

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

May 8, 2012

3:30 p.m.

Location: Southern Wasco County Library
410 Deschutes Ave., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of April 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. DISCUSSION
 - A. Library Director Evaluation Tools
- VII. OLD BUSINESS
 - A. Proposed Library District FY 2012-2013 Budget
 - B. Library Board Member Terms
- VIII. NEW BUSINESS
 - A. Library District Building Needs
- IX. REPORTS
 - A. Friends of the Library Activities

B. OLA Conference

C. Library Expansion Plans

D. Materials Expenditures Report

E. Library District Financial Report

F. 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

April 10, 2012

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

COMMISSION ABSENT: Diana McElheran

STAFF PRESENT: District Librarian Sheila Dooley, Dufur/School/Community Librarian Louise Walkowiak, and Southern Wasco County Librarian Sarah Hennessey

GUESTS PRESENT: LEO Executive Director Lyn Craig, Library Clerk I Jayne Guidinger, and Library Clerk II Maggie Pando

The meeting of the Wasco County Library Service District Board was called to order at 3:30 p.m. by Chairman Corliss Marsh.

MINUTES

Mary Beechler made a motion to approve the minutes of the March 13th meeting. Lynn Cotter seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

The three guests present were recognized by the Board.

LIBRARY DIRECTOR'S REPORT

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

Sheila Dooley reported on the status of the library display panels. The Library Board is invited to attend the Chamber of Commerce's Coffee Connections event at the library on Tuesday, April 24th, from 7:30 to 8:30 a.m.

Lyn Craig will request that OMSI's Magic Planet exhibit be loaned to the Maupin library.

The Maupin library report was presented for information. Sarah Hennessey is investigating having *The Maupin Times* either converted to microfiche or digitized.

Sheila Dooley suggested contacting the Columbia Gorge Discovery Center regarding its digitization project.

DISCUSSION

A. Library Construction Grant Opportunities

Lyn Craig distributed the Fund Development Plan for the proposed addition at The Dalles library. There was a discussion of the need to expand the Maupin library in order to better provide District services. This discussion will continue at the May Library Board meeting, which will be held in Maupin. The potential for expansion of the current library building will be evaluated.

B. Self-Checkout Service

There was a discussion of the advantages and issues involved with providing a self-checkout service. Maggie Pando reported on the staff's feedback regarding the idea of installing a self-checkout computer using existing library equipment. She will ask the Sage System Manager what the process would be for converting to an RFID (radio frequency identification) checkout system as an alternative. Board members stated they would like the library to go live with RFID in 24 months.

Louise Walkowiak presented the Dufur library report for information. She reported on recent library activities and training workshops.

C. Update Regarding Library Design Study

The building renderings and views prepared by the architects were presented. Sheila Dooley will set up a meeting with the Library Foundation and Lyn Craig to review the Fund Development Plan.

OLD BUSINESS

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

The District budget hearing is scheduled for Wednesday, May 9th, at 9:30 a.m. at the State Office Conference Room on Klindt Drive.

B. Oregon Library Association Conference

CeeCee Anderson will be unable to attend the conference due to health reasons.

C. Library Board Member Terms

Applications are being taken for the Dufur representative on the District Board as Lynn Cotter is not seeking reappointment.

NEW BUSINESS

A. Library Goal Setting Session

The date for the goal setting session will be determined after the May Library Board meeting. The focus of the goal setting will be the plan for the Maupin library building.

REPORTS

A. Friends of the Library Activities

Corliss Marsh reported on the success of the recent Friends' book sale and other activities.

B. Materials Expenditures Report

The District materials budget was 63% expended as of 67% of the year.

B. Library District Financial Report

The March report was not available.

C. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 66% expended as of 75% of the year.

ADJOURNMENT

At 5:10 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, May 8th at 3:30 p.m. at the Southern Wasco County Library.

APPROVED by the Wasco County Library District Board of Directors on the 9th day of May 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

Wasco County Library Service District

Library Director's Report

May 2, 2012

Library Board Vacancies

Interested citizens are being sought to fill two vacancies on the Library Board. The term of the current Dufur representative, Lynn Cotter, will expire on June 30th. The person appointed to fill this position will serve until June 30, 2016. The second position is an at-large position. This opening resulted from the recent resignation of Diana McElheran with the term of this position expiring on June 30, 2014.

Dream Big: Read

Sign-up for the Kiwanis Club sponsored Summer Reading Program will start on May 14th at the library. The program will be held on Tuesdays from 2:00 to 3:00 p.m. starting June 19th through August 21st. Elementary school aged children are invited to take part in this program, which helps children maintain their reading levels during the summer months and encourages them to develop the habit of reading. A variety of guests and activities are planned including crafts, performers, music, stories, and prizes.

Library Foundation

The Foundation is seeking new members as one of the Foundation's founding members, Dee Thomas, submitted her resignation during April.

At its April 30th meeting, the Foundation met with consultant Lyn Craig to discuss the Fund Development Plan for the library expansion. Lyn stressed the need to demonstrate community support for the project as part of the grant process. A PowerPoint presentation will be developed to take to civic groups. The Foundation members prepared a list of potential members for a Building Committee and will be contacting them. The next meeting is planned for May 14th at 5:00 p.m.

