

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

July 12, 2012

2:30 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 May 8, 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. DISCUSSION
 - A. Status of Proposed Meeting with Maupin City Council
- VIII. NEW BUSINESS
 - A. Election of Officers
- IX. OLD BUSINESS
 - A. Library District FY 2012-2013 Budget
 - B. Library Board Member Terms
- X. REPORTS

- A. Friends of the Library Activities
- B. Library Building Committee
- C. Materials Expenditures Report
- D. Library District Financial Report
- E. Financial Report for The Dalles-Wasco County Library

XI. RECESS TO EXECUTIVE SESSION

- A. Recess to Executive Session in Accordance with ORS 192.660 (2) (i) to Review and Evaluate the Performance of a Public Officer

XII. 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

May 8, 2012

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

COMMISSION ABSENT: CeeCee Anderson

STAFF PRESENT: District Librarian Sheila Dooley and Southern Wasco County Librarian Sarah Hennessey

GUESTS PRESENT: Gary Cotter and Library Clerk II Maggie Pando

The meeting of the Wasco County Library Service District Board was called to order at 3:35 p.m. by Chairman Corliss Marsh.

MINUTES

Lynn Cotter made a motion to approve the minutes of the April 10th meeting. Mary Beechler seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

Gary Cotter was introduced to the Board.

LIBRARY DIRECTOR'S REPORT

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

Sheila Dooley reported on the Summer Reading Program and distributed flyers related to the program. She also reported on plans to partner with Planetree Resource Center to present a health related story time program.

There was a discussion regarding the level of library services at Shaniko.

It was noted that the weekly Toddler Time program has a weekly attendance of more than 40 people. Sheila Dooley will talk to Heidi Hansen regarding the need for volunteer help with this program.

Sarah Hennessey presented the proposed 2012-2013 Southern Wasco County Library budget.

DISCUSSION

A. Library Director Evaluation Tools

There was a discussion of the need to use a new evaluation tool. An example of an alternative form was presented. There was a consensus to conduct this year's evaluation using the form from prior years. A work session will be held and goals set for the coming year, which will become the basis for next year's evaluation. Sheila Dooley will send the evaluation form posted on the Deschutes County Library website to the Board. Board members will complete the evaluation form used in past years and send the completed forms to Mary Beechler.

OLD BUSINESS

A. Proposed Library District FY 2012-2013 Budget

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

B. Library Board Member Terms

There are two vacancies on the Board that need to be advertised and filled. The term of current Dufur representative Lynn Cotter will expire on June 30th and the new appointee will serve until June 30, 2016. The other position is the at-large position. This opening resulted from the resignation of Diana McElheran on April 17th and will have an expiration date of June 30, 2014.

NEW BUSINESS

A. Library District Building Needs

There was a discussion of the need to bring the Southern Wasco County Library building up to minimum Oregon Library Association standards. The building is approximately 900 square feet in size while the minimum standard is 3,050 square feet. An expansion of 2,050 square feet is needed. Asking the Maupin City Council to support an expansion project and serve as the fiscal agent for grant purposes was suggested.

There was a consensus to invite grant writer Lyn Craig to the July 25th Maupin City Council meeting at 6:30 p.m. with a discussion of the Southern Wasco County Library building needs included on the agenda.

Mary Beechler moved that the Library Board fully support the Library Foundation's efforts to raise funds for the expansion of The Dalles-Wasco County Library. Lyn Cotter seconded the motion and it was approved unanimously.

REPORTS

A. Friends of the Library Activities

Corliss Marsh reported on recent Friends' activities including the sale of used books online and plans for a Wasco County Reads program.

B. Oregon Library Association Conference

Board members reported on workshops attended at the recent conference. Mary Beechler recommended purchasing a Library App for Smart Phone use at an estimated cost of \$2,000. Corliss Marsh suggested that branding of the Library District and creation of a logo be a potential goal.

C. Library Expansion Project

The Dalles-Wasco County Library Foundation Building Committee will be holding its first meeting on Monday, May 14th, at 5:00 p.m. at the library

D. Materials Expenditures Report

The District materials budget was 70% expended as of 83% of the year.

B. Library District Financial Report

The April report was not available.

C. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 77% expended as of 83% of the year.

