

# AGENDA

## WASCO COUNTY LIBRARY SERVICE DISTRICT

### BOARD MEETING

July 8, 2014

11:00 a.m.

Location: Imperial River Company  
304 Bakeoven Rd., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of May 13, 2014 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 Project
  - B. Branding Project
  - C. Proposed FY 2014-2015 Library District Budget
- VII. NEW BUSINESS
  - A. Election of Officers
  - B. Materials Expenditures Formula for FY 2014-2015
- VIII. REPORTS
  - A. RFID (Radio Frequency Identification) and Self-Checkout System

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

IX. 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 13, 2014

COMMISSION PRESENT: Corliss Marsh, Mary Beechler, Margaret Brewer, Diane Bungum, and Rita Rathkey

COMMISSION ABSENT: None

STAFF PRESENT: District Librarian Sheila Dooley, Dufur School/Community Librarian Louise Walkowiak, and Library Clerk II Maggie Pando

GUESTS PRESENT: None

The meeting of the Wasco County Library Service District Board was called to order at 4:02 p.m. by Chairman Corliss Marsh.

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MINUTES

Margaret Brewer made a motion to approve the minutes of the March 11<sup>th</sup> meeting. Diane Bungum 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 on summer reading program plans and the new "Lucky Day" book loan program.

Corliss Marsh suggested coordinating the date of the upcoming presentation by author Philip Margolin with Friends of the Library activities to avoid scheduling conflicts.

Louise Walkowiak presented the monthly report for Dufur and reported on summer reading program plans and other activities.

Mary Beechler reported that the Maupin Librarian, Sarah Hennessey, will return with a limited schedule in June.

OLD BUSINESS

A. Maupin Library Building Project

Mary Beechler updated the Board on Maupin's building project activities. Potential donors will be contacted soon. Promotional events are planned for fall 2014.

B. Branding Project

Sheila Dooley reported that the Branding Committee reviewed the second round of logo designs and selected one design for further refinement.

C. Proposed FY 2014-2015 Library District Budget

The District Budget Committee meeting is scheduled for Friday, May 30<sup>th</sup>, at 9:30 a.m. in the Columbia Gorge Community College Board Room. Sheila Dooley stated that the City of The Dalles Budget Committee approved the budget for The Dalles-Wasco County Library with no changes.

REPORTS

A. RFID (Radio Frequency Identification) and Self-Checkout System

Sheila Dooley updated the Board on the status of the RFID tagging project. Maggie Pando invited the Board to a demonstration of the self-checkout kiosk after the meeting.

B. Oregon Library Association Conference

Diane Bungum, Mary Beechler, and Sheila Dooley reported on workshops attended at the recent OLA Conference in Salem.

C. Friends of the Library Activities

Corliss Marsh reported on recent Friends' activities including the fundraiser for the expansion project held at Burgerville on March 18<sup>th</sup>. The proceeds have yet to be received but a quilt raffle held in conjunction with the event raised \$414 for the project.

D. Library Expansion Committee

Corliss Marsh reported on the meetings with the architects held during April and the resulting changes to the addition design. The next meeting with the architects is scheduled for June 6<sup>th</sup> from 10:00 a.m. to noon in the library meeting room. A presentation on the project by the architects is tentatively scheduled for the June 23<sup>rd</sup> City Council meeting.

Corliss Marsh informed the Board that a concert with musicians Cal Scott and Kathryn Claire is planned for 7:30 p.m. on Saturday May 31<sup>st</sup>. It will be a benefit concert for the expansion project.

D. Materials Expenditures Report

The materials budget was 64.5% expended as of 83% of the year.

E. Library District Financial Report

The report was not available.

F. The Dalles-Wasco County Library Financial Report

The budget (excluding the contingency and unappropriated ending balance) was 72% expended as of 83% of the year.

ADJOURNMENT

At 5:00 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, July 8th, at 11:00 a.m. at the Imperial Restaurant in Maupin.

APPROVED by the Wasco County Library District Board of Directors on the 8th day of July 2014.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Corliss Marsh, Chair

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Mary Beechler, Vice-Chair

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Margaret Brewer, Board Member

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Diane Bungum, Board Member

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Rita Rathkey, Board Member

Wasco County Library Service District

Library Director's Report

July 1, 2014

**RFID and Self-Checkout System**

Installation of the RFID (radio frequency identification) equipment and software was completed on May 22<sup>nd</sup>. The staff received training in the use of the equipment and has been using it to circulate library materials. The tagging of the collection with RFID tags was completed on June 20<sup>th</sup> and the self-checkout kiosk was made available for public use the following week.

