

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

January 15, 2013

Immediately Following the Library Board Workshop

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

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of November 27, 2012 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. OLD BUSINESS
  - A. Library Mobile App
  - B. Maupin Library Building Technical Assistance Grant
- VII. NEW BUSINESS
  - A. Services to Tygh Valley Library Station
- VIII. 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

IX. 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

November 27, 2012

COMMISSION PRESENT: CeeCee Anderson, Mary Beechler, Margaret Brewer, Diane Bungum, and Corliss Marsh

COMMISSION ABSENT: None

STAFF PRESENT: District Librarian Sheila Dooley

GUESTS PRESENT: Library Clerk II Maggie Pando

The meeting of the Wasco County Library Service District Board was called to order at 3:34 p.m. by Chairman Mary Beechler.

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MINUTES

Corliss Marsh made a correction to the spelling of Kathy Viemeister's name on page 1, paragraph 4, of the October 9<sup>th</sup> meeting minutes. Corliss made a motion to approve the minutes of the October 9<sup>th</sup> meeting as corrected. Margaret Brewer seconded the motion and it was approved unanimously.

INTRODUCTION OF NEW BOARD MEMBER

Diane Bungum was introduced to the other Board members.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles/Wasco County Library was presented for information.

There was a discussion regarding the process for converting the collection barcodes to RFID (radio frequency identification) tags.

Sheila Dooley reported that Sarah Hennessey was planning to apply for a Wasco County Cultural Trust grant for the Southern Wasco County Library. The grant would be used to fund a residency and performance by the Missoula Children's Theater in Maupin.

There was no report from the Dufur School/Community Library.

## SHARED CONCERNS OF THE BOARD

Corliss Marsh proposed that the Board hold a work session in January to determine goals and the evaluation tool to use for the Library's Director's evaluation. After a discussion it was decided to schedule the work session for Tuesday, January 15<sup>th</sup>, at 3:30 p.m. at The Dalles library. The work session will include food and be followed by a Board meeting to be adjourned by 6:30 p.m. Board members will bring sample evaluation tools.

## OLD BUSINESS

### A. Maupin Library Building Technical Assistance Grant

Sheila Dooley reported that the Technical Assistance Grant to the Ford Family Foundation had been submitted with a decision expected within a few weeks. Grantwriter Lyn Craig had proposed holding community meetings during January.

After a discussion, it was decided to wait to schedule the public meetings until February due to the transition taking place on the Maupin City Council. Sheila Dooley will ask Lyn Craig to forward a copy of the grant application for the Library Board, and to include Mary Beechler and Sarah Hennessey in any emails related to the project.

### B. Mobile App

Maggie Pando reported that the Boopsie mobile app was expected to be available on Apple soon.

## NEW BUSINESS

### A. Proposed Revision to Policy Establishing Behavior Rules for Use of Library

After a discussion regarding the library's behavior rules, Corliss Marsh made a motion to remove "being under the influence of any controlled substance or intoxicating liquor" from the third paragraph of the library's behavior policy. Mary Beechler seconded the motion and it was approved unanimously. As being intoxicated is not a crime, the library will instead rely on disruptive behavior as the grounds for issuing a warning or removing someone from the library.

## REPORTS

### A. Friends of the Library Activities

Corliss Marsh reported that the Friends would not be conducting a Wasco County Reads program as a Statewide Oregon Reads program featuring the books of Kim Stafford is planned. The Friends will be providing financial support for a library Christmas crafts program and Library Expansion Committee activities.

### B. Library Expansion Committee

Corliss Marsh reported that the Committee would be promoting the expansion project through an advertisement in the newspaper. A gala event featuring an auction of autographed books as well as other items is planned for April.

C. Materials Expenditures Report

The District materials budget was 31% expended as of 33% of the year.

D. Library District Financial Report

It was reported that there were no major expenditures prior to November.

E. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 36% expended as of 33% of the year.

