

FORT VANCOUVER REGIONAL LIBRARY DISTRICT Board of Trustees Public Meeting

July 13, 2009

1. **CALL TO ORDER**

Chair Jack Burkman called the meeting to order at 4:00 p.m. at Ridgefield Community Library and moved the meeting immediately into an executive session to discuss union negotiations and real estate topics. Executive session ended at 4:53 p.m. with no action taken. At 5:08 p.m., Burkman convened the Board workshop in the adjacent library.

2. **PRESENT**

Chair Jack Burkman presiding. Other Board members: Jane Higgins, Merle Koplan, Karen Peterson, Bonnie Reynolds, Rose Smith and Bill Yee. Administrative Team members attending included: Patty Duitman, Operations Director; Mary Devlin, Community Libraries Director; Kwang Kye, Technology Director; Melinda Chesbro, Content Management Director; Sue Vanlaanen, Communications Director; Doreen Turpen, Special Projects Director; and Karin Ford, Vancouver Community Librarian. Becky Pettigrew, recording.

Other staff and citizens attending: Anna Cross, Megan Dugan, Ann O'Reilly, Feli Paul, Adriana Prata, Kelly Sills, Rick Smithrud, Birgitta Stone, Joe Toscano and Jenine WhiteCastle.

3. **BOARD WORKSHOP: Values and Principles**

Burkman noted that this is a follow-up to a discussion that started at the April 2009 retreat. Ford moderated. A document was provided that contained the current Values and Principles as well as a summary of the retreat discussion and further suggestions from staff. Ford noted that at the retreat, the Board had asked staff to work on formulating these suggestions.

The Values and Principles were numbered in the document. Ford addressed each one with the Board as follows:

Item #1: Preamble statement

No changes were requested at the retreat and after further review the staff did not recommend changes. Ford asked if Board members would like to suggest a change to it at this point. Peterson said she liked the current version. There was Board consensus to retain the current preamble language.

Item #2: "Serves its constituents as an excellent and unbiased source of information."

No changes were requested at the retreat and after further review the staff did not recommend changes. Board consensus was to retain this current language.

Item #11: "Maintains current, appropriate policies."

No changes were requested at the retreat and after further review the staff did not recommend changes. Board consensus was to retain this current language.

Item #3: “Provides programs and services free of charge.”

Ford said there was previous discussion about how this could be impacted by fines and fees. Staff recommends waiting until after a workshop is conducted to discuss this. Duitman noted that the discussion is planned for the August and September Board meeting.

Koplan asked what it says in the Revised Code of Washington (RCW) about library-related fees and fines. Duitman said it is not addressed in the RCW; however, there is a Supreme Court case that describes our obligation to provide basic services free of charge. It identifies basic services as circulation and basic reference, which is pretty vague. There is no prohibition on fines and fees otherwise. Koplan recommended that the Board address the values first before getting into the workshop on fees and fines, so as to base the future workshop discussion on the values. For example, she said that if the Board wants to say our value is to only provide free services, it would be better to get that out now.

Burkman recommended removing this statement from the Values and Principles. He said we’re talking about changes that might include some fines, and if we want to even charge pennies it would violate the value. We’re on a path of considering doing something, even if it’s just a little bit. Instead of trying to craft an elaborate value around it, it’s no longer a value we have. Koplan said she’d prefer we look at values and decide whether this value is even realistic in terms of new technology that allows us to do more advanced things for people. Burkman said he thinks we’re saying the same thing; it’s no longer a value to include in the set and so we can take it out. There may be other values to replace it.

Peterson said it’s not a value for her; rather, it’s more like a procedure. She said if someone has to pay for a late book, that’s a way of doing business. People also pay for lost items. Burkman said we don’t do anything free of charge; we charge taxes in order to pay for services. Koplan asked if Board members were comfortable removing this value from the list. Smith said she is comfortable removing it. Higgins said we’re evolving away from this statement already. Reynolds said having a statement on equitability would be good. Yee said he had no problem with dropping the statement. Board consensus was to remove this value from the list.

Item #4: “Operates efficiently” and “Stays within budget and maintains adequate reserves.”

Ford explained that staff suggests combining these two values into a new statement that reads: “Operates efficiently within budget and maintains adequate reserves.” At the April retreat, the use of the word “budget” versus “revenues and expenditures” was questioned, as well as what is meant by “adequate.” Ford said that by combining these two values, it should make the intent clearer. She also noted that the word “adequate” is defined in the Fiscal Management Policy.

Burkman asked if most people in fiscal management positions would interpret the word “budget” as encompassing both revenues and expenditures. Duitman said that is generally the understanding of a budget. Higgins said last year we stayed within the projected budget, but the revenue wasn’t there and so we had to adjust to stay within revenue. Burkman said we adjusted our budget several times that year. We adjusted as we thought the revenue was softer, and then when more information came in we adjusted it further; it was a teeter-totter back and forth. Duitman said that’s generally good fiscal management.

There is an expectation that you will adjust the budget during the year, so it's not a static document. Higgins said she understands that, but is just not that familiar with the document and it will grow on her. Burkman said there's not just the budget document. The Board receives estimates and then the actual amounts come in later. Then there's a rebalance based on the new information. Koplán said the other way is to base it on the previous year but then you'd put yourself behind – you wouldn't get the full revenue due to you. Burkman said that would be ultra-conservative. Duitman said it would be a violation of state law if we did not submit our budget request a certain way. Burkman added that we'd be on shaky terms if we decided to adjust the budget because we thought something might happen. Duitman said certified revenue on property tax must be stated; the auditor looks at how you change your other revenues as it comes in, as we know more information.

Burkman said he felt the value statement as suggested by staff was appropriate. Ford asked if there was any concern about the wording and none was expressed. Peterson and Koplán both said it sounded great. Board consensus was to accept the new wording suggested by staff.

Item #5: “Fosters individual choice through a wide range of materials and programs.”

Ford said the word “range” had some question previously; staff suggests replacing it with the word “variety.” Peterson and Koplán both said they liked this idea. There was Board consensus to retain this value but to replace the word “range” with “variety.”

Item #6: “Provides a designated public forum and marketplace of ideas.”

Ford said staff suggests changing the wording to, “As a public forum, provides a venue for the marketplace of ideas.” This puts the emphasis on the library serving as a venue. Higgins said if a branch is too small, what is the thinking about it still being able to provide that venue? Ford said fulfilling the role of a venue could include four people sitting around a table talking or it could be providing a display case. Turpen said the marketplace of ideas fits the intellectual freedom construct. The role also includes having a wide range of materials. Through these avenues we allow for the distribution of a whole range of ideas.

