

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

September 11, 2012

3:30 p.m.

Location: The Dalles-Wasco County Library
722 Court St., The Dalles, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of July 12, 2012 Library Board Meeting Minutes
- III. INTRODUCTION OF NEW BOARD MEMBER
- IV. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- V. LIBRARY DIRECTOR'S REPORT
- VI. SHARED CONCERNS OF THE BOARD
- VII. PRESENTATION
 - A. Library Mobile App
- VIII. NEW BUSINESS
 - A. Maupin Library Building Technical Assistance Grant
 - B. Recommendation Regarding Allocation of Materials Budget
- XI. REPORTS
 - A. Friends of the Library Activities
 - B. Library Expansion Committee

C. Materials Expenditures Report

D. Library District Financial Report

E. Financial Report for The Dalles-Wasco County Library

X. ADJOURNMENT

A. Set Next Meeting Date and Location

B. Adjourn

MINUTES SUBJECT TO
COMMISSION APPROVAL
AT ITS NEXT REGULAR
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

July 12, 2012

COMMISSION PRESENT: CeeCee Anderson, Mary Beechler, and Corliss Marsh

COMMISSION ABSENT: Margaret Brewer

STAFF PRESENT: District Librarian Sheila Dooley and Dufur School/Community Librarian Louise Walkowiak

GUESTS PRESENT: Library Clerk II Maggie Pando

The meeting of the Wasco County Library Service District Board was called to order at 2:32 p.m. by Chairman Corliss Marsh.

MINUTES

Mary Beechler made a motion to approve the minutes of the May 8th meeting. CeeCee Anderson seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles library was presented for information.

Sheila Dooley reported that the library is now receiving daily courier service through Sage as part of its membership. A new feature of the July 16th Sage upgrade will enable patrons to view their reading history (checkout history) as an account preference.

Louise Walkowiak reported on summer activities at the Dufur library.

After a discussion regarding mobile apps for libraries, there was a consensus to have Sheila Dooley arrange for a vendor to speak with the Board via a phone conference at the September Library Board meeting.

Mary Beechler reported that Sarah Hennessey has been working a reduced schedule at the Maupin library due to medical issues. Sheila Dooley will send contact information for possible substitutes to Sarah.

DISCUSSION

A. Status of Proposed Meeting with Maupin City Council

After a discussion it was agreed to have Sheila Dooley confirm that the Board is planning to attend the Maupin City Council meeting on Wednesday, August 22nd, at 6:30 p.m. Future plans for the Maupin library building will be discussed at that time.

Sheila will forward background information on the need for an expanded library facility to Corliss Marsh and Mary Beechler.

NEW BUSINESS

A. Election of Officers

The election of officers was postponed until the September meeting when more members are expected to be present.

OLD BUSINESS

A. Proposed Library District FY 2012-2013 Budget

Sheila Dooley reported that the budget was adopted by the Board of County Commissioners. The District will be asked to take part in the County's pre-budget hearing interview process next year.

B. Library Board Member Terms

The at-large position vacancy on the Board needs to be advertised and filled. The expiration date for this member's term is June 30, 2014.

REPORTS

A. Friends of the Library Activities

Corliss Marsh reported on recent Friends' activities including sales of used books through online consignment sales, the recent successful book sale at the library, and the need to increase the Friends' membership.

B. Library Building Committee

Corliss Marsh reported on the recent Library Building Committee meeting. Planned activities include a fall kick-off event featuring an author presentation, speaking engagements, and the preparation of publicity materials.

C. Materials Expenditures Report

The District materials budget was 84% expended as of 100% of the year.

D. Library District Financial Report

The June report was unavailable.

E. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 86% expended as of 100% of the year.

RECESS TO EXECUTIVE SESSION

At 3:25 p.m. Chairman Corliss Marsh recessed the meeting to Executive Session in accordance with ORS 192.660(2) (i) to review and evaluate the performance of a public officer.

RECONVENE TO OPEN SESSION

The meeting reconvened to Open Session at 4:28 p.m.

Mary Beechler, Corliss Marsh and Sheila Dooley will meet at Riverenza on Monday, August 6th, at noon to discuss Maupin library building issues.

ADJOURNMENT

At 4:29 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, September 11th, at 3:30 p.m. at Dufur School/Community Library.

APPROVED by the Wasco County Library District Board of Directors on the 11th day of September 2012.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chair

Mary Beechler, Vice-Chair

CeeCee Anderson, Board Member

Margaret Brewer, Board Member

Wasco County Library Service District

Library Director's Report

September 2012

Library Foundation

The Library Foundation has received a \$10,000 grant from Trust Management Services. The grant will be used to purchase two children's computer learning stations with computer tables and chairs. Designed for use by children through age 12, the station programs will promote self-directed, motivated learning with content that is both educational and fun.