Oregon Library Association Conference

The Library District was represented at the recent conference in Bend by Board members Mary Beechler and Corliss Marsh, and staff members Sheila Dooley, Jayne Guidiner, Sarah Hennessey, and Barbara Telfer. Among the workshops attended were those on creative outreach, strategic planning, cataloging trends, providing services to those living in poverty, ebook service support, teen programming, and censorship issues.

Staff Training Opportunities During April

Tara Severson, Kathy Viemeister, and library volunteer Pam Morgan attended a book repair workshop for area library staff held at the college.

Barbara Telfer attended an online Sage cataloging training class and a Sage regional cataloging workshop held at the college.

Jayne Guidinger attended a webinar on young adult library spaces. Jayne was one of the staff conducting the regional cataloging training at the college.

Sage Library System

The Sage Library System is committed to providing a database of high-quality bibliographic records for the collective use of its member libraries. In order to maintain and improve the shared Sage database, over the past three months Sage has offered an online cataloging class, “Understanding MARC 21.” The purpose of this class was to introduce Sage catalogers to the technical aspects of cataloging standards.

During the months of April and May, Sage is offering the second part of the cataloging certification in a one-day practicum. Sage catalog mentors are conducting these sessions at several locations. Jayne Guidinger was one of three catalogers who presented the training held in our area on April 23rd.

April Library Programs

	No. of programs:	Program attendance:
Toddler Time	4	149
Preschool Storytime	4	89
Great and Small	10	138
The Dalles Head Start	7	114
Maupin Head Start	2	33
Wahtonka Head Start	1	16
Little Hands Daycare	1	8
Proffitt Daycare	1	6
Hodges Preschool	<u>3</u>	<u>32</u>
	33	585

Other Library Use During April

Number of Users/Items:

Public Internet users	2482
Website users	1168
Library2Go users	274
Library2Go Ebook users	122
Tumblebooks database users	632
Patrons registered	93
Visitors	9315
ILLS to Sage libraries	514
ILLS from Sage libraries	510
Materials circulated	12483

Outreach Van:	6/11	7/11	8/11	9/11	10/11	11/11	12/11	1/12	2/12	3/12	4/12
No. of stops	13	10	9	11	9	27	25	17	28	32	33
Items circulated	134	176	157	185	190	174	121	69	150	179	156

No. of storyhours	10	10	1	0	11	19	18	16	13	20	25
No. of adult programs	2	3	8	3	2	3	3	3	2	3	8
No. of guest programs (children's)	---	1	1	---	---	---	---	---	---	---	---

Please refer to the accompanying spreadsheet for program details.

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

Events in the library included four weekly knitting group meetings, five after school Teen Time programs, two Teen Game programs, and two Family Game Days. Special guests included local cowboy poet Duane Nelson. A Head Start class visited the library for a story time program. The library hosted the Chamber of Commerce's Coffee Connections event.

Jayne Guidinger visited The Dalles-Wahtonka High School on April 5th to meet with the Book Lover's Group and promote the library. She also represented the library as a judge in the School District's Poetry Slam.

Other outreach included a presentation to the PEO Sisterhood on the building library expansion program by Sheila Dooley with information on the Library2Go program provided by Jayne Guidinger. Suzy Goolsby participated in a Head Start open house attended by approximately 150 parents. She promoted early literacy skills and the importance of reading to toddlers, and provided information on the library story time and summer reading programs.

OMSI's Magic Planet exhibit was on display at the library during April and will be shown at Dufur and Maupin libraries during May. District Ready To Read grant sponsored programs featuring juggler Henrik Bothe will be presented in Dufur and Maupin on May 2nd.

Upcoming Events

Saturday, May 19th, 10:00 a.m. - 2:00 p.m.: "Play Smart, Grow Strong," the Wasco County Commission on Children and Families Children's Fair will be held in the City Park. Library staff will host a paper craft activity table and promote the library story time and summer reading programs.

The library will be partnering with Planetree Resource Center to present weekly story times with a health related theme during June. More details will be available later in the month.

Tygh Valley Station

During April the library station received a collection of new books. These books were originally donated to the Friends of The Dalles-Wasco County Library but not needed for the collection at The Dalles.

Shaniko Station

There is no news to report this month.

Patrons served	185	442	455	351	363	460	184	524
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Wasco County Library District
 Financial Report
 Materials Expenditures
 6/20/2012

Category	Budgeted Amount		Expended	%	Balance
Dufur	\$9,305.00		\$7,378.50	79.3%	\$1,926.50
Maupin	\$11,990.00		\$8,864.04	73.9%	\$3,125.96
Shaniko	\$0.00		\$0.00		\$0.00
Tygh Valley	\$0.00		\$0.00		\$0.00
TD books	\$77,341.00		\$51,898.40	67.1%	\$25,442.60
TD periodicals	\$4,550.00		\$3,300.72	72.5%	\$1,249.28
TD audiovisual	\$8,921.00		\$6,723.04	75.4%	\$2,197.96
Total	\$112,107.00		\$78,164.70	69.7%	\$33,942.30