

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

March 17, 2015

4:00 p.m.

Location: Maupin Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Approval of February 18, 2015 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
- V. SHARED CONCERNS OF THE BOARD
- VI. LIBRARY DIRECTOR REPORTS
- VII. OLD BUSINESS
  - Vacant Board Position – Board Recommendation Required
- VIII. NEW BUSINESS
  - Policy Review: Materials Loan Policy
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

## **SCHEDULE FOR POLICIES TO BE REVIEWED**

March 2015 -- Materials Loan Policy

April 2015 -- Proctoring Exams Policy

May 2015 -- Wireless Internet Access Policy

June 2015 -- Internet Computer Use Policy

July 2015 -- Policy Establishing Behavior Rules for Use of Library

August 2015 -- Public Meeting Room Policy

September 2015 -- Materials Retention Policy

October 2015 -- Displays and Exhibits Policy

November 2015 -- Materials Selection Policy

Wasco County Library Service District

Board Meeting

February 18, 2015

Location: Dufur Library

Board Members Present: Mary Beechler, Margaret Brewer, Corliss Marsh, Rita Rathkey

Staff Present:

The Dalles: Jeff Wavrunek

Dufur: Louise Walkowiak, Sarah Tierney

Maupin: Valerie Stephenson

Meeting called to order at 4:03 by Chair Mary B.

**Minutes:** Corliss M. moved to approve the January minutes, Margaret B. seconded, motion carried.

**Recognition of Visitors and Interested Parties:** Board welcomed Valerie Stephenson, new Maupin Librarian.

**Shared Concerns of the Board:**

**Agenda Structure:** Corliss M. raised a point of the agenda and requested that the Director's Report be a standing agenda item and that the item currently marked as "Reports" be titled "Updates." Updates are to be items of Board interest but not Board action, such as reports from the Friends of the Library and the Library Foundation. All were in agreement that Corliss should structure the standing agenda for use in future meetings.

**Policy Review:** Request was made that a schedule of the library policies be made to allow a regular review of the policies at each meeting. This would require that they be broken up into sections to allow completion of the review by the end of the year. All were in agreement to this regular review of the policies.

**Directors' Reports:**

**The Dalles:** Jeff reported that he has been working on the budget and that Sheila has been assisting in the process. He is also attempting to bring another Youth

Services position into the budget, this would allow for a Youth Services position to specialize in birth to 10 and a second position to specialize in middle school through high school. The funding is there, however it does need approval through the budget process. Interviews are beginning this Friday for the first position, hopefully both can begin by April 1<sup>st</sup> to allow the development of a robust summer reading program.

This increase in staff would bring the staffing level at The Dalles to almost “adequate” as defined by the state guidelines for state library standards. Currently we are at 10.5 FTE and for our size population we should have 12.5 FTE. With the added position we will have 11.5.

Jeff is also working on streamlining the work flow at the library to assure books get out to the general public in an efficient manner and reviewing technology needs. However, any increase in technology programs will require an increase in the WiFi capacity.

**Dufur:** Louise reported that she is continuing her training of Sarah. Also, Dufur had their Scholastic Book Fair, which increased their profits by \$ 1,000. Sarah will be doing the summer reading program in Dufur.

**Maupin:** Valerie has been on the job for six months and reports she is very much excited about the job. She is currently taking a cataloging course. Maupin is working on a fundraising event for March 7<sup>th</sup> including a Chili Cook Off, silent auction, and an event April 19<sup>th</sup> which will feature a Poetry Work Shop.

### **Old Business:**

**Vacant Board Position Nomination:** Corliss reported that Carolyn Wood has applied to become a Director. Her application is awaiting approval of the Wasco County Board of Commissioners.

### **New Business:**

**Oregon Library Association Conference:** The OLA Conference is in Eugene, April 15-17, staff have been registered to attend. Board members are welcome to attend and if interested they will have registration and lodging provided.

### **Updates:**

**Friends of the Library:** Jeff W. attended the Friends of the Library meeting and reported that they have scheduled the following author events:

Phillip Margolin – March 7<sup>th</sup> at 1 pm

Molly Gloss – April 18<sup>th</sup> at 1 pm

Brian Doyle – May 30<sup>th</sup> at 2 pm

Friends of the Library are also planning on a book sale in March.

**Library Foundation:** Corliss M. reported that the Foundation is scheduling an event at the Discovery Center for May 22<sup>nd</sup>, it is not clear yet exactly what type of event it will be depending upon the outcome of the Ford Family grant proposal.

**Discussion Regarding Meeting Date:** Agreement the Third Tuesday of the Month.

**Meeting adjourned 5:01, Next Meeting, March 17<sup>th</sup> 4 pm, Maupin.**

**Respectfully Submitted, Rita Rathkey**

WASCO COUNTY LIBRARY SERVICE

DISTRICT BOARD OF DIRECTORS

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Mary Beechler, Chair

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Margaret Brewer, Vice-Chair

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Rita Rathkey, Board Member

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Corliss Marsh, Board Member

3/6/2015

#### FEBRUARY 2015 DIRECTOR'S REPORT

We celebrated Dr. Seuss' Birthday by coordinating Read Across America. The Dalles Chronicle was our partner again this year by providing a free PSA in the paper. This year we had 52 volunteers visit the schools to read aloud to children in The Dalles and Dufur. This program promotes a life-long love of reading among children through adults modeling their enthusiasm for reading by sharing one or two of their favorite books with the students.

