

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

April 10, 2012

3:30 p.m.

Location: Dufur School/Community Library
805 NE 5th St. Dufur, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of March 13, 2012 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. DISCUSSION
 - A. Library Construction Grant Opportunities
 - B. Self-Checkout Service
 - C. Update Regarding Library Design Study
- VII. OLD BUSINESS
 - A. Proposed Library District FY 2012-2013 Budget
 - B. Oregon Library Association Conference
 - C. Library Board Member Terms

VIII. NEW BUSINESS

- A. Library Goal Setting Session

IX. REPORTS

- A. Friends of the Library Activities
- B. Materials Expenditures Report
- C. Library District Financial Report
- D. 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

March 13, 2012

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

COMMISSION ABSENT: None

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

GUESTS PRESENT: Library Clerk II Barbara Telfer

The meeting of the Wasco County Library Service District Board was called to order at 4:00 p.m. by Chairman Corliss Marsh.

MINUTES

Lynn Cotter made a motion to approve the minutes of the February 14th meeting. Cee Cee 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 repairs to the concrete steps and deck have been completed. A book repair class for staff and volunteers is scheduled for April 9th. The OMSI "Earth From Space" exhibit will arrive on March 16th.

Corliss Marsh reported that the Friends of the Library made an \$8,000 donation to the Library Foundation for the expansion renderings and other expenses.

Barbara Telfer will provide Mary Beechler with publicity materials for the college's Spring Humanities Series featuring Francisco Jiminez. Mary Beechler will give contact information for the *Wam Pin Rock News* to Corliss Marsh. Suzy Goolsby will promote the event at Pioneer Potlatch in Dufur.

The Dufur and Maupin library reports were presented for information. Louise Walkowiak reported on the increased speed of Internet access due to the installation of a new computer, replacement scanner, and dedicated Internet line.

OLD BUSINESS

A. Proposed Library District Budget for FY 2012-2013 Budget

The proposed Dufur School/Community Library budget was distributed to the Board. Louise Walkowiak will investigate applying for the erate reimbursement for costs associated with the new Internet connection.

Sheila Dooley reported on the recent meeting with County Administrative Officer Tyler Stone and the reallocation of duties related to the District budget process.

There was a discussion regarding the need for a new or expanded library building in Maupin. Sheila Dooley will invite Lyn Craig to the April 10th Library Board meeting to discuss grant possibilities.

B. Oregon Library Association Conference

District attendees at the conference to be held from April 25th - 27th will include CeeCee Anderson, Mary Beechler, Sheila Dooley, Sarah Hennessey, Jayne Guidinger and Corliss Marsh.

C. Library Board Member Term

Louise Walkowiak will check the status of Lynn Cotter's reappointment to the Library Board.

DISCUSSION

A. Library Signage

There was a discussion regarding the need for improved signage at the library. Suggestions included a scrolling monitor message listing new books on the public access terminals, subject category listings and displays of new books on the ends of the bookcases, and posting new book information on the District website. Arranging for a college or high school class to create a library YouTube video was also suggested.

B. Self-Checkout Terminal Status

Providing a self-checkout terminal using existing library equipment was discussed.

C. Sage Library System Issues

Library staff member Maggie Pando was absent from the meeting and unable to present her report due to illness. Many of the Sage Library System issues resulting from the system migration have been resolved.

D. Update Regarding Library Design Study

Sheila Dooley reported that the two building renderings should be completed by the end of March. Lyn Craig will be finalizing the fund development plan by April 1st for presentation to the Library Foundation.

REPORTS

A. Materials Expenditures Report

The District materials budget was 55% expended as of 67% of the year.

B. Library District Financial Report

The report was presented for information.

C. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 59% expended as of 67% of the year.

ADJOURNMENT

At 5:46 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, April 10th at 3:30 p.m. at Dufur School/Community Library.

APPROVED by the Wasco County Library District Board of Directors on the 10th day of April 2012.