ADJOURNMENT

At 4:27 p.m. the meeting was adjourned by Mary Beechler. The next meeting will be preceded by a work session scheduled for Tuesday, January 15<sup>th</sup>, at 3:30 p.m. at The Dalles-Wasco County Library.

APPROVED by the Wasco County Library District Board of Directors on the 15th day of January 2013.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Mary Beechler, Chair

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Corliss Marsh, Vice-Chair

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CeeCee Anderson, Board Member

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Margaret Brewer, Board Member

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Diane Bungum, Board Member

## Wasco County Library Service District

### Library Director's Report

January 5, 2013

#### **Library Mobile App**

The mobile app is now available for use by patrons to access the library from any internet-capable phone. Searching the library catalog, downloading an ebook, checking your account, asking a question or finding events are among the features that can be accessed.

Press releases have been sent to the local media. Posters and bookmarks will be distributed as part of the publicity campaign. Rodger Nichols of Y102 broadcasted a radio interview promoting the service.

#### **Library Foundation**

The Library Foundation has now raised more than \$25,000 in local donations towards the Library Expansion Project. Fundraisers are planned as well as applications for small grants. The fundraising goal is \$200,000 to be raised locally and through small grants. A local family will match funds raised for the project up to a maximum of \$100,000. Once the local fundraising is completed, the remainder of the needed construction funds will be obtained from larger grants.

Grantwriter Lyn Craig will be submitting an application for a challenge grant later this month.

The Library Foundation has submitted an application to the Wasco County Economic Development Commission asking that the expansion project be included in its Needs and Issues Project Inventory. A formal presentation of the project will be made to the Commission on January 17<sup>th</sup>.

During December the Foundation received a \$1,000 donation from a local family for additional children's programs.

#### **Library District Audit**

During December, Friend & Reagan completed the audit of the Library District. As Budget Officer, I was responsible for reviewing the financial statements and completing the Management Discussion and Analysis section.

#### **Library Grants**

The Library District has applied for \$4,540 in federal erate reimbursement funds for FY 2012-2013. This represents 80% of eligible telecommunications and internet costs during

the current fiscal year for The Dalles, Maupin, and Shaniko libraries. The reimbursement award for FY 2011-2012 expenditures was received during December and totaled \$4,124.

During December Ready to Read grant funding in the amount of \$6,217 was received from the Oregon State Library. The Library District received \$2,365 to be used to fund outreach programs for children during summer 2013. The Dalles and Maupin each received funding for summer reading program activities, The Dalles receiving \$1,825 and Maupin \$1,000. Dufur received \$1,000 for early literacy furniture and collection development.

Ready to Read grant awards are based on the number of children in the library’s service area and are intended to improve public library service to children. The program was established by the State Legislature in 1993 to assist local libraries in helping achieve the Oregon Benchmarks for childhood learning and development. Libraries may use these funds for the statewide summer reading program for children ages 0 to 14 and early literacy services for children ages 0 to 6.

**Staffing Change**

Part-time Library Clerk I Sue Ann Arguelles retired on January 5<sup>th</sup> after 13 years employment at the library. Her retirement plans include volunteering at the library on Saturdays.

**December Library Programs**

Please refer to the accompanying spreadsheet for program details.

	No. of programs:	Program attendance:
Toddler Time	4	65
Preschool Storytime	4	96
The Dalles Head Start	3	45
Maupin Head Start	1	14
Little Hands Daycare	1	8
Proffitt Daycare	1	5
Hodges Preschool	2	28
Sonrise Academy Preschool	1	12
Wonderworks Children’s Museum	<u>1</u>	<u>10</u>
	18	283

**Other Library Use During December**

Number of Users/Items:	
Public Internet users	2454
Website users	1678
Library2Go users	414
Library2Go Ebook users	187
Tumblebooks database users	2698

Patrons registered	67
Library visits	8970
ILLS to Sage libraries	456
ILLS from Sage libraries	523
Materials circulated	12254

Outreach Van:	2/12	3/12	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12
No. of stops	28	32	33	23	14	13	11	24	13	14	17
Items circulated	150	179	156	363	200	244	76	116	207	160	149
No. of storyhours	13	20	25	16	6	4	4	16	5	6	10
No. of adult programs	2	3	8	3	3	3	3	3	3	3	3
No. of guest programs (children's)	---	---	---	---	---	---	---	---	---	---	---

Outreach during December included one visit to Mill Creek Point, and two visits to Canyon Rim Assisted Living Center, Dufur Pioneer Potlatch, and Tygh Valley Community Meal.

