

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

November 27, 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 October 9, 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. OLD BUSINESS
 - A. Library Mobile App
 - B. Maupin Library Building Technical Assistance Grant
- VIII. NEW BUSINESS
 - A. Proposed Revision to Policy Establishing Behavior Rules for Use of Library
- IX. 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

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

October 9, 2012

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

COMMISSION ABSENT: Diane Bungum

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 3:30 p.m. by Chairman Corliss Marsh.

MINUTES

Mary Beechler made a motion to approve the minutes of the September 11th meeting. Margaret Brewer seconded the motion and it was approved unanimously.

INTRODUCTION OF NEW BOARD MEMBER

The introduction of Diane Bungum was postponed as she was out of town due to a family emergency.

LIBRARY DIRECTOR'S REPORT

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

Sheila Dooley reported that Library Clerk I Heidi Hansen had resigned and the full-time position would be filled by Kathy Viemeiser, who is currently working as a part-time Library Clerk I.

Maggie Pando will start tracking circulation by type of material loaned. This will enable the Board to determine in what part of the collection changes in use occur.

Representatives from all three libraries attended the recent Sage reports training class. No one will be attending the LEO Oregon Word Roundup in Pendleton this year.

Sarah Hennessey reported that story hour attendance has increased at the Southern Wasco County Library. Louise Walkowiak reported on book ordering and annual reporting at the Dufur School/Community Library.

SHARED CONCERNS OF THE BOARD

After a discussion of the Wasco County Cultural Trust grants, it was agreed that The Dalles library would apply for one this year.

DISCUSSION

A. 2013-2014 Budget Goals

The proposed budget goals for FY 2013-2014 were reviewed. The reallocation of book and programming funds, a laptop for inventory use by all three libraries, and adequate funding for training and conferences will be included in the proposed budget. Maggie Pando will investigate the cost of print management software and the use of debit cards to collect fees.

OLD BUSINESS

A. Library Mobile App

Maggie Pando reported that the Boopsie mobile app was expected to be ready for use by October 15th. Once ready to be used, it will be publicized.

B. Maupin Library Building Technical Assistance Grant

There was a discussion of the plan to apply for a Ford Family Foundation Technical Assistance Grant. Sheila Dooley will tell Lyn Craig that Maupin Councilor Rager and Public Works Director Miles are the project liaisons. Mary Beechler and Sarah Hennessey should receive copies of any emails sent related to the project.

It was agreed to remove the third paragraph discussing construction grants from the proposed letter to the Maupin City Council. Sheila Dooley will send the corrected letter to Mary Beechler. It was also agreed that the feasibility study should identify the building site options rather than including them in the grant application.

C. Evaluation Forms

Corliss Marsh distributed the evaluation form used by the Deschutes County Library Board to evaluate its Library Director. This form includes having the Board set goals each year and then providing direction as to how the goals will be achieved.

NEW BUSINESS

A. Election of Officers

Corliss Marsh nominated Mary Beechler as Chairman, CeeCee Anderson seconded the motion, and it was approved unanimously.

Mary Beechler nominated Corliss Marsh as Vice Chairman, Margaret Brewer seconded the motion, and it was approved unanimously.

B. Oregon Passport Program

Under this statewide program, patrons with valid library cards will be able to borrow books from other participating libraries in the state. Sheila Dooley will investigate having the library participate for a trial period.

REPORTS

A. Friends of the Library Activities

Corliss Marsh reported that a book sale would be held the first weekend in November. A Wasco County Reads program is being considered as well as a Wasco County Cultural Trust grant to fund an author presentation.

B. Library Expansion Committee

Sheila Dooley reported that a major donor has offered to match money raised for the expansion project dollar for dollar. Corliss Marsh and Ken Farner are visiting service clubs this month to promote the project and other groups the following month.

C. Materials Expenditures Report

The District materials budget was 22% expended as of 25% of the year.

D. Library District Financial Report

The August report was presented for information.

E. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 24% expended as of 25% of the year.

ADJOURNMENT

At 4:41 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, November 27th, at 3:30 p.m. at the Southern Wasco County Library. For members who would like a ride to the meeting, the van will be leaving The Dalles library at 2:30 p.m.

APPROVED by the Wasco County Library District Board of Directors on the 27th day of November 2012.

