

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

February 14, 2012

3:30 p.m.

Location: Maupin Grade School Library
308 Deschutes Ave., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of January 10, 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. Renewal of Intergovernmental Agreement between Wasco County Library Service District and City of The Dalles for Library Services
- VII. NEW BUSINESS
 - A. Proposed Library District FY 2012-2013 Budget
 - B. Oregon Library Association Conference
 - C. Library Board Member Terms
- VIII. DISCUSSION
 - A. Update Regarding Library Design Study

IX. REPORTS

A. Materials Expenditures Report

B. Library District Financial Report

C. 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

January 10, 2012

COMMISSION PRESENT: CeeCee Anderson, Mary Beechler, Lynn Cotter, Diana McElheran, and Corliss Marsh

COMMISSION ABSENT: None

STAFF PRESENT: District Librarian Sheila Dooley, Library Clerk II Maggie Pando, and Dufur School/Community Librarian Louise Walkowiak

GUESTS PRESENT: None

The meeting of the Wasco County Library Service District Board was called to order at 3:40 p.m. by Chairman Corliss Marsh.

MINUTES

CeeCee Anderson made a motion to approve the minutes of the November 8th meeting. Lynn Cotter seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

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

There was a discussion regarding the increase in circulation of library materials during the current fiscal year. As a comparison, Maggie Pando will prepare a printout showing the breakdown of circulation by collection type for April 2011 (the first month this information became available through the Sage System).

Sheila Dooley will ask Mayor Denny Ross for an update on Maupin's plans to apply for a Ford Family Foundation Technical Assistance Grant for a building study.

Louise Walkowiak reported that public Wi-Fi Internet access is now available at the library. Community library use has shown an increase as the library has funding for requested materials.

OLD BUSINESS

A. Renewal of Intergovernmental Agreement between Wasco County Library Service District and City of The Dalles for Library Services

There was a consensus to send a letter to the City Council from the Library Board requesting that the agreement be renewed with no changes. Renewing the agreement will be discussed at the January 23rd City Council meeting. Corliss Marsh will contact the County Commissioners before the meeting.

B. Fiscal Year 2012-2013 Budget Priorities

There was a discussion of the library's technology and PC replacement plans. Maggie Pando reported that more bandwidth is needed for the amount of public Internet use at the library. She will investigate the available options for increasing it.

NEW BUSINESS

A. Five Year Capital Improvement Plan

Purchase of a genealogy cabinet was removed from the CIP as a funding request will be made to the Friends of the Library.

DISCUSSION

A. Update Regarding Library Design Study

Sheila Dooley reported that the City Council had granted approval for the Library Foundation to proceed with fundraising for the project. Lyn Craig will be developing a fundraising plan during February. The Foundation is making arrangements with the architects for a building rendering to use when fundraising.

REPORTS

A. Materials Expenditures Report

The District materials budget was 41% expended as of 50% of the year.

B. Library District Financial Report

The report was not available.

C. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 45% expended as of 50% of the year.

ADJOURNMENT

At 4:54 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, February 14th at 3:30 p.m. at the Maupin Grade School Library.

APPROVED by the Wasco County Library District Board of Directors on the 14th day of February, 2011.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chair

Mary Beechler, Vice-Chair

CeeCee Anderson, Board Member

Lynn Cotter, Board Member

Diana McElheran, Board Member

Wasco County Library Service District

Library Director's Report

February 8, 2012

Library Design Study Update

At the January 9th The Dalles City Council meeting, architects from Fletcher, Farr and Ayotte gave a presentation on the proposed library addition. The preferred plan was reviewed. It was noted that the expansion could be constructed in two phases with Phase I being the new children's area and Phase II consisting of updated restrooms, meeting room and gallery.

There was a discussion of the effect of the addition on library operating costs. Operating costs should be only slightly higher due to utility costs and a small increase for janitorial services. The roof space would be increased by about one third with a new roof only needed every 20 to 25 years.

The City Council voted unanimously to authorize the Library Foundation to proceed with fundraising. Councilor Dan Spatz said he supported the concept but cautioned the library to be fiscally conservative and address a capital maintenance plan.

Lyn Craig, Executive Director of the Libraries of Eastern Oregon, will be working with the Foundation to develop the fundraising plan. She stated that most funding agencies would consider funding for the highest need first, which for this project would be the children's area.

In preparation for fundraising efforts, professional renderings of the proposed library expansion are being developed by FFA Architects. These renderings will illustrate interior and exterior views of the project and be used when applying to foundations for grant funding. The exterior view will show the existing courtyard and meeting room wing while the interior view will illustrate the children's area including the programming, materials and furniture layout. The Friends of the Library are funding the cost of the renderings.

Intergovernmental Agreement

At the January 23rd meeting of The Dalles City Council, there was a discussion regarding the renewal of the intergovernmental agreement with the District, which expires on June 30, 2012. Nolan Young presented the staff report and noted that the staff was not recommending that the Library District lease the building from the City.

