

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

October 9, 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 September 11, 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. 2013-2014 Budget Goals
- VIII. OLD BUSINESS
 - A. Maupin Library Building Technical Assistance Grant
- IX. NEW BUSINESS
 - A. Election of Officers
 - B. Oregon Passport Program
- X. 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

XI. 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

September 11, 2012

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

COMMISSION ABSENT: None

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

GUESTS PRESENT: Library Clerk II Maggie Pando

The meeting of the Wasco County Library Service District Board was called to order at 2:32 p.m. by Chairman Corliss Marsh.

INTRODUCTION OF NEW BOARD MEMBER

Margaret Brewer, the new Dufur representative on the Board, was introduced to the Board.

MINUTES

Mary Beechler made a motion to approve the minutes of the July 12th meeting. CeeCee 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 equipment and furniture purchased with the \$10,000 Trust Management Services grant has arrived. Corliss Marsh will be participating in the October 18th meeting with Tigard library staff to discuss RFID (radio frequency identification) tag implementation.

Sarah Hennessey reported that story time has resumed at the Southern Wasco County Library and a joint summer reading program party with the school is planned.

NEW BUSINESS

A. Maupin Library Building Technical Assistance Grant

Corliss Marsh reported that the Maupin City Council approved a motion to pursue a technical assistance grant through the Ford Family Foundation. After a discussion, it was agreed that if there is no progress towards this by September 26th, Corliss Marsh and Mary Beechler will plan to attend the City Council meeting.

B. Recommendation Regarding Allocation of Materials Budget

The proposal to allocate materials budget expenditures according to the libraries' school district populations was discussed. There was concern expressed that the allocation for the Maupin library is too high considering the capacity of the existing building. Sheila Dooley will discuss this with Sarah Hennessey and it will be addressed in the 2013-2014 budget.

REPORTS

A. Friends of the Library Activities

Corliss Marsh reported that the Friends will be holding its fall membership meeting on September 12th at 6:30 p.m. and the entire mailing list of members has been contacted. Consignment sales are going well.

PRESENTATION

A. Library Mobile App

As part of the meeting, the Board participated in a webinar demonstrating the features of the Boopsie mobile app for libraries. Among its features is the ability for users to search the library catalog and place holds on items using their mobile phones. It was agreed that usage of the service should be tracked and the service promoted.

Mary Beechler made a motion to have the library purchase the standard feature service, Margaret Brewer seconded it, and the motion was approved unanimously.

REPORTS (CONTINUED)

B. Library Expansion Committee

The drafts of two brochures were given to the Board. Corliss Marsh reported on the Committee's event to be held at the Columbia Gorge Discovery Center on October 21st.

C. Materials Expenditures Report

The District materials budget was 10% expended as of 17% of the year.

D. Library District Financial Report

The August report was unavailable.

E. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 15% expended as of 17% of the year.

ADJOURNMENT

At 4:59 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, October 9th, at 3:30 p.m. at the Dufur School/Community Library.

APPROVED by the Wasco County Library District Board of Directors on the 9th day of October 2012.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chair

Mary Beechler, Vice-Chair

CeeCee Anderson, Board Member

Margaret Brewer, Board Member

Wasco County Library Service District

Library Director's Report

October 2, 2012

Annual Report to Oregon State Library

Library statistics for FY 2010-2011 show a slight increase (2.2%) in the circulation of materials from 160,405 to 163,869 items circulated. Interlibrary loans to other libraries increased from 3,663 to 4,057 items circulated. At the same time the number of items borrowed from other libraries increased from 2,883 to 4,737.

| Other statistics: | FY11-12 | FY10-11 |
|----------------------------------|---------|---------|
| Books in collection | 69,610 | 67,698 |
| Audio materials in collection | 4,306 | 3,881 |
| Video materials in collection | 4,375 | 4,503 |
| Downloadable Ebooks (Library2Go) | 30,174 | 12,293 |
| Public Internet computer users | 32,599 | 30,776 |
| Number of registered borrowers | 10,920* | 12,573 |

*Decrease due to removal of inactive patron records from the database

Library Expansion Committee

Presentations on the proposed library addition are scheduled at area service clubs. Project brochures and flyers are being distributed and several donations have been received. Potential significant donors are being contacted.

Final plans are being made for the upcoming event at the Columbia Gorge Discovery Center featuring western author Rick Steber. The event will be held on Sunday, October 21st, at 5:00 p.m. Tickets are \$10 per person or \$25 per family. The admission price includes membership in the Friends of the Library, hors d'oeuvres, and the author program. All ages are welcome. Proceeds will benefit the expansion project.