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

November 19, 2012

Oregon Passport Program

Oregon has a new resource sharing program scheduled to begin on January 1, 2013 that will extend patron borrowing privileges between libraries. Wasco County library patrons with a Sage library card will be eligible to register for a card and borrow materials from any other legally established participating library in Oregon. Patrons will have a limit on the number of items that can be checked out and will be responsible for returning materials to the lending library.

Library Foundation

The Library Foundation has raised a total of \$8,835 towards the Library Expansion Project so far. The Foundation's fundraising goal is \$200,000 in local funds with the remainder of the project funds to be obtained from grants. An anonymous donor has pledged to match any funds raised for the project up to a maximum of \$100,000.

New Foundation directors are Bea Dick, Leon Dorich, and Joyce Powell Morin.

Library Expansion Committee

The Expansion Committee is planning an event in the spring to promote the project: a daytime event for families that will include a children's program and silent auction of donated children's books. Children will be writing to their favorite authors and asking for donations of autographed books. The evening event will be a gala event for adults and feature a silent auction of autographed books and other items.

Displays have been set up at area banks and credit unions to publicize the project. Foundation members continue to make presentations to local service groups and organizations.

Library Board Appointment

On October 3rd, the Wasco County Board of Commissioners appointed Diane Bungum to a four-year term on the Library Board. As the at-large appointee, she fills the position vacated by Diana McElheran.

Friends of the Library

The Friends of the Library are considering applying for a Wasco County Cultural Trust grant to fund a Wasco County Reads project. At their meeting, they approved the purchase of puzzles to place in senior living facilities served by the library. They also approved the purchase of \$200 in materials for daily family craft programs to be held at the library between Christmas and New Year's.

Libraries of Eastern Oregon

The Oregon Word Roundup was well received and plans are being made to hold it in Pendleton again next year. Providing guest programming for summer reading programs at public libraries is being considered by LEO.

Staff Training

On October 16th, Sheila Dooley and Suzy Goolsby attended a webinar on employment claims. On November 12th, they attended a sexual harassment training in The Dalles.

On October 18th, Sheila Dooley, Jayne Guidinger, Maggie Pando and Corliss Marsh visited the Hillsboro and Tigard libraries to learn about the process for converting the collection to RFID (radio frequency identification).

On October 27th, Suzy Goolsby attended the Oregon Library Association Children's Services Division meeting in Hood River. Topics included "Common Core: Supporting Our Schools" and "Digital Age Libraries and Youth."

On October 27th, Jayne Guidinger attended the annual fall Oregon Young Adult Network meeting in Tualatin. She received an update on State Library youth programs and ideas for teen summer reading programs.

While on vacation, Sheila Dooley attended the California Library Association Conference in San Jose. Sessions attended included a workshop on advocacy and fundraising, building support for building libraries, print on demand technology, and applying Toyota's LEAN principles to libraries.

October Library Programs

Please refer to the accompanying spreadsheet for program details.

	No. of programs:	Program attendance:
Toddler Time	5	96
Preschool Storytime	4	81
The Dalles Head Start	1	12
Little Hands Daycare	1	8
Proffitt Daycare	1	7
Hodges Preschool	<u>2</u>	<u>26</u>
	14	229

Other Library Use During October

Number of Users/Items:

Public Internet users	2761
Website users	1688
Library2Go users	324
Library2Go Ebook users	135
Tumblebooks database users	1995

Patrons registered	94
Library visits	10068
ILLS to Sage libraries	457
ILLS from Sage libraries	596
Materials circulated	13192

Outreach Van:	12/11	1/12	2/12	3/12	4/12	5/12	6/12	7/12	8/12	9/12	10/12
No. of stops	25	17	28	32	33	23	14	13	11	24	13
Items circulated	121	69	150	179	156	363	200	244	76	116	207
No. of storyhours	18	16	13	20	25	16	6	4	4	16	5
No. of adult programs	3	3	2	3	8	3	3	3	3	3	3
No. of guest programs (children's)	---	---	---	---	---	---	---	---	---	---	---

Outreach during October 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. Other outreach activities included a teen Book Lovers' Club meeting at the high school, and participation in the 4-H and Extension Service Open House at The Dalles Middle School.