ADJOURNMENT

At 5:11 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, July 10th, at 2:30 p.m. at The Dalles-Wasco County Library meeting room.

APPROVED by the Wasco County Library District Board of Directors on the 12th day of July 2012.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chair

Mary Beechler, Vice-Chair

CeeCee Anderson, Board Member

Margaret Brewer, Board Membe

Wasco County Library Service District

Library Director's Report

July 2012

Library Board Vacancies

On Wednesday, June 27th, the Wasco County Board of Commissioners voted to appoint Margaret Brewer as the Dufur representative to the Library Board. Margaret's reasons for applying to serve on the Board included a concern for underserved populations, the need to target new patrons, and a strong interest in lifelong learning. Margaret's term will expire on June 30, 2016. The Commission will be advertising for applicants for the vacant at-large position.

Summer Reading Activities

The Kiwanis Club sponsored summer reading program got off to a strong start on June 19th with 166 people in attendance. Staff used the opportunity to take photos to be used in grant applications for the proposed library building children's addition. The program, "Dream Big: Read," is held on Tuesday afternoon from 2:00 to 3:00 p.m. for children ages six through twelve. A variety of fun activities, stories, guests, games, food, and prizes are planned.

"Own the Night @ Your Library" is the teen summer reading program. One activity that the teens are involved in is producing a teen created library video. Nineteen teens have signed up for the first annual teen summer reading program.

Toddler Storytime has experienced an increase in attendance this summer with 65 people at the June 20th program. Toddler Storytime is held on Wednesday mornings at 10:30 a.m for children through age 3.

"Healthy Summer Story Time" was held in partnership with the Planetree Health Resource Center each Thursday at 10:30 a.m. during June. Each week a different story focused on attitudes and habits to keep children healthy with special guests leading an activity to reinforce the story's lesson. Topics included fitness, bone health, germs, and yoga.

Library Foundation

During June, the Library Building Committee met to develop plans for raising matching funds for the children's addition project. There are currently 10 people on the committee with recruitment continuing. A library building project presentation at the September 7th Chamber of Commerce Power Breakfast is scheduled. The next meeting of the Building Committee is scheduled at 5:15 p.m. on Wednesday, July 11th.

In other Foundation news, longtime Director Don Heisler has submitted his resignation from the Board.

Staff Training

Staff participated in the following training sessions during June:

Kathy Viemeister attended a book repair webinar.

Suzy Goolsby attended a storytelling workshop at the Deschutes County Library featuring storyteller and performer Bobby Norfolk.

Lorna Elliott, Heidi Hansen, and Kathy Viemeister received CPR and AED training.

Sheila Dooley, Jayne Guidinger, and Maggie Pando attended a webinar titled “2012 ALA Annual Tech Wrap-up.” The webinar covered the latest technology featured at the annual American Library Association Conference. Future webinars include “Creating Your Library Brand” on July 18th.

June Library Programs

	No. of programs:	Program attendance:
Toddler Time	4	119
Preschool Storytime	5	114
Little Hands Daycare	1	8
Proffitt Daycare	1	12
Hodges Preschool	4	51
Healthy Storytime with Planetree	4	94
Summer Reading Program	<u>2</u>	<u>286</u>
	21	683

Head Start and Great and Small storytimes will resume in the fall.

Other Library Use During June

Number of Users/Items:

Public Internet users	2702
Website users	1222
Library2Go users	272
Library2Go Ebook users	120
Tumblebooks database users	679
Patrons registered	107
Visitors	10127
ILLS to Sage libraries	403
ILLS from Sage libraries	448
Materials circulated	13705

Outreach Van:	8/11	9/11	10/11	11/11	12/11	1/12	2/12	3/12	4/12	5/12	6/12
No. of stops	9	11	9	27	25	17	28	32	33	23	14
Items circulated	157	185	190	174	121	69	150	179	156	363	200

No. of storyhours	1	0	11	19	18	16	13	20	25	16	6
No. of adult programs	8	3	2	3	3	3	2	3	8	3	3
No. of guest programs (children's)	1	---	---	---	---	---	---	---	---	---	---

Please refer to the accompanying spreadsheet for program details.

