

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Meeting**

May 12, 2003

I. CALL TO ORDER

Chair Merle Koplán called the meeting to order at 4:33 p.m. at White Salmon Valley Community Library. She moved the meeting immediately into executive session to discuss Union negotiations. Executive session ended at 5:04 p.m. and the public meeting reconvened at 6:02 p.m. No action was taken during executive session.

II. PRESENT

Chair Merle Koplán presiding. Board members: Marilyn Butler, Jack Burkman, Jerry King, Shirley Morgan, Karen Peterson and Elena Smith. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Associate Director; Doreen Turpen, Associate Director; Sue Vanlaanen, Associate Director; Jennifer Hull, White Salmon Valley Community Librarian and Becky Pettigrew, recording.

Others staff and citizens attending: Rick Smithrud, Miriam Knowles, Patricia Stepp, Kathi Wheeler, Vivian Miller, Carl Sofie, Geraldine Veenstra and Pat Colton.

III. AGENDA

Koplán added a presentation from citizens in the Yale precinct to the agenda between items 6-c and 6-d. The agenda was approved as amended.

IV. MINUTES

The minutes of the April 14, 2003 meeting were approved as emailed.

V. ANNOUNCEMENTS

On behalf of the Board, Koplán thanked the Friends of White Salmon Valley Community Library for the meal they provided prior to the meeting.

VI. CITIZEN COMMENTS

None.

VII. BUSINESS

A. Expenditure Approval

Burkman made several recommendations for future action. He suggested that the policy committee review the Fiscal Management Policy and expand it to include such topics as a time schedule for when bills should be paid. He said it would be very useful if the board could receive

monthly trend analysis reports and expenditure and revenue reports that give more historical information as well as projections.

Koplan said that these are very good suggestions and that she would see that we look into them. She noted that the board does receive written reports on the budget, but agreed that it could be a little better. Koplan also mentioned that some situations are beyond the library district's control, such as timber tax revenue, which we don't find out about until after the budget year is over.

Burkman mentioned that there was one warrant that stood out because a current purchase order was not included with the bill. Ziegman will look into it.

In other governing bodies Burkman has worked with, he noted that they have received a summary of warrants each month, which is different from the library district's current procedure. It was agreed that a summary of library district warrants would be emailed to the board at the time that they receive their first packet. Duitman said that Three Creeks warrants are processed up until the board meeting, so those would not be included in the email.

It was agreed that the policy committee would review the Fiscal Management Policy and the budget committee would work with staff on the rest of the suggestions proposed by Burkman. It was also agreed that there is value in having board members continue to review the bills as they have in the past.

MOTION: Jack Burkman moved and Marilyn Butler seconded approval of the accounts payable, payroll and payroll payables as presented. The motion passed unanimously.

B. Three Creeks Library Capital Facility Area Expenditure Approval

MOTION: Jack Burkman moved and Marilyn Butler seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.

C. Policy Committee Report: Public Liability Policy

King reported that the committee reviewed the revised policy via email and telephone. He explained that the purpose of the policy is to protect staff and trustees from public liability, except of course in cases of misconduct. He said that the City of Vancouver has such a policy. Although it's very rare for the policy to be used, it's a common policy to

have. Since the original policy was adopted in 1986, King noted that it was time for it to be reviewed and that the new language was clearer.

ACTION: Jerry King moved and Shirley Morgan seconded approval of the revised Public Liability Policy as presented. The motion carried unanimously.

D. Presentation from Citizens in the Yale Precinct

Kathi Wheeler said that an election regarding library services for citizens in the Yale precinct would take place May 20. If the measure passes, citizens in that precinct would truly appreciate being able get library cards right away. She noted that these citizens live a great distance from town. A library card would give them access to the library over the Internet and telephone. She shared copies of their campaign flyers with the board. Wheeler also noted that the population in the Yale precinct is about 1,500 and they have about 500 registered voters.

Patricia Stepp said she is on the “Let’s Read” committee, which is the political action committee for the Yale precinct. They obtained 85 signatures on their petition. When their ballots were mailed April 30, they telephoned people in their precinct asking them to vote. They’ve also had letters to the editors appearing in local newspapers. They are in the process of developing a name for their district.

Peterson asked if they had any ideas about what to name their district. Wheeler said they are considering proposing “Yale-Cougar.” She thought that perhaps the passage of their measure would be an encouragement to the rest of the unincorporated portion of Cowlitz County that is without library services.

E. Resolution 2003-5: Yale Precinct

Ziegman gave some background on the resolution. The “Let’s Read” committee is requesting that Fort Vancouver Regional Library District provide free library cards to citizens in their precinct as soon as the measure passes. Ziegman said this action is not unprecedented. FVRL provided free cards to citizens in Bingen as soon as their measure passed.