Koplán said she sees the word “marketplace” as being problematic for its business context; she associates it with money being exchanged for goods or services. Burkman agreed it could be a problem. Reynolds suggested replacing it with “exchange.” Chesbro said she thought the term “exchange” could work just as well. There was Board consensus to accept the staff's suggestion for new wording, but to replace “marketplace” with “exchange” so it reads: “As a public forum, provides a venue for the exchange of ideas.”

Item #9: “Meets community needs through partnerships.”

Ford said that at the April retreat, it was suggested that the wording be changed to “Meets community and district needs through partnerships.” Staff suggests an alternate statement: “Seeks appropriate partnerships to help meet community and district needs.” Adding the word “appropriate” indicates that partnerships are done to meet both the community and district's needs. Burkman said the word “appropriate” may be interpreted differently now versus five years from now. If there is an emphasis on it meeting district needs, he asked if the statement should be more bounded than that. Reynolds agreed. Koplán said she

appreciates how it expresses that we would be proactive in seeking partnerships. Yee said the value needs to allow some leeway, as what is beneficial in one year may be problematic in another. Burkman said he's hearing that flexibility is desired. Higgins asked who would determine whether a partnership is appropriate. Burkman said if there is a concern, it would come back to this Board for a discussion about what is meant by appropriate. Ford said it is not just about meeting FVRL's goals; it is about being in partnership with the community to meet their goals. Peterson said partnerships are formed outside our own sphere in order to be part of the community. Koplan said we can't be everything to everyone, and Burkman said that's why the word "appropriate" is included. Yee said anyone can challenge what is meant by appropriate. Devlin noted that the words "to help meet" are included as qualifiers, so it doesn't sound like we're going to meet all of the community's needs in all areas. Chesbro said from a staff perspective, this gives her something to test against. It also gives the Board room to discuss a partnership opportunity. Having a more vague word there allows for discussion rather than it being cut off at the beginning.

Ford asked if the suggested language was acceptable and Koplan said she could accept it. Koplan noted that these values would periodically be reviewed, so they could be changed in the future if they don't work. Yee agreed. There was Board consensus to accept the wording as suggested by staff.

Item #12: "Uses technological advances to assist in service delivery."

At the retreat, it was suggested that this statement be removed, as technology is a tool rather than a value. Board members agreed with removing the technology value from the list.

Ford said that the Board had also previously suggested having a statement about innovation. She said the district approach has not been to be on forefront of innovation; we're more conservative. Burkman said when considering the scale that has innovation on one end and limited tax dollars on the other, it sounds like we must live under limited tax dollars. Peterson said we are willing to invest in technology when it provides the benefit of efficiency. Burkman said we're willing to take a little risk, but not a lot. We're not typically on the cutting edge of testing out new technologies. There was consensus to go without an innovation value.

Item #13: "Operates as a unified district with centralized management and support services."

At the retreat, it was suggested that a statement be added regarding the value of the district as a whole. Staff suggests the above wording. Burkman said it describes our "hub and spoke" model. Smith said it sounds good. Koplan said it should have been there all along. Higgins said it's a statement of what we are rather than what we value. Burkman said these are not just values; it also includes principles. He said this principle describes our operating framework. There was Board consensus to accept this new value as stated.

Item #14: "Recognizes that well-qualified and well-trained staff is essential to accomplishing the district's mission."

At the retreat, the Board had suggested a new statement be added about quality staff and quality of service. Ford said everyone says they provide quality service; our recommendation is that to provide that, we must have well qualified and trained staff.

Peterson said she'd like to add something to this. We have nothing in here about valuing the library profession or librarianship. She said we value the field of library services. Burkman said we value the contributions of all the library personnel. Peterson agreed and noted that the district has many support staff who do not work in public services. Devlin asked if this new statement refers to the librarian degree or to all district staff in general. Peterson said it would be all staff and Devlin expressed appreciation for that. Burkman suggested that this idea go into a separate value statement and not be incorporated with the current one being discussed. Peterson agreed with that. Burkman suggested the Board ask staff to craft a draft statement and there was agreement from the Board for this to happen. Peterson stressed that the new statement should cover all staff, including those who check in books, the couriers, the librarians, those working behind-the-scenes, and so on. She said she'd like the general public to recognize the professional depth of library services, and for the Board to say we value the staff's professional skills.

There was some discussion of key wording for a new statement, and the term "professionalism" and "skill" were suggested. However, Ford noted that the word "professional" has additional meanings related to degree-level positions, and should be avoided in the new statement.

Burkman said item #14 expresses the value of staff being well-trained, and there was agreement with the Board to accept #14 as stated. There would be a new item, to be added as #15 to the list, to be drafted by staff and brought back to the Board for review at the next meeting. Item #15 will address the value of the profession in that all staff is valued for their skill and contribution to the organization. The staff has a critical role in meeting the mission.

Chesbro said there is nothing in the values that mention the word "library" or "library services." Part of our mission is to offer quality library services. She wasn't sure if it should go into the values or if it's something more fundamental. Peterson said it may go in the preamble.

Koplan said we need to change the order of the values so that they are in priority order. It was also questioned whether the new #15 statement might work well in the preamble.

Item #8: "Operates as an integral part of the community."

Ford said staff has reworded this statement since the retreat, to try to incorporate ideas about what the library is doing and what the district is. The new wording suggested by staff is, "Recognizes that each library is an interdependent part of the district and follows district policies and procedures, while also being an integral and relevant part of its community." Koplan said you captured what we were really saying at the retreat. Burkman said he likes the use of the words "integral" and "relevant." Peterson and Yee said it sounds good. There was Board consensus to accept the wording as suggested by staff.

Item #10: "Encourages individual branch identity."

Ford said staff suggests removing this statement as it's been incorporated into #8. There was Board consensus to do so.

Item #7: “Offers equitable service throughout the district.”

