

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

January 8, 2007

1. CALL TO ORDER

Chair Karen Peterson called an executive session to order at 4:20 p.m. in the Executive Director's office to discuss lease negotiations. Executive session ended at 5:20 p.m. with no action taken. Peterson convened the regular meeting at 6:17 p.m. at La Center Community Library.

2. PRESENT

Chair Karen Peterson presiding. Other Board members: Jack Burkman, Jerry King, Bonnie Reynolds, Rose Smith and Bill Yee. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Operations Director; Mary Devlin, Community Libraries Director; Doreen Turpen, Access and Programs Director; Sue Vanlaanen, Communications Director; Melinda Chesbro, Content Management Director; Karin Ford, Vancouver Community Librarian and Becky Pettigrew, recording.

Other staff and citizens attending: Sandra Bennett, Vran Breemen, Tamara Brightbill, Bob Colf, Margaret Colf Hepola, Anna Cross, Raymond Denny, Arin Dunn, Candy Falk, Janice Fillman, Jewell Foederer, Don and Jane Higgins, Roxanne Larsen, Doug Lasher, Kim McAllister, Brenda Norton, John Payne, Rick Smithrud, Jurinda Swingruber, Cyndy Volk and Kathi Wheeler.

3. AGENDA

An amended agenda was approved as presented.

4. MINUTES

The minutes of the Dec. 11, 2006 meeting were approved as emailed.

5. ANNOUNCEMENTS

Peterson welcomed the library board's new member, Bonnie Reynolds, who represents Klickitat County. She also gave recognition to the outgoing board chair, Jerry King.

The board met in executive session at the district's offices earlier today. Peterson recognized that there are citizens present who may wish to speak on the issue of the La Center library, but she noted that the board has a statement to make about this topic further down in the agenda. She asked that comments about the La Center topic be held until that time.

6. CITIZEN COMMENTS

None.

7. BUSINESS**A. Expenditure Approval**

Burkman reported that the expenses for the district included many book and materials purchases, mostly in the range of \$15-30 per item. The district also purchased three full CD sets on the works of Shakespeare, costing a total of \$1,600. Burkman noted an ever increasing number of Internet purchases are being made which means that our Visa payments are going up.

MOTION: Jack Burkman moved and Jerry King 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 Bill Yee seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.

C. La Center Library Lease

King addressed the citizens that were present by sharing good news. Bob Colf, who is the owner of the land and building where the La Center Community Library is located, has asked FVRL to agree to a two-year lease that is from April 2005 to April 2007. Then in March and early April 2007, we'll work on a lease term of at least two years as agreed to by Mr. Colf. Mr. Colf has also agreed that three citizens, appointed by Colf, will participate in the negotiation of the next lease. The three are Margaret Colf Hepola, Roy Heikkila and Janice Fillman. Mr. Colf's offer came in just a few days ago and King expressed the library board's appreciation for this offer.

King expressed how much the library board, staff and the entire district appreciates the help of Margaret Colf Hepola and the Colf Family Foundation for building this new library to serve citizens in the community. At the library's dedication several years ago, King had said that this was one of the best examples of the tradition of philanthropy. He also acknowledged many others in this room who dedicated their time, energy and money to get the library here. This is illustrated by the many bricks that recognize the donors, located outside the library. Many workers helped build the library and a number of foundations and community supporters gave money. It was truly a community effort. But King again emphasized the significant contributions of the Colf family.

MOTION: Jerry King moved that the Board (1) approve execution of the instrument now in front of us, providing for a lease by the District of the La Center Community Library from April 26, 2005 to April 26, 2007; and (2) between now and April 26, 2007 the District staff and board committee negotiate with Bob Colf on a similar longer term lease, extending at least two more years from April 26, 2007, and upon condition that the parties so negotiate with the help of the participants proposed in the letter from Mr Colf's attorney dated January 5, 2007, and (3) that staff and board committee present such a longer term lease to the Board for its consideration no later than April 2007. Rose seconded motion and it carried unanimously.

