

**District Board Meeting and
Budget Hearing
June 9, 2009
3:00 PM**



Minutes

ATTENDEES

Board Members Present: Susan Stovall, Marie Glenn and Leslie Weigand. Stephen Hills joined at 4:30 PM.

Staff members: Sally Beesley, Patrick Goodman

Visitors: None

Agenda Item	Discussion/Notes/Directors Report	Responsibility/ Action
1. Call to order	Meeting is called to order by Glenn at 3:04	Glenn
2. Public Comment	No public comment	
3. Approve minutes 5.12.09	Stovall asks that the minutes be more thorough. May minutes are approved.	Beesley & Goodman will write up more thorough minutes.
4. Additions to the Agenda		
5. Financial review	<p>Stovall asked Goodman about the outstanding funds still in the Youth Services book budget; Goodman responds that there have been two large purchases still pending to be taken out of the budget, and that he and Beesley have created a plan to make sure that the rest of the funds are properly spent by the end of the fiscal year. Goodman also voices his want to try to avoid simply buying books for the sake of buying books, which would undermine his wishes to have a quality collection, not a quantity collection.</p> <p>Stovall asked about the outstanding Spanish book funds, and voiced her worry that Marrero might be too overloaded with work to carry out all of her obligations. Beesley voiced her opinion that she felt Marrero would have her spending complete by the end of the fiscal season. Goodman stated that Marrero had recently made a major purchase from a travelling book dealer, which has probably not been reflected in the budget as of yet.</p> <p>Glenn wanted to know where the Ready to Read funds are represented in the budget.</p>	Beesley will check on Ready to Read expenses.

	<p>Beesley responded that the Ready to Read monies are properly represented in the budget, but will have Barb double check to make sure all expenses were coded correctly.</p> <p>Stovall asked about the outstanding Building Maintenance funds. Beesley responded that besides the problems currently being had with the front door and air circulation in the bathrooms, Hall usually finds the remaining issues that need to be addressed by the end of the fiscal year.</p> <p>Beesley drew attention to the \$3K discrepancy with the ORBIS line item, and that Barb has put the funds in the correct places.</p> <p>Weigand moves to approve the financial review; Stovall seconds. Fiscal review approved.</p>	
		Beesley
UNFINISHED BUSINESS		
Governance		
1. Election results	Beesley provided the board members with the official results, and how they broke down.	Beesley will contact county for swearing in of board members.
2. CRR ballot measure results	The board voiced their disappointment that the CCR ballot measure was defeated.	
Follow Up		
1. Survey Monkey a. employee b. website	<p>Glenn asked whether or not the staff had given their feedback on the surveys to Beesley, who responded in the negative.</p> <p>Glenn asked if Hryciw had been given the results to the website survey or not. Beesley stated that she wasn't sure, but would give them to Hryciw once he returned from vacation.</p>	Beesley will give survey results to Hryciw.
2. Website promotion & update	<p>Beesley stated that her comments on the continuing promotion of the website could be found in her monthly director's report.</p> <p>Stovall praised Goodman for his Off the Shelf comments directing people to the website.</p>	
3. ARRA grants update	The board agreed that updates on relevant	Beesley will continue to

	grants should stay in the agenda. Beesley stated that she is waiting on the grants pertaining to the electric car and state-wide broadband expansion for rural areas.	inform board on progress of grants.
4. Services to Teens	Goodman stated that besides introducing the library's Flipcam, many of his library skills programs will begin once the 2009-2010 school year gets closer to commencement.	Goodman will continue to develop services to teens.
5. Expanded use of Annex	Beesley explained Goodman's idea of renovating the basement into a new, larger home for the Children's/Juvenile department. Beesley also spoke of Hall's suggestion of some sort of transport bridge between the Library and the Annex.	Beesley will continue to develop a plan for expanded use of Annex.
6. Warm Springs Circ station & contracted services	<p>Beesley reported that she had a meeting scheduled with Quaid on June 11, to discuss services to Warm Springs.</p> <p>Beesley stated that she had been in contact with Deschutes, who were tentatively looking at the Fall to set up a circulation station at Warm Springs.</p>	Beesley will continue to pursue contracted services to WS & circ station and keep board informed.
7. Outreach	<p>Beesley discussed possible ideas on how to better serve outlying areas such as Camp Sherman. Break down of bookmobile costs were in Director's Report. It was generally agreed not to pursue Bookmobile services from the Crook County Library.</p> <p>Weigand expressed her thoughts on the library's travelling storyteller being a better service to outlying areas, especially to older patron demographics, than a bookmobile.</p> <p>Storytelling Van to Camp Sherman was suggested as a way to serve that area. Most of their needs are met at Redmond Library.</p> <p>Goodman suggested that he create an 'emergency collection' for outlying areas in the event of a fire, flood, or other disaster.</p> <p>Beesley suggested that magazines be added to the book bin.</p> <p>The board discussed the merits of creating a Book by Mail service to remote and homebound patrons. It was agreed that further discussion on the subject was warranted</p>	<p>Beesley will pursue these ideas: Storytelling Van visit to Camp Sherman.</p> <p>Goodman will pursue creating an "emergency collection" for outlying areas in the event of a disaster.</p> <p>Beesley will have magazines added to book bins for outlying areas.</p> <p>Beesley will develop a Book by Mail policy and gather information.</p>