If the measure does pass, tax collection would not start in Yale until the next calendar year. He noted that it’s valuable to capitalize on the media coverage surrounding the measure to get people signed up. Further, we already give library service to anyone who pays taxes to a library, without requiring that their library reciprocate this favor. He said it makes sense to offer this to the citizens of Yale after they have passed a tax measure for library service, and will join FVRL.

It was clarified that the district would wait until the measure is certified before giving out library cards. It was also mentioned that only a simple majority Yes vote is needed for the measure to pass.

Wheeler said that the committee has done a great deal of groundwork to communicate with those in their precinct.

The board discussed the issues. King said that he supports their enthusiastic efforts. Koplán said she has heard staff say they would be able to handle the slight increase this would generate in their workloads.

MOTION: Karen Peterson moved and Jack Burkman seconded approval of Resolution 2003-5 regarding library services to citizens in the Yale precinct. The motion passed unanimously.

Wheeler and Stepp thanked the board for their action.

F. Resolution 2003-6: Surplus

Ziegman explained that the surplus list mostly contains the usual outmoded and worn out equipment. In addition, two of the three old bookmobiles are being surplused due to their age and high mileage. Ziegman said there has been some interest in the bookmobiles from possible buyers. Appraisals place the old bookmobiles' values at \$4,500 and \$5,000.

A surplus sale will be held May 28 at the old tennis courts behind Vancouver Community Library. Another sale will be held in Stevenson (details to be announced). Burkman asked whether staff had set any expectations for how much the sale would bring in. Duitman said that last year's sales grossed about \$6,000.

MOTION: Marilyn Butler moved and Karen Peterson seconded approval of Resolution 2003-6, declaring library items as surplus and authorizing a sale of surplus items. The motion passed unanimously.

VIII. REPORTS

A. Community Library Services

Ziegman gave a report in Candy Morgan's absence. There has been an 81% increase in checkouts at White Salmon Valley Community Library since they opened in their new location. In addition, their larger space has allowed their collection to increase 125%. The branch continues to be very busy.

An antique stained glass window was donated to the branch and will be placed in their front windows soon (see details in C. Morgan's written report, attached).

Community Librarian Jennifer Hull was introduced. Hull reported that an annual student portfolio art show was on display in the gallery in April. Currently on display are paintings by two local artists.

Hull also shared that the Friends of White Salmon Valley Community Library had a very productive book sale this year, raising over \$1,900. She recognized that part of the success of their sale could be attributed to a local citizen who donated a large collection of books. The Friends plan to use sale proceeds to purchase a collection of local history items in honor of this citizen.

Other news about the branch included that they have recently completed three R.E.A.D. programs and they are currently working on filling a Circulation Supervisor position. Hull said that they are very thankful to district employees who have assisted them while their supervisor position is vacant. They are hoping to find someone fluent in Spanish, since 20% of their population is Spanish-speaking. Duitman noted that this has given our Human Resources department an opportunity to look at how they recruit.

Hull also introduced Pat Colton and Miriam Knowles, who are members of the Friends.

- B. Vancouver Activities
Doreen Turpen's written report is attached.
- C. Greater Vancouver Building Project
David DiCesare was not able to attend the meeting. Ziegman noted that DiCesare has been busy doing a lot of groundwork for the upcoming bond measure.
- D. Communications
Sue Vanlaanen's written report is attached. Vanlaanen distributed a fact sheet that would be used as a basic communication tool for the February bond measure. The Friends of the Cascade Park Community Library handed out copies of the flyer at a parade on Saturday. During the parade, the Friends marched with a Volkswagen Bug that was decorated to represent the Cascade Park Community Library. The car had crowded faces painted in its windows and the words, "If you think this is crowded you ought to see our library." They were the hit of the parade.
- E. Support Services

Duitman gave an update on the Print, Reservation and Internet Session Management system (PRISM). The new software is needed to implement the board's new Internet policy and print control. After completing an RFP process, software demonstrations were done in October and November. Comprise Technologies, Inc. was the successful bidder, and a contract was signed with them in January. Implementation has not gone as smoothly as anticipated, due to the complexity of the new Internet policy. Duitman also noted that staff had hoped to be able to handle credit cards for payment for printing, but this complicated things and they decided to go with just the cash acceptors at this time. Duitman estimates that implementation should begin July 1, 2003.

Other Support Services news is included in Duitman's written report, attached.

F. FVRL Foundation

S. Morgan said she attended the Friends Fair in Stevenson on April 26. She enjoyed hearing about the Friends' various projects and also appreciated the opportunity to learn what Friends from other library districts are doing. She thought it was a great program.

Smithrud invited everyone to the annual Foundation Dinner, which will be held June 5 at The Hoop. He said that Larry Colton is an incredibly entertaining speaker and this will be a great opportunity to hear him speak. He encouraged board members to attend.

IX. DIRECTOR'S REPORT

Ziegman reminded the board that our annual retreat is June 9 and 10 in Goldendale. It will start around 11 a.m. on June 9 and continue until the next afternoon. Discussion topics will include budget planning, board goals, strategic direction and the bond measure.