We had a very successful Medieval Times event with a Medieval Fair with craft activities and displays, and a live sword fighting demonstration in the parking lot. This event was produced with the partnership of the Society for Creative Anachronism. We had an attendance of over 100.

We were thrilled to partner with Oregon Child Development Coalition (OCDC) to introduce Spanish speaking parents and children to the library through a tour, bilingual story time, a craft activity, music and light refreshments. There were 30 attendees.

On 2/28/15 we had an event with author George Byron Wright with over 35 attendees. This event was produced in cooperation with Klindt's Bookstore.

For Preschool Story time and Toddler Time there were 6 programs in the month of February with an average attendance of 30. On two of the days we were joined by families from Early Head Start.

Attendance for Movies at the Library was 35+ on 2/14/15 and a capacity crowd of 40 on 2/28/15.

We hosted 5 game days for children and teens with an average attendance of 7, and two Yu-Gi-Oh Club meetings with an average attendance of 7.

For Family Craft Night we had 12 attendees.

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15
<b>VISITOR COUNT</b>	<b>11,830</b>	<b>11,451</b>	<b>10,780</b>	<b>10,677</b>	<b>9,065</b>	<b>9,893</b>	<b>10,752</b>	<b>10,631</b>
<b>INTERNET</b>								
<b>USERS</b>	<b>2,608</b>	<b>2,788</b>	<b>2321</b>	<b>2401</b>	<b>1,863</b>	<b>1,957</b>	<b>2,090</b>	<b>2,034</b>
Overdrive Read	17	34	36	23	43	53	37	38
Open EPUB eBook	1	0	0	1	1	0	5	1
overdrive video	0	0	1	0	0	0	1	0
adobe PDF eBook	12	16	8	3	1	3	16	7
kindle book	144	84	75	61	84	106	160	110
adobe EPUB eBook	91	78	79	77	98	94	87	84
overdrive MP3								
audiobook	211	191	233	197	232	239	256	206
overdrive WMA								
audiobook	90	101	96	80	52	48	84	96
Open PDF eBook	0	0	0	0	1	0	0	0
Pending (eBook)	18	25	21	25	21	33	17	9
Pending (audiobook)	13	21	22	20	16	23	18	15
Pending (video)	1	0	0	0	0	0	0	1
<b>LIBRARY2GO total</b>	<b>598</b>	<b>550</b>	<b>571</b>	<b>487</b>	<b>548</b>	<b>599</b>	<b>681</b>	<b>567</b>
<b>TUMBLEBOOKS</b>	<b>11</b>	<b>11</b>	<b>312</b>	<b>548</b>	<b>369</b>	<b>161</b>	<b>883</b>	<b>1,694</b>
<b>PATRONS</b>								
<b>ADDED</b>	<b>87</b>	<b>73</b>	<b>125</b>	<b>77</b>	<b>63</b>	<b>64</b>	<b>97</b>	<b>65</b>
<b>ILL'S SENT</b>	<b>488</b>	<b>467</b>	<b>513</b>	<b>637</b>	<b>447</b>	<b>594</b>	<b>646</b>	<b>623</b>
<b>ILL'S RECEIVED</b>	<b>517</b>	<b>483</b>	<b>464</b>	<b>561</b>	<b>467</b>	<b>510</b>	<b>702</b>	<b>608</b>
<b>MONTHLY CIRC</b>	<b>12,537</b>	<b>12,439</b>	<b>12,074</b>	<b>12,594</b>	<b>10,950</b>	<b>12,043</b>	<b>13,092</b>	<b>12,096</b>
<b>PB'S COUNT</b>	<b>452</b>	<b>458</b>	<b>428</b>	<b>253</b>	<b>374</b>	<b>432</b>	<b>563</b>	<b>0</b>
<b>AUDIO COUNT</b>	<b>26</b>	<b>28</b>	<b>24</b>	<b>18</b>	<b>10</b>	<b>16</b>	<b>12</b>	<b>0</b>
<b>LIBRARY2GO</b>	<b>598</b>	<b>550</b>	<b>571</b>	<b>487</b>	<b>548</b>	<b>599</b>	<b>681</b>	<b>567</b>
<b>VHS COUNT</b>				<b>11</b>	<b>25</b>	<b>33</b>	<b>24</b>	<b>0</b>
<b>TOTAL CIRC</b>	<b>13,613</b>	<b>13,475</b>	<b>13,097</b>	<b>13,363</b>	<b>11,907</b>	<b>13,123</b>	<b>14,372</b>	<b>12,663</b>