Events in the library included four weekly knitting group meetings, three Teen Time programs, seven After School Teen Time programs, two Family Game Days, seven Craft Times and one book discussion group. Children from the Families First program visited the library for a visit with Santa and a story. Cowboy Buck and Elizabeth provided musical entertainment at the annual children's holiday party.

### **Tygh Valley Station**

Clint Johnson of Johnson Network is donating free 5mb internet service to the Tygh School Community Center. The only charge to the Center was an installation fee of \$100. The Library District had been paying Century Link \$64 per month for 1.5mb internet service for the Tygh Valley Library Station, which is located at the Center.

### **Shaniko Station**

No news to report this month.

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

WORKSHOP

January 15, 2013

3:30 p.m.

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

- I. CALL TO ORDER
- II. DISCUSSION
  - A. Discussion Regarding Library Director Evaluation Tools
- III. GOAL SETTING
  - A. Review of Vision/Master Plan and Goals
  - B. Review of Proposed Budget Priorities for FY 2013-2014
  - C. Determine Goals for 2013
- IV. ADJOURNMENT

<b>Library usage data</b>								
	<b>may.12</b>	<b>june.12</b>	<b>july.12</b>	<b>aug.12</b>	<b>sept.12</b>	<b>oct.12</b>	<b>nov.12</b>	<b>dec.12</b>
Great & Small	149				110			0
Toddler time	145	119	88	108	99	96	99	65
Preschool Story.	106	114	92	116	95	81	114	96
Hodges daycare	23	51	22	23	37	26	28	28
Proffit daycare	6	12	10	7	5	7	4	5
TD Head Start	30				20	12	30	45
Maupin Head St.							34	14
Little Hands DC	7	8	11	6	8	8	7	8
Sonrise Acad PS								12
Wonderworks								10
Planetree St.		94						
Summer Reading		286	537	237				
Summer Solstice		46						
Craft night/aft.		6	3	13				20
Child. prog.above	466	735	859	610	374	229	316	303
Guest prog.child.		288	317	289				47
<b>Total prog.child</b>	<b>25</b>	<b>23</b>	<b>21</b>	<b>20</b>	<b>27</b>	<b>14</b>	<b>14</b>	<b>18</b>
<b>Prog.attendanc</b>	<b>466</b>	<b>735</b>	<b>859</b>	<b>610</b>	<b>479</b>	<b>229</b>	<b>316</b>	<b>303</b>
<b>Adult programs</b>	<b>8;51</b>	<b>7;33</b>	<b>7;37</b>	<b>8;48</b>	<b>11;86</b>	<b>14;114</b>	<b>11;207</b>	<b>10;64</b>
<b>Teen programs</b>	<b>10;64</b>	<b>7;33</b>	<b>9;61</b>	<b>8;69</b>	<b>6;85</b>	<b>7;54</b>	<b>11;197</b>	<b>7;53</b>
<b># of users/items</b>								
Internet users	2749	2702	2697	2726	2540	2761	2539	2454
Website users	1152	1222	1266	1135	1379	1688	1622	1678
Lib2Go users (B)	260	272	330	270	265	324	279	227
Lib2Go users(EB)	48	63	53	71	60	69	55	85
Lib2Go users (K)	77	57	67	83	63	66	72	102
Tumblebook use	511	679	513	19	494	1995	2173	2698
Patrons regist.	96	107	117	122	98	94	159	67
ILLS to Sage/GL	402	403	526	420	434	457	442	456
ILLS from Sage	551	448	501	602	466	596	528	523
Materials circ.	12928	13705	13902	14358	12172	13192	13023	12254
Library visits	9782	10127	10217	10858	8293	10068	9737	8970
<b>Outreach Van</b>								
# of stops	23	14	13	11	24	13	14	17
Items circulated	363	200	244	76	116	207	160	149
Storyhours	16	6	4	4	16	5	6	10