D. 2007 Budget Amendment

Duitman explain that the amendment reflects revenue figures for 2007 recently reported to us by the Clark County Assessor's office. We had tried to estimate our new construction high enough when we did our projections in October 2006, but it still came in a bit higher and so a resolution is needed to collect the amount we are eligible to receive. Duitman also noted that the resolution includes about \$30,000 in expenditures that are needed to do remodeling in the basement of the main library, where workspace for our building projects is needed. Ziegman said he recommends approval of this budget amendment.

MOTION: Bill Yee moved and Jack Burkman seconded approval of Resolution 2007-1, Budget Amendment #07-02, amending the 2007 budget to \$21,553,160. The motion carried unanimously.

8. SPECIAL REPORT: Doug Lasher, Clark County Treasurer

Clark County Treasurer Doug Lasher and Assistant Treasurer John Payne shared information about the services of the Clark County Treasurer's Office. They are essentially the local government's banker. They are the treasurer for the county as well as 9 school districts, 10 fire districts, 4 cemetery districts, the Port and FVRL. They are also a tax collector. Over 250 funds are administered for the County and its taxing districts. Lasher said that when you consider who the largest bank is in our county, it would be them as they have over 170,000 accounts. All the revenue goes to local governments to provide services. Lasher provided a handout that explained their services, which includes:

- Cash management.
- Investments. There is a County Investment Pool that averages approximately \$450-550 million.
- Debt Management. This includes: short-term financing, such as lines of credit and registered warrants; long-term financing, managing over \$800 million in general obligation bonds; and refunded debt in trust, which is over \$200 million. They work with the districts' cash flow to make sure they have money to make payments. Sometimes they work as fiscal agents or use the Bank of New York.
- Arbitrage calculations.
- Financial reporting. This includes cash reports, tax receivable reports, debt reports, budget estimates for debt funds and more.
- They are the only treasurer in the state to provide a Web portal with access to financial data. They're working on providing options for taxing districts to determine their investments over the Internet.

Lasher noted that they have joined forces with the public utilities district in order to upgrade to more expensive equipment. This also creates efficiencies and gets money to the bank faster.

John Payne gave examples of some of the districts served by the Treasurer's Office, which include Hazel Dell Sewer District, City of Camas, City of Tigard, Tualatin Valley Water District and the Eugene Water Board. New clients next year include the City of Longview and Cowlitz County.

Lasher said they will be doing more with their Web portal so that taxing districts can have quick access to more of their debt information. Information about the services of the Treasurer's Office can be found on their Web site at www.clark.wa.gov/treasurer. Lasher noted that Payne has been involved with the Riverwest project.

Yee said he comes from a small county and finds it interesting how larger counties work. He asked if they consult on and do refinancing of debt, and also if they do investments in derivatives. Payne said they've refinanced all except one issue that was issued recently. This refinancing is similar to refinancing a house for lower interest rates. Payne said that they do not work with derivatives in the way Yee asked about. They're looking at whether they should do some interest rate swaps around their investments. Yee agreed it's tricky; he's read about it in financial magazines and it's struck him as being risky.

Ziegman expressed his appreciation to the Treasurer's Office for involving its constituents such as FVRL in their Investment Committee. King asked Lasher how long he's been Treasurer and Lasher said this is his 23rd year. Lasher said he has seen a great deal of change during that time including going from enormous ledger books and 10-key work to computerized systems.

Peterson thanked Lasher and Payne for the information they provided tonight as well as the services they provide to the library district.

9. REPORTS

A. Community Libraries Report

Devlin's written report is attached. Devlin said a number of Friends of the Library groups hosted book sales in December. There were also many holiday-related events. In Stevenson, the library's new carpeting has been installed and Devlin said it looks fabulous. She also reported that Fred Meyer of The Dalles gave \$2,500 to the Goldendale Community Library for the purchase children's books. The money will be used to refresh their elementary and preschool collections. Devlin thanked Foundation Director Rick Smithrud for facilitating this donation.

Cyndy Volk, La Center Community Library's Circulation Supervisor, provided a report. She had asked her staff about the services they provide and what they love about working at the library. One staff member said she was amazed at how many people travel and use the books on CD collection. Another staff member told Volk how children that cannot write learn how in order to get their own library card. Volk's own story was about a father and his teenage son who came in to get their library cards and checked out western books. The pair was so excited about the books that they were seen standing outside in the rain already looking through and reading them.