The Foundation Directors elected Diane Bungum to serve a 3-year term on the Board.

Daily Sage Courier Deliveries

The courier delivery service that the library participates in as part of its Sage membership has been expanded from a twice weekly to a daily service. Through the State's ORBIS courier program, the library now receives daily deliveries of books and other library materials requested through interlibrary loan from other Sage member libraries.

Library Expansion Committee

Plans are underway for the fundraising event to be held on Sunday, October 21st, at the Columbia Gorge Discovery Center from 5:00 to 8:00 p.m. The program will feature a presentation by western author Rick Steber, appetizers will be served and everyone attending will receive a free membership in the Friends of the Library.

A PowerPoint presentation to kick-off the library expansion project is scheduled for the Chamber of Commerce Power Breakfast on Friday, September 7th. The next meeting of the Library Expansion Committee is scheduled for Wednesday, September 12th, at 5:15 p.m. in the library meeting room.

The Library Foundation has approved designating \$10,000 for Library Expansion Committee expenses related to the building project.

Maupin Library Building

On August 22nd, the Library Board attended the Maupin City Council meeting to request that the City Council approve the concept of acting as fiscal agent for a Ford Family Foundation Technical Assistance Grant. The TAG would be used to develop plans to expand the Maupin Library building on its current site.

Library Board Opening

The Wasco County Board of Commissioners is seeking applicants for an at-large position on the Library Board. Applications will be accepted through September 21st.

Ready To Read Grant

Applications have been submitted for two State Ready To Read Grants: \$2,360 for District use and \$1,848 for The Dalles-Wasco County Library. The grants will be used to fund children’s summer reading activities. Grants are awarded based on the number of children served and square mileage in the library’s service area.

Staff Training

Staff participated in the following training activity during August: Sheila Dooley, Samantha Luth, and Maggie Pando attended the “Creating Your Library Brand” webinar.

Library staff has arranged for a meeting with staff at the Tigard Library to learn about the process for implementing RFID (radio frequency identification) tags at the library. The visit is planned for Friday, October 18th.

Friends of the Library

The Friends of the Library will be holding a membership drive with their annual fall meeting planned for Wednesday, September 12th, at 6:30 p.m. in the library meeting room. The agenda will include election of officers, library expansion project, book sale update, and a brainstorming session to identify new Friends’ projects.

August Library Programs

	No. of programs:	Program attendance:
Toddler Time	5	108
Preschool Storytime	5	116
Little Hands Daycare	1	6
Proffitt Daycare	1	7
Hodges Preschool	2	23
Summer Reading Program	<u>3</u>	<u>237</u>
	17	497

Head Start and Great and Small storytimes will resume in September.

Other Library Use During August

Number of Users/Items:	
Public Internet users	2726
Website users	1135
Library2Go users	270
Library2Go Ebook users	71
Tumblebooks database users	19
Patrons registered	122
Visitors	10858
ILLS to Sage libraries	420

ILLS from Sage libraries 602
 Materials circulated 14358

Outreach Van:	10/11	11/11	12/11	1/12	2/12	3/12	4/12	5/12	6/12	7/12	8/12
No. of stops	9	27	25	17	28	32	33	23	14	13	11
Items circulated	190	174	121	69	150	179	156	363	200	244	76
No. of storyhours	11	19	18	16	13	20	25	16	6	4	4
No. of adult programs	2	3	3	3	2	3	8	3	3	3	3
No. of guest programs (children's)	---	---	---	---	---	---	---	---	---	---	---

Please refer to the accompanying spreadsheet for program details.

Outreach during August included one visit to Flagstone Assisted Living, Mill Creek Point, and Tygh Valley Community Meal; and two visits to Canyon Rim Assisted Living Center and Dufur Pioneer Potlatch. The Library District booth at the Wasco County Fair received a first place ribbon.

Events in the library included five weekly knitting group meetings, four Teen Time programs, two teen summer reading programs, two Family Craft Nights, two Family Game Days, and an Ebook Use Demonstration. Special guests included magician Bill Mitchell and musician Victor Johnson. The portable OMSI planetarium was on exhibit on August 27th with programs attended by more than 100 people.

The library participated as an exhibitor at the ADA Celebration held at The Dalles Civic Auditorium. Earlier in the summer Suzy Goolsby was the guest on the KODL Coffee Break and provided information on the summer reading program.