	before any discussion. Weigand suggested that an official policy be developed for services offered to homebound patrons.	
8. Proposed Budget	Final Discussion/funds transfer to Bldg fund?	
	Personnel funds available to be reallocated as insurance rates weren't as high as expected will be distributed: <ul style="list-style-type: none"> • Spanish Services a 2% • More library aide hours. It was moved and seconded to transfer \$20,000 into the building and improvement fund. Stovall/Weigand. Motion carried.	Beesley will make changes to proposed budget and have \$20,000 transferred.

NEW BUSINESS		
Executive Limitations		
1. Resolution Adopting The 2009-2010 Budget	Motion carried Weigand/Stovall	Beesley will file all necessary papers for
2. Resolution Imposing and Categorizing Taxes FY 2009-2010	Motion carried Weigand/Stovall	The 2009-2010 year in Jefferson and Wasco counties.
3. Resolution Making Budget Appropriations FY 2009-2010	Motion carried Weigand/Stovall	
4. Collection Development monitoring report	Monitoring report approved. Weigand/Stovall	
5. Report from DC trip	Hillis spoke on his success at holding the ear of Oregon's state representatives in DC on matters pertinent to Central Oregon. Hillis spoke about the ALA's push to expand its funding on Capitol Hill. Hillis spoke about the LSTA (Library Services and Technology Act), and how the measures to enact the furthering of broadband to rural areas has impacted the communities that have begun taking steps towards expanding services.	
6. board member appointment	Discussion was tabled. Weigand asked that Beesley create some sort of orientation pamphlet for new board members.	Beesley will put together orientation materials for new board members.

Governance		
1. Global Governance Commitment	<p>Stovall requested a perfunctory review of the library's policies to check for problems or outdated measures so that they can be changed, removed, or properly updated. It was agreed that the board is in compliance with the Global Governance Commitment.</p> <p>It was agreed that Beesley will go over governance policies with Patrick and prepare for orienting new board members on governance policies.</p> <p>Weigand asked that the library's mission statement be added to the front cover of all official library documents and policies.</p>	<p>Beesley will include governance policy in new board member training.</p> <p>Beesley will go over governance policies with Patrick.</p> <p>Beesley will put library's mission statement on covers of library policies.</p>
2. Randy Eddy letter	<p>Information in Director's report. Discussion of encouraging staff to enforce library policies to make the library a more inviting place. Beesley and Goodman elaborated upon the steps that they are currently taking in order to lower the noise level in the library, including the introduction of Patron Courtesy cards.</p> <p>Using the local police with problem youth was encouraged.</p>	<p>Beesley will work with staff to improve enforcement of library policies, especially on patron code of conduct.</p>
Results Policies		
1. 2009-2010 Board Priorities clarification	Discussion was tabled.	Beesley will find discussion of priorities in board minutes and send email with 4 priorities to board.