Adult programs	3	3	3;20	3;25	3;24	3	3	3
Guest progs. C.								
Patrons served	346	239	228	181	296	207	247	305

January 8, 2013

## Service to Tygh Valley Library Station

### Background:

When the Library District was being established, the Feasibility Study Report for the proposed district contained the following description of services to be provided to the library stations:

#### Page 19:

Place a “library station” in Shaniko and Tygh Valley to serve the Tygh Valley-Wamic-Pine Hollow communities and possibly at Mosier. A library station consists of a computer/printer with a County Library Web interface, a bookcase, and a small rotating collection of popular books. The County Library Web interface lets residents search the Gorge Link database and the resources of the county library and request local delivery to that library station. Library staff introduces community residents to the library station and troubleshoots problems with the stations.

#### Page 20:

Establish Dufur and Maupin as well as Shaniko, Tygh Valley and possibly Mosier as associate members of Gorge Link. This will provide access to the regional collection and delivery services.

#### Page 41:

The Feasibility Study technology cost estimate included \$1,500 per year for Associate Gorge LINK membership for Tygh Valley. Also included was DSL installation and equipment (\$125), DSL monthly data services (\$40), and a PC workstation (\$750).

After the District was established, it was decided to provide Tygh Valley access to Gorge LINK (now Sage) but not as an Associate Member due to the lack of staffing there. Requested materials are delivered twice a month using the library van. Patrons can also arrange to have materials delivered to one of the libraries at Dufur, Maupin, or The Dalles.

When the library’s Vision/Master Plan was adopted in 2009, one of the values included in it was “every citizen shall have access to the materials purchased with district funds.” As the materials provided to the stations at Shaniko and Tygh Valley are not cataloged or accessible through the automated system, donated materials make up the major part of the library materials provided to them.

Services provided to the Tygh Valley Library Station are:

- Arrangement for delivery of requested library materials through Sage to the libraries at Dufur, Maupin or The Dalles for check out by Tygh Valley patrons

- Selection of library materials available for loan provided during twice monthly outreach visits to Tygh School Community Meal
- Payment of Internet service costs at Tygh Valley station (currently free of charge)
- Maintenance of computers and printer at Tygh Valley station including troubleshooting problems if requested
- Supplies as needed for computer service maintenance and library material processing (for items not purchased with District funds)
- Limited purchase (or reimbursement for items purchased) and processing of library materials using District funds
- Donated library materials for addition to collection and miscellaneous supplies (such as craft supplies) provided on an occasional basis
- Opportunity to select from materials donated to the Library District such as duplicate new books, videos, or DVDs

Wasco County Library District  
 Financial Report  
 Materials Expenditures  
 1/9/2013

Category	Budgeted Amount		Expended	%	Balance
Dufur	\$9,553.00		\$4,125.06	43.2%	\$5,427.94
Maupin	\$10,321.00		\$5,183.71	50.2%	\$5,137.29
Shaniko	\$0.00		\$0.00		\$0.00
Tygh Valley	\$0.00		\$0.00		\$0.00
TD books	\$82,354.00		\$33,817.20	41.1%	\$48,536.80
TD periodicals	\$4,687.00		\$2,671.39	57.0%	\$2,015.61
TD audiovisual	\$9,189.00		\$3,726.99	40.6%	\$5,462.01
<b>Total</b>	<b>\$116,104.00</b>		<b>\$49,524.35</b>	<b>42.7%</b>	<b>\$66,579.65</b>