Ford said the staff has had discussions about what is meant by “equitable,” and there is no consensus. It’s a very important statement to make; it is also in the eye of the beholder. It has some benefits but also causes some operational problems. Burkman asked about the operational problems. Duitman said it’s real difficult to separate equal and equitable. Therefore if it’s in one branch, it must be in all branches even if it doesn’t fit in one location; it becomes a “one size fits all” approach. This makes it difficult to implement creative ideas. An example is the Early Learning Center (ELC). We want to put some ELC components in all branches, but some smaller locations might not be able to fit it in. Does this then mean none of the libraries get to have ELC components? Another example she gave was the implementation of electronic resources. Some of the upriver branches did not have capacity and speed to provide certain electronic resources, so we questioned if we could even offer those resources at any of our libraries.

Ford said the dictionary definition of equitable has to do with being fair and just; it’s almost a legal term. Higgins agreed that equity is a difficult term, but said that struggling with it is not necessarily a negative thing. It comes up in a lot of other areas: age, race, and so on. Burkman asked how these values will be used – are they the Board’s or the organization’s values? Koplan said as a policy-making board, it’s what we hand to Ziegman to run the district. Burkman said so the staff needs to have some understanding of what it means. He’s hearing that the word “equitable” is a problem. Ford said there is an inability to have a consistent definition among people about what it means.

Reynolds said it’s an ideal that’s worthwhile. Would it make a difference to start the value with the words, “Strives to”? Chesbro said it might be helpful to hear what the Board thinks equitable means, to provide us with a working definition. Yee said there is also how the public views the word, and the public will very likely feel that equitable means equal. They’ll say, “You’re not striving hard enough.”

Devlin said that in planning future service delivery, if we were to consider a storefront library that might have a popular collection but no programs, for example, or an unstaffed kiosk, would we be prevented from considering those ideas due to the issue of equitable meaning “equal”? We’re beginning to explore different models of providing aspects of library services, and how can that be done within this current principle? Burkman said the conversations were not around equitable, but rather providing solid service to both the urban and rural, and the upriver and downriver communities. Is there something else that isn’t hitting that issue, which expresses the desire to provide solid services to all areas of the district? Reynolds said with some trepidation she suggests the word “appropriate.” Higgins said the dilemma expressed by Duitman regarding the ELC is an example that satisfies her. Yes, the enhanced ELC will be in the new main library. When the Board recently attended a special presentation about the ELC, it was noted that components of the program would rotate throughout the district, which to her means equity has been addressed. You can’t plopp what’s going to be in the new main library into the new Battle Ground library, as it wouldn’t fit. Burkman said it sounds like, however, when the word equity gets propagated out, it loses its definition. Higgins said the public discussion about it is important, though, as it causes us to struggle which is good. She said there are people involved in civil rights who are just never going to feel they’ve reached a margin of equity. Burkman referred back to Reynolds’ suggestion of the word “appropriate.” Reynolds said it shows responsiveness to the local population.

Unfortunately, the discussion had to be cut short due to the time. Burkman asked the staff to come back with a few suggestions to act as fodder for continued discussion, based on what was heard here. Koplán noted that everyone in the district has access to all the library services – that means, for example, that anyone from upriver can use the library in Vancouver, and vice-versa. Everyone has access to all the different libraries.

Burkman recessed the meeting for a break from 5:58 to 6:10 p.m.

4. **AGENDA**

Burkman suggested moving the report from Kelly Sills up in the agenda so it precedes Board Business. The agenda was approved as amended.

Burkman also noted that Ziegman was absent from the meeting tonight as his new grandson was born today. Koplán said this is the first Board meeting she's aware of that he's ever missed since he became Executive Director nearly 9 years ago.

5. **MINUTES**

The minutes of the June 8 and June 16, 2009 meetings were approved as presented.

6. **ANNOUNCEMENTS**

Burkman said that two youth had considered attending the meeting tonight to do a "cheer" for us; however, one of them ended up having to be out of town today. Ridgefield Community Librarian Ann O'Reilly said that the two girls, who are ages 12 and 9, are volunteers for the Ridgefield library. They had put together a cheer for the library for the Independence Day parade. However, it was too noisy at the parade for anyone to really hear their cheer. So the girls asked if they could share their cheer with the Library Board. O'Reilly said she had offered for the staff to make a video of them doing their cheer, which can then be shared with the Board later.

A memorial service was held earlier that afternoon for Ellis Dunn, who was a teacher and administrator for Clark College and who also served on the Library Board from 1991 to 2003. Burkman noted that he himself fills the seat vacated by Dunn when he retired from the Board in 2003. Dunn also chaired the Citizens for Better Libraries campaign in 1991, helping to get community support for the library's successful levy that funded automation. After leaving the Library Board, Dunn acquired the Pioneer Street Café and lived close by here. Burkman said Dunn will be sorely missed by many.

Burkman also mentioned that the former Battle Ground library building has been sold. It was purchased for \$140,000 and the new owner took possession on July 1. The parking lot was not included with the building (the parking lot is owned by the school district).

7. **CITIZEN COMMENTS**

Toscano expressed appreciation at the sentiment of the two girls who have put together a library cheer. Related to that, he said he had just watched a parade on television where library staff was doing a synchronized routine with book carts.

8. SPECIAL REPORT: Clark County Local Revitalization Financing

Kelly Sills, Economic Development Manager with Clark County, attended to provide information about Clark County's application for Local Revitalization Financing (LRF). A handout was provided. Sills introduced Adriana Prata, Senior Management Analyst at their budget office. The LRF is a tax-increment financing program approved by the Washington State Legislature, and it replaces the LIFT (Local Infrastructure Financing Tool) program. Clark County is part of the LIFT that funds the underground parking lot for the new main library. FVRL agreed to be part of Clark County's LIFT for road improvements around the 179th Street freeway interchange in 2008, but that project didn't get funded. Clark County is trying again this year to get the project funded, through the new LRF program.

Sills noted that one way the LRF program is different from the LIFT is that instead of taking a vote to be a participant, you have to vote to opt out. The state decided that all except school districts are automatically in. If you don't want to participate, you take a legislative vote to opt out. That applies to the County as well; for example, if the City tries to create an LRF, the County has to vote to opt out.

Sills noted that FVRL's participation would not take money away from our current tax base; it would instead earmark a percentage (75%) of future new revenue created by growth in the value of the proposed project area, which then goes back into that project to pay for it. Just last week, they were looking at \$88 million in road projects, but have since scaled the project back. They are trying to focus more narrowly on what is doable, noting that the economy isn't stable, and keeping it conservative to those areas affected so it can move forward.