Concerns were expressed by the Council regarding possible additional maintenance costs in the future due to the proposed library expansion and the cost of replacing the roof. Mayor Wilcox stated that if the District paid 40 cents per square foot for the use and maintenance of the building, the cost would be approximately \$100,000 per year with the

proposed addition. He said the library was a liability to the City and if the Council did not want to charge rent, the building should be given to the District so that they would have the responsibility for its maintenance.

City Council voted unanimously to allow the current agreement to continue with no changes. One Councilor, Dan Spatz, was absent from the meeting. The agreement expires on June 30th annually and renews automatically subject to termination by either party.

There was further discussion related to the intergovernmental agreement at the City's Goal Setting meeting on January 30th. Dan Spatz said the library should establish a Capital Improvement Fund for the building due to the building expansion.

Adjusting the intergovernmental agreement's \$10,000 maintenance limit for inflation was also suggested. This limit is the maximum amount that the District will pay for a repair under the intergovernmental agreement. No action on this idea was taken.

Nolan Young suggested that the Council goals include investigating a long range capital repair fund for City buildings. The Council agreed to include "Support Library Foundation's fundraising effort for library building expansion" as a goal.

Friends of the Library

During January the Friends of the Library donated a new genealogy bookcase to the library. This new case will hold local history and genealogy materials as the library expands its collection.

The Friends are working with Susan Lewis of Columbia Gorge Community College in planning the college's Spring Humanities Series, "Voices Less Heard." Author Francisco Jimenez will speak at the college on April 25th. As part of the series, a group of mural panels titled "We Speak" will be displayed at the public library. The Friends will be supporting the series through the purchase of multiple copies of Jimenez's books to be added to the library's collection and used in a Community Reads program.

Libraries of Eastern Oregon

LEO has received a \$6,000 grant from the Autzen Foundation for marketing LEO online services to school and libraries.

The Eastern Oregon Word Round-up is planned for the first weekend in October at the Wildhorse Resort in Pendleton. This event will consist of two days of events that celebrate words and books in Eastern Oregon with opportunities for professional development for library staff. A mini-trade show with book signings by Oregon authors is planned. The Oregon Cultural Trust will be providing publicity for this event.

This event is in the early planning stages with the following activities arranged so far:

On Friday, October 5th, Gale online services will present a workshop and demonstration of the services currently provided to LEO as well as information on other offerings. Paulann Peterson, Oregon Poet Laureate, will present a workshop on writing for personal pleasure and self enrichment.

On Saturday, October 6th, Paulann Peterson will present a creative writing workshop for the public followed by a poetry reading for the public.

Staff Training

Staff participated in the following training sessions:

Rita Squires attended a two webinars: “Intellectual Freedom” on January 12th and a Booklist webinar titled “Connecting Struggling Readers: Resources, Tips and Advice to Engage and Inspire” on January 31st.

Barbara Telfer is participating in an ongoing online cataloging training class offered by Sage.

Jayne Guidinger participated in “Booklist’s Romance for YA Guys and Gals - What’s New in Teen Romance Novels” on January 11th and the Booklist webinar on connecting with struggling readers on January 31st. Jayne also attended the quarterly Oregon Library Association’s Young Adult Network meeting in Eugene on January 10th.

Oregon Library Association Conference

Early registration will start soon for the OLA Conference to be held at the Riverhouse Convention Center in Bend from April 25th to 27th, Wednesday through Friday. Additional information is available online. Board members who plan to attend should send their registration forms and hotel information to Sheila Dooley. The 2013 conference will be a joint OLA/WLA Conference in Vancouver Washington.

Library Board Terms

The following are the terms of the individual Board members. According to the bylaws, each member can serve two consecutive full terms of four years each.

CeeCee Anderson (The Dalles rep.)

7/1/07 - 6/30/09

Reappointed for a second term: 7/1/09 - 6/30/13

Mary Beechler (Maupin rep.)

7/1/07 - 6/30/11

Reappointed for a second term: 7/1/11 - 6/30/15

Lynn Cotter (Dufur rep.)

10/7/09 - 6/30/12

Corliss Marsh (The Dalles rep.)

7/1/07 - 6/30/11

Reappointed for a second term: 7/1/11 - 6/30/15

Diana McElheran (at large)
 12/19/07 - 6/30/10
 Reappointed for a second term: 7/1/10 - 6/30/14

Library Materials Usage

Since migrating to the Sage Library System in April, the library has been able to track the circulation of individual parts of the library collection. A significant increase occurred in the use of non-book materials.