Volk also reported on recent programming. During Halloween, the La Center library held a costume parade and pumpkin bowling that had 300 people in attendance. They had a centerpiece making activity in at the community center with about 50 participants during the holidays. Jurinda Swingruber, who provides programming for young adults, had the teens making wallets for their library cards using duct tape at a recent program.

Peterson thanked Devlin and Volk for their report.

B. Update on Library Building Projects

Ziegman shared progress on the Vancouver Library Capital Facility Area (VLCFA) building projects:

- The VLCFA board (who are also the Clark County Commissioners) have the approval of the Amended Interlocal Agreement on their January 16, 2007 agenda.
- The first bond issue of about \$10 million is scheduled for sale in June 2007.
- A “Guiding Principles” document has been completed. This document sets forth the philosophy for the development of the new libraries.
- Project workspace is being created in the basement of the Main library by relocating some compact shelving to the Operation Center Annex.
- Interviews are being conducted for a Project Manager position. Ziegman said not many positions will be created for the projects. The Project Manager is an important one as this person will provide oversight of all the activities including the three projects in the VLCFA, the Battle Ground library project and the Washougal project if their February bond is successful.
- A building program for the East Vancouver library is being worked on.
- Presentations by finalists for the East Vancouver architect are scheduled for January 11-12. Each architect will have 90 minutes. The architect review team includes three library board members (Yee, Smith and King), seven library district staff (construction manager Dennis Sword and most Administrative Team members), several citizens from east Vancouver (including the president of the Fircrest Neighborhood Association) and four “experts” in the community that are familiar with projects of this magnitude. Ziegman hopes to reach a decision on the architect by the end of the day Friday.

C. FVRL Foundation Update

Smithrud reported on several Foundation activities, including the fact that the 12-month total return (for the period ending Dec. 31, 2006) on most Friends of the Library Investment accounts held by the Foundation was 21.27%. Smithrud also mentioned their efforts to help the Battle Ground Friends with their January 20 Ben Franklin Dinner and the Stepping Stone Society that raises money for the new library.

The Foundation recently received notice that it has been awarded a grant from the La Center Casinos Charitable Trust. The grant will be used to purchase stacking chairs and a rolling cart to support the La Center library’s programs. The library has had their participants sitting on the floor for a number of activities, so these chairs will be very helpful.

Other details that Smithrud mentioned are included in his written report, which is attached.

D. Other

Vanlaanen provided handouts summarizing the results of the district's recent Customer Satisfaction Survey.

10. **EXECUTIVE DIRECTOR'S REPORT**

Ziegman commented on the Customer Satisfaction Survey report. He noted that we surveyed one segment of our population, not all.

He noted that the Battle Ground library building project is making good progress. At the October 30, 2006 meeting, the library board allocated enough funds for the shell to be built. We hope to break ground on the new library this fall, which Ziegman said is an aggressive schedule. Doreen Turpen is leading the building program team, which also includes Battle Ground Community Librarian Jackie Spurlock, Construction Manager Dennis Sword and a number of others. This group is currently developing a building program that will be presented to the Battle Ground Friends on January 9 for their review and comment. Ziegman explained that the purpose of a building program is to describe what you're going to accomplish in the building and how much space each function will take; it's one step short of a floor plan. It is used by the architect to develop the floor plan.

Ziegman noted that the City of Washougal's bond measure for a new Civic Complex is on the Feb. 6, 2007 ballot. The Civic Complex would include a new city hall, senior center and library. They are proposing 5,000-6,000 square feet for the library, which is much larger than the 2,400 square foot current library. The City hasn't asked us for heavy involvement, which is a relief since we've got several other building projects currently underway.

Recently Ziegman met with Greater Vancouver Chamber President Beth Quartarolo to discuss projects the library district might engage with the business community. He said there were no huge commitments and that he would keep the library board posted on this.

Board members were invited to attend an open house about the Columbia River Crossing Project, held on January 11 at 6:30 p.m. in the enclosed Farmers Market space. The project could affect the freeway north of the bridge where it is directly adjacent to the Riverwest project, where the new main library will be located. Ziegman said this is an opportunity to learn about their plans.

Ziegman also invited board members to attend the Clark County Museum's ribbon cutting for their new ADA remodel, which is on January 12 at 11 a.m.