About a year ago, Nancy Sourek, Director of the Community Foundation for Southwest Washington, talked to Ziegman about her idea for a nonprofit research center. Sourek was tired of sending people to Multnomah County Library when they had questions about starting and running a nonprofit organization or researching grants. The Community Foundation has dedicated \$25,500 towards the startup of a nonprofit center and has asked that it be housed at Vancouver Community Library. It requires a small space and room for computers. The funds they are providing will pay for start-up materials and an online subscription to a Foundation Center database that would be available district-wide. FVRL has agreed to provide the space and staff, and the FVRL Foundation is helping out, too.

Koplan asked about future commitments. Ziegman said the Community Foundation has made a 5-year commitment to fund the online database and new books.

The grand opening of the nonprofit center will be in July. Among those invited will be area nonprofit directors. Ziegman expressed his appreciation to the Community Foundation for helping to provide this resource.

Ziegman also shared that he recently gave staff the opportunity to share budget-saving suggestions through the use of a listserv. The listserv was active for three weeks, during which 87 employees posted messages. On the whole, Ziegman felt the conversation was terrific. There were nearly 300 postings to the list. He believes that some ideas could result in considerable savings. Ziegman said he might look for opportunities to use a listserv again in the future.

X. CITIZEN COMMENTS

Miriam Knowles said that many years ago, volunteers and Friends of the Library members were able to help out at the library more than they can now. As time went on and Union issues came up, limits were placed on the types of tasks volunteers were allowed to do. Now that we are facing tighter budgets, Knowles asked if volunteers could begin doing a bit more to help, such as shelving books? Duitman said that the general rule has been if it's a task that employees are currently doing, then we are not able to let volunteers do those things. It was clarified that this has been primarily a Union issue, not a legal issue. Knowles said it's a shame volunteers are not able to do more, since libraries are built out of community efforts and a wider variety of tasks would give volunteers a nice change.

Knowles also asked about the declining usage statistics at the bookmobile stop in Bingen. It was noted that the bookmobile stop in Bingen was added when the city annexed to the library district. Knowles suggested that if citizens are not utilizing the bookmobile stop, perhaps it might save funds to stop going there. Ziegman said we would investigate this.

Another topic Knowles asked about is the free mailing of books. She said it is disturbing that someone may be ordering books to be mailed to them when they only live a block away. Ziegman said this topic is one they will be reviewing when they discuss the budget at the retreat.

Vivian Miller said she is from Washington Public Employees Association and that Union employees asked her to come and represent them. She recognized that these are hard economic times and they understand there have been some budget cuts. She said she feels, however, that the employees are also part of the community and rely on their paychecks to pay their bills. She thought that employee wages have been behind the market value compared to wages paid at the community college across from the main library and other city and county

employees in Washington and Oregon. Miller thought that FVRL union employees' compensation is more than 17% behind market value. Miller also mentioned a letter of support that was written by local representatives, senators and legislators asking for the library board's support. She said WPEA wants to get FVRL union employees closer to the market value. They were disappointed with the offer made by management. She said management told them that the employees are very highly valued. She added that she finds it enlightening to hear the camaraderie and caring among those present, and asked that this camaraderie extend to the employees by supporting negotiations. She said the employees believe there are many efficiencies that would allow the district to give larger pay raises. Miller distributed some information to the board.

Koplan said that as the district is still in negotiations with the union, they are not able to respond to her at the meeting. She thanked Vivian for coming to the meeting.

XI. BOARD COMMENTS

Burkman said that this is his first visit to the branch and he is very impressed. It has so much character and it was evident to him that lots of thought went into the design. Smith added that library employees here are great.

King said that the flyer regarding new library facilities for greater Vancouver is a great one and presents some interesting and impressive facts. Ziegman credited Vanlaanen for her work in creating such an outstanding piece.

King also said he attended the Altrusa award dinner. The district's volunteer coordinator, Sherry Braga, won the award. King said it is an important honor and he is thankful to Altrusa for their support. Ziegman added that there were 8 nominees and that Washington's Secretary of State Sam Reed was the guest speaker. Koplan said that a \$500 check came with the award, and that Braga will be able to spend it however she wants on her library.

Butler said she's looking forward to the retreat in June.

XII. NEXT REGULAR MEETING

The library board's next meeting will be a retreat at the Goldendale Community Library on June 9 and 10.

XIII. ADJOURNMENT

The meeting adjourned at 7:28 p.m.

These minutes were approved at the June 9, 2003 Board meeting.