Sills thanked the Board for their vote to participate in the LIFT the previous year. Koplan asked for clarification about the library's purpose in participating. Sills said last year the LIFT was a competitive process that benefitted if there was multi-jurisdictional support. The LRF is not competitive, so that aspect is not as important. The LRF program is first-come, first-serve and there is \$2.5 million in state matching funds available, with up to \$500,000 going to the first 5 projects (as long as those projects meet a checklist of requirements).

Burkman reminded Board members that the City and County agreed to be part of the LIFT program that will pay for the underground parking at the new main library. This is about a partnership that helps entities move projects forward. Sills said that if the FVRL does not participate, there is language that they must use in order to do that. Yee asked about the costs involved if FVRL stays with the project. Sills said it's about \$1.2 to \$1.5 million over the 25 years of the project (again, this is not money taken out of our current tax base; it's new revenue for a redeveloped area that would not exist if that area were not developed). Prata said these are conservative numbers that represent 75% of the increase in property value; there is another 25% that would become new revenue for FVRL as a result of the new development. Burkman asked what the development includes. Sills referred to a map in his handout that depicts a mix of uses, including business park, commercial, light industrial, mixed use and residential. One of the projects is by Killian Pacific and is underway. Duitman asked when the first revenue would be received as far as the increment. Prata said construction would start in July 2013, and they need to

generate the minimum \$500,000 to match the contribution before getting money from state. We would see the increase in the second half of calendar year 2015. However, since the library district doesn't receive sales tax, we would only be concerned with property tax which would be impacted in 2016.

Sills said that LRF applicants are required to provide 30 days notice prior to a commissioners hearing, to affected entities. This official notice will come in the next week or so, as the hearing is scheduled for the last half of August. The County does not intend to make a presentation to every district, but they are doing it for FVRL and the Port of Ridgefield, as they were participants in the previous year. No action is requested tonight; rather it's an opportunity for Board discussion.

Burkman turned the chairmanship of the meeting over to Smith, as he said it would be a conflict of interest for him not to do so since the Killians were mentioned and they are contributors to Burkman's political campaign for a Vancouver City Council position. Smith presided over the discussion.

Yee said our previous action on Clark County's LIFT speaks to how this Board feels. He said he feels the project hasn't changed enough to change that support. Sills said this program came about at the end of the State's legislative session, which was in June. Last week they finally promulgated the application, and applications need to be finalized by September. When you have districts participating in a program, you have to have interlocal agreements. Given the short timeline, the complication of interlocal agreements makes including extra districts very difficult. Sills said that ironically, there may be more benefit in not participating. He said there is no political need to participate due to this not being a competitive process. Also, there is not a large enough fiscal need that would cause a huge impact for the project. Those interlocal agreements are required as part of the legislation. Sills said he appreciates the sentiment of the Board to continue its participation. It's encouraging to hear the support between different entities. His practical perspective, as it relates to the required paperwork, is that remaining in the project may not work as well. Sills said he would get back to Ziegman on this issue, once he knows more information.

Yee clarified that it sounds like in order to support the County, it is better for FVRL to opt out. Sills said yes, as embarrassing as it sounds, that may be true. Sills said he needs to work through the issues further to verify this but would be in touch with Ziegman once more is known. Prata clarified that, based on Killian's project in the LRF area, the first funds for FVRL would be impacted in calendar year 2015.

Smith thanked Sills and Prata for coming to the meeting to share this information. Smith then turned the meeting back over to Burkman.

9. BUSINESS

A. FVRL Expenditure Approval

MOTION: Jane Higgins moved and Rose Smith seconded approval of the accounts payable, payroll and payroll payables as presented. The motion carried unanimously.

B. Vancouver Library Capital Facility Area Expenditure Approval

MOTION: Jane Higgins moved and Rose Smith seconded approval of the Vancouver Library Capital Facility Area expenditures. The motion passed unanimously.

C. Battle Ground Fund Expenditure Approval

MOTION: Jane Higgins moved and Rose Smith seconded approval of the Battle Ground fund expenditures. The motion passed unanimously.

D. Additional Board meeting in October for Budget approval

As the FVRL budget is becoming more complex, it was suggested that the Board hold two meetings in October. The budget could be reviewed at one meeting and then action could be taken at another. This would provide more time for review. Pettigrew will be in touch with Board members to schedule the second meeting.

10. SPECIAL REPORT: Implications of Sirsi system upgrade for library users accounts in collections

Chesbro shared information about the Sirsi upgrade and how it would impact users whose accounts had gone into collections. She said staff would like to implement the upgrade on Labor Day, since libraries are closed that day. There are many good features and bug fixes in this upgrade. It adds the ability for patrons to keep lists of books from session to session. It also improves the display of book jackets so they are more consistently there. Navigation in the My Account area will be improved, which is where you renew books. The system will skip closed dates on the hold pickup shelf (it currently doesn't), which will help patrons and staff. Technical Services Manager Yvonne Iverson had provided Chesbro with a long list of ways that the upgrade will streamline work for her department. The upgrade would also allow for better staff management of holds, so if they have to move holds from one title record to another it can be done in a big group versus individually.

However, it will impact patrons who are currently in collections. FVRL refers patrons to collections if their accounts have \$40 or more owed and it's gone far enough past a final billing cycle. Additionally, a \$10 fee is added for having gone to collections. These patrons are then blocked from placing holds and using the library's internet computers. As soon as they pay down below \$40 we unblock them, whether or not they've fully paid the amount in collections. Some patrons pay down their balance but still have money owed in collections. They do this to get their service back. With the Sirsi upgrade, these patrons would become blocked until they've paid down to a zero balance. Yee asked if there is a choice in this part of the upgrade, and Chesbro said no. She also noted that FVRL may be the only library around that gives patrons their services back without requiring them to fully pay what is owed in collections. She said that FVRL has 3,800 patrons currently in collections owing less than \$40 that would be impacted by the upgrade. Staff is planning to send these patrons a letter in advance, so they are aware the change is coming.

It was questioned whether or not this is a policy change. Duitman said that in reviewing the Library Privileges Policy, there is debate about whether the change would be in violation. It doesn't say what the limit is, just that patrons must pay down sufficiently to be within the limits. The limit could be zero. However, as it is a bit vague, it could be open to debate. Duitman noted that the Board will be reviewing this policy later when

looking at fees and fines; should the review wait until that time, or should it be reviewed twice in the same year?

Koplan addressed concern about the number of patrons impacted by the change, which said makes this a bigger issue. There is a cost for FVRL associated with each person who goes to collections. Before we send them to collections, they've had multiple times to improve their situation. In light of the fact that we have an economic situation here, she said she felt this issue should go to the policy committee so the bigger picture could be examined.