11. **CITIZEN COMMENTS**

Sandra Bennett said she was approached last month by someone affiliated with the library who was concerned about what is going on with the La Center library lease. Ms. Bennett said she was a commercial real estate agent with US Bank and has a great deal of experience with commercial leases. Based on her experience, she tried to quiet this person's concerns and express both sides of the picture. Ms. Bennett said it sounds like the board has made a very good decision. Peterson thanked her for her support.

12. BOARD COMMENTS

Yee expressed his appreciation to the board, district staff and the FVRL Foundation for their interest and generosity in making the Stevenson library's new roof, carpeting, and coming soon a new deck, possible.

King expressed his and the library board's support for the City of Washougal's bond measure. He noted that their campaign is glad to receive contributions of time and money to help get their message out.

Smith expressed her appreciation for the La Center Friends, especially Margaret Colf Hepola and Roxanne Larsen who attended the meeting. Ms. Colf Hepola said that the library building was previously a hospital in the early 1900s and that her mother worked in it at that time. She said it has history and she wanted to save it. Everyone applauded her for her foresight to save the building from a firefighter practice burn a number of years ago so that it could be turned into a library for the community.

Peterson expressed appreciation to the Friends of the La Center and Battle Ground libraries, and also Doug Lasher and John Payne from the Treasurer's Office, for attending the meeting.

13. NEXT REGULAR MEETING

The next library board meeting is scheduled for Monday, February 12, 2007 at Three Creeks Community Library.

14. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.

These minutes were approved at the February 12, 2007 meeting.

Community Libraries Report For December 2006

PROGRAMS & SERVICES

- Goldendale hosted “Viewpoints,” an art show by two local artists, Joan Crice and Dorothy Walter. At the show’s well-attended reception the artists held a “People’s Choice” vote which added extra fun to the evening.
- Information Services began getting reference requests from the branches via instant messaging (IM). The expectation is that this will provide branches with another means of expediting reference assistance, while at the same time helping staff get comfortable with a communication technology that’s popular with many patrons, especially teens and younger adults.
- The Woodland book discussion group had a lively discussion of Benjamin Hoff’s *The Singing Creek Where the Willows Grow*, a biography of Opal Whiteley that includes a re-publication of Whiteley’s childhood Oregon wilderness diary.
- Three Creeks’ entertained a large group at their Winter Wonderland Super Saturday that featured local musicians and wassail.
- Jennifer Hull and Tove Stocks (White Salmon) lead a Pajama Storytime on December 5th. Everyone dressed in their pajamas and had a fun filled evening with dancing, finger plays and interactive stories. Moms and dads especially enjoyed this three-part monthly series because they were able to bring their children out as a family. White Salmon plans to offer more evening series in the future.
- Nine people attended North Bonneville’s monthly story time that was held during the recent power outage. The group sat near the windows and enjoyed stories about winter – an appropriate theme – while other staff members checked out books by flashlight using paper and pencil.
- Battle Ground fully implemented self-pickup of holds this month. Patrons loved it immediately and the staff received many positive comments. The library has also developed a new nonfiction book area and a rejuvenated new books shelf for children’s books.
- Ridgefield’s Hometown Celebration was a huge success. The library had a steady flow of visitors both for the hot cider and cookies provided by the Friends and for two concerts, one by the Vancouver Madrigal Singers and another by local harpist Kathy Burton.
- Rachel Gunkel (Goldendale) hosted a children’s holiday craft program. The children made decorated wrapping paper, gift bags, and faux candles made of recycled plastic rolls reclaimed from used tape and paper rolls. As always, some creative kids came up with inventive projects of their own - making decorations, snowflakes and window danglers.