**COMMUNITY LIBRARY SERVICES
REPORT TO THE LIBRARY BOARD**

May 2003

Submitted by Candace Morgan

Some April 2003 highlights from branches and other Community Library Services Departments:

White Salmon

The White Salmon Community Library has received a gift of a beautiful stained glass artwork from Keith McCoy. Dennis Sword (Facilities Manager) has made a frame so that it can be displayed. McCoy is a lifelong resident of Klickitat County and a retired local businessman. He is best known for the stories of the Columbia River Gorge area that he has collected and published in four books and countless newspaper articles. His books: *The Mount Adams Country: Forgotten Corner of the Columbia River Gorge; Cody: Colorful Man of Color; Melodic Whistles in the Columbia River Gorge; and Rowdy River: the Wild and Scenic White Salmon* are very popular with FVRL patrons. He has also participated in library programs. In April he portrayed William Clark in a Living History program at the Stevenson Community Library.

April 28th marked the third anniversary of the opening of the new White Salmon Valley Community Library. The chart below demonstrates the growth of service since the new library opened in 2000.

	1999	2000	2001	2002	1999-2002 Change
Population					
White Salmon	2,035	2,193	2,215	2,190	8%
Bingen	705	672	675	670	-5%
Building square footage	1,600	9,015	9,015	9,015	463%
Circulation	64,902	84,065	101,935	117,744	81%
Library Collection	14,550	27,108	30,222	32,778	125%
Reference Questions	4,839	6,006	4,956	3,914	-19%
Registered Borrowers	5,394	5,829	6,534	7,431	38%
New Library Cards	524	1,071	1,027	961	83%
Holds Placed	11,274	8,701	8,249	10,086	-11%
Holds Filled	15,376	14,987	17,578	19,527	27%
Number of People Entering Library	63,538	68,764	82,835	84,575	33%
Public Computers	4	12	12	12	200%
Summer Reading Participation	250	354	577	653	161%
Programs					
Number	136	163	166	203	49%
Attendance	2,716	4,328	4,719	6,654	145%
Staff					
Number	4	5	6	6	50%
FTE	3.25	4.10	4.70	4.70	45%

April library programs in White Salmon included the third annual Columbia High School Senior Portfolio Show, Bookmark Contest Celebration, Arts of the Raven Coast (Inquiring Mind) and Adventuring Down the Lewis & Clark Trail. As always the Friends

of the Library provide vital support for library programming. The Friends April book sale earned twice as much as last year -- \$1,900.

We have not completed the hiring process for the Circulation Supervisor. Jennifer Hull (Community Librarian) has been able to continue the branch's lapsit and children's story times thanks to the assistance of Chris Hughey (DIS Librarian) and Jacquelyn Keith (Children's Services Coordinator). During April Jennifer and Jacquelyn presented a two-part R.E.A.D. program with the White Salmon and Bingen HeadStart families. In addition they did a R.E.A.D. program for the Dallesport HeadStart families. Jennifer reports that at the Dallesport program more than half the participants received new library cards.

White Salmon is part of FVRL's Diversity Grant and Mario Campeon (Grant Coordinator) held the last of the WS area focus groups in April.

Jennifer attended the District-wide Volunteer Reception in Vancouver along with local volunteers Stephanie and Emily Klein from Trout Lake. Jennifer reports that the volunteers appreciated the event and were thrilled to take part. They were all pleased with the Burgerville coupons since the reception ended just in time for dinner before the long drive home.

Goldendale/Klickitat County Bookmobile

April was a big month for programs in Goldendale. On the first a homeschool group, aged 9 - 12, came to the library for a tour and a lesson on researching for school papers.

Headstart requested two READ programs during the time that Naomi Fisher (Community Librarian) was at the Washington Library Association conference. Jacquelyn Keith presented the programs, assisted by Heidi Jones (Library Assistant) and Rachel Gunkel (Circulation Supervisor) on different days. A total of 96 children and adults attended the two programs.

The afternoon after the second Headstart program, some of those same Headstart kids attended the Week-of-the-Young Child parade party, co-hosted by the library and the Extension Office. The Extension Service provided treats and refreshments for the approximately 200 3 to 6 year-olds who came. The children were thrilled when the fire truck came with lights & horns blaring.

Sixty-eight people attended the Bookmark Celebration. Naomi reports that there have never been more than 30 at one of these celebrations and for the first time people came from more distant areas served by the bookmobile including Dallesport and Bickleton. Attendees included teens and pre-teens as well as parents with elementary-aged children. They played games, drew for door prizes, and had a torn-paper craft project for those who wished to stay after the awards presentation. The newspaper editor came & took photos of the winners for the Sentinel.

The library had a table at Earth Day again this year. Heidi and Kathleen McKinney (substitute) offered 5 different crafts for the approximately 175 kids who came to the table. Naomi reports that the library table appeared to be the most popular with the kids this year, especially since the climbing wall disappeared.

Goldendale is part of FVRL's Diversity Grant. When Naomi was at WLA she made connections with two individuals who currently work on Hispanic outreach in areas adjacent to the Goldendale service area – lower Yakima Valley (Prosser & Sunnyside, in particular) and Benton County (through mid-Columbia Library District). She will

follow-up with these contacts to get information on what outreach methods they have found most effective with the Hispanics in those areas. For the most part, these are the same type of populations Goldendale is trying to reach in Alderdale.