**Summer Reading Program**

The library's summer reading program, "Fizz, Boom, Read," is underway with programs for all school age children from kindergarten through ninth grade. A total of 133 children enrolled in the program with additional children and family members in attendance, depending on the program. Summer reading is sponsored by The Dalles Kiwanis Club. A variety of special guests and age appropriate activities to promote reading are planned for each of the two groups:

"Junior Mad Scientists" is for children in grades first through third and is held on Tuesday mornings at 11:00 a.m.

"Mad Scientists Unite" is for children in grades fourth through ninth and meets on Thursday afternoons at 2:00 p.m.

Special guests in June included the OMSI Planetarium, Bug City Chicks, and musician Eric Herman.

**Google Goodware Grant**

The library has been selected to receive 30 laptop computers through Google's Goodware hardware donation program. We are planning to use the computers for staff and in-library public use. Delivery is scheduled for early fall.

**Library Expansion Project**

Donations received during June brought the total raised locally for the project to \$94,949 not including the pledge from a local family to match funds raised up to \$100,000. The overall total raised for the project is now \$220,881.

Fundraising activities included the May 31<sup>st</sup> concert with musicians Cal Scott and Kathryn Claire raised \$796 for the project. Burgerville's "Music and Burgers" event on May 10<sup>th</sup> featured music by high school music teacher Paul Viemeister and his students. Proceeds totaled \$441 with half of it designated for the expansion. A \$932 donation was received from the Walt and Peggy Morey Fund of the Oregon Community Foundation.

A survey of the addition site requested by the architects was done by Tenneson Engineering. As a result, the proposed addition is being relocated 10 feet to the south based on the survey of the rock outcropping to the east of the library. This was done in order to create a design footprint that avoids major demolition of the rock outcropping.

The final meeting with the FFA design team was held on June 6th. The 30% design documents and revised cost estimate of \$864,159 (including furniture) was presented to the public at the June 23<sup>rd</sup> City Council meeting. The revised cost estimate resulting from the design changes is approximately a 30% decrease from the previous estimate.

A representative of the Meyer Memorial Trust and Ford Family Foundation conducted a site visit on June 12<sup>th</sup>. Since then, both foundations have requested additional budget and program information. Our applications for construction funds will be considered by the Meyer Memorial Trust Board in July and by the Ford Family Foundation Board in August. A total of \$445,000 has been requested: \$250,000 from the Meyer Memorial Trust and \$195,000 from the Ford Family Foundation.

**Libraries of Eastern Oregon (LEO) Grant**

A \$20,000 grant from the Oregon Community Foundation will be used towards funding Early Learning Computer Workstations in eastern Oregon. Our library has received an AWE After School Edge station featuring more than 60 educational software titles for use by upper elementary school aged children.

**Branding Project**

The District Branding Committee reviewed the final round of logo designs from graphic designer Sarah Moore during May. The District logo design and style guide will be discussed at the July 8<sup>th</sup> Library Board meeting. Several versions of the logo design have been made available for different applications.

**June Library Programs**

Please refer to accompanying spreadsheet for program details.

|                         | No. of programs: | Program attendance: |
|-------------------------|------------------|---------------------|
| Toddler Time            | 4                | 109                 |
| Preschool Storytime     | 4                | 70                  |
| Happy Hands Daycare     | 1                | 10                  |
| Great and Small         | 5                | 55                  |
| Planetree Storytime     | 4                | 91                  |
| Summer Reading Programs | <u>4</u>         | <u>251</u>          |
|                         | 22               | 586                 |

Please note: Several of the preschool programs such as Head Start are closed for the summer.

## Other Library Use During June

Number of Users/Items:

|                            |       |
|----------------------------|-------|
| Public Internet users      | 2278  |
| Website users              | 1367  |
| Library2Go users           | 535   |
| Library2Go Ebook users     | 231   |
| Tumblebooks database users | 461   |
| Patrons registered         | 102   |
| Library visits             | 10008 |
| ILLS to Sage libraries     | 527   |
| ILLS from Sage libraries   | 477   |
| Materials circulated       | 11356 |

| Outreach Van:                         | 9/13 | 10/13 | 11/13 | 12/13 | 1/14 | 2/14 | 3/14 | 4/14 | 5/14 | 6/14 |
|---------------------------------------|------|-------|-------|-------|------|------|------|------|------|------|
| No. of stops                          | 19   | 19    | 18    | 17    | 20   | 14   | 20   | 26   | 26   | 14   |
| Items circulated                      | 134  | 115   | 71    | 170   | 183  | 172  | 120  | 122  | 100  | 138  |
| No. of storyhours                     | 11   | 10    | 12    | 17    | 6    | 13   | 18   | 18   | 16   | 6    |
| No. of adult programs                 | 6    | 3     | 1     | 3     | 3    | 3    | 3    | 3    | 3    | 3    |
| No. of guest programs<br>(children's) | 1    | 1     | ---   | ---   | ---  | ---  | ---  | ---  | ---  | 2    |