- After Tom Taylor’s visit to Ridgefield to assess and streamline their reference collection, the staff interfiled the majority of the reference books into the circulating collection. There has also been a lot of shifting to accommodate self-pickup of holds.
- Vancouver Youth Services staff invited kids and adults to help paint a new mural for the YS area. Over 80 people came and created a wonderful new paper mural now hanging on the wall above the children’s bookshelves.
- La Center patrons enjoyed making winter centerpieces together. Everyone had a great time and took away a lovely centerpiece.
- Heidi Henning (White Salmon) presented her special Holiday Sock-Hop, the final Toddler Storytime of the year. Activities included music, dancing, stories, crafts, cookies, and an appearance by Sophie the Otter. YAAB member, Monica Blackmer, donned the Sophie costume and Kristie Morris (also a YAAB member) helped out as Sophie’s guide. Monica did an excellent job and the toddlers adored Sophie! One 4-year old even asked for her autograph. Several parents requested that a toddler sock-hop be held more often, so White Salmon is considering making this an annual event.
- Woodland hosted a magical After School Adventures program—the first program held at the Woodland Primary School gym (past programs were held in the Community Center). Five Labrador puppies visited the school and made a huge impression on the kids. Not only did the kids think the puppies were adorable, they also learned how to be good adoptive puppy parents.
- Van Mall library staff did two collaborative programs with Westfield, a story time with Santa and a breakfast with Santa.
- Vancouver did extensive weeding which allowed more room for the non-English language collection to breathe and grow. The children’s and YA shelves also have room for new materials and the collections are easier for patrons to browse and staff to shelve. “New Books” are now on shelving that allows more materials on display, and that is more attractive and easier to browse.

YOUNG ADULTS

- The Battle Ground YAAB had a holiday celebration at their December meeting. The teens played games, made winter crafts, and enjoyed festive snacks. The YAAB group is also interested in updating the BG YAAB website. Genevieve Brown will be working with some YAAB members early in 2007 to accomplish this goal.
- Several Stevenson “tweens” and their families enjoyed snacks and a lively discussion of *The Great Turkey Walk* by Kathleen Karr. The tween group is growing and has taken on several projects, including raising funds for the FVRL Foundation.
- The Three Creeks YAAB met on December 19th for a group book discussion and Conversation Cafe.

COMMUNITY CONNECTIONS

- Holly Coté (Three Creeks) spoke to students at Skyview High School about literacy and promoted library services for local teens.
- The Woodland School District invited Abbie Anderson to their administrative meeting with Superintendent Hundley. Abbie met each of the local principals and made a brief presentation on her goals for partnership and service for education. Supt. Hundley graciously e-mailed her after the meeting to say what a good impression had been made. Abbie continues to attend Chamber of Commerce and Rotary Club meetings, and will be joining the Rotary in January.
- Barbra Meisenheimer (Vancouver Mall) attended the 104th Infantry Division's annual Christmas tree lighting. MC General Moffit announced the dignitaries on the stand, including the mayor and congressman. After the ceremony was over, one of Van Mall's library families saw Barbra and the mother said to her, "You should have been up there with the dignitaries. You're a dignitary, you're our librarian."

EXHIBITS & DISPLAYS

- White Salmon hosted "Nature Rearranged", a two-artist exhibit including fiber art and art quilts. In addition, the exhibit included flower paintings in pastel and oil by Joan Shueman Ahlers of White Salmon, along with preserved floral arrangements under glass by Marilyn Enochs of Trout Lake. The richly colorful pieces added a festive touch to all of White Salmon's December gallery programs and events.

STAFF

- Megan Dugan and Amy Wright (Three Creeks) attended a terrific, two-day training, "Communicating with Tact and Finesse". They plan to share some of this information at the next Three Creeks staff meeting.

VOLUNTEERS

- Woodland resident Sarah Victory (a corporate trainer and motivational speaker with clients nation-wide) volunteered to perform children's programs (she does dramatized readings of books like *Harry Potter* and *Charlotte's Web*). In addition, Sarah offered to present a business seminar as a fund-raiser for the Friends. Abbie Anderson invited Sarah to the Friends meeting on Jan. 4th as well as to the Chamber After Hours program.

LITERACY & ESL

- The Vancouver Conversation Circle held a potluck party. Bruce attended and expressed appreciation for the volunteers and participants. The Community Relations Officer from the local U.S. Citizenship & Immigration Services office gave a presentation on their services.
- The Cascade Park Conversation Circle held a holiday party at the home of one of the facilitators. After sharing favorite dishes from their home countries, one couple led the

group in a rousing rendition of “Deck the Halls.” Unprompted, each individual sang a favorite holiday song from his or her home country. Songs were sung in Vietnamese, Spanish, Russian, Chinese and Ukrainian.

