

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

March 12, 2013

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 February 12, 2013 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. Maupin Library Building Technical Assistance Grant
 - B. Proposed FY 2013-2014 Library District Budget
 - C. Oregon Library Association Conference
- VII. REPORTS
 - A. Library Mobile App Usage
 - B. Friends of the Library Activities
 - C. Library Expansion Committee
 - D. Materials Expenditures Report

E. Library District Financial Report

F. Financial Report for The Dalles-Wasco County Library

VIII. 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

February 12, 2013

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

COMMISSION ABSENT: None

STAFF PRESENT: District Librarian Sheila Dooley

GUESTS PRESENT: Library Clerk II Maggie Pando and Senior Library Technician Suzanne Goolsby

The meeting of the Wasco County Library Service District Board was called to order at 3:32 p.m. by Chairman Mary Beechler.

MINUTES

Corliss Marsh made a motion to approve the minutes of both the Library Board meeting and workshop of January 15th. CeeCee Anderson seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles/Wasco County Library was presented for information. Sheila Dooley reported that the Library Board members should contact Chelsea Marr if they would like to participate in Read Across America. Sheila will find out if the Tumblebooks database can be listed on the Dufur Library website.

Louise Walkowiak presented the monthly report for the Dufur School/Community Library. The Dufur School is addressing building safety. Sheila Dooley will contact the City of The Dalles Safety Committee regarding whether a plan is in place to be used in the event of a lockdown.

OLD BUSINESS

A. Maupin Library Building Technical Assistance Grant

Sheila Dooley reported that grantwriter Lyn Craig was expecting to hear from the Ford Family Foundation soon regarding the Technical Assistance Grant application.

B. Services to Tygh Valley Library Station

Board members reported they had received copies of the letter sent by Sheila Dooley to the Tygh School Community Center. The letter outlined the services to be provided to the library station by the District.

NEW BUSINESS

A. Library Director's Evaluation Form and Goals

There was a review of the proposed evaluation form and goals. On page 2, under section 2, Managing the Staff, it was agreed to remove the last statement ("When grievances are filed, they are justified") from the form. There was a consensus to relabel the goals as "Library Director's Evaluation Goals 2013."

Corliss Marsh made a motion to adopt the evaluation form and goals as amended. Diane Bungum seconded the motion and it was approved unanimously.

B. Update of 2011 Goals

It was agreed that "To develop nonfiction collection to meet Common Core Standards" be added as a new objective to Goal 2: Collection Development. The first objective under the same goal, "To continue weeding collection at all locations on an ongoing basis," will be removed. The goals will be relabeled as 2013 goals and reviewed on an annual basis.

Margaret Brewer made a motion to adopt the goals as amended. Corliss Marsh seconded the motion and it was approved unanimously.

C. Oregon Library Association Conference

It was agreed that Board members planning to attend the annual OLA Conference will return their registration forms and hotel information to Sheila Dooley by March 1st.

D. Proposed FY 2013-2014 Library District Budget

The draft of a proposed District budget was presented to the Board. Sheila Dooley will contact the Dufur School District Superintendent and City of Maupin Mayor informing them that the proposed library budgets should be submitted by March 11th for Library Board review.

REPORTS

A. Library Mobile App Usage

Maggie Pando reported that mobile app usage statistics should be available soon and will be sent to the Board when received.

B. Friends of the Library Activities

Corliss Marsh reported on recent Friends' activities. The next book sale is scheduled for Saturday, March 2nd.

C. Library Expansion Committee

Corliss Marsh updated the Board regarding the fundraiser and OMSI event to be held on May 3rd and 4th.

D. Materials Expenditures Report

The District materials budget was 49% expended as of 58% of the year.

E. Library District Financial Report

The January report was unavailable.

F. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 53% expended as of 58% of the year.

Following a discussion, it was decided to schedule an information gathering with the new Maupin City Council members and Mayor at 4:30 p.m. on Tuesday, March 12th at the Southern Wasco County Library.

ADJOURNMENT

At 4:24 p.m. the meeting was adjourned by Mary Beechler. The next Board meeting is scheduled for Tuesday, March 12th, at 3:30 p.m. at the Southern Wasco County Library.

APPROVED by the Wasco County Library District Board of Directors on the 12th day of March 2013.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Mary Beechler, Chair

Corliss Marsh, Vice-Chair

CeeCee Anderson, Board Member

Margaret Brewer, Board Member

Diane Bungum, Board Member

Wasco County Library Service District

Library Director's Report

March 7, 2013

Library Foundation

During February, a \$100,000 challenge grant request was submitted to the Collins Foundation. If approved, the Foundation will have two years to raise the matching funds. Other grant funds may be used for the match and requests for larger amounts from other foundations are planned.