Outreach during June included one visit to Mill Creek Point and Flagstone Senior Living Center, and two visits to Canyon Rim Assisted Living Center, Dufur Pioneer Potlatch, and Tygh Valley Community Meal. A butterfly release program and a Music and Motion program were presented at Canyon Rim as part of Maupin's summer reading activities.

Events in the library included four Teen Time programs, a Third Thursday Book Group meeting, three Family Game Days, one movie showing, and one Family Craft Night. There were guest programs presented by guitarist Michael Dorian, Bug City Chicks, OMSI Planetarium, astronomer Jim White, and musician Eric Herman.

### Tygh Valley Station

A new book club for adults meets monthly at the library.

### Shaniko Station

There is no news to report this month.

### Upcoming Events

Tuesdays, June 17<sup>th</sup> - August 19<sup>th</sup>, 11:00 a.m.: Summer reading program for children in grades 1-3. July guests include Penny's Puppets, storyteller Chris Leebrick, magician Cinda Johnson, and the Museum of Natural and Cultural History from Eugene presenting a program on volcanoes

Thursdays, June 19<sup>th</sup> – August 21<sup>st</sup>, 2:00 p.m.: Summer reading program for grades 4-9 featuring fun programs and activities that celebrate science. The library's summer reading program is sponsored by The Dalles Kiwanis Club.

7/2/14

### Recommendation for Allocation of Library Materials Budget

Since FY 2008-2009 the school district populations have been used to establish the service areas of the three District libraries. The Wasco County Clerk has a record of the number of registered voters in each district, but not the total population. The State Library uses a ratio based on the number of registered voters in the County divided by the total County population when determining the Ready To Read Grant populations. This ratio is applied to the number of registered voters in each City or school district to determine the Ready To Read Grant populations.

Currently there are 12,376 registered voters in the Wasco County Library Service District. Dividing this number by the total District population (25,063) equals 49.3795%. This is the ratio of registered voters to total population.

Applying this ratio to the number of registered voters in each school district, results in the following school district population estimates:

|                    | Registered voters: | Divided by .493795: | Percentage of total population: |
|--------------------|--------------------|---------------------|---------------------------------|
| Dufur              | 1,020              | 2,066               | 8.243%                          |
| Southern Wasco Co. | 1,326              | 2,685               | 10.713%                         |
| The Dalles         | 10,030*            | 20,312              | 81.044%                         |

\*10,240 minus 210 for Mosier registered voters

Multiplying these percentages by the total materials budget (\$122,898) would distribute the materials budget as follows:

|                    |  |
|--------------------|--|
| Dufur              | 10,131   |
| Southern Wasco Co. | 13,166 – 2,000 for additional programming = 11,166 |
| The Dalles         | 99,601   |