Naomi also did a presentation with the local Lions Club, highlighting library services and current programs. She reports that there were several people there who were not familiar with the Library system. She received questions about library funding, how Goldendale works with the Library District, and selection & programming choices.

Woodland

Woodland is part of FVRL's diversity grant. Mario Campeon held a Focus group in Woodland in early April. Geraldine Veenstra (Community Librarian) reports that it was a small but intense group of attendees and they stayed for 2 1/2 hours. Woodland will be partnering with Catholic community services in efforts to reach the Latino community.

Geraldine reports that a grand time was had by all the 125 people who attended the Bookmark Celebration. The party was covered by the Longview newspaper. The 6th Grade District-wide winner, Sara Hansen from La Center Middle School is the granddaughter of Walt Hansen a longtime resident of Woodland and library supporter.

La Center

Work on the building continues. The carpet and interior paint color have been selected and the painting will begin immediately. The Friends are sponsoring a fund-raising raffle. Tickets are \$1 each for a chance to win a watercolor collage by Ridgefield artist Anne Rotchford, a painting by Friends Group member and artist Jeanine Liston, or a \$50 gift certificate for dining at the Heathman Lodge. The drawing will be held on July 26 during Steamboat Days. The FVRL Foundation printed the tickets for the raffle.

Young Adult Services

Trish Segal (Coordinator) attended the Cascade Park and Vancouver Mall Staff meetings this month and discussed developmental assets and working with teens. They also discussed recruiting for YAAB and getting teens to attend programs.

One hundred and thirty three teens attended the 3rd annual Battle of the Bands Competition in Stevenson to hear six bands from throughout the Library District compete. Nettleingham Audio in Vancouver co-sponsored the event. The winner was Cerulean Blue from White Salmon.

Trish held a YAAB Multimedia sale at the Vancouver Community Mall in conjunction with Customer Appreciation Day. She used to pay off the loan we received from the Foundation for last year's Teen Summer Reading.

Children's Services and Family Literacy

Jacquelyn Keith (Coordinator) reports that preparation for summer reading is ahead of schedule. It is a good thing since she co-presented four branch R.E.A.D. programs, presented two toddler story times for White Salmon and one for Stevenson, and filled in for vacationing Sean McGill at Washougal's Cape Horn Skye's 5th grade book discussion group. She also started youth service training for the two new Three Creeks Assistant IIIs and participated in interviewing applicants for White Salmon's Circulation Supervisor.

Technical Services and Collection Development

. Michele Pidcock (Library Assistant in Vancouver Circulation) was hired for the TSD Mending / Processing Assistant III. This means that TSD is fully staffed for the first time in over a year.

Both Jackie Youngblood (Collection Development Manager) and Yvonne Iverson (Technical Services Manager) report that the streamlining of procedures related to the migration to Dynix Acquisitions continues. Judy Mason (IT) continues to work on resolving the few remaining problems.

Jackie and Jan Johnston (Collection Development Librarian) spent much of the month adjusting the collection budget to reflect the reductions and planning for the return to centralized selection.

A circulation account has been established for La Center. Weeds in good condition from the easy book, adult and juvenile fiction and biographies are being assigned for La Center and will be stored until the building is ready.

Circulation Services and Building Projects

Brenda Cameron (Coordinator) and Dennis Sword (Facilities Manager) are working with FFA on the project to enclose the Three Creeks Community Library north plaza. Brenda and Kelly Ackley (Purchasing) reviewed items on the proposed surplus list and selected those that would be appropriate for La Center

Stevenson / North Bonneville / Skamania County Bookmobile

The new bookmobile arrived early in the month. Mara Reynolds (Community Librarian) reports that the staff are thrilled to have the new vehicle. Judy Larson (Circulation Supervisor) and Marie Mosier (Library Assistant) worked hard to get the books transferred and the new vehicle ready for service. The placement of the bookmobile at some stops has been changed to increase the possibility of successful use of the satellite connection. It is working at several stops.

A number of programs were held at Stevenson in April. The Bookmark Celebration was attended by over 40 people who enjoyed the performance of musician Bob Eaton. Cynthia Dominick (Library Assistant) coordinated a teen karaoke program.

Stevenson presented several programs in association with ESD 112's BRIDGES program in which the Stevenson and Washougal Community Libraries are partners. Judy Larson and Cynthia Dominick did outreach storytelling at Mill A School. The library received a very commendatory note from Joanne Jacobs of ESD 112, program coordinator, about how well they conducted the storytelling.

Also in cooperation with the ESD Stevenson held a 'Living History' program with area author Keith McCoy, in his role as 'retired' Captain William Clark, conversing with BRIDGES program students and parents in an 'open house' visit at the Library. When Sacagawea (Marilynn Weaver) and Mother Lucy (Merna DeBolt as mother of Meriwether Lewis) heard Captain Clark was going to be at the Stevenson Library, they also came for a visit and reminisced about the Journey of the Corps of Discovery some 200 years ago. Mara reports that it was a wonderfully interactive program, with some 30 attending, mostly BRIDGES people, but some community folks as well. Refreshments were provided by the Friends of the Library. The "End of the Trail" Lewis

& Clark display, at Stevenson during the month of April served as a backdrop for the program and was enjoyed by many library patrons during the entire month.