Burkman said if we don't change the policy, we put off the upgrade or do custom coding. Peterson said she thought it could fit within the current policy. Burkman said it was vague and Koplan said there is the bigger issue as well. How do we want to handle the issue about patrons referred to collections who can't use the services until they pay the full amount owed? Higgins asked about the cost of the upgrade and Chesbro said it's just part of our maintenance so is included already. It would just mean putting off doing the upgrade until later. Reynolds said we could send a note to the affected patrons saying that on a given date it goes into effect; she agreed we are in compliance in a vague sort of way.

Burkman summarized the issues and asked if the Board felt comfortable with saying these 3,800 patrons would be barred from using the library because they've incurred expenses? Higgins said if we sent notices to these people ASAP, is it reasonable to think that most of them could pay that debt in 6 weeks? Chesbro said the intent is to send notices so they have fair warning. Eventually, you'd want the policy to more closely reflect that change. Do you want to change the policy in anticipation of this and then again for fines and fees, or do you want to do all the review at one time later on?

Burkman asked if it were possible to remove the 3,800 accounts from the collection agency. Circulation Coordinator Megan Dugan said that in order to do that, our collection agency would likely assess a fee to FVRL for each record. Dugan added that those in collections can either pay the cost of the books or they can return the books. They would still have to pay the \$10 fee for having gone to collections.

Koplan said she would prefer this go to the policy committee, as there are many issues to consider. Burkman said in doing so, this means the upgrade would not occur over Labor Day weekend. The next holiday it could happen during is Veterans Day. The policy committee could report back to the Board at the August meeting. Koplan suggested that the committee look at when people are getting notified and how often. People have a better chance of finding books if they get notified sooner. Burkman said we should not merge that issue into it right now, as we don't want to cause it to delay implementation of the upgrade beyond Veterans Day. Koplan agreed that it would be better that implementation happen by then, as the next holiday is Thanksgiving and she didn't want staff to have to come in during the Thanksgiving holiday.

Yee asked how many patrons are blocked for being over \$40, including those not in collections yet. Dugan said it's currently about 12,000 but that's among about 200,000 cardholders.

11. REGULAR REPORTS

A. Community Libraries report

Devlin's written report is attached. She shared several highlights from it, including summer reading and circulation statistics, information about self checkout and about floating the collection, all of which is going very well. She also noted that Woodland Community Librarian Abbie Anderson has resigned to take a new job in Kitsap at the Silverdale library. Information Services Librarian Sam Wallin will step in as the interim branch manager. Devlin will begin reviewing applications for the position next week.

O'Reilly introduced staff and Friends members from Ridgefield and then spoke briefly about several of the Ridgefield library's successful programs, including their stitchery group, teen/tween programs, summer reading and storytimes that all draw strong attendance. The kids involved in the youth programs recently decorated signs and a book cart that were used in a parade. The Wii that was donated to the library by the Friends has been very useful in these youth programs. Their Friends group has had success in selling used books on www.oncesoldtales.com; O'Reilly noted that there is no shipping fee for the books sold there. O'Reilly also noted that this year is the City of Ridgefield's centennial and events all around town are planned for August 22. The library will offer several craft activities including flip books and time capsules using recycled items. The library is also helping with research for the centennial.

B. Financial report

Duitman provided a financial report for June 2009 revenue and expenditures. She noted that the last page is a newer version than what Board members were previously sent. She said the revenue is as expected and where we wanted to see it, except for the Forest Boards; this was brought down to \$50,000. She also said FVRL would not receive the amount of investment interest originally planned for; it's at less than 1% right now. However, she is satisfied with where the tax collections are coming in but will continue to monitor it, including watching for some of the previous year's uncollected tax receipts to come in.

In expenditures, the wages and benefits are coming in at 46.9%. This is the time when substitute staffing budgets are used a little more heavily due to summer reading. Also in BG, there was additional staffing in anticipation of the new library bringing in more patronage. On the other hand, some of our branches have not used the substitute budget to the extent we'd anticipated.

Unemployment expense is higher; it comes in quarterly and Duitman expects we'll see at least \$30,000. Otherwise, Duitman said everything is on target.

Chesbro has redone the spending pattern for materials with the anticipation that we will spend into 2010 using a more May-April spending year. With that in mind, her percentage is right where we'd expect at this point in time. We do have one more debt service payment on the Cascade Park loan due on December 1. Sometime after that, we will close on that sale of that building. We're in short platting process, which has to finish first.

The pass-through for the City of Vancouver is for the interim parking lot at the new main library. Duitman said part of our agreement with the City is that they will pay for it but we'll make it happen. Because we're going out for bids on that project, we can actually add the paving of that lot as an alternate, and then it saves everyone additional funds. The \$22,500 is for designing the lot and initial review from the City. This does not go through the VLCFA, as the land for the new main library is now owned by FVRL (the VLCFA would own the building). The VLCFA is not authorized to pay or bill on issues related to parking, so that's why it has to go through FVRL. Billing for fees related to easements for construction goes through the VLCFA while billings for long term easements are through FVRL. Duitman said she's working with the City on the amounts and will need to do a budget amendment to reflect the data once she has it. Burkman said this is one that will just stand out as an anomaly. Higgins asked if the amendment would reflect that we would receive reimbursement and Duitman said yes, as all the items in that section are basically pass-through amounts.

Duitman said the charts have been adjusted based on what we now know as far as trends for the year, taking into account adjustments for cash flow. This is a mid-year correction, Burkman said. Duitman said that professional services is hard to predict as it depends on when bills come in; some is for legal fees associated with the main library property purchase. Koplan agreed with the difficulty of predicting in that area. Duitman said the district is not using a labor relations attorney in this year's union negotiations. She will conduct it instead.

Small equipment includes technology and Duitman said it will include a print management system, which will be explained more during the discussion of fees and fines in August and September. Duitman said the staff as a whole has done a fantastic job keeping their supplies purchases in check. This is a challenge, particularly when trying to provide crafts for programs and not knowing how much attendance to expect. Less has also been spent on travel and training, due to the staff taking advantage of free training opportunities including some that is online. Staff is also doing more carpooling using library vehicles.

