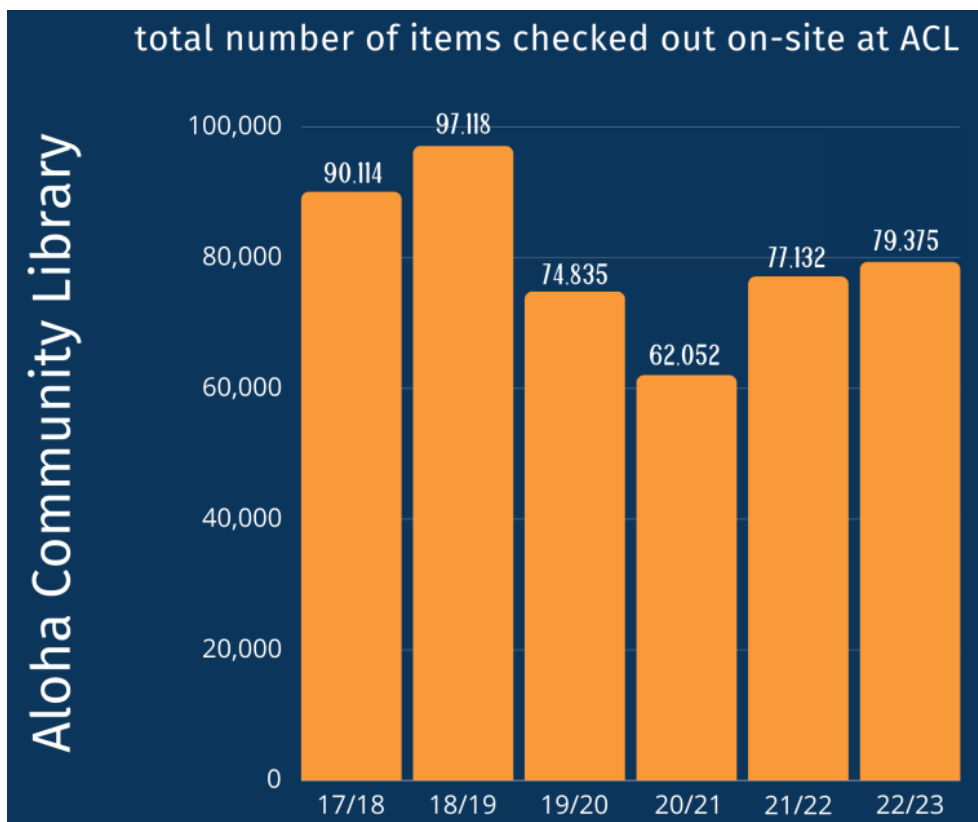
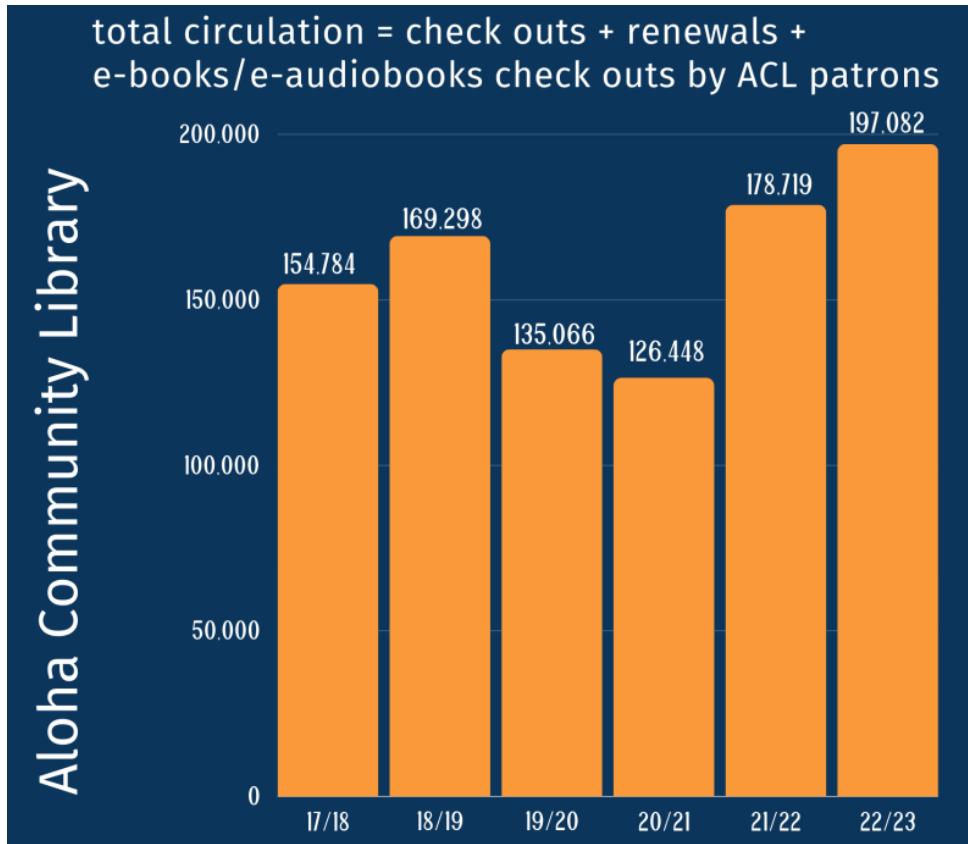
### **Board of Directors Activity**