The Stevenson Friends served as local sponsors of the Friends' Fair at the Rock Creek Center. Mara was joined by all the other branches when she praised the event. The program, food and ideas and experiences shared were all excellent. Thanks to the Foundation for sponsoring this event.

Battle Ground

Over 100 people attended Battle Ground's Bookmark Celebration. Refreshments were provided by the Friends. The branch also presented Arts of the Raven Coast, an Inquiring Mind program with Barry Harem.

As a part of FVRL's Diversity Grant, Jackie Spurlock (Community Librarian) conducted training sessions for staff at Woodland, Goldendale, and White Salmon

The literacy program continues to grow and expand. There are now over 30 tutors and students working together in the Battle Ground area, as well as two conversation groups for adults and a children's group that meets concurrently with one adult group. Nettie Pullella-Barca is working with a new volunteer who will conduct a third ESL conversation group that will meet for three weeks in May, focusing on citizenship.

Five public forums were conducted by the Battle Ground School District in April to gather public input on capital facilities funding. The library was included in the discussion of possible community partnerships for the school district. Library supporters attended the meetings to give their suggestions for an expanded library on the current site at the corner of Main and Parkway.

Vancouver Mall

Barbra Meisenheimer (Community Librarian) reports that the branch's second annual Customer Appreciation Day was a success. The morning started with a program for seniors on how to avoid consumer fraud, presented by Judy Burst from the Vancouver Police Department. Val Ogden presented certificates to Vancouver Mall volunteers at a Volunteer Reception. Magician Jeff Evans helped the branch congratulate its bookmark contest winners; then they all had Baskin Robbins ice cream cake generously donated by Ed Brands. The day ended with makeovers for teens, presented by a representative from Mary Kay.

Vancouver Mall Community Library had a table highlighting library resources to assist the job hunter as a part of the WorkSource/Clark College annual job fair. Michele Taylor (Assistant Circulation Supervisor) coordinated this project and making sure we had plenty of resume and other job hunting books available for check-out.

Michele's lapsit program concluded this session with 20 babies and 20 parents attending. Planting a Rainbow was the theme for the April's family storytime. Dawn Hill (Library Assistant) did gardening stories and each child decorated a flowerpot. She had 48 in attendance.

Long-time FVRL employee Traci Maesner left library regular employment the end of the month to pursue a career in early childhood education. Her work at FVRL included circulation, reference, children's programming and IT. For several years she provided me with valuable assistance in compiling the year-end public service statistics.

Washougal

Sean McGill presented two more vegetable animal programs in which participants made animals out of vegetables and fruit inspired by author Josh Freymann. One program was at the branch in response to requests for a Spring Break program. The second program was at Jemtegaard Middle School as part of ESD 112's BRIDGES program. Forty adults and children attended Washougal's Bookmark Celebration.

Cascade Park

Facilities completed a project that makes space in the branch more useable. The project included a work counter unit in the staff work area and several space saving cupboards including a toy storage unit. They also moved the computer server into the kitchen to free up space in the workroom and build shelving in the kitchen to replace the larger shelf that the lost because of the server move. Thank to Facilities for much needed improvements.

Alton Chung, a local resident, told several Hawaiian/Japanese stories at Cascade Park's Bookmark Celebration. Teresa Torres (Community Librarian) reports that even though they had a wide variety of ages in attendance, Alton kept them all spellbound with his character portrayals.

Three Creeks

Programs continue to be well attended. This month's Super Saturday featured the Bookmark Celebration. One hundred people of all ages attended. The Senior Early Bird program spotlighted NW History and tied into the larger Vancouver / Clark County History Month Celebration. Eighty-five people attended Elizabeth Grossman's program Adventuring Along the Oregon Trail co-sponsored with the Cascade Sierra Club. Three Creeks enthusiastic Knit Wits continue to meet monthly, led by trusty volunteer, Melinda Chesbro of the IT department. Melinda reports that the group continues to grow and they have decided to include all needle workers. Thus, they are now known as the Stitch Wits.

The availability of Three Creeks Community meeting room as a place for community groups to meet appears to be drawing greater awareness in the community. We have had such groups as the Fair Ground Neighborhood Association, Quail Park Homeowners Association and Jenson & Sons (estate planners) use our meeting room in April.

The Friends continue to support TC in many ways. Bobbi Klahn arranged for a display by the Northwest Carvers Association. It is a wooden Lewis and Clark Diorama of their meeting on Nov 7th, 1805, with members of the Wahkiakum Village near present day Skamokawa, WA. Young and old alike have stopped to look at the display and have continually remarked how much they have enjoyed it.

