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
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.

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<th>Program attendance:</th>
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<tr>
<td>Preschool Storytime</td>
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<tr>
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<td>Maupin Head Start</td>
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<tr>
<td>Little Hands Daycare</td>
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<tr>
<td>Hodges Preschool</td>
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<tr>
<td>Sonrise Academy Preschool</td>
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<td>Wonderworks Children’s Museum</td>
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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
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.
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
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## Materials Expenditures

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