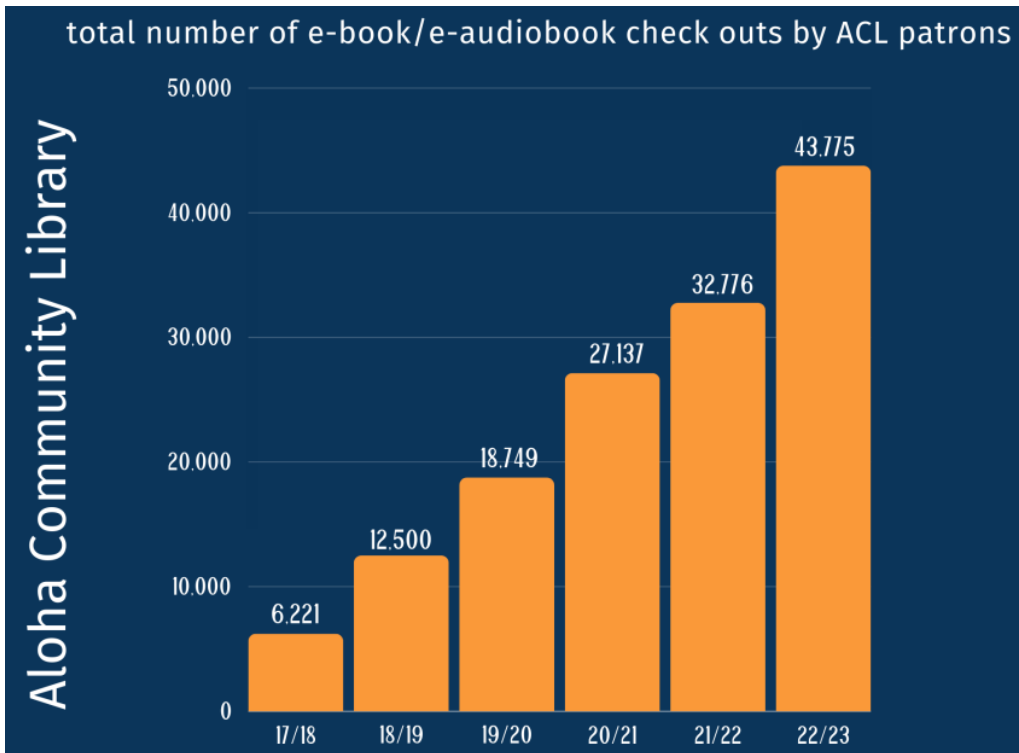
- Introduction of Board Members
- Thank you to Board Members stepping down at the end of their term
  - Helen Chandler, Daniel Hauser, Ron O’Connor
- High-level summary of Board Subcommittees
  - Finance Committee
    - Focus: Oversight of ACLA finances
  - Philanthropy Committee
    - Focus: Fundraising and associated events and donation streams
  - Recruitment and Retention Committee
    - Focus: Temporary meetings to identify opportunity gaps for recruitment of board members and retention of current and future board members
- Items up for vote
  - Update to Bylaws
    - Board will be reviewing and updating items that need to be tidied up
      - Exploring hiring a non-profit organization attorney for review
    - Changing Board Meetings from monthly to bimonthly
      - This will allow for subcommittees and other ACLA work to happen during the months when we are not holding Board Meetings
  - Election of new Board Member – Courtney Seto
    - Board initially voted for Courtney to join May 17, 2023
  - VOTE: PASSED
    - Membership meeting vote on above items
      - Motion brought forward by Gary Anderson
      - Seconded by Deborah Welte
      - Motion PASSED by present membership with one abstention
- Suggestions from attendees:
  - It would be helpful if members could receive notification prior to meeting regarding new board members, including bios, that they will be voting on
  - Would like to see library information, including Board Meeting minutes in Spanish
  - Make sure Board Meeting minutes are posted on website
    - Currently, the past two Board Meeting minutes are not yet on the site (July and September)