Friends of the Library

The Friends of the Library held their annual fall meeting on Wednesday, September 12th. New officers are President Rosemary Ross, Vice President Eileen White, and Secretary Judy Davis. Corliss Marsh was reelected as Treasurer. The new staff liaison is Rita Squires, who replaces Barbara Telfer.

Future plans include a used book sale on Saturday, November 3rd, and a community reads program. The book to be read by the community will be announced in January.

Libraries of Eastern Oregon

LEO is finalizing plans for the Eastern Oregon Word Round-up, an event sponsored by LEO to raise funds for programs at public libraries. It will be held on Friday and

Saturday, October 26th and 27th at the Wildhorse Resort in Pendleton. The event will feature writing and publishing workshops, author readings, a book fair, and a trade show. Professional development programs for library staff, board members, Friends and volunteers will be held on Friday.

Staff Training during September

On September 27th, Suzy Goolsby attended “Small Talk Learning,” a baby sign language workshop in Hood River. Attendees were taught how to incorporate sign language into children’s programs.

Suzy Goolsby and Jayne Guidinger attended the Performer’s Showcase in Salem on September 29th. This annual event, sponsored by the Public Library Division of the Oregon Library Association, featured 70 different children’s performers auditioning for library staff. Staff was given an opportunity to meet and evaluate a variety of program presenters.

Staff participated in Sage sponsored circulation and cataloging policy group discussions. Staff also attended the Early Learning Council meeting in The Dalles and learned about the early childhood systems change taking place across Oregon.

Sheila Dooley attended the annual Public Library Directors’ meeting on September 21st in Albany. Topics included the Oregon Public Library Standards Rewrite Project and the Oregon Library Passport Program.

September Library Programs

Please refer to the accompanying spreadsheet for program details.

| | No. of programs: | Program attendance: |
|-----------------------|------------------|---------------------|
| Toddler Time | 4 | 99 |
| Preschool Storytime | 4 | 95 |
| The Dalles Head Start | 1 | 20 |
| Great and Small | 10 | 110 |
| Little Hands Daycare | 1 | 8 |
| Proffitt Daycare | 1 | 5 |
| Hodges Preschool | <u>3</u> | <u>37</u> |
| | 24 | 374 |

Other Library Use During September

| Number of Users/Items: | |
|----------------------------|------|
| Public Internet users | 2540 |
| Website users | 1379 |
| Library2Go users | 265 |
| Library2Go Ebook users | 131 |
| Tumblebooks database users | 494 |
| Patrons registered | 98 |

| | |
|--------------------------|-------|
| Visitors | 8293 |
| ILLS to Sage libraries | 434 |
| ILLS from Sage libraries | 466 |
| Materials circulated | 12172 |

| | | | | | | | | | | | |
|---------------------------------------|-------|-------|------|------|------|------|------|------|------|------|------|
| Outreach Van: | 11/11 | 12/11 | 1/12 | 2/12 | 3/12 | 4/12 | 5/12 | 6/12 | 7/12 | 8/12 | 9/12 |
| No. of stops | 27 | 25 | 17 | 28 | 32 | 33 | 23 | 14 | 13 | 11 | 24 |
| Items circulated | 174 | 121 | 69 | 150 | 179 | 156 | 363 | 200 | 244 | 76 | 116 |
| No. of storyhours | 19 | 18 | 16 | 13 | 20 | 25 | 16 | 6 | 4 | 4 | 16 |
| No. of adult programs | 3 | 3 | 3 | 2 | 3 | 8 | 3 | 3 | 3 | 3 | 3 |
| No. of guest programs (children's) | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

Outreach during September included one visit to Flagstone Assisted Living and Mill Creek Point, and two visits to Tygh Valley Community Meal, Canyon Rim Assisted Living Center, and Dufur Pioneer Potlatch. The library provided children's entertainment at the Kiwanis Steak Feed at Sorosis Park. A library information booth was part of the Halpalooza event.

Events in the library included four weekly knitting group meetings, three Teen Time programs, one After School Teen Time, and three Family Game Days. Two high school classes received tours of the library and library card applications.

“Third Thursday,” a new book discussion group, held its first meeting on September 20th. The first book to be discussed by the group will be *The No.1 Ladies's Detective Agency* by Alexander McCall Smith.

Upcoming Events

Tuesday, October 2nd: “Project Spooky” by Ghost Hunters Northwest will be presented at 6:30 p.m.

