

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

June 11, 2013

3:30 p.m.

Location: The Dalles-Wasco County Library Meeting Room  
722 Court St., The Dalles, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of April 15, 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

April 15, 2013

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

COMMISSION ABSENT: CeeCee Anderson

STAFF PRESENT: District Librarian Sheila Dooley and Library Clerk II Maggie Pando

GUESTS PRESENT: Fund Development Consultant Lyn Craig, Rita Rathkey, and Architect Mark Seder.

The meeting of the Wasco County Library Service District Board was called to order at 5:08 p.m. by Chairman Mary Beechler.

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MINUTES

Corliss Marsh made a motion to approve the minutes of the Library Board meeting of March 12th. Diane Bungum seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

The three guests present were introduced to the Board.

LIBRARY DIRECTOR'S REPORT

The written monthly report for The Dalles-Wasco County Library was presented for information. Sheila Dooley reported that the total raised for the library expansion project was \$36,067. Interviews for the vacant clerical position have been scheduled for the week of April 15th.

There was a discussion of a Pew Research Center article titled "Mobile Connections to Libraries."

No monthly reports were received from either the Dufur School/Community Library or Southern Wasco County Library. Southern Wasco County Librarian Sarah Hennessey is on a medical leave of absence.

## OLD BUSINESS

### A. Maupin Library Building Technical Assistance Grant

There was a discussion of the Technical Assistance Grant process with Fund Development Consultant Lyn Craig. Possible sites for a new library were discussed with input from Architect Mark Seder.

Lyn Craig summarized the grant application timeline for the children's expansion at The Dalles-Wasco County Library. Corliss Marsh suggested that an application for grant funds be made to the Northern Wasco County PUD.

### B. Proposed FY 2013-2014 Library District Budget

Changes made to the proposed budgets for the Library District and The Dalles-Wasco County Library were discussed. These changes were made in order to conform to Oregon Budget Law requirements regarding unappropriated ending fund balances.

The Library District Budget Committee meeting is scheduled for Thursday, May 16<sup>th</sup>, at 9:30 a.m. in the Columbia Gorge Community Library Board Room. Sheila Dooley will send information to the Board prior to the Budget Committee meeting.

### C. Oregon Library Association Conference

Margaret Brewer and Corliss Marsh will be attending the OLA Conference to be held the last week of April. Diane Bungum may attend one day of the conference. Library staff conference schedules will be emailed to the Board in order to coordinate travel plans.

## REPORTS

### A. Library Mobile App Usage

Maggie Pando distributed mobile app usage statistics to the Board members. She will request an explanation of the categories used in the report.

### B. Friends of the Library Activities

Corliss Marsh reported on recent Friends of the Library activities. The Friends will be paying for expenses related to the Foundation's May 3<sup>rd</sup> auction event. The next book sale will be held in June.

### C. Library Expansion Committee

Corliss Marsh updated the Board regarding the fundraiser and OMSI event to be held on May 3<sup>rd</sup> and 4<sup>th</sup>. A fundraiser featuring musicians Cal Scott and Catherine Clair is planned for June 1<sup>st</sup> at the Mint.

### D. Materials Expenditures Report

The District materials budget was 62% expended as of 75% of the year.

### E. Library District Financial Report

The February report was presented for information.

F. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 66% expended as of 75% of the year.

ADJOURNMENT

At 5:58 p.m. the meeting was adjourned by Mary Beechler. The next Board meeting is scheduled for Tuesday, May 14<sup>th</sup>, at 3:30 p.m. at The Dalles-Wasco County Library meeting room.

APPROVED by the Wasco County Library District Board of Directors on the 11th day of June 2013.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Mary Beechler, Chair

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Corliss Marsh, Vice-Chair

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CeeCee Anderson, Board Member

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Margaret Brewer, Board Member

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Diane Bungum, Board Member

## Wasco County Library Service District

### Library Director's Report

June 6, 2013

#### **Energy Audit**

Steve Holmes, Energy Specialist for the PUD, and I discussed energy conservation possibilities for the library building. Among his recommendations were sealing the ductwork in the attic and floor, and replacing the HVAC control system with variable speed drive controls and new high efficiency motors. Replacement of the windows will not be necessary as the library already has double pane windows.

Steve Holmes recommended that a BPA analysis and estimate of the energy savings be done well in advance of starting the project. The HVAC improvements could be eligible for a custom project rebate of up to 70% from the PUD through the BPA conservation program. The amount of the savings will be dependent on the measured savings and the total cost of the job.

#### **Southern Wasco County Library Building**

On May 20<sup>th</sup>, a second public meeting was held in Maupin with architect Mark Seder and Fund Development Consultant Lyn Craig to discuss possible sites for a new public library. It was decided to use the existing library and city hall site as the location for a combined city hall/public library building with a connecting atrium/lobby and a shared meeting room and restroom. On June 26<sup>th</sup> a third public meeting will be held to present the preliminary building plan and a fund development plan.