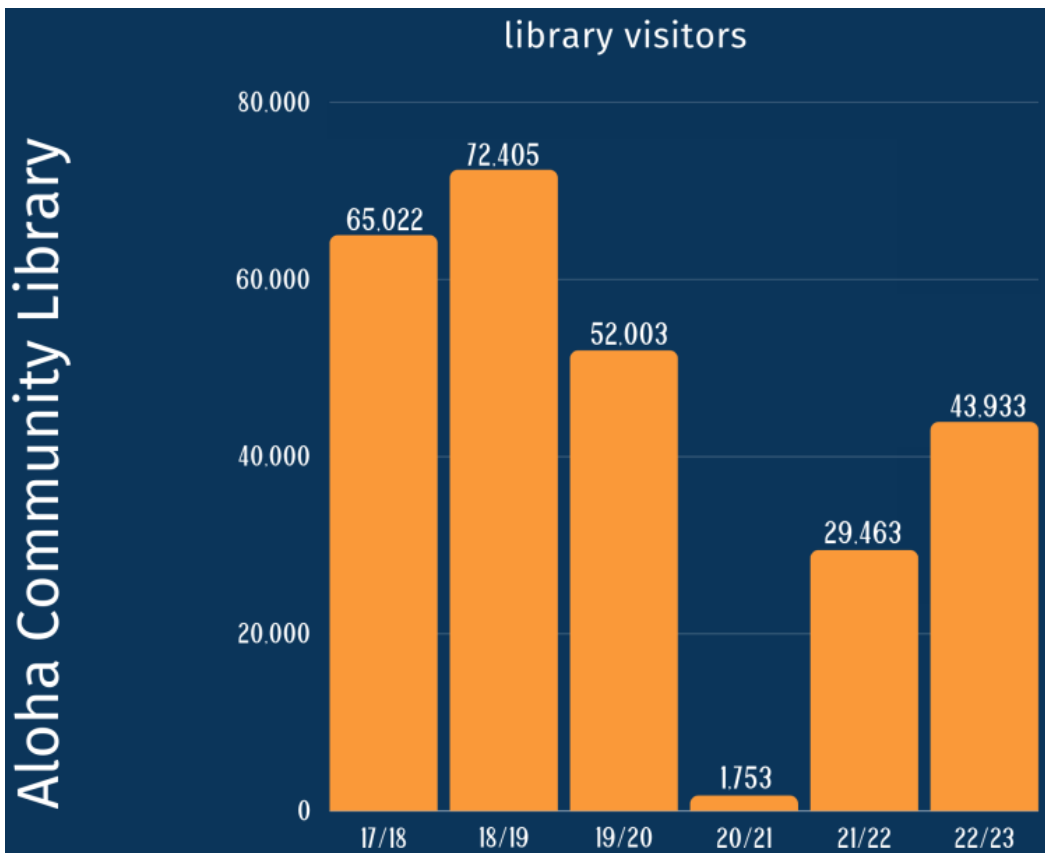
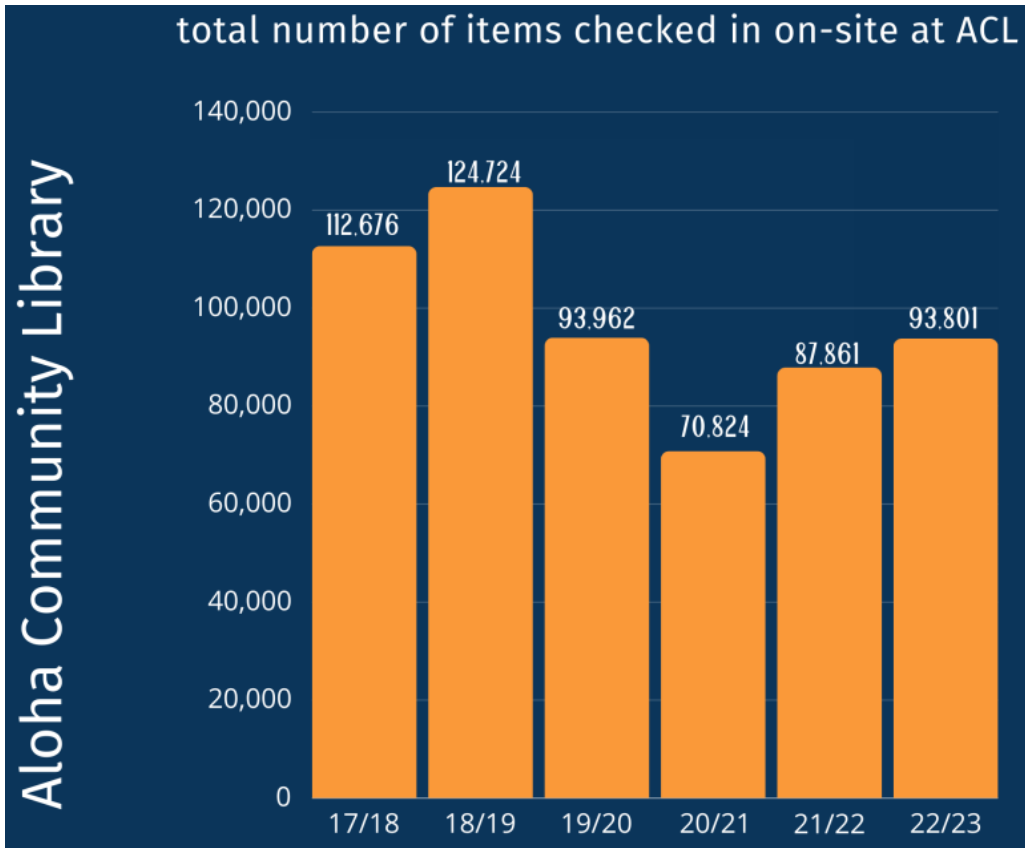
## Library Director's Update