FRIENDS

- Three Creeks Friends had a tremendously successful holiday book sale. The sale featured collectible and gift quality books.
- Ridgefield Friends held a membership drawing, with three lucky winners receiving an autographed bird/gardening book by local author Sally Roth. The first prize also included a small cedar tree, a bird feeder and twenty-five pounds of birdseed. Second and third prizes included seeds and plants.
- Stevenson Friends raised over \$400 at their holiday sale as part of Skamania County’s “Christmas in the Gorge”. Skamania Lodge sweetened the pot by purchasing 50 newer hardcover novels for the library.
- White Salmon Friends held their 32nd Annual Holiday Wassail Open House for the community. Approximately 200 community members enjoyed music, food and artists’ demonstrations throughout the afternoon. A large group of kids enjoyed a variety of holiday crafts planned by Heidi Henning. The younger kids had fun decorating footprint/handprint reindeer, while the older ones loved making beaded pens. Children and adults both made beautiful snowflake window clings. The craft tables were a big success thanks in part to some very dedicated adult volunteers and YAAB members.
- Thanks to Rick Smitherud the Cascade Park Friends have a venue for their spring book sale. When the Friends’ former location became unavailable, Rick stepped in with information about an empty storefront whose owner was willing to provide heat and light for the Friends three-day sale in March.
- The new display case funded by the Ridgefield Friends and an anonymous donor is now enhancing the Ridgefield lobby. The efforts of Kelly Ackley in Purchasing and the Facilities Department in making this acquisition a reality are greatly appreciated.
- Battleground Friends chair project is coming along well. All the chairs are now shown on the Friends website (www.bgcfriends.com). Several chairs have already been sold.

DONATIONS AND BEQUESTS

- Fred Meyer of The Dalles awarded the Goldendale Library \$2500 to purchase children’s books in 2007. Branch staff is very excited about the opportunity to refresh and revamp the collection. The money will be used for both fiction and non-fiction for elementary and preschool aged children.
- Louise Tucker presented a check for \$500 to the Battle Ground Friends at their December meeting. She is donating \$5 from the sale of each copy of her book *Battle Ground In and Around* to the building fund.

- Battle Ground Friends received another \$1,000 Cornerstone donation in December. The Stepping Stones fundraiser started and two \$360 memberships have been received.

FACILITIES

- The Stevenson library was closed Dec. 13-19 for carpet replacement. North Bonneville library opened extra hours during this period, and the bookmobile parked out front at Stevenson in order to serve patrons. Library staff members have received many positive comments from community members about the new carpet. During the closure, eight patrons got a “sneak peak” of the newly-finished gallery area when they met for their monthly potluck and discussion. Facilities staff did a tremendous job moving furniture, hauling out old carpet, dismantling computer tables and then putting everything back after caret replacement. They also pitched in to load books into boxes when Stevenson staff were shorthanded due to illnesses.
- The Ridgefield Community Center board has decided to replace the stove in the large kitchen with two smaller stoves. Jon Babcock is arranging the purchase and installation of the new stoves and he is also arranging the sale of the old stove and a warming oven. The ductwork will be cleaned and the floor painted as part of the process.
- Over 50 Vancouver library and Content Management staff and substitutes worked very hard weeding and shifting the storage collection into one “bay” of compact shelving to free up space to create a work space for building projects staff. The resulting pared down collection is better organized for access.

TIDBITS

- A comment from a White Salmon patron:

“I really like having a WiFi hookup at the White Salmon branch. It allows me to do computer things while my kiddos are on the library story book computers – very nice added benefit of the library – Thanks!!”

- A staff member’s nine year old daughter had a pre-Christmas dream in which all she got from her mother was “a bunch of library books that were all due right away!”
- Cyndy Volk (La Center) notes that she’s seen a positive result from the customer survey. She’s finding that there seems to be greater sense of shared ownership and that people appreciated being asked their opinion.

Date: January 5, 2007
To: Fort Vancouver Regional Library Board of Trustees
From: Patty Duitman
Subject: Operations Report

ADMINISTRATION

- Worked with Clark County to establish final 2007 property tax revenues
- Continued to work on VLCFA documents
- Involved in hiring and interview process for Project Manager, Facilities supervisor and Facilities assistant

COMPUTER SERVICES

Projects in progress:

- Updated information from our physical inventory is being entered into our new version of TrackIt!
- Goldendale phone upgrades are coming up and will happen in mid January.