| <b>Library usage data</b> |               |               |               |               |               |               |               |                |
|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
|                           | <b>nov.13</b> | <b>dec.13</b> | <b>jan.14</b> | <b>feb.14</b> | <b>mar.14</b> | <b>apr.14</b> | <b>may.14</b> | <b>june.14</b> |
| Toddler Time              | 69            | 88            | 93            | 113           | 73            | 106           | 85            | 109            |
| Preschool Story.          | 157           | 157           | 118           | 35            | 216           | 62            | 97            | 70             |
| Hodges Daycare            | 25            | 10            | 14            | 27            | 15            | 29            | 28            |                |
| Proffitt Daycare          | 7             | 7             | 7             |               | 6             | 7             | 6             |                |
| TD Head Start             | 65            |               | 48            | 108           | 145           | 94            | 45            |                |
| Maupin Head St.           | 26            | 34            | 16            | 32            | 21            | 27            | 75            |                |
| Happy Hands DC            | 7             | 9             | 7             | 7             | 8             | 9             | 9             | 10             |
| Great and Small           | 47            | 0             | 39            | 55            | 72            | 63            | 49            | 55             |
| Planetree Story.          |               |               |               |               |               |               |               | 91             |
| Pequenos Childc.          | 9             | 8             | 8             | 6             | 9             | 5             | 9             |                |
| Summer Reading            |               |               |               |               |               |               |               | 251            |
| Child. prog.above         | 412           | 313           | 352           | 380           | 515           | 550           | 403           | 586            |
| Guest prog.child.         | 60            | 60            |               |               | 170           |               |               | 211            |
| <b>Total prog.child</b>   | <b>25</b>     | <b>13</b>     | <b>22</b>     | <b>25</b>     | <b>26</b>     | <b>26</b>     | <b>25</b>     | <b>22</b>      |
| <b>Prog.attendanc</b>     | <b>412</b>    | <b>313</b>    | <b>352</b>    | <b>380</b>    | <b>515</b>    | <b>550</b>    | <b>403</b>    | <b>586</b>     |
| <b>Adult programs</b>     | <b>9;95</b>   | <b>12;173</b> | <b>12;90</b>  | <b>8;74</b>   | <b>16;206</b> | <b>16;149</b> | <b>12;90</b>  | <b>10;147</b>  |
| <b>Teen programs</b>      | <b>3;27</b>   | <b>7;116</b>  | <b>4;26</b>   | <b>3;13</b>   | <b>3;13</b>   | <b>4;16</b>   | <b>5;20</b>   | <b>4;14</b>    |
| <b># of users/items</b>   |               |               |               |               |               |               |               |                |
| Internet users            | 2483          | 2321          | 2613          | 2065          | 2530          | 2340          | 2527          | 2278           |
| Website users             | 1666          | 1400          | 1766          | 1544          | 1714          | 1829          | 1592          | 1367           |
| Lib2Go users (B)          | 324           | 283           | 399           | 319           | 403           | 366           | 360           | 304            |
| Lib2Go users(EB)          | 142           | 141           | 125           | 139           | 109           | 125           | 149           | 140            |
| Lib2Go users (K)          | 94            | 100           | 160           | 109           | 123           | 91            | 128           | 91             |
| Tumblebook use            | 1476          | 833           | 2110          | 1239          | 1023          | 1633          | 1629          | 461            |
| Patrons regist.           | 64            | 46            | 88            | 1239          | 72            | 78            | 60            | 102            |
| ILLs to Sage              | 589           | 635           | 720           | 649           | 626           | 759           | 419           | 527            |
| ILLS from Sage            | 703           | 698           | 815           | 450           | 482           | 516           | 464           | 477            |
| Materials circ.           | 13454         | 12471         | 13511         | 12437         | 13719         | 12701         | 11104         | 11356          |
| Library visits            | 8907          | 8858          | 10035         | 7730          | 9940          | 8919          | 9833          | 10008          |
| <b>Outreach Van</b>       |               |               |               |               |               |               |               |                |
| # of stops                | 20            | 14            | 20            | 25            | 26            | 26            | 19            | 14             |
| Items circulated          | 170           | 183           | 172           | 172           | 120           | 122           | 100           | 138            |
| Storyhours                | 17            | 6             | 13            | 17            | 18            | 18            | 16            | 6              |
| Adult programs            | 3;25          | 3;34          | 3;33          | 3;32          | 3;29          | 3;26          | 3;22          | 3              |
| Guest progs. C.           |               |               |               |               | 2;269         |               |               | 2              |
| Patrons served            | 368           | 243           | 301           | 410           | 709           | 394           | 376           | 307            |

Wasco County Library District  
 Financial Report  
 Materials Expenditures  
 7/2/2014

| Category       | Budgeted Amount     | Expended           | %            | Balance            |
|----------------|---------------------|--------------------|--------------|--------------------|
| Dufur          | \$9,958.00          | \$8,623.19         | 86.6%        | \$1,334.81         |
| Maupin         | \$10,573.00         | \$6,065.88         | 57.4%        | \$4,507.12         |
| Shaniko        | \$0.00              | \$0.00             |              | \$0.00             |
| Tygh Valley    | \$0.00              | \$0.00             |              | \$0.00             |
| TD books       | \$84,624.00         | \$72,916.28        | 86.2%        | \$11,707.72        |
| TD periodicals | \$4,697.00          | \$3,591.74         | 76.5%        | \$1,105.26         |
| TD audiovisual | \$9,465.00          | \$8,601.95         | 90.9%        | \$863.05           |
| <b>Total</b>   | <b>\$119,317.00</b> | <b>\$99,799.04</b> | <b>83.6%</b> | <b>\$19,517.96</b> |