Outreach during June 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, four after school Teen Time programs, two teen summer reading programs, one Family Game Day, one Family Craft Night, and a Summer Solstice Celebration. Special guests included the Groove Club musicians and amateur astronomer Jim White.

Upcoming Events

A variety of summer reading program guests are planned for children during July and include musician ventriloquists Cowboy Buck and Elizabeth, an interactive movement program by Motion Magic, and magician Steve Taylor. Special guests at preschool storytime include a Mountain Man encampment and the Fort Dalles Rodeo Queen, Kacie Davidson.

Saturday, July 14th and July 21st, 10:00 a.m. to 4:00 p.m.: Pioneer Games. As part of Fort Dalles Days, children can learn about and experience games played during pioneer times. Participants are invited to bring their cameras and take pictures wearing a western vest and coonskin cap, or bonnet and apron.

Monday, August 26th, 10:00 a.m. to 4:00 p.m.: OMSI will have its inflatable planetarium dome on exhibit in the main library reading room and will be presenting programs in it throughout the day. This program is made available through Libraries of Eastern Oregon.

Tygh Valley Station

There is no news to report this month.

Shaniko Station

Maggie Pando visited the library to install security updates on the computer. She reports that the library is well used by the community.

Library usage data								
	nov.11	dec.11	jan.12	feb.12	mar.12	apr.12	may.12	june.12
Great & Small	147	100	63	142	134	138	149	
Toddler time	75	54	42	134	104	149	145	119
Preschool Story.	48	207	53	81	91	89	106	114
Hodges daycare	36	12	24		35	32	23	51
Proffit daycare			4		5	6	6	12
TD Head Start	62	60	72	72	182	114	30	
Maupin Head St.				29	32	33		
Wahtonka Hd.St.				15		16		
Little Hands DC	6	7	5		7	8	7	8
Planetree St.								94
Summer Reading								286
Sat. Family St.	36	15	13	24				
Summer Solstice								46
Craft night/aft.		7		13	72			6
Child. prog.above	410	63	268		662	585	466	735
Guest prog.child.		175			125			288
Total prog.child	29	30	19	31	36	33	25	23
Prog.attendanc	410	455	268	516	662	585	466	735
Adult programs	11;95	11;85	4;30	9;49	9;64	9;206	8;51	7;33
Teen programs	9;67	7;46	8;56	7;57	11;123	10;88	10;64	7;33
# of users/items								
Internet users	2847	2964	2376	NA	3014	2482	2749	2702
Website users	1394	1185	1731	1386	1436	1168	1152	1222
Lib2Go users (B)	377	301	296	269	333	274	260	272
Lib2Go users(EB)	101	48	74	62	77	61	48	63
Lib2Go users (K)		44	48	49	45	61	77	57
Tumblebook use	887	796	1191	1317	859	632	511	679
Patrons regist.	111	100	124	156	107	93	96	107
ILLS to Sage/GL	317	313	433	399	480	514	402	403
ILLS from Sage	415	428	484	475	507	510	551	448
Materials circ.	12941	12952	13326	13610	14027	12483	12928	13705
Library visits			9608	10013	11398	9315	9782	10127
Outreach Van								
# of stops	27	25	17	28	32	33	23	14
Items circulated	174	121	69	150	179	156	363	200
Storyhours	18;251	16;179	13;173	20	22	25	16	6

Adult programs	3;18	3;16	2;9	3	8	8	3	3
Guest progs. C.					1			
Patrons served	455	351	363	460	184	524	346	239

Wasco County Library District
 Financial Report
 Materials Expenditures
 7/5/2012

Category	Budgeted Amount		Expended	%	Balance
Dufur	\$9,305.00		\$8,412.92	90.4%	\$892.08
Maupin	\$11,990.00		\$10,911.60	91.0%	\$1,078.40
Shaniko	\$0.00		\$0.00		\$0.00
Tygh Valley	\$0.00		\$0.00		\$0.00
TD books	\$77,341.00		\$64,108.86	82.9%	\$13,232.14
TD periodicals	\$4,550.00		\$3,450.72	75.8%	\$1,099.28
TD audiovisual	\$8,921.00		\$7,682.04	86.1%	\$1,238.96
Total	\$112,107.00		\$94,566.14	84.4%	\$17,540.86