Upcoming Events

Thursday, September 6th: The library will be providing games and entertainment for children during the Kiwanis Steak Feed at Sorosis Park.

Tygh Valley Station

There is no news to report this month.

Shaniko Station

There is no news to report this month.

Library usage data								
	jan.12	feb.12	mar.12	apr.12	may.12	june.12	july.12	aug.12
Great & Small	63	142	134	138	149			
Toddler time	42	134	104	149	145	119	88	108
Preschool Story.	53	81	91	89	106	114	92	116
Hodges daycare	24		35	32	23	51	22	23
Proffit daycare	4		5	6	6	12	10	7
TD Head Start	72	72	182	114	30			
Maupin Head St.		29	32	33				
Wahtonka Hd.St.		15		16				
Little Hands DC	5		7	8	7	8	11	6
Planetree St.						94		
Summer Reading						286	537	237
Sat. Family St.	13	24						
Summer Solstice						46		
Craft night/aft.		13	72			6	3	13
Child. prog.above	268		662	585	466	735	859	610
Guest prog.child.			125			288	317	289
Total prog.child	19	31	36	33	25	23	21	20
Prog.attendanc	268	516	662	585	466	735	859	610
Adult programs	4;30	9;49	9;64	9;206	8;51	7;33	7;37	8;48
Teen programs	8;56	7;57	11;123	10;88	10;64	7;33	9;61	8;69
# of users/items								
Internet users	2376	NA	3014	2482	2749	2702	2697	2726
Website users	1731	1386	1436	1168	1152	1222	1266	1135
Lib2Go users (B)	296	269	333	274	260	272	330	270
Lib2Go users(EB)	74	62	77	61	48	63	53	71
Lib2Go users (K)	48	49	45	61	77	57	67	83
Tumblebook use	1191	1317	859	632	511	679	513	19
Patrons regist.	124	156	107	93	96	107	117	122
ILLS to Sage/GL	433	399	480	514	402	403	526	420
ILLS from Sage	484	475	507	510	551	448	501	602
Materials circ.	13326	13610	14027	12483	12928	13705	13902	14358
Library visits	9608	10013	11398	9315	9782	10127	10217	10858
Outreach Van								
# of stops	17	28	32	33	23	14	13	11
Items circulated	69	150	179	156	363	200	244	76
Storyhours	13;173	20	22	25	16	6	4	4

Adult programs	2;9	3	8	8	3	3	3;20	3;25
Guest progs. C.			1					
Patrons served	363	460	184	524	346	239	228	181

Wasco County Library District
 Financial Report
 Materials Expenditures
 9/6/2012

Category	Budgeted Amount		Expended	%	Balance
Dufur	\$9,553.00		\$0.00	0.0%	\$9,553.00
Maupin	\$12,321.00		\$1,082.12	8.8%	\$11,238.88
Shaniko	\$0.00		\$0.00		\$0.00
Tygh Valley	\$0.00		\$0.00		\$0.00
TD books	\$80,354.00		\$9,346.22	11.6%	\$71,007.78
TD periodicals	\$4,687.00		\$165.30	3.5%	\$4,521.70
TD audiovisual	\$9,189.00		\$1,452.78	15.8%	\$7,736.22
Total	\$116,104.00		\$12,046.42	10.4%	\$104,057.58

7/31/12

Recommendation for Allocation of Library Materials Budget

Since FY 2008-2009 the school district populations have been used to establish the service areas of the three District libraries. The Wasco County Clerk has a record of the number of registered voters in each district, but not the total population. The State Library uses a ratio based on the number of registered voters in the County divided by the total County population when determining the Ready To Read Grant populations. This ratio is applied to the number of registered voters in each City or school district to determine the Ready To Read Grant populations.

Currently there are 12,708 registered voters in the Wasco County Library Service District. Dividing this number by the total District population (23,498) equal 54.0811%. This is the ratio of registered voters to total population.

Applying this ratio to the number of registered voters in each school district, results in the following school district population estimates:

	Registered voters:	Divided by .540811:	Percentage of total population:
Dufur	1,048	1,937	8.246%
Southern Wasco Co.	1,351	2,498	10.635%
The Dalles	10,305*	19,054	81.112%

*10,519 minus 214 for Mosier registered voters

Multiplying these percentages by the total materials budget (\$115,842) would distribute the materials budget as follows:

Dufur	9,553
Southern Wasco Co.	12,321
The Dalles	94,230**

**The Dalles total includes \$242 in Ready to Read grant funds.