Collection	Circulation/Use May 2011	Circulation/Use December 2011	Percentage Change
DVD/Video	2,584	3,697	43%
Music CDs	247	420	70%
Magazines	102	172	69%
Website users	1,050	1,185	13%
Tumblebooks (children's database)	139	796	473%

January Library Programs

	No. of programs:	Program attendance:
Toddler Time	3	42
Preschool Storytime	3	53
Senior Storytime	1	14
Great and Small	5	68
The Dalles Head Start	4	72
Little Hands Daycare	1	5
Proffitt Daycare	1	4
Hodges Preschool	<u>2</u>	<u>24</u>
	20	282

Outreach during January included visits to Tygh Valley Community Meal, Canyon Rim Assisted Living Center, Dufur Pioneer Potlatch, and Mill Creek Point. In other outreach activities, the library design study was the topic of a Mid-Columbia Senior Center lecture on January 3rd. Library staff worked with Chenoweth Elementary School and Discovery High School on planning the upcoming author visit of Francisco Jiminez, which will be held on April 26th.

Events at the library included three weekly knitting group meetings, four after school Teen Time programs, two Teen Game programs, two Saturday Family Game Day programs.

Other Library Usage During January

Number of Users/Items:

Public Internet users	2376
Website users	1731
Library2Go users	294
Library2Go Ebook users	122
Tumblebooks database users	1191
Patrons registered	124
Visitors	9608
ILLS to Sage libraries	433
ILLS from Sage libraries	484
Materials circulated	13326

Outreach Van:	3/11	4/11	5/11	6/11	7/11	8/11	9/11	10/11	11/11	12/11	1/12
No. of stops	26	19	16	13	10	9	11	9	27	25	17
Items circulated	244	101	101	134	176	157	185	190	174	121	69
No. of storyhours	14	14	10	10	1	0	11	19	18	16	13
No. of adult programs	6	2	2	3	8	3	2	3	3	3	2
No. of guest programs (children's)	1	---	---	1	1	---	---	---	---	---	---

January Library Programs

Please refer to accompanying spreadsheet for program details.

Upcoming Events

February 13th, Tuesday, 7:00 p.m.: Family Valentine's Day craft program will be held in the library.

March 2nd, Friday: Read Across America: This event is held each year in honor of Dr. Seuss's birthday. Volunteers are needed to read to children at area schools. Suzy Goolsby is coordinating this event along with Chelsea Marr of *The Dalles Chronicle*.

Maupin Municipal/Library Building

The idea of a combined building in Maupin is still an option. The capacity needed and possible locations are being investigated. As Lyn Craig is in Costa Rica until April 5th, a grant application to the Ford Family Foundation to fund a feasibility study is on hold.

Tygh Valley Station

The library was closed for week during January as there was a lack of volunteers due to the ice and snow.

Shaniko Station

No news to report this month.

Library Reserve Fund

An amount equal to a 5% increase in operating costs
over a 5 year period with no increase in revenues

Year	Amount	Increase
Current Year	1,085,537	
Year #1	1,139,814	54,277
Year #2	1,196,805	56,991
Year #3	1,256,645	59,840
Year #4	1,319,477	62,832
Year #5	1,385,451	65,974
	Total of increases	299,914

Recommended Reserves: 299,914

* Operating/Maintenance costs: Excludes contingency,
unappropriated fund balance

Need reserve fund plus 10% contingency (108, 554) or 408,468 total

2nd option: 500,000 reserve fund and 108,554 (10% contingency) or 608,554

February 8, 2012

Proposed

FISCAL YEAR 2012-2013 BUDGET

WASCO COUNTY LIBRARY SERVICE DISTRICT

REVENUE

Beginning Fund Balance	409,242
Property Tax - Current Year	1,110,793
Property Tax - Prior Year	44,432
Interest	1,569
TOTAL RESOURCES	1,566,036

EXPENDITURES

Contractual Library Services	
City of The Dalles	1,014,829
Dufur School District	18,471
City of Maupin	43,487
Subtotal Library Services	1,076,787
Legal Services	3,000
Audit	3,400
Insurance	1,000
Office Supplies	350
Legal Notices	500
Taxes/Permits/Assessments	500
Total Expenditures	1,085,537
Contingency	25,000
Unappropriated	455,499
Total	1,566,036

**Southern Wasco County Library Report for Wasco County Library Service District Board
Meeting for February 14, 2012**

February 20- Syndicated cartoon columnist Leigh Rubin will be doing a program for the South Wasco Middle and High School students.

Sage Cataloging Training- Sarah Hennessey is taking the online course work.

Wasco County Library District
 Financial Report
 Materials Expenditures
 2/14/2012

Category	Budgeted Amount	Expended	%	Balance
Dufur	\$9,305.00	\$3,376.81	36.3%	\$5,928.19
Maupin	\$11,990.00	\$5,919.07	49.4%	\$6,070.93
Shaniko	\$0.00	\$0.00		\$0.00
Tygh Valley	\$0.00	\$0.00		\$0.00
TD books	\$77,341.00	\$37,797.64	48.9%	\$39,543.36
TD periodicals	\$4,550.00	\$2,857.34	62.8%	\$1,692.66
TD audiovisual	\$8,921.00	\$4,162.57	46.7%	\$4,758.43
Total	\$112,107.00	\$54,113.43	48.3%	\$57,993.57