Monday, October 15th: Join award winning author Duff Brenna as he reads from his works in a LEO sponsored program at 6:30 p.m.

Thursday, October 18th: Library staff will participate in “Lights On After School,” a 4-H and Extension Service program at The Dalles Middle School. The program is designed to promote activities available after school to children in The Dalles.

Tygh Valley Station

The Community Center is expanding its video collection utilizing items donated to the Friends of The Dalles-Wasco County Library.

Shaniko Station

There is no news to report this month.

| Library usage data | | | | | | | | |
|---------------------------|---------------|---------------|---------------|---------------|----------------|----------------|---------------|----------------|
| | feb.12 | mar.12 | apr.12 | may.12 | june.12 | july.12 | aug.12 | sept.12 |
| Great & Small | 142 | 134 | 138 | 149 | | | | 110 |
| Toddler time | 134 | 104 | 149 | 145 | 119 | 88 | 108 | 99 |
| Preschool Story. | 81 | 91 | 89 | 106 | 114 | 92 | 116 | 95 |
| Hodges daycare | | 35 | 32 | 23 | 51 | 22 | 23 | 37 |
| Proffit daycare | | 5 | 6 | 6 | 12 | 10 | 7 | 5 |
| TD Head Start | 72 | 182 | 114 | 30 | | | | 20 |
| Maupin Head St. | 29 | 32 | 33 | | | | | |
| Wahtonka Hd.St. | 15 | | 16 | | | | | |
| Little Hands DC | | 7 | 8 | 7 | 8 | 11 | 6 | 8 |
| Planetree St. | | | | | 94 | | | |
| Summer Reading | | | | | 286 | 537 | 237 | |
| Sat. Family St. | 24 | | | | | | | |
| Summer Solstice | | | | | 46 | | | |
| Craft night/aft. | 13 | 72 | | | 6 | 3 | 13 | |
| Child. prog.above | | 662 | 585 | 466 | 735 | 859 | 610 | 374 |
| Guest prog.child. | | 125 | | | 288 | 317 | 289 | |
| Total prog.child | 31 | 36 | 33 | 25 | 23 | 21 | 20 | 27 |
| Prog.attendanc | 516 | 662 | 585 | 466 | 735 | 859 | 610 | 479 |
| Adult programs | 9;49 | 9;64 | 9;206 | 8;51 | 7;33 | 7;37 | 8;48 | 11;86 |
| Teen programs | 7;57 | 11;123 | 10;88 | 10;64 | 7;33 | 9;61 | 8;69 | 6;85 |
| # of users/items | | | | | | | | |
| Internet users | NA | 3014 | 2482 | 2749 | 2702 | 2697 | 2726 | 2540 |
| Website users | 1386 | 1436 | 1168 | 1152 | 1222 | 1266 | 1135 | 1379 |
| Lib2Go users (B) | 269 | 333 | 274 | 260 | 272 | 330 | 270 | 265 |
| Lib2Go users(EB) | 62 | 77 | 61 | 48 | 63 | 53 | 71 | 60 |
| Lib2Go users (K) | 49 | 45 | 61 | 77 | 57 | 67 | 83 | 63 |
| Tumblebook use | 1317 | 859 | 632 | 511 | 679 | 513 | 19 | 494 |
| Patrons regist. | 156 | 107 | 93 | 96 | 107 | 117 | 122 | 98 |
| ILLS to Sage/GL | 399 | 480 | 514 | 402 | 403 | 526 | 420 | 434 |
| ILLS from Sage | 475 | 507 | 510 | 551 | 448 | 501 | 602 | 466 |
| Materials circ. | 13610 | 14027 | 12483 | 12928 | 13705 | 13902 | 14358 | 12172 |
| Library visits | 10013 | 11398 | 9315 | 9782 | 10127 | 10217 | 10858 | 8293 |
| Outreach Van | | | | | | | | |
| # of stops | 28 | 32 | 33 | 23 | 14 | 13 | 11 | 24 |
| Items circulated | 150 | 179 | 156 | 363 | 200 | 244 | 76 | 116 |
| Storyhours | 20 | 22 | 25 | 16 | 6 | 4 | 4 | 16 |

| | | | | | | | | |
|-----------------|-----|-----|-----|-----|-----|------|------|------|
| Adult programs | 3 | 8 | 8 | 3 | 3 | 3;20 | 3;25 | 3;24 |
| Guest progs. C. | | 1 | | | | | | |
| Patrons served | 460 | 184 | 524 | 346 | 239 | 228 | 181 | 296 |