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

FUND	ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	00 00	BEGINNING BALANCE	44,603	.00		401,427	657,645.48	164	535,243	122,402.48-
300	**		44,603	.00		401,427	657,645.48	164	535,243	122,402.48-
300	***	BEGINNING BALANCE	44,603	.00		401,427	657,645.48		535,243	122,402.48-
330	00 00	INTERGOVERNMENTAL REVENUE								
330	90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
331	**	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	**	FEDERAL REVENUES	0	.00		0	.00		0	.00
334	00 00	STATE GRANTS	301	.00		2,709	4,183.00	154	3,623	560.00-
334	90 00	STATE FOR LIBRARY	0	.00		0	.00		0	.00
334	**	STATE GRANTS, OTHER	301	.00		2,709	4,183.00	154	3,623	560.00-
337	20 00	LOCAL GOVERNMENT REVENUES	82,105	.00		738,945	738,953.25	100	985,271	246,317.75
337	**	SHARE OF LIBRARY TAXES	82,105	.00		738,945	738,953.25	100	985,271	246,317.75
330	***	INTERGOVERNMENTAL REVENUE	82,405	.00		741,654	743,136.25		988,894	245,757.75
350	50 00	FINES AND FORFEITURES	912	989.15	109	8,208	7,780.61	95	10,950	3,169.39
351	**	FINES	912	989.15	109	8,208	7,780.61	95	10,950	3,169.39
350	***	FINES AND FORFEITURES	912	989.15		8,208	7,780.61		10,950	3,169.39
360	00 00	OTHER REVENUES	145	331.40	229	1,305	1,735.08	133	1,751	15.92
360	**	INTEREST REVENUES	145	331.40	229	1,305	1,735.08	133	1,751	15.92
361	**	INTEREST REVENUES	145	331.40	229	1,305	1,735.08	133	1,751	15.92
365	00 00	GIFTS AND DONATIONS	686	.00		6,174	4,726.02	77	8,232	3,505.98
365	**	GIFTS AND DONATIONS	686	.00		6,174	4,726.02	77	8,232	3,505.98
369	00 00	OTHER MISC REVENUES	8	.00		72	43.35	60	100	56.65
369	**	OTHER MISC REVENUES	8	.00		72	43.35	60	100	56.65
360	***	OTHER REVENUES	839	331.40		7,551	6,504.45		10,083	3,578.55

City of The Dalles

FUND	ACCOUNT	DESCRIPTION	***** CURRENT *****		***** YEAR-TO-DATE *****		ANNUAL ESTIMATE	UNREALIZED BALANCE
			ESTIMATED	ACTUAL	ESTIMATED	ACTUAL		
390	04	LIBRARY FUND						
390	**	OPERATING TRANSFERS IN	0	.00	0	.00	0	.00
391	01 00	GENERAL FUND	0	.00	0	.00	0	.00
390	***	OTHER FINANCING SOURCES	0	.00	0	.00	0	.00
		FUND TOTAL LIBRARY FUND	128,760	1,320.55	1,158,840	1,415,066.79	1,545,170	130,103.21

FUND	OBJ	DEPT	DESCRIPTION	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BUDGT
45	03	LIBRARY	CAPITAL OUTLAY	*****CURRENT*****	79169	79282.30	100	712521	620897.30	87	6657.64	956272	322717.06	66
45	03	LIBRARY	CAPITAL OUTLAY	*****YEAR-TO-DATE*****	79169	79282.30	100	712521	620897.30	87	6657.64	956272	322717.06	66
45	03	LIBRARY	74 20 VEHICLES		0	.00	0	0	.00	0	.00	0	.00	0
45	03	LIBRARY	30 FURNITURE AND FIXTURES		0	.00	0	0	.00	0	.00	0	.00	0
45	03	LIBRARY	40 OFFICE EQUIPMENT		0	.00	0	0	.00	0	.00	0	.00	0
45	03	LIBRARY	50 COMPUTER EQUIPMENT		1897	.00	0	17073	.00	0	.00	22775	22775.00	0
45	03	LIBRARY	03 ** CAPITAL OUTLAY		1897	.00	0	17073	.00	0	.00	22775	22775.00	0
45	** **	LIBRARY			79169	79282.30	100	712521	620897.30	87	6657.64	956272	322717.06	66
45	** **	CULTURE AND RECREATION			79169	79282.30	100	712521	620897.30	87	6657.64	956272	322717.06	66
		DIV 2100 TOTAL *****			79169	79282.30	100	712521	620897.30	87	6657.64	956272	322717.06	66
		DEPT 21 TOTAL *****			79169	79282.30	100	712521	620897.30	87	6657.64	956272	322717.06	66
		LIBRARY			79169	79282.30	100	712521	620897.30	87	6657.64	956272	322717.06	66

Wasco County Library Service District

Library Director's Report

April 3, 2011

Library Displays

As a means of better marketing the library and its services, new signage and displays are planned. Slatted panels are being built for the ends of bookcases and will enable the staff to display samples of books featured in each aisle. Special displays currently include:

- "Project Read," which promotes the books and community presentation by Francisco Jimenez;
- "Cowboy Poetry Week," featuring books related to cowboy life in conjunction with the poetry reading by cowboy poet Duane Nelson;
- Astronomy Book Display to promote OMSI's "Magic Planet" exhibit currently at the library; and
- "We Speak," a triptych of murals suspended from the library mezzanine as part of the college's "Voices Less Heard" Spring Humanities Series.

Links to bestseller lists can be found on the Library District website as well as a YouTube video on using the library.

Library Design Study

Two watercolor renderings of the proposed library expansion have been received from the architects. One is an exterior view and the other is a view of the children's area. The architects are preparing a set of materials for use when promoting the project in public presentations.

As the final part of the Ford Family Foundation grant project, Lyn Craig is completing a fund development plan to present to the Library Foundation. She will be discussing grant opportunities for library buildings with the Library Board at its April 10th meeting.

Trust Management Services Grant

The Library Foundation is applying for a \$10,000 grant for two children's computer learning stations with computer tables and chairs. Designed for use by children through age 12, the station programs promote self-directed, motivated learning with content that is both educational and fun.