Our spending pattern up until now has followed our revenue cycle within our budget calendar year, restricting us to doing most of our spending between April and October. This makes it difficult for staff and isn't the best patron service either, as it means we can't take advantage of new materials being released at peak publication dates. We're hoping to change this, and it's an allowable way to spend money. It will also mean when you see the budget, you'll see a new line where we're holding this cash for those purposes.

Duitman addressed the two new graphs included in the financials, which show 2009 cash balance, minimum cash level, and 2009 revenue. She said we're a cash organization, not an encumbrance one. We get most of our tax in April and May, then again a large amount in October. Our lowest cash level is September, as by then we've paid for subscriptions and renewals in addition to all the other regular or ongoing expenses.

Burkman said he appreciates the new charts.

C. Building Project Updates

Battle Ground

Turpen said this project has a few items to wrap up, but mostly has been turned over to the branch staff and Facilities department staffing for regular operation and maintenance at this point.

Cascade Park

Turpen said construction is expected to wrap up at the end of September. In next few weeks, staff should be able to narrow down FF&E details. A few people had commented that they couldn't see much activity at the site, but that is because most of the activity has moved inside the new library building. The north parking lot is going in. A sign package went out and we are working with the successful vendor.

New Main Library

Ford said the general contractor conducted the opening of the first bids, which primarily included concrete. We were pleased to see them come in under our earlier estimated costs. Duitman said final numbers are not available yet as there is still some verification to do with the bids, but we anticipate it being in the \$1 million range in savings. Ford said these savings go immediately back into the project to balance out where other bids may come in higher, or at the end, it may go to other things that had been value engineered out. The majority of the bids will be opened on August 13, and then it will take some time to go through them to see who is qualified. We've been reviewing the plans and trying to get last minute details narrowed down.

Vanlaanen noted the date and time of the ground breaking event: August 14 at 1 p.m.

Duitman said we now have all the legal documents completed with Killian Pacific / Evergreen Investors LLC and they have been recorded. She said this is a culmination of over one year's work. She said she's glad to have this done as are the Killians. She said they are a very good group and that they worked hard to provide us with all the easements, areas and licenses we need to operate on the site. Duitman also noted that we are working with Michael Day and Olympic Associates from Seattle. They have worked a great deal on design build as well as the GC/CM process that we're using, which is a different process from our other buildings. The builder was chosen at the same time as the architect and they're working together. This is legislation that we had to go to the state for, and because of that the RCWs have rules about bidding and how it goes. Because it's not our normal procedure, we have consultants helping us. It's been great to have them as some procedures are more difficult, and in today's bidding environment it's more contentious.

D. FVRL Foundation Update

Foundation Director Rick Smithrud introduced Joe Toscano, the Foundation Treasurer, and also Anna Cross, president of the Friends of Battle Ground Library. He shared details from his written report, which is attached. He also passed out flyers for the Battle Ground Friends' brick campaign (they have about 60 more bricks to sell), the

Goldendale Friends fundraising dinner, the Harry Potter movie in Battle Ground, and a book donation drive held in conjunction with Applebee's.

Peterson reminded Board members about the Authors and Illustrators Dinner that is on Nov. 17 at the Vancouver Hilton. Seating is based on when tickets are purchased. She then noted that Smithrud's report contains a feature every month about one of the Foundation Board members.

E. Other Reports

Reports from a number of FVRL departments were provided to the Board and have been attached.

12. **EXECUTIVE DIRECTOR'S REPORT**

A report was not given this month.

13. **CITIZEN COMMENTS**

None.

14. **BOARD COMMENTS**

Smith said that she had jury duty recently and noted that there were no books or magazines in the courthouse waiting area for the people who were sitting there. She forgot to bring something to read, as did most people. She wondered if some sort of collection could be placed there by the library or the Friends. Burkman said this is a great idea.

Koplan said she spent a lot of time in the children's section of the new library. She was there after the library had its opening program and the shelves were empty. She said the prizes that the Foundation pays for seem to be what is really driving the program, especially for teens. Her 12-year-old grandson said he'd read when he heard what the prizes were. He even checked out a book, so the program works. She thanked everyone involved in putting together the program.

Higgins said that the blood drive that was part of the Twilight movie showing resulted in 33 units of blood being collected; the goal was 25 units. All the blood stays in Clark County.

15. **NEXT MEETINGS**

The next regular meeting is Monday, August 10, 2009 at the Battle Ground Community Library.

16. **ADJOURNMENT**

The meeting adjourned at 7:46 p.m.

Approved at the August 10, 2009 meeting

You're Invited!
Library
GROUND BREAKING
Celebration
for the NEW Vancouver Community Library

Friday, August 14 1:00 - 2:30 pm
Corner of C St. and East Evergreen Blvd.
Call (360) 695-1566 for more information or visit www.fvrl.org

Ground breaking plans being finalized for August celebration – Y'all come!

Our Vancouver Community Library ground breaking planning committee (Karin Ford, Nance Stepsis of the VA Friends, Shay Shinall, Jeanne Heikkinen, Katlin Smith and Holly Chamberlain of UrbanWords Group, and I) are meeting weekly to pull together all the details to make the August 14 event a great success. A news release went out last week and we'll be sending out a public announcement this week via email to 27,000 library card holders and several hundred additional community members. We'll be running ads in *The Columbian*, distributing flyers and mounting the above

banner at the construction site this week. The ground breaking event will include about 30 minutes of speech-making (Bruce Ziegman as emcee, Mayor Royce Pollard, Clark County Commissioner Marc Boldt, a Foundation representative, Jack Burkman representing the FVRL Board, Karin Ford, and Nancy Stepsis for the Friends), followed by the traditional breaking of ground and refreshments donated by local businesses and Friends of the Library. (We're advising everyone who attends to wear footwear appropriate for rough ground.)



Bulletin board shows "FVRL in the news"

For the full story of how newsworthy our libraries are, nothing can beat the visual impact of current print news clips displayed on the large bulletin board outside the district office door. I maintain this bulletin board with help from Nancy Olson, who reviews newspapers each day for FVRL stories and provides Admin Team with copies. I post the originals of news stories (I don't post editorials or letters to the editor) and Nance posts the monthly printed Events publication. We frequently see library visitors reading the articles posted there, as this is a high-traffic area – especially during Friends of the Library book sales. Stop by next time you're in the building and check out all the clips – they change almost daily.