Executive Session ORS 192.620		<i>(if needed)</i>
Agenda building		all
Logo		
Adjournment	Meeting adjourned at 6:05.	Glenn

June 15 Summer Reading begins
 June 15 Million Page Challenge begins
 June 19 Library closed for barcoding
 July 4 Library closed
 July 14 Board Meeting 3 PM
 July 18 Friends book sale 10AM – 2 PM at Saturday Market

Jefferson County Library District
Director's Report
July, 2009

Old Business

1. **Out Reach.** Policy for mailing library materials to homebound has been developed. A copy of this as well as a sample webpage are included in the board packet. An example of a mailing pouch will be brought to board meeting.
2. **Website Promotion and Update.** The new pull down menus have been added to the website. We also added a link to a new medical site that helps people find local medical help.
3. **ARRA grants update.** There have been several grants that I have looked into where stimulus money is being distributed:
 - a. Electric Car, which we've already discussed and I still haven't received work back on.
 - b. The Oregon Emergency Jobs Program. I filled out the grant applications for this, but the legislature did not act on it, so it is no longer available.
 - c. Broadband access. After watching a webinar with Joe Ford on July 8, Joe recommended not pursuing it as the application was 116 pages long and as he put it "the bureaucrats will get it." He felt the chances of actually receiving any of this money were minimal at this point.
 - d. I will be attending a grant workshop sponsored by the Oregon Community Foundation on July 9 in the annex.
4. **Services to Teens.** Goodman has created two Project Action Plans for services to teens – "Young Filmmakers Society," and "Young Writer's Society." These programs will be addressed when Summer Reading Programs are over.
5. **Expanded use of Library.** Staff discussed a variety of ways to configure a Children's Library in the Basement of the annex. Ideas for a second set of restrooms, perhaps with child size fixtures, offices, computers with learning games, storage, and parent resource area are all being considered. I've also been considering funding options.
6. **Warm Springs Circulation Station and Contracted Services.** I met with Julie Quaid and visited by phone with her several times about contracted services. Joe Ford and I met with Quaid and representatives from Eagle Tech. Ford will be helping them choose software to catalog their materials. Ford and I also met with Todd Dunkleberg, DPLS director, on July 7th. I have also discussed with Dallas Schaffer, library consultant, about the possibility of helping Warm Springs with cataloging & policy development. The JCLD circulation station will be installed by Deschutes Public Library. They have told me it would probably be sometime this fall. All expenses are covered by grant funds.

New Business

3 & 4. Monitor: Ex Limitations Policy-Financial Condition and Activities: Currently we have a monitoring report on Financial Condition and Activities on a quarterly basis and have been using that to review our financial status. We also include a financial item on the agenda every month in case there needs to be discussion on any financial issues and to keep the board informed on how funds are being spent. As we review the calendar, I would like to recommend that we do a once a year Monitoring report on Financial Planning and Budgeting and Financial Condition and Activities like we do the other Board policies. July would be a good time to have this monitoring report as we will have just ended one fiscal year and passed a new budget. This is a good time to look at our policies and see if we are following them. This will be more consistent with how we are monitoring our other Board policies. I also recommend that the board continue to be sent monthly financial statements to keep informed on spending, and as an accountability check and balance and that it be included on the agenda.

Other Information

Donation Thank you notes – Since there were a few donations to the library that had not received a prompt thank you note, I reviewed the donation recognition procedure with Hryciw and he will make sure that all donors receive a thank you note with proper tax information in a very timely manner. He is confident that no more errors will be made. We discussed the problem of trying to get work done while working the front desk as it does create many interruptions each day. He feels confident that this won't make a difference and has created an area for donations in his work area so they don't get lost. I expect this will be a great improvement. The tax id number for the Library Foundation was also added to the thank you notes for convenience in tax preparation.

Volunteers – I registered JCLD on National "United We Serve site." This is a campaign by Pres. Obama to get people out volunteering. The website was set up where organizations can post volunteer opportunities. We've also had a 4 new teen volunteers sign up. They've been straightening, putting books away, helping with Summer Reading programs, parade preparations, outside maintenance and other projects as they come up. They all seem to enjoy having something constructive to do for the summer. We also have 2 new adult volunteers. At this point we have so many volunteers, I'm having a hard time finding enough projects to keep them busy.

Library promotion – I went to the usual Rotary and Chamber of Commerce meetings. I also attended the chamber's afterhours at the MAC and the walking ceremony at Museum at Warm Springs. I went to the Juniper Junction open house and discussed literacy and referring people to their services. The Million page challenge is up and running. I invited inmates at Deer Ridge to help out. The librarian out at the prison is very enthusiastic about promoting it.

