

THE DALLES - WASCO COUNTY LIBRARY

East Seventh Place and Court Street

The Dalles, Oregon 97058

Telephone (541) 296-2815

A G E N D A

Library Board Meeting

January 8, 1998

5:00 p.m.

- I. CALL TO ORDER
- II. INTRODUCTION OF NEW BOARD MEMBER
- III. MINUTES - November 13, 1997
- III. SHARED CONCERNS OF THE BOARD
- IV. BUSINESS
  - A. Technology Plan (20 minutes)
- V. REPORTS
  - A. Long Range Planning Process Update (20 minutes)
  - B. 1998-1999 Budget Schedule (10 minutes)
  - C. Ready To Read Grant (5 minutes)
  - D. December Financial Report (10 minutes)
  - E. Quarterly Circulation Report (10 minutes)
  - F. Title List Of Books Processed During December (5 minutes)



action by the City Council. Sheila Dooley said the Board would make a recommendation to the Council. She would discuss the process with the City Manager.

Dan Spatz made a motion to recommend that the 25 cent fee be eliminated. Dorothy Rooper seconded it and it was approved unanimously. Dan said that since holds were now filled electronically there was no longer any need for the fee. Sheila said eliminating the fee supported the idea of Gorge LINK holdings as making up one collection. Dan added that it was in the spirit of Gorge LINK to not charge this fee.

Dorothy Rooper said she would prefer it if the new booklist showed only recently purchased titles rather than including books that had been recataloged. Sheila Dooley said she would discuss doing this with the System Manager.

## BUSINESS

### A. Technology Plan

Sheila Dooley reported that the draft of the technology plan contained an error. The total annual telecommunications cost should have read \$3,605. The library was eligible for up to a 70% discount under the Telecommunications Act program. An approved technology plan and 2 applications would need to be submitted by March 28th.

She said she would like to bring the plan back to the Board at the next meeting as the State Library had informed her that more information needed to be included. Elements missing were a three year breakdown, an evaluation process, and a clarification of the connection between items requested and services to be provided.

Dorothy Rooper suggested that the Board meet at the end of January to approve the plan. Sheila said she would send a new draft to the State Library before then.

It was decided to schedule the next Board meeting for Thursday, January 29th at 5:00 p.m.

## REPORTS

### A. Long Range Planning Process Update

There was a review of the Board's long range planning process for the benefit of the new Board member. This process had included studying background information on the library (statistical comparisons, comparison to State standards, and progress on the previous long range plan) as well as looking at changes in the community. The community information review had included census information, the survey, and the public brainstorming session.

Sue Foster was given the role prioritization exercise to do as part of the preparation for the goal setting session.

It was agreed that the long range planning information would reviewed at the January 29th meeting in preparation for the goal setting session.

#### B. 1998-1999 Budget Schedule

Sheila Dooley reported that the library budget was due to the County by March 6th and to the City by March 13th. County budget hearings would be held April 6th through 10th and City budget hearings April 22nd through May 13th. The County was looking at maintaining current service levels. Sheila said she would bring figures for addbacks to the hearing.

Dan Spatz said the survey results indicated that the public wanted more library hours. Sheila said the survey results would be presented at the hearing. The circulation figures indicated a drop in usage which could be due to both the reduced book budget and reduced hours.

Dorothy Rooper said several meetings would be needed during February. It was decided to schedule a February Board meeting during the January 29th meeting.

#### C. Ready To Read Grant

Sheila Dooley reported a 50% increase in the amount of the State Ready To Read Grant as compared to the 1996 level. The grant was based on population and number of square miles in the library's service area. The library had received \$5,443 as compared to \$3,673 the previous year. The library had budgeted the grant for children's books.

Dorothy Rooper said she would like to know what types of grant projects other libraries had. Sheila said she would bring the list to the next Board meeting.

#### D. December Financial Report

The December financial report was presented for information.

#### E. Quarterly Circulation Report

It was noted that the circulation showed a decrease for the quarter as compared to the 2 previous years, especially for November. The overall decline was attributed to the reduced book budget and hours.

Dorothy Rooper asked the members to contact either herself or Sheila with agenda items. She asked Sheila to send the minutes to the members earlier each month.

At 6:12 p.m. the meeting was adjourned by Chairman Dorothy Rooper.