Foundation Update

Good News

ESD 112-REACH Grant

- o Received \$6,000 reimbursement grant for White Salmon area school children



Burlington Northern Santa Fe Grant

- o Received \$2,000 for the Juvenile Detention Center



2009 Authors & Illustrators Dinner

- o Tuesday, November 17th at the Hilton Vancouver Washington

Authors & Illustrators Dinner Auction Packages Donated So Far:

- o Great Cats World Park-2 passes



- o Rock Creek Country Club-One \$4,000 membership



- o Cookies By Design-cookie bouquet



- o Transformations Spa Basket-includes \$250 gift certificate for a chemical peel



Upcoming Events

Harry Potter and the Half-Blood Prince Midnight Premiere (11:59 pm Thurs)

- o July 15 at Battle Ground Cinemas_benefitting Battle Ground Community Library
- o Call (360) 666-5865 to purchase tickets (\$9 each)!



Glass Onion Restaurant Fundraising Dinner

- o July 19 at the Glass Onion Restaurant in Goldendale between noon and 8 p.m.
- o Benefits Friends of Goldendale Community Library
- o Includes a silent auction
- o Call (509) 773-4928 to purchase tickets (\$45 each)!



Just-In!

The Foundation has received \$5,000 for the Avis Joanne Stewart Endowment for reading materials at the Woodland Community Library!

How Board Members Can Help!

Foundation & Friends Events
-Attend



Authors & Illustrators Dinner
-Sell tables/tickets
-Recruit sponsors
-Gather auction items

Now You Know...

Courtney Givens, founded Simple Pleasures Events over 10 years ago and has built her reputation around the nonprofit and corporate sector in both fundraising and corporate events. Courtney is also an active member of the International Society of Meeting Planners, Women Entrepreneurs Organization and Women In Support of Each Other. When she isn't working, Courtney enjoys spending time with her husband, Adam, her two cats - one of which is part bobcat - and her spoiled rotten French Bulldog, Rocco.





July 1st Battle Ground Library Summer Reading Program

FVRL Foundation Library Support

May 2009

TOTAL Battle Ground Community Library Building Project	\$252,788.79
TOTAL Library Program Support	21,976.32
TOTAL REACH Grant	872.80
TOTAL Collection	<u>933.09</u>
TOTAL Spent on Library Support	\$276,571.00

June 2009

TOTAL Battle Ground Community Library Building Project	\$53,139.67
TOTAL Library Program Support	6,981.70
TOTAL REACH Grant	1,127.18
TOTAL Collection	1,459.33
TOTAL 50% Trustee/Foundation Board Meeting Facilitator	<u>300.00</u>
TOTAL Spent on Library Support	\$63,007.88

July 1-10, 2009

TOTAL Battle Ground Community Library Building Project	\$119,297.85
TOTAL Library Program Support	10,668.75
TOTAL REACH Grant	89.82
TOTAL Collection	797.77
TOTAL Kelly Patterson Fund for Family Literacy	<u>27.02</u>
TOTAL Spent on Library Support	\$130,881.21

Date: July 13, 2009
To: Fort Vancouver Regional Library Board of Trustees
From: Patty Duitman
Subject: Operations Report

ADMINISTRATION

- Continue to monitor and work on the 2009 budget
- Started working on the 2010 budget
- Sold the last of the VLCFA bonds with an A-1 rating
- Finalized the sale of the old Battle Ground Library site
- Preparing for Union negotiations to start on July 17
- Finalized contract language for the Riverwest site
- Attended several building project meetings, workshops and hearings

ACCOUNTING

- Met with Clark County Treasurer's staff to set up sub-accounts within the Vancouver Library Capital Facility Area Fund for the final bond sale money
- Due to new law passed by Washington State Legislature, we are coordinating with Clark County as our treasurer for an electronic fund transfer to pay our monthly use tax to the Washington Department of Revenue electronically

FACILITIES

- Completed (61) work orders and (19) special events
- Cleaned out the old Battle Ground Library location to made ready for a new owner
- Completed repairs at old Cascade Park Library as condition of sale agreement
- Finalizing post construction work at the new Battle Ground Library
- Completed staff relocation from Main Street Annex to the Operations Center

HUMAN RESOURCES

- Positive feedback and enthusiasm from participants of the FVRL 2009 Wellness "Walk Around the District" program
- Staff, family and friends are registering for the Susan G. Komen Race for the Cure on September, 20, 2009 as a part of the Fort Vancouver Regional Library District's Team Book-N-It
- Staff are taking advantage of free training opportunities offered by the Washington State Library and local businesses
- Working on the 2010 personnel budget
- Two summer youth volunteers have started their six week program with us for training and mentoring in various departments within the Operations Center and Vancouver Community Library

PURCHASING and MAIL

- Held a surplus sale at the old Battle Ground Library on June 24
- Focused on furniture costing and purchasing for the new Cascade Park Library

Community Libraries Report For June 2009

PROGRAMS

- Summer Reading snippets:
 - By the end of June, 2,482 teens signed up for Teen Summer Reading.
 - Battle Ground had about 1,800 children and over 550 teens signed up.
 - Ridgefield had signed up 589 kids.
 - Three Creeks held three Summer Reading programs. At least 600 people attended the kick-off, a Suessian Carnival. Staff talked about SR to 5,400 students at 11 different schools.
 - Vancouver Youth Services staff spoke to almost 3,000 kids during SR school visits. More families using the library several times a week, some coming almost daily.
 - Vancouver Mall signed up 330 teens and 1400 children for SR.
 - White Salmon signed up 679 children for SR. Over 100 library cards were given to students during SR visits at Whitson Elementary. Seventy-six teens signed up, already more than last summer's total number of teen participants.
 - More than 700 children and 86 teens have registered for SR in Woodland. Two of the teens have already completed the program.
 - Cascade Park promoted SR to more than 2,200 kids during school visits. Some schools filmed Ryan Ellis and showed the video during their morning announcements.
 - La Center registered more than 830 SR participants. SR was promoted at La Center Elementary and Middle schools. Two kindergarten, one fourth, and one fifth grade class came for tours, stories, and to hear about SR.

- Cascade Park had a record number of people (779) enter the branch on June 22.

- On June 22, the first day of Summer Reading programming, Vancouver's circulation total was 4,708, the highest so far this year. That week was Vancouver's second busiest of the year, surpassed only by spring break week.

- Stephen Lattanzi's Creature Feature kicked off Goldendale's Summer Reading program for more than 200 attendees.

- Goldendale wrapped up its High School Arts Fest with the Student Choirs concert on June 2nd. The library, Golden Gallery, and local schools collaborated for this event.