Events in the library included five weekly knitting group meetings, five Teen Time programs, four After School Teen Time programs, two Family Game Days, and two book discussion groups. LEO sponsored programs included Project Spooky and author Duff Brenna.

New volunteers at the library include a group of students from St. Mary's Academy who will be coming in on a monthly basis.

Upcoming Events

Friday, November 30th through Wednesday, December 26th: "Oregon's Landmark Legislation," a 16 panel Oregon Historical Society exhibit, will be displayed at the library.

Tygh Valley Station

The Community Center held a holiday bazaar on November 3rd with the proceeds to be used for building maintenance. Residents have been bringing historical pictures to the library to be framed and displayed as a means of preserving the local history.

Shaniko Station

Maggie Pando investigated the lack of Internet access at the station. It was discovered that the phone line to the building had been severed.

Library usage data								
	mar.12	apr.12	may.12	june.12	july.12	aug.12	sept.12	oct.12
Great & Small	134	138	149				110	
Toddler time	104	149	145	119	88	108	99	96
Preschool Story.	91	89	106	114	92	116	95	81
Hodges daycare	35	32	23	51	22	23	37	26
Proffit daycare	5	6	6	12	10	7	5	7
TD Head Start	182	114	30				20	12
Maupin Head St.	32	33						
Wahtonka Hd.St.		16						
Little Hands DC	7	8	7	8	11	6	8	8
Planetree St.				94				
Summer Reading				286	537	237		
Sat. Family St.								
Summer Solstice				46				
Craft night/aft.	72			6	3	13		
Child. prog.above	662	585	466	735	859	610	374	229
Guest prog.child.	125			288	317	289		
Total prog.child	36	33	25	23	21	20	27	14
Prog.attendanc	662	585	466	735	859	610	479	229
Adult programs	9;64	9;206	8;51	7;33	7;37	8;48	11;86	14;114
Teen programs	11;123	10;88	10;64	7;33	9;61	8;69	6;85	7;54
# of users/items								
Internet users	3014	2482	2749	2702	2697	2726	2540	2761
Website users	1436	1168	1152	1222	1266	1135	1379	1688
Lib2Go users (B)	333	274	260	272	330	270	265	324
Lib2Go users(EB)	77	61	48	63	53	71	60	69
Lib2Go users (K)	45	61	77	57	67	83	63	66
Tumblebook use	859	632	511	679	513	19	494	1995
Patrons regist.	107	93	96	107	117	122	98	94
ILLS to Sage/GL	480	514	402	403	526	420	434	457
ILLS from Sage	507	510	551	448	501	602	466	596
Materials circ.	14027	12483	12928	13705	13902	14358	12172	13192
Library visits	11398	9315	9782	10127	10217	10858	8293	10068
Outreach Van								
# of stops	32	33	23	14	13	11	24	13
Items circulated	179	156	363	200	244	76	116	207
Storyhours	22	25	16	6	4	4	16	5

Adult programs	8	8	3	3	3;20	3;25	3;24	3
Guest progs. C.	1							
Patrons served	184	524	346	239	228	181	296	207

November 20, 2012

Proposed Revision to Behavior Rules Policy

Explanation:

After discussing our behavior policy with the Police Chief and City Attorney, I am recommending to the Library Board that “being under the influence of any controlled substance or intoxicating liquor” be removed from the library’s policy. As being intoxicated is not a crime, we would instead rely on disruptive behavior as the grounds for issuing a warning or removing someone from the library. Disturbing other patrons or creating safety issues would be the point at which the person would be given a warning or asked to leave.

Wasco County Library District
 Financial Report
 Materials Expenditures
 11/20/2012

Category	Budgeted Amount		Expended	%	Balance
Dufur	\$9,553.00		\$911.67	9.5%	\$8,641.33
Maupin	\$10,321.00		\$3,998.60	38.7%	\$6,322.40
Shaniko	\$0.00		\$0.00		\$0.00
Tygh Valley	\$0.00		\$0.00		\$0.00
TD books	\$82,354.00		\$25,826.58	31.4%	\$56,527.42
TD periodicals	\$4,687.00		\$2,497.39	53.3%	\$2,189.61
TD audiovisual	\$9,189.00		\$3,175.27	34.6%	\$6,013.73
Total	\$116,104.00		\$36,409.51	31.4%	\$79,694.49