Projects completed:

- The new HVAC unit for the computer server room is installed and keeping it nicely cool.
- The upgrades to the Vancouver phone system are completed. These will allow for additional IP phones.
- Stevenson public wireless is installed and available for use.
- Removal and replacement of Stevenson computers during carpet replacement went off without a hitch.
- Physical inventory of all electronic equipment is complete.

HUMAN RESOURCES

- 401a distribution project is completed.
- Open enrollment, 401a rollover and regular year-end, new year tasks completed

TRAINING

Conference/Workshop Registrations

- Registered 13 people for ALA Midwinter exhibits in Seattle
- Registered 5 people for ALA Annual Conference
- Registered 9 people for SirsiDynix Superconference
- Registered 6 people for Online Northwest Conference
- Registered Lee-Anne Flandreau for OCLC ILLiad International Conference
- Web Conferences viewed by staff:
 - Digital Oxygen: How "natives" behave when media and communications tools are ubiquitous

Substitute Training

- Continued rotation of existing subs (ones hired this summer and earlier) at additional branches, including training new librarian subs at some branches.

Other

- Planning reference training for fall
- Completed final Staff Library orders for 2006.
- Worked on the coordination of moving the Staff Library to the Annex.

ACCOUNTING

- Year-end closing activities

FACILITIES

- Completed the installation of new carpet in Stevenson
- Completed the installation of the new Liebert AC unit for the CS machine room.
- Negotiated and signed all custodial contracts for 2007.

Foundation Director's Report

Prepared by Rick Smithrud

January 8, 2007

2007 Benjamin Franklin "For the Common Good" Dinner

The Foundation is working with the Friends of Battle Ground Community Library on plans for a fundraising dinner on Saturday, January 20, 2007. The dinner will be held at The Cedars on Salmon Creek (formerly The Cedars Golf Course). Tickets are \$50 each or a table of 10 for \$500. The Friends of Battle Ground Community Library are looking for sponsors, donations for their silent auction, and/or donors who will help establish a matching fund for the cash appeal at the dinner. Tickets can be reserved by calling 360-666-1480.

2007 Bookmark Contest

Pacific Office Automation has printed and donated 60,000 copies of the 2007 Bookmark Contest Entry Form, saving the Foundation an estimated \$2,500 in printing charges. The Evergreen School District followed suit by donating the collation of the entry forms into bundles of 25, saving the Foundation an additional \$1,200 in bindery charges. The entry forms have been distributed to all kindergarten thru 8th grade classrooms within FVRL District's service area.

Stepping Stone Mailer

The Friends of Battle Ground Community Library and J.S. Collard Design worked with the Library Foundation to create a mailer for soliciting Stepping Stone Society donors. Scott Collard at J.S. Collard Design did the graphic design work as an in-kind donation. Stepping Stone Society members are donors who donate \$360 to the Battle Ground Library Campaign, which reflects the approximate cost to build 1 square foot of the new Battle Ground Community Library. In less than two weeks, more than \$5,400 has been raised through this effort.

La Center Casinos Charitable Fund

The Foundation has received notice that it has been awarded a grant from the La Center Casinos Charitable Trust at the Community Foundation for Southwest Washington. The grant will purchase stacking chairs and a rolling cart for La Center Community Library to support ongoing library programs. The chairs and cart have been ordered and should be available for use in early February 2007.

Paul G. Allen Family Foundation & Meyer Memorial Trust Grants

The Foundation is in the process of filing updated grant applications with both the Paul G. Allen Family Foundation and the Meyer Memorial Trust. These applications for these grants had been placed on a temporary hold status until the required threshold for local funding had been met. The PGA Family Foundation grant is seeking \$100,000 for the Battle Ground Library Project. The Meyer Memorial Trust application is a request for \$250,000 for the Battle Ground Library Project.

Friends of the Library Investment Accounts

As of December 31, 2006, the 12-month total return on most Friends of the Library Investment accounts held by the Foundation was 21.27%.