

THE DALLES - WASCO COUNTY LIBRARY

722 Court Street
The Dalles, Oregon 97058

Phone (541) 296-2815

Fax (541) 296-4179

AGENDA

Library Board Meeting

November 8, 2005

4:00 p.m.

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. MINUTES – September 13, 2005
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. REPORTS
 - A. Library District Project
 - B. Annual Statistical Report To The Oregon State Library
 - C. Friends Of The Library
 - D. Library Foundation
 - E. Financial Report
 - F. Title List Of Books Purchased
 - G. Quarterly Circulation Report
- VII. ADJOURNMENT

MINUTES SUBJECT TO
COMMISSION APPROVAL
AT ITS NEXT REGULAR
SESSION

Library Board Meeting
November 8, 2005

COMMISSION PRESENT: CeeCee Anderson, Ross Cain, Barbara Garner, Chairman Corliss Marsh, and Vi Smith

COMMISSION ABSENT: None

STAFF PRESENT: Library Director Sheila Dooley

The meeting was called to order at 4:02 p.m. by Chairman Corliss Marsh.

INTRODUCTIONS

Barbara Garner was introduced to the Board. She will be replacing Patricia Pfenning whose term expired in June.

MINUTES

Ross Cain made a motion to approve the minutes of the September 13th meeting. CeeCee Anderson seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

Sheila Dooley reported that:

- Gorge LINK hosted several online demonstrations of the Sirsi Dynix automated system. Its features include an interlibrary loan module and PC reservation, which can be used to control patron use of the Internet.
- the Public Library Directors' meeting in Newport featured a demonstration of PLINKIT, the web design software available from the Oregon State Library; information on the role of public libraries in assisting the public with the Medicare Prescription Drug Program enrollment; and a demonstration of how to download e-books using an online catalog.
- the library applied for a \$600 matching "Staying Connected" grant through the Gates Foundation to fund a new Internet computer for public use.
- Suzy Goolsby and Sheila Dooley attended a regional meeting called "Planning For A Statewide Early Literacy Initiative." The meeting was part of an LSTA Grant project with the goal of developing a statewide plan for public libraries to use to help prepare children for learning to read. One of the outcomes of the meeting is a partnership with the Department Of Human Resources to distribute books to low-income families.

- the EBSCO online databases now include the "Student Resource Center" for students in grades 3 through 9.
- in answer to a question asked at the previous meeting, the beginning balance for FY 2005-2006 was \$77,576. It included unspent funds of \$29,638 (personnel services, Gorge LINK, building maintenance and book line items), the roof reserve fund (\$29,962), and cash on hand (\$17,916).

REPORTS

A. Library District Project

Sheila Dooley handed out the updated district timeline. She reported that the governing body of the proposed district would be the County Court as it would be a county service district. During October Ruth Metz attended City Council meetings in Dufur, Maupin, and Mosier. All three cities gave their consent to being included in the district boundaries. The City Councils of Shaniko and The Dalles will consider the matter during November.

Focus group meetings are planned for the week of November 7th in Maupin, Dufur, and The Dalles. These citizen groups will provide feedback on what library services are needed for the next 5 to 10 years.

Building Consultant Dallas Shaffer will conduct a facilities and technology appraisal for the district. She will also provide a building concept for a combined school/public library in Maupin.

Barbara Garner asked if Dufur patrons can order books on the Internet and have them delivered to the Dufur Library as gas prices are so high. Sheila Dooley will find out how often the ESD courier delivers books to Dufur.

Corliss Marsh asked what the effect of the district would be on the library staff. Sheila Dooley said the employees would still be employees of the City of The Dalles.

Sheila Dooley encouraged the Board to attend the County Court meeting at 9:00 a.m. on December 1st when the Court will consider the Initiation Order for the library district. The Initiation Order will be followed by a public hearing on January 11th.

B. Annual Statistical Report To The Oregon State Library

The annual statistical report for FY 2004-2005 showed a 1% increase in circulation from 118,816 to 120,057 items circulated. Program attendance was up 24% from 2,163 to 2,679. Interlibrary loans from other libraries increased by 34% from 3,002 to 4,016. The total number of volunteers decreased by 35% from 77 to 50. However the number of hours volunteered increased by 27% from 2,067 to 2,633.

C. Friends Of The Library

Sheila Dooley reported that the book sale on September 23rd and 24th raised \$670 for library with memberships accounting for \$50 of the total. Corliss Marsh said the Friends are considering holding additional book sales during the year. Revenues were down for

the fall book sale when compared to the \$1800 raised at past sales. The ongoing library book sale has been raising \$200 per month.

Sheila Dooley said the Salvation Army and St. Vincent De Paul no longer want the books leftover from the Friends' sale as they have too many used books already. Vi Smith said the leftover books tend to be rejects.

Sheila Dooley said Sue Ann Arguelles suggested that the Friends sell used books on the Internet. Corliss Marsh said it would be a full-time job to sell books online although sites such as half.com involve less work than Ebay does.

D. Library Foundation

Sheila Dooley said the Foundation is currently selling Entertainment Books for as a fundraiser. Corliss Marsh said the Foundation's code number didn't work when ordering books online.

E. Financial Report

Corliss Marsh reported that expenditures as of the end of October totaled 30% as of 33% of the fiscal year. Corliss asked why janitorial expenditures were so high. Sheila Dooley said it was due to light bulbs being ordered for the year and an increase in the amount of cleaning supplies used.

Ross Cain asked about the electricity budget and said there might be a rate increase depending on what BPA does. Sheila Dooley said the library budget for electricity is 14% expended.

Corliss Marsh asked what expenditures were included under computer software. Sheila Dooley said two databases (Ingram and Cat Express) had been paid for.

F. Quarterly Circulation Report

The quarterly circulation report showed a 4% decrease from last year most likely due to fewer new books purchased and a decrease in the number of music CDs circulated. CeeCee Anderson asked if the decrease in the CD circulation was due to storing the CDs behind the counter. Sheila Dooley said the library is planning to make them more visible by displaying the empty cases on the shelves while still keeping the CDs behind the counter. Corliss Marsh said the decrease in the adult audiocassette circulation could be due to people driving less.

G. Title List Of Books Purchased

Corliss Marsh asked about the library's ordering process and whether it includes using the book reviews in the Sunday Oregonian. Sheila Dooley said the library's first priority is filling requests from the public for specific books or subjects. Books from reviews and weeding are also used for selection.

Corliss Marsh provided an update for the Board on the Oregon Cultural Trust's grant program. Matching donations to the OCT for donations made to nonprofit organizations

are an Oregon tax credit. Funds are distributed for grant projects in Oregon. Wasco County Cultural Trust will receive \$6,000 for grant projects in the areas of art, humanities, and heritage with a February deadline for grant applications. Corliss Marsh will bring application forms to the library to be delivered by the ESD courier to the other County libraries.

ADJOURNMENT

At 4:49 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next Board meeting is scheduled for January 10th. Board members are encouraged to attend the County Court Initiation Order meeting at 9:00 a.m. on December 1st and the public hearing at 7:00 p.m. on January 11th.