The benches in the courtyard were dedicated on April 30th. The Friends provided cake, cupcakes and coffee. The Hagan family of Loretta Shotwell, for whom one of the benches is dedicated, cut the ribbon on the bench. The other bench was donated by the Three Creeks Friends of the Library.

Ridgefield

April in Ridgefield was highlighted by a number of programs. The 120 attendees at the Bookmark Celebration were entertained by local magician Patrick Melroy. (Patrick is the grandson of Dolores Hawkins Ridgefield Friend and volunteer). The Friends provided refreshments.

A poetry program held at the Old Liberty Theater featured Clemens Starck, winner of the Oregon Book Award for Poetry and the William Stafford Memorial Poetry Award, reading from his works. The use of the Old Theater was donated by the owners as they have done for Poetry Month programs for several years. Mr. Starck also donated several poetry books to the library.

Barry Harem presented the Inquiring Mind slide lecture on the Arts of the Raven Coast, also at the Old Liberty Theater.

Ann O'Reilly (Community Librarian) reports that Ridgefield's Volunteer Reception was well received by their volunteers. Sherry Braga joined them, which gave her a chance to attach faces to the names she sees on forms and timesheets, and the volunteers enjoyed meeting her. Jenine WhiteCastle (Circulation Supervisor) reports that the volunteers in attendance noticed some program crafts that needed to be cut out and they spontaneously began to work on them as they enjoyed the party.

Vancouver Community Library
Board Report - April/May
May 12, 2003
Doreen Turpen

Programs:

We held a Lewis & Clark event featuring Washington State Historical Society's director, David Nicandri. The program coincided with the opening of the "End our our Voyage: Lewis & Clark in Washington Exhibit" now on display in Vancouver at the O. O. Howard House. This program was co-sponsored with Clark College and was one of many programs advertised as part of Northwest History – Spring Celebration and coordinated through the Lewis & Clark Bicentennial Committee of Vancouver/Clark County.

Youth Services presented a writer's workshop for teens featuring local author Robin Jones Gunn. This was a working workshop. Students not only practiced writing, they also read their work and received feedback.

Ruth Shafer has led a lot of tours in the library, but today marks her first storytime for children who are blind. The School for the Blind has arranged for several visits to the library for brief tours and a storytime.

Our monthly offerings included our many regular programs: Bonkers for Books, book discussion groups, poetry open mic and poetry workshop, chess club, and the full array of storytimes. We have also hosted tours and research excursions for several schools for students of all ages from preschool through high school.

Services:

Formal announcement of funding for a Nonprofit Resource Center was made by the Community Foundation of Southwest Washington on May 8. We have started the work of getting that Center up and running. A project of this scope requires involvement of nearly every department in the library. We will target early July for the opening of the Nonprofit Resource Center which will include an expanded collection of reference books, access to the Foundation Center database, computers, workstations and a printer. The Nonprofit Resource Center will be placed in the alcove behind the back issues of magazines. The grant includes funding that will allow us to make the database available in every branch.

District Support:

DIS staff provided electronic resource training at Three Creeks Community Library and Goldendale Community Library. Internet training is scheduled in May for Vancouver Mall Community Library Staff.

We are working on work reassignments, shifts in supervisory responsibilities, and schedule changes as a result of the budget reductions and staff changes. DIS has two

fewer librarians available for the desk schedules. Creating new schedules and reassigning tasks is very challenging. Selectors are meeting with Selections Department staff to facilitate the move to centralized selections.

We are also monitoring use of sub budgets to keep in line with our allocations.

Friends of Vancouver Community Library:

The Friends approved purchase of a full set of Ingles Sin Barreras (English Without Barriers) which is a 13 volume multimedia set for Spanish speakers who are learning to speak English. The set is highly recommended but costs about \$1,400 so is out of reach of our regular budget. This purchase will supplement materials purchased with the Diversity Grant.

The Friends held their first book sale of the year this past weekend. Preliminary word is that they made approximately \$6,800 which includes pre-sales and sales to bookstores since last fall's book sale. They were concerned that the slower economy would affect this sale, but their use of a variety of methods for selling books appears to be successful and to have kept the sales total high.

FVRL Board Report
 Sue Vanlaanen, Associate Director-Communications
 May 12, 2003

2003 Summer Reading Program

Early birds crow over accomplishment -- Thanks to having streamlined Summer Reading decorations last year, a full-time talented staff, and great volunteers, the Graphics department this year for the first time has distributed Summer Reading printed materials *two weeks earlier* than scheduled. This is a big help to branches in building momentum for their summer programs and events.

\$2,600 worth of free ad space -- The 2003 Summer Reading program received a big promotional boost with inclusion of the full schedule of Clark County branches' Summer Reading events in *The Columbian's* April 23 "Parent's Guide to Summer" special section. I also purchased a small ad space in the special section, but by pursuing the opportunity to list our schedule as a copy piece, Becky and I were able to get approximately \$2,600 in comparable advertising space at no cost. We'll follow up this publicity with a news release and Web site promotion beginning this week.