- [Link to 2022-2023 Annual Report](#)
- The Aloha Community Library sees the word “library” as a verb in Aloha, a word that describes action: When we see a need in the community, we work together with our neighbors to meet that need
  - We gather
    - Library programs like Library Laps, Senior Social Hour, Book Club, Storytime
  - We connect
    - Technology programs and helping answer technology questions
    - Free wifi
    - Computers for patron usage
  - We engage
    - Community volunteers and we pass along opportunities to volunteer with other organizations
    - Provide space for [Community Participation Organization](#) for Aloha (CPO6)
    - Ballot box – the only one in Aloha!
- Finances
  - The ACLA Board and staff steward the use of donor and taxpayer funds responsibly
    - Downsized the physical space of the library to reduce costs
    - Seeking and receiving grants
    - Investing a portion of funds into low-risk, fixed period CD to passively allow money to grow
    - Considering all expenditures carefully to balance needs with financial and staff capacity
  - Received a grant from Marie Lamfrom Charitable Foundation in Fiscal Year 2023-2024
- Library Staff
  - Open hours
    - Prior to the pandemic, the Aloha Community Library was open 49 hours/week
    - Currently, open 45 hours/week
  - We're trying to figure out what the library landscape looks like now
    - Electronic vs. paper books
    - Other services and programs offered by the library
  - Staff are now able to take time off, had been ~~difficult-availability~~ to do so for a while
  - Word of mouth is the biggest marketing tool for the library, and we hear it from our patrons when they visit
  - The staff passes along great patron stories and ~~the~~ our patrons are- part of what they enjoy about working here