We also had a 4th of July parade entry. Here's Lorene Forman's report:

'We took Lloyd's '57 Pontiac Fire Chief in the 4th of July parade last Saturday decorated with library signs, Book Sale information, and Summer Reading Program Posters. Dion printed up colorful florescent paper strips with info about Summer Reading, the Book Sale, etc., which volunteers had taped to candies I bought, and which my girls and a couple of our friends threw from the tailgate of the car at the parade. It looked like bright confetti with candy attached--very pretty!

Lloyd had me drive the car in the parade, and all along the way I heard people saying "Oh look at the Library Car!" and "Hey, there's going to be another book sale!", and, of course, the ubiquitous cry from the children, "Library Lady!"

Debbie Lyons also put together another library scrapbook for 2007-2009 and did a great job. I hope you all have time to come by and take a look at it. It will be available for the Coffee Cuppers on July 31 which I hope you will be able to attend. It will be a good opportunity to introduce our new board member to the community.

We have a new display up at the library called "Oregon is Indian Country." It will be here through August 24.

Facility Maintenance – All the repairs covered by the SDAO grant were completed. You'll notice new light fixtures at the entrance to the Annex as well as two more emergency exit signs and a new fixture at the bottom of the stairs that replaced a bare bulb fixture. The handicap door opener for the Library door was repaired. Men's restroom repair was completed.

Spending funds. Staff worked hard to see that all monies appropriated were used as directed by the end of the fiscal year. Credit goes to DeRese Hall for making much of this happen, but all staff worked hard to make sure appropriated monies were used as they should be.

New Board member orientation. I put together new policy manuals for Shapiro and gathered other information that will be helpful to her in preparation for being on the board.

Policy Manuals Printed. Although all policy manuals were updated and accepted by the board and kept electronically, I had Jackie May do one final edit before printing them out. These were emailed to all staff members so they can keep an electronic version on their computers if they'd like. 3 copies were printed out and are kept in my office, front desk, and back room. I also developed a "books by mail" policy for the board to review.

Budgeting. All necessary budget documentation has been turned into both Jefferson and Wasco Counties.

Barcoding day. We had a barcoding day on June 19 and got almost 2000 done. As of the last count, there are 6,652 items left to barcode out of the 50,000 that we started with.

School connections. Since all of the public computer monitors were replaced with money from the Gates grant this last spring, the old monitors were no longer needed, but still in good condition. Four were donated to the middle school library to replace some of their very old monitors.

What's coming in July:

- I will begin the Results Policy Report
- Promotion for the Chautauqua Program
- Work with Joe Ford & Julie Quaid on Warm Springs projects
- Oregon is Indian country display put up July 8 –promotion & program
- Documents for annual audit will be compiled
- Find matching grant for Gates computer grants will begin
- Continue to develop Annex renovation ideas, start looking for funding options
- Coffee Cuppers hosted at the library July 31
- Continue to research stimulus grant funds for possible library projects
- Catalog training for staff
- Resolve computer downtime issues
- Continued promotion of website, databases, and services
- Summer Reading Programs
- Million Page Challenge

Youth Services Report:

Patrick Goodman, June 2009

- Summer Reading Program reached its halfway point at the end of June. So far, all of the events have been well attended, and the feedback has been positive.
- I have developed two new programs for teens that will begin when the SRP events end. The two programs are:
 - o AnimeTion Association: anime and American animation movie and art club
 - o Young Writers Society: develop the writing skills of interested teens in such forms as poetry, short story, etc.
- With monies left over from the 08-09 budget, we have purchased furniture that will greatly improve the space and access to everything in the children's department office

- Over half of the books purchased with the remaining children's books monies are currently in processing. All books will be in circulation well before the end of summer.

Spanish Services Report
Yirah Marrero, June 2009

First week of June I did a couple of extra story times for two groups of kids from OCDC. They were pretty well behaved kids and looks like they enjoyed the stories. They wanted more but they had to leave at a specific time.

I continue to be very busy at the front desk with the many Latinos coming in to get new library cards, use the computers, check out books, etc. It seems like our Spanish materials have been checking out so much more that I can't keep up anymore with the shelving of the books!. Lately I've had a couple of volunteers help me with this...thank God!.

The Summer Reading Programs started during this month so a lot of our time (Patrick, Lorene, Patricia and me) have gone into that!. It's been good so far. Nice attendance!.

Also this was the last month to get all our orders in and paper work to the accounts department so we can start our new year fresh and ready to go.

Spanish Story times went very well! It's been a very busy but good summer so far. 😊