2003 Library Service Award



L-R: Kathy Dietrich, Altrusa president; Sherry Braga, 2003 Library Service Award recipient; and dinner keynote speaker Sam Reed, Washington Secretary of State

Kudos to FVRL nominees -- At an April 24 dinner event, Volunteer Coordinator **Sherry Braga** received the 2003 Altrusa Library Service Award, and **Ruth Shafer, Barbra Meisenheimer, and Ann O'Reilly and the Ridgefield staff** were honored for their outstanding service to patrons and the community. Sherry was selected for her highly successful efforts since 1998 to bring more volunteers-- particularly teens--into the library. Congratulations to Sherry and all FVRL honorees, including **Sean McGill**, Washougal Community Librarian and 2002 award recipient, who was nominated again this year but wasn't eligible for a second award.

Budget and cost reductions

The Graphics group thinks <\$\$\$> -- With the growing number of library programs in the past two years, Graphics has been increasingly busy supplying branches with printed pieces to get out the word about library events. In 2002, the department designed and oversaw the production of more than 400,000 flyers and other publicly distributed printed pieces. At the same time, with improvements in reprographic technology, Graphics was able to maintain quality but cut per-piece printing costs *by more than 50 percent* by having flyers copied rather than printed. For example:

- Printing 100 single-sided copies on 60# paper = \$23
- Photocopying 100 single-sided copies on 60# paper = Less than \$11

Graphics is now gathering information to determine whether it would be cost-effective to reduce the standard size of the library's event flyers to half-sheets or smaller.

**MAY BOARD REPORT
SUPPORT SERVICES
Submitted by: Patty Duitman**

IT DEPARTMENT

Status report on the implementation of Print, Reservation and Internet Session Management (PRISM)

- January 16 – signed contract
- February 19 & 20 installation of software
- February 20 to present configuring software for our internet policy
- Week of April 28th equipment (server) arrived
- Cash acceptors ordered May 12
- Implementation begins by July 1, 2003

Initially it was thought that we would print up the reservation and session management piece first and then add the print piece in June. It has taken longer to configure the software than initially anticipated. Therefore, we are planning on bringing it all up at the same time.

FACILITIES

La Center - Work is progressing on the LC Library building. The interior sheetrock is done and they began interior painting last Friday. Bob Colf has received the selections for carpet so it will be ordered soon. The elevator should arrive any day now; installation is scheduled for early June. The exterior fire escape is in place. Bob's crew is working on site improvements including sidewalks, stone retaining walls, landscaping and fencing. Bob said they expect their work should be done by the end of June. They have not yet heard from the City about accepting Colf's offer of the property in exchange for installing the parking lot.

New Bookmobiles - BK1 is in service in Vancouver and BK2 is in service in Stevenson. We are still having a problem with the satellite electronics on BK3. Rick has done a lot of work replacing parts of the system but has not been able to get it fully functional. He is waiting for a repair authorization from the manufacturer. When he receives that we'll take BK3 to a local (OR or WA) vendor to have them troubleshoot and repair. Hopefully this can be scheduled this week.

Three Creeks - We have received the draft construction drawings and program manual for the new brick wall at the north courtyard. Brenda and Dennis are reviewing these documents EC Electrical Contractors have completed their work of correcting deficiencies in the original building wiring, replacing switches and resolving problems with the emergency lighting. They confirmed that the majority of wiring in the building

was accurately documented and will provide data for Cisneros Construction to use to complete as-built CAD drawings.

The Facilities Department is adjusting to the loss of our Coordinator position. Bud Barrett has done an outstanding job of taking on the role of Facilities Coordinator and has begun scheduling work at the branches using methods designed to increase work efficiency and provide some cost savings. Our Facilities staff have responded well to the changes and have completed over 80 work orders this month, including:

- Stevenson - Built and installed Holds Pickup shelving
Replaced #1 Heat Pump
Continuing landscape renovation project
- Woodland - Lawn hydroseeding
Workroom counter and shelving
Foundation evaluation report and cost estimates
- White Salmon - Build frame for donated stained glass
- Cascade Park -Installed new workroom mail counter and shelving
- Goldendale - Replaced main floor restroom ventilation units
Installed Insta-Hot in gallery kitchen
- Washougal - Installed new book display shelving

FISCAL

This department is also adjusting to the loss of a position. Several of the staff have started to learn how to do the e-rate filings, the Three Creeks LCFA accounting, and familiarizing themselves with the idiosyncrasies between the payroll and the human resource modules in the accounting system.

In preparation for the 2004 budget and continued analysis of current spending patterns, several of the staff are involved in some costing projects.

Kim has been working on getting the 2002 financial Annual Report completed. As required by law, the Library's 2002 annual report will be filed with the State by May 30, 2003