The Foundation has raised \$32,345 for the expansion project so far, not including a local family's pledge to match funds raised up to \$100,000. The Foundation's goal is to raise \$200,000 in local funding with the remainder of the funds needed (\$1.2 million total) to be raised through grants.

The Expansion Committee is continuing with its fundraising plans, which include a direct mailing to preselected local residents and a spring gala event/auction to be held on May 3rd and 4th. Among the items to be auctioned that the Foundation has received are gift certificates for a Sternwheeler cruise and a night's lodging at the Columbia Gorge Hotel.

The Foundation received a \$500 donation for the purchase of mystery books in memory of Dr. Robert Rice. This is the thirteenth year that this annual donation from a family member has been made.

Southern Wasco County Library Building

The Ford Family Foundation has awarded a \$2,500 Technical Assistance Grant to be used to develop a strategic plan for a new public library and community center for Maupin and vicinity. The City of Maupin and Library District will receive assistance from an architectural firm and fund development team in identifying a suitable site and potential sources of funding. Information gathering community meetings will be used when developing plans for a library facility that could also serve as a much-needed community cultural center for the area.

Library District Budget Process

After the Library Board review of the proposed library and district budgets on March 12th, a meeting is planned with Wasco County's budget team. The budget team (Tyler Stone, Scott Hege, and Monica Morris) will meet with each Special District between March 18th and March 29th. The Library District Budget Committee meeting will be held on the morning of May 16th.

The City of The Dalles Budget Committee will be holding its meetings the week of April 29th. The Dalles-Wasco County Public Library's budget will be reviewed during that time.

Read Across America

Forty-five community volunteers read to students at 52 local elementary schools in celebration of Dr. Seuss's birthday on March 1st. Among the readers were library staff members Kathy Viemeister, Rita Squires, Jayne Guidinger, and Suzy Goolsby, and Library Board members Corliss Marsh and CeeCee Anderson. Suzy Goolsby coordinates this event each year with Chelsea Marr of *The Dalles Chronicle*.

Staff Training

Barbara Telfer participated in a FEMA course, "Active Shooter: What You Can Do." She also continued with the ecourse training on using the Dewey Decimal Classification System.

Jayne Guidinger attended an Oregon Battle of the Books moderator training.

February Library Programs

Please refer to the accompanying spreadsheet for program details.

	No. of programs:	Program attendance:
Toddler Time	4	107
Preschool Storytime	4	92
The Dalles Head Start	5	72
Maupin Head Start	1	14
Little Hands Daycare	1	9
Hodges Preschool	2	28
Sonrise Academy Preschool	1	10
Wonderworks Children's Museum	<u>1</u>	<u>9</u>
	19	341

Other Library Use During February

Number of Users/Items:

Public Internet users	2504
Website users	1520
Library2Go users	384
Library2Go Ebook users	136
Tumblebooks database users	2184
Patrons registered	97
Library visits	9702
ILLS to Sage libraries	466
ILLS from Sage libraries	553
Materials circulated	12704

Outreach Van:	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	1/13	2/13
No. of stops	33	23	14	13	11	24	13	14	7	10	19

Items circulated	156	363	200	244	76	116	207	160	149	121	132
No. of storyhours	25	16	6	4	4	16	5	6	10	10	11
No. of adult programs	8	3	3	3	3	3	3	3	3	6	3
No. of guest programs (children's)	---	---	---	---	---	---	---	---	---	---	---

Outreach during February included one visit to Mill Creek Point and Flagstone Assisted Living Center, and two visits to Canyon Rim Assisted Living Center, Dufur Pioneer Potlatch, and Tygh Valley Community Meal. A visit was made to The Dalles Wahtonka High School during the lunch period to talk about library services. Teen Services Coordinator Jayne Guidinger acted as a moderator for the local Oregon Battle of the Books competition. As guests on the KODL Coffee Break, Kathy Viemeister and Rita Squires promoted spring break programs and other upcoming library events.

Events in the library included three Teen Time programs, four After School Teen Time programs, a Third Thursday Book Group meeting, and one Family Game Day.