#### **Library Foundation**

During May a grant application for expansion project assistance in the amount of \$15,000 was submitted to the Oregon Cultural Trust. Proceeds from the May 3<sup>rd</sup> auction event were nearly \$5,000. Other fundraising activities during May included a direct mailing to over 200 preselected local residents. The concert featuring musicians Cal Scott and Kathryn Claire at the Mint on Saturday, June 1<sup>st</sup> raised over \$1,000 for the expansion project.

The total raised for the project is now \$53,406, not including the pledge from a local family 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 construction funds needed (\$1.2 million total) to be raised through grants.

New Library Foundation Board members are Associate Financial Representative Melissa Lee and Area Agency on Aging Director Marvin Pohl.

#### **Library Board Appointee**

Rita Rathkey has been appointed by the Wasco County Commission to a four year term on the Library Board as a City of The Dalles representative based on a recommendation by Mayor Lawrence. She replaces CeeCee Anderson whose term expires at the end of June.

**Summer Reading Program Plans**

This year the library at The Dalles will have summer reading programs for all school age children from kindergarten through high school. Summer reading is sponsored by The Dalles Kiwanis Club and sign-up for the program began on June 1<sup>st</sup>. A variety of special guests and age appropriate activities to promote reading are planned for each of the three groups:

“Dig Into Reading” (June 18<sup>th</sup> – August 20<sup>th</sup>) is a program for children in kindergarten through 3<sup>rd</sup> grade and will be held on Tuesday mornings at 11:00 a.m.

“Beneath The Surface” (June 20<sup>th</sup> – August 22<sup>nd</sup>) is for children in grades 4<sup>th</sup> through 8<sup>th</sup> and will be held on Thursday afternoons at 2:00 p.m.

“Groundbreaking Reads” (June 17<sup>th</sup> – August 19<sup>th</sup>) this program for high school teens is scheduled for Monday nights at 6:30 p.m.

In Maupin, summer reading plans include a concert by musician Victor Johnson on Thursday, June 20<sup>th</sup>, at 1:30 p.m. An art and literature program for elementary school age children with local artist Diana McElheran will be held on Thursday, July 18<sup>th</sup>, at 1:30 p.m. Both programs will be held at Canyon Rim Assisted Living Center. The Dragon Puppet Theatre will be performing in Maupin at 4:00 p.m. on Saturday, June 29<sup>th</sup>, in a program funded by the Oregon College Savings Plan.

**Staff Training**

On May 29<sup>th</sup>, Sheila Dooley attended a CIS (Citycounty Insurance Services) supervisor training titled “The Truth Is Out There: Conducting Effective Workplace Investigations” and “Intro to CIS Learning Center.”

**May Library Programs**

	No. of programs:	Program attendance:
Toddler Time	5	85
Preschool Storytime	5	125
The Dalles Head Start	2	26
Maupin Head Start	2	48
Little Hands Daycare	1	7
Hodges Preschool	2	25
Proffitt Daycare	1	6
Wonderworks	1	25
Great and Small	<u>5</u>	<u>56</u>
	24	403



## Other Library Use During May

Number of Users/Items:

Public Internet users	2453
Website users	1758
Library2Go users	513
Library2Go Ebook users	191
Tumblebooks database users	2067
Patrons registered	87
Library visits	9653
ILLS to Sage libraries	401
ILLS from Sage libraries	456
Materials circulated	15260

Outreach Van:	7/12	8/12	9/12	10/12	11/12	12/12	1/13	2/13	3/13	4/13	5/13
No. of stops	13	11	24	13	14	7	10	19	21	16	21
Items circulated	244	76	116	207	160	149	121	132	169	114	110
No. of storyhours	4	4	16	5	6	10	10	11	13	10	14
No. of adult programs	3	3	3	3	3	3	6	3	3	3	3
No. of guest programs (children's)	---	---	---	---	---	---	---	---	---	---	---

Outreach during May included one visit to Mill Creek Point, Tygh Valley Community Meal, and Flagstone Senior Living, and two visits to Canyon Rim Assisted Living Center and Dufur Pioneer Potlatch. Library staff participated in Wasco County Children's Fair held at City Park on May 18<sup>th</sup>. Outreach visits were made to The Dalles Wahtonka High School and The Dalles Middle School. Summer reading program materials were distributed to the local elementary schools. As guests on the KODL Coffee Break, Jayne Guidinger and Kathy Viemeister promoted library summer reading activities for children.

Events in the library included eight After School Teen Time programs, a Third Thursday Book Group meeting, and one Family Game Day. The Oregon Museum of Science and Industry (OMSI) presented a science festival at the library sponsored by the Friends of the Library on May 4<sup>th</sup>. The history of Oregon amusement parks was the topic of a library program presented by Darrell Jabin on May 28<sup>th</sup>.

### Tygh Valley Station

No news to report this month.

### Shaniko Station

No news to report this month.

### Upcoming Events

Tuesday, June 18<sup>th</sup>, at 11:00 a.m.: Ventriloquist Steven Taylor accompanied by puppet Rudy O'Riley will promote summer reading through a program combining comedy, magic, and ventriloquism.