Maryhill Museum Passes

Maryhill Museum free admission passes for 2012 are available for loan. Passes are loaned for a two week period and grant free admission to all members of a single household plus up to four additional guests.

Sage LSTA Grant Proposal

The Sage Library System is applying to the Oregon State Library for continued Library Services and Construction Act (LSTA) grant funding for Sage courier services. Sage

geographically makes up 51% of the area of Oregon. Due to the distances involved, an LSTA grant currently subsidizes 50% of the courier costs to facilitate borrowing between libraries. The Library District budgets \$3,903 in courier reimbursements and also receives service through the ORBIS statewide courier

Staff Training Opportunities During March

Jayne Guidinger attended three webinars this month: two YouTube webinars on teen services and one sponsored by Booklist Magazine titled “The Scoop on Series Non-Fiction, Spring 2012.” She also attended the Sage Council meeting and serves on the Sage Circulation, Cataloging, and Development Committees. She serves as the Sage regional cataloging mentor for libraries that were previously members of Gorge LINK and assists 14 students with their cataloging training.

As District Budget Officer, Sheila Dooley attended the March 15th Oregon Department of Revenue Budget Law Workshop, which outlined the budget process, duties of budget officers, and recent changes in Oregon’s budget laws.

March Library Programs

	No. of programs:	Program attendance:
Toddler Time	4	104
Preschool Storytime	5	91
Great and Small	8	134
The Dalles Head Start	7	182
Maupin Head Start	2	32
Little Hands Daycare	1	7
Proffitt Daycare	1	5
Hodges Preschool	<u>3</u>	<u>35</u>
	31	590

Other Library Use During March

Number of Users/Items:

Public Internet users	3014
Website users	1436
Library2Go users	333
Library2Go Ebook users	122
Tumblebooks database users	859
Patrons registered	107
Visitors	11398
ILLS to Sage libraries	480
ILLS from Sage libraries	507
Materials circulated	14027

Outreach Van:	5/11	6/11	7/11	8/11	9/11	10/11	11/11	12/11	1/12	2/12	3/12
No. of stops	16	13	10	9	11	9	27	25	17	28	32

Items circulated	101	134	176	157	185	190	174	121	69	150	179
No. of storyhours	10	10	1	0	11	19	18	16	13	20	22
No. of adult programs	2	3	8	3	2	3	3	3	2	3	8
No. of guest programs (children's)	---	1	1	---	---	---	---	---	---	---	1

Please refer to the accompanying spreadsheet for program details.

Outreach during March included two visits to Tygh Valley Community Meal, Dufur Pioneer Potlatch, and Flagstone Senior Living; three visits to Canyon Rim Assisted Living Center; and one visit to Mill Creek Point. Events in the library included four weekly knitting group meetings, four after school Teen Time programs, two Teen Game programs, three Family Game Days, and five knitting group meetings. Over time Teen Time has evolved into a multi-age group of elementary, middle and high schoolers.

Jayne Guidinger visited The Dalles Middle School during March to promote the library's spring break programs.

An astronomy program by Goldendale Observatory volunteer Jim White was presented during the week of spring break. Other spring break programs and activities included five afternoon craft programs and a Ready To Read Grant sponsored children's program by juggler Henrik Bothe. Total program attendance was 217 people. Bothe's program will also be presented in Dufur and Maupin on May 2nd.

Upcoming Events

Tuesday, April 17th, 7:00 p.m.: a group discussion of the works of Francisco Jiminez will be held at the library.

Wednesday, April 18th, 7:00 p.m.: a Cowboy Poetry Week celebration will be held featuring local cowboy poet Duane Nelson.

Tuesday, April 24th, 7:30-8:30 a.m.: the library will be hosting this month's "Coffee Connections," a networking event sponsored by The Dalles Area Chamber of Commerce.

Tuesday, April 2nd-April 30th: OMSI's "Magic Planet" will be on display through the end of the month, showing dozens of moving images and programs as it lights up and spins. Other parts of the "Earth From Space" exhibit include a tabletop spinning praxinoscope, which is a mirrored device showing weather patterns, and a viewing weather station.

Tygh Valley Station

There is no news to report this month.

Shaniko Station

There is no news to report this month.

Wasco County Library District
 Financial Report
 Materials Expenditures
 4/5/2012

Category	Budgeted Amount	Expended	%	Balance
Dufur	\$9,305.00	\$5,431.04	58.4%	\$3,873.96
Maupin	\$11,990.00	\$7,557.49	63.0%	\$4,432.51
Shaniko	\$0.00	\$0.00		\$0.00
Tygh Valley	\$0.00	\$0.00		\$0.00
TD books	\$77,341.00	\$47,548.79	61.5%	\$29,792.21
TD periodicals	\$4,550.00	\$2,999.34	65.9%	\$1,550.66
TD audiovisual	\$8,921.00	\$6,723.04	75.4%	\$2,197.96
Total	\$112,107.00	\$70,259.70	62.7%	\$41,847.30