Tygh Valley Station

Ronda Hull, Area Director of Head Start, met with Suzy Goolsby to start planning for a library summer reading program in Tygh Valley. Suzy has been contacting local parents regarding their interest in the program. Six programs during the summer are proposed.

Shaniko Station

No news to report this month.

Upcoming Events

Saturday, March 9th, at 2:00 p.m.: local archaeologists Eric Gleason and Jacqueline Cheung will be presenting a program on the archaeological excavations at the former Chinatown site in The Dalles.

Thursday, March 14th, at 7:00 p.m.: Michal Kawka, Career and Technical Education Advisor for Columbia Gorge Community College, will present a workshop on Open Education.

Wednesday, March 27th, at 2:00 p.m.: Prop comic Alex Zerbe will present a spring break program for both children and adults.

February 10, 2013

Proposed

FISCAL YEAR 2013-2014 BUDGET

WASCO COUNTY LIBRARY SERVICE DISTRICT

REVENUE

Beginning Fund Balance	523,613
Property Tax - Current Year	1,134,615
Property Tax - Prior Year	45,385
Interest	2,664
TOTAL RESOURCES	1,706,277

EXPENDITURES

Contractual Library Services	
City of The Dalles	1,045,274
Dufur School District	19,025
City of Maupin	44,792
Subtotal Library Services	1,109,091
Legal Services	3,000
Audit	3,400
Insurance	1,000
Office Supplies	350
Legal Notices	500
Taxes/Permits/Assessments	500
Total Expenditures	1,117,841
Contingency	25,000
Unappropriated	563,436
Total	1,706,277

Library usage data								
	july.12	aug.12	sept.12	oct.12	nov.12	dec.12	jan.13	feb.13
Toddler time	88	108	99	96	99	65	87	107
Preschool Story.	92	116	95	81	114	96	71	92
Hodges daycare	22	23	37	26	28	28	30	28
Proffit daycare	10	7	5	7	4	5	5	
TD Head Start			20	12	30	45	49	72
Maupin Head St.					34	14	12	14
Little Hands DC	11	6	8	8	7	8	6	9
Sonrise Acad PS						12	12	10
Wonderworks						10	11	9
Summer Reading	537	237						
Craft night/aft.	3	13				20		
Child. prog.above	859	610	374	229	316	303	283	341
Guest prog.child.	317	289				47		
Total prog.child	21	20	27	14	14	18	19	19
Prog.attendanc	859	610	479	229	316	303	283	341
Adult programs	7;37	8;48	11;86	14;114	11;207	10;64	6;84	5;45
Teen programs	9;61	8;69	6;85	7;54	11;197	7;53	9;128	7;39
# of users/items								
Internet users	2697	2726	2540	2761	2539	2454	2875	2504
Website users	1266	1135	1379	1688	1622	1678	2122	1520
Lib2Go users (B)	330	270	265	324	279	227	300	248
Lib2Go users(EB)	53	71	60	69	55	85	74	65
Lib2Go users (K)	67	83	63	66	72	102	106	71
Tumblebook use	513	19	494	1995	2173	2698	2063	2184
Patrons regist.	117	122	98	94	159	67	101	97
ILLS to Sage/GL	526	420	434	457	442	456	539	466
ILLS from Sage	501	602	466	596	528	523	632	553
Materials circ.	13902	14358	12172	13192	13023	12254	14257	12704
Library visits	10217	10858	8293	10068	9737	8970	10590	9702
<u>Outreach Van</u>								
# of stops	13	11	24	13	14	17	10	19
Items circulated	244	76	116	207	160	149	121	132
Storyhours	4	4	16	5	6	10	10	11
Adult programs	3;20	3;25	3;24	3	3	3	6	3;25
Guest progs. C.								
Patrons served	228	181	296	207	247	305	283	329

Wasco County Library District
 Financial Report
 Materials Expenditures
 3/12/2013

Category	Budgeted Amount		Expended	%	Balance
Dufur	\$9,553.00		\$5,612.34	58.7%	\$3,940.66
Maupin	\$10,321.00		\$6,756.80	65.5%	\$3,564.20
Shaniko	\$0.00		\$0.00		\$0.00
Tygh Valley	\$0.00		\$0.00		\$0.00
TD books	\$82,354.00		\$44,860.11	54.5%	\$37,493.89
TD periodicals	\$4,687.00		\$3,306.39	70.5%	\$1,380.61
TD audiovisual	\$9,189.00		\$5,989.24	65.2%	\$3,199.76
Total	\$116,104.00		\$66,524.88	57.3%	\$49,579.12