Wednesday, June 19<sup>th</sup>, at 7:00 p.m.: "Poetry Night" presented by University of Oregon Professor Emeritus Ralph Salisbury and Oregon Book Award winner Ingrid Wendt. This program is sponsored by Libraries of Eastern Oregon (LEO).

Tuesday, June 25<sup>th</sup>, at 11:00 a.m.: Broadway and film veteran actor Duffy Hudson performs a children's program as Dr. Seuss.

Tuesday, June 25<sup>th</sup>, at 7:00 p.m.: Duffy Hudson returns as Edgar Allen Poe in a program for older children and adults.

Friday, June 28<sup>th</sup>, at 10:30 a.m.: Penny's Puppet Productions will perform at preschool storytime.

Thursday, June 6<sup>th</sup>-June 27<sup>th</sup>, at 10:30 a.m.: "Healthy Story Time, 2013 Series" is a free summer enrichment program for preschoolers. Presented in partnership with Planetree Health Resource Center, this program features guest presenters and a different focus each week including music exploration, yoga, healthy eating, and fire safety. Following each story time, Planetree staff will be available to offer free blood pressure screenings and information for the community.

<b>Library usage data</b>								
	<b>oct.12</b>	<b>nov.12</b>	<b>dec.12</b>	<b>jan.13</b>	<b>feb.13</b>	<b>mar.13</b>	<b>apr.13</b>	<b>may.13</b>
Toddler time	96	99	65	87	107	74	72	85
Preschool Story.	81	114	96	71	92	133	86	125
Hodges daycare	26	28	28	30	28	23	21	25
Proffit daycare	7	4	5	5		7	8	6
TD Head Start	12	30	45	49	72	77	30	26
Maupin Head St.		34	14	12	14	16	18	48
Little Hands DC	8	7	8	6	9	9	9	7
Sonrise Acad PS			12	12	10	12		
Wonderworks			10	11	9	25		25
OCDL							60	
Great and Small								56
Craft night/aft.			20					
Child. prog.above	229	316	303	283	341	393	304	403
Guest prog.child.			47			150		
<b>Total prog.child</b>	<b>14</b>	<b>14</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>23</b>	<b>18</b>	<b>24</b>
<b>Prog.attendanc</b>	<b>229</b>	<b>316</b>	<b>303</b>	<b>283</b>	<b>341</b>	<b>543</b>	<b>304</b>	<b>404</b>
<b>Adult programs</b>	<b>14;114</b>	<b>11;207</b>	<b>10;64</b>	<b>6;84</b>	<b>5;45</b>	<b>9;153</b>	<b>7;83</b>	<b>8;124</b>
<b>Teen programs</b>	<b>7;54</b>	<b>11;197</b>	<b>7;53</b>	<b>9;128</b>	<b>7;39</b>	<b>10;102</b>	<b>9;74</b>	<b>11;106</b>
<b># of users/ items</b>								
Internet users	2761	2539	2454	2875	2504	2753	2822	2453
Website users	1688	1622	1678	2122	1520	1606	1443	1758
Lib2Go users (B)	324	279	227	300	248	277	252	322
Lib2Go users(EB)	69	55	85	74	65	95	70	97
Lib2Go users (K)	66	72	102	106	71	108	104	94
Tumblebook use	1995	2173	2698	2063	2184	1529	1940	2067
Patrons regist.	94	159	67	101	97	105	82	87
ILLS to Sage/GL	457	442	456	539	466	460	455	401
ILLS from Sage	596	528	523	632	553	542	664	456
Materials circ.	13192	13023	12254	14257	12704	15847	14239	15260
Library visits	10068	9737	8970	10590	9702	9331	9833	9653
<b>Outreach Van</b>								
# of stops	13	14	17	10	19	21	16	21
Items circulated	207	160	149	121	132	169	114	110
Storyhours	5	6	10	10	11	13	10	14
Adult programs	3	3	3	6	3;25	3;33	3;21	3;28

Guest progs. C.								
Patrons served	207	247	305	283	329	382	279	325

Wasco County Library District  
 Financial Report  
 Materials Expenditures  
 6/7/2013

Category	Budgeted Amount	Expended	%	Balance
Dufur	\$9,553.00	\$9,354.35	97.9%	\$198.65
Maupin	\$10,321.00	\$7,744.19	75.0%	\$2,576.81
Shaniko	\$0.00	\$0.00		\$0.00
Tygh Valley	\$0.00	\$0.00		\$0.00
TD books	\$82,354.00	\$63,839.96	77.5%	\$18,514.04
TD periodicals	\$4,687.00	\$3,476.39	74.2%	\$1,210.61
TD audiovisual	\$9,189.00	\$6,907.70	75.2%	\$2,281.30
<b>Total</b>	<b>\$116,104.00</b>	<b>\$91,322.59</b>	<b>78.7%</b>	<b>\$24,781.41</b>