- Fiscal Year 2022-2023 Circulation Numbers







## **Washington County Cooperative Library Services (WCCLS)**

- Lisa Tattersall, WCCLS Manager, also presented during the meeting

### About WCCLS

- WCCLS supports life-changing library services
- Established in 1976 to distribute funding, infrastructure, and services to libraries throughout Washington County

### Governance

- Board of County Commissioners – elected Washington County Commissioners
- Executive Board
  - Advisory to Board of County Commissioners
    - Each city represented by City Manager or Assistant City Manager
    - Each non-profit represented by their board's Executive Officer
- Policy Group
  - Advisory to the WCCLS Executive Board and WCCLS staff
  - Each library represented by their Library Director

### Funding

- Fiscal Year is July-June
- FY 2022-2023:
  - \$40.78 million
    - \$27.79 million funding allocation to libraries
    - \$12.99 million WCCLS operations budget
- 40% of funding comes from levy
  - Expire every 5 years
- 60% of funding come from Washington County General Fund

### WCCLS Teams and Services

- IT
- Library Systems and Collections
  - Cataloging
- Materials Movement
  - Sort all materials
  - Implemented RFID about 6-7 years ago
- Patron Services
  - Interlibrary loans outside our system
  - Books by mail
- Partnerships
  - Work with public agencies
  - Work with other libraries
  - Make sure services relevant for the community
  - Language-specific storytime
  - Books and storytime at migrant camps
- Marketing and Communications
  - Explain the value of libraries
  - Emails and social media
    - Email list 250,000
    - WCCLS emails have a great open rate

### Library Foundation of Washington County

- Supports WCCLS and Washington County Law Library
- Independent of the Law Library, WCCLS, and Washington County
- Have one major annual fundraiser
  - [February 16, 2024 Pairings & Pages](#)
- WCCLS received a \$5000 contribution for the Summer Reading Program

Approved by ACLA Board of Directors 7/17/2024

### Interdependence and Independence of Libraries with WCCLS

- Basic library policies & procedures must align across libraries in WCCLS system, since they share resources and systems
- WCCLS libraries, including Aloha Community Library, cannot change late fees
  - Fines don't bring in much income
  - Fines are a barrier to using libraries
  - When fines go away, the materials and members come back
  - They can charge replacement fees

### Funding and Governance Evaluation Process

- Goal
  - To establish sustainable, effective, and equitable funding and governance for our county library system so we can continue to meet community needs for decades to come
- Challenges
  - Oregon property tax limits revenue while expenses increase
  - Increasing pressure on county's general fund
    - 7% reduction last fiscal year
  - Service levels vary at different libraries across county
  - Legacy funding distribution formulas
- Opportunities
  - [Equity in funding for Washington County Libraries](#)
  - WCCLS will work with a consultant
  - Establish baseline levels for libraries and the communities they serve
  - Service area/service boundary will also be reviewed
- Next Steps
  - Finalizing Request for Proposal for consulting firm
  - Once consultant is on board
    - Communication plan
    - Community engagement
  - Current levy expires June 2026
    - Since 2016 the levy rate \$.22/\$1000
    - Prior to 2016, levy rate \$.17/\$1000
  - Goal to get new levy on the ballot in 2025
    - There is a need to increase the levy rate, but no final decision has been made

### **Final Questions and Comments**

- One attendee wanted to state how wonderful the interlibrary loan program is
  - Her spouse was looking for a very specific book and it was found at a library in New York and made available through the interlibrary loan program
- How do you know which library is your home library?
  - When logged into WCCLS account, go into "My Settings"
    - Under "Account Preferences" you will see your Preferred pickup location
    - To change this, contact your local library and they can make the change for you
  - You can also ask at your local library and they can look it up for you
  - WCCLS looks at where people live and where they check out books, not only which library is set as their preferred pick up location
- Is there an email to contact the Aloha Community Library Association Board?
  - Creation of email address(es) for the ACLA Board are in progress
  - For now, email can be sent to:
    - Terri Palmer, Library Director: [terrip@alohalibrary.org](mailto:terrip@alohalibrary.org)