- La Center hosted its first Young Adult Summer Read-A-Thon book discussion about Neil Gaiman's *The Graveyard Book*. The group chose six books to read and discuss throughout the summer. The La Center Casino charitable fund donated books for the program.

- Attendance at Ridgefield's Tuesdays at Two programs increases each week. Last Tuesday, The Curt Show attracted 96 people.

- Kim Antieau led a memoir-writing workshop at Stevenson. Twenty-one people attended the event including two mother-and-daughter teams, one with a mother from Spain who

wanted to learn to write family history in English for her daughters. Attendees came from Stevenson, White Salmon and Washougal.

- Stevenson hosted “Cooking for the New Economy” by Jean Johnson, author of *Cooking Beyond Measure*, who taught how to prepare healthful, delicious, and economical food in a flash.
- The Forum at the Library program featured a panel discussion on the Future of Newspapers with the publishers of *The Columbian* and *The Reflector* and the executive editor of *The Oregonian*. Library Hall was full to capacity for the program.
- Vancouver Mall’s summer story times have been well attended. During the first week 72 people attended their toddler story time and 90 attended their preschool story time. Parents are grateful for the library programs that do not have any out of pocket costs.
- White Salmon Friends’ member, Andre Lamoreaux, organized and narrated a magical evening of music for the White Salmon community. Ninety-five people enjoyed the music of the Old Time Fiddlers and music from fiddles, a banjo, ukuleles, an accordion, piano, guitar and a number of hand-crafted instruments (one called ‘Shoots-Balls-of-Fire’—not literally).
- Jason Ropp’s Dragon Puppet Theater kicked off White Salmon’s Summer Reading programs. After his show, Jason gave attendees a short course on how to make different puppet voices.

YOUNG ADULTS

- Battle Ground’s YAAB group made plans for the teen “Entertainment Night” and discussed the upcoming fundraiser, “Harry Potter and the Half-Blood Prince” movie night at Battle Ground Cinema.
- Cascade Park held a pizza party for tweens to wrap up the school year.
- Jennifer Studebaker (Young Adult Coordinator), Erica Rhodes (Children’s Services), and Lois Lamkin (Ridgefield) helped with Ridgefield’s Teen Summer Reading Kickoff. Participants played the Wii and made dream catchers and stuffed “fun creatures” from socks, mittens, notions and other items.
- Ridgefield tweens helped create signs for the 4th of July parade to highlight story times, the Stitchery Group, playaways, and the Friends’ used book sale. Two Tweens created library cheers they planned to do along the parade route.
- Seventy-three teens attended Three Creeks’ Teen Ice Cream Social.
- Vancouver hosted its first Tween ‘Scape program – an after school opportunity for kids to play games and socialize.
- Washougal’s Teen Book Discussion group discussed *Skellig* by David Almond. *Ladyhawke* was the June teen movie program. Attendees played Dungeons and Dragons and ate pizza before the movie.

- Jen Studebaker (Young Adult Coordinator) helped Abbie Anderson (Woodland) facilitate a tie-dying workshop for Woodland teens. Over 50 people attended the outside event, many of them wandering over and dying the shirts off their backs.
- Forty-three teens participated in Woodland's Teen Gaming June program.

COORDINATORS

- Jacquelyn Keith (Children's Services Coordinator) presented a children's services training at Stevenson.
- Erica Rhodes (Children's Services) distributed information about Early Literacy and Summer Reading at Silver Star Elementary School's Open House.
- Johanna Bateman (Early Learning Specialist) and Jacquelyn Keith participated in the SELF website development committee. SELF is working with Grace Communications to develop the site. Jacquelyn attended the SELF partners' retreat that focused on direction for the coming year.
- Johanna Bateman participated in York Elementary School's "Little Yorkies" monthly evening literacy program. Approximately 48 children attended with their parent/caregiver. Johanna was also a panel judge for Clark College's Early Childhood Education program's student presentations. Students presented projects and answered questions from the panel.
- Jacquelyn Keith continues her work with the REACH grant, a 21st Century grant in partnership with the ESD 112 and the Foundation. Programs were presented at Cook (Mill A School), Klickitat, and Dallesport.
- Jen Studebaker presented Teen Summer Reading and YAAB games information to GATE participants.
- Jen Studebaker trained Stevenson supervisors and asst. IVs on tips for working with teens, the teen brain, YAAB Groups 101, book discussion group facilitation, and book talking.
- JDC teens are participating in Teen Summer Reading. They can read ten hours and fill out their journals onsite then turn in their journals at a branch, register for the program, and receive their prizes when they are released from JDC. Several staff mentioned that the journals the JDC teens submit are some of the most thoughtful and complete journals.
- Battle Ground Library circulation is up 57% for June. Overall district circulation is up almost 7% for June. Checkouts and renewals are up slightly more than 1% for 2009. This is primarily due to 78% reduced mail checkouts.
- Self checkout machines at Battle Ground, Goldendale, Stevenson, Three Creeks, Vancouver Mall, Washougal, and White Salmon libraries processed 49% of all checkouts at these branches in June.

- In June the library mailed 1,185 items to pre-approved Mail Qualified patrons (May 834 items, April 871 items, March 2,324 items). As of June 30, 675 patrons are approved for the service (364 rural Yale patrons, 150 homebound, and 161 rural patrons).
- As of May 30, Unique Management Services has helped FVRL recover a total of \$1,045,074.40 from referred patrons. The library has recovered books and other materials worth \$920,782.78, cash in the amount of \$103,609.17, and waived bills in the amount of \$20,682.51.

COMMUNITY CONNECTIONS

- Several groups, Leadership Clark County, Battle Village Merchants, and Battle Ground's adult book discussion groups, teen book group, teen writing group, and YAAB, are enjoying meeting in the new library's Meyer Meeting Room.
- Ryan Ellis and Teresa Torres (Cascade Park) judged Union and Mountain View English class students' presentations on prize winning authors. As part of their project, students made mini posters which now hang next to Cascade Park's pick up holds section.
- Justin Keeler (La Center) led two graphic novel book discussions for 5th – 12th grade Klickitat students as part of a REACH grant.
- Stevenson staff have been busy proctoring final exams for several distance-learning university students. The library is the only proctoring site in Skamania County. Students constantly tell staff how important it is for them to be able to test locally.
- Barbara Jorgenson and Lila Walsh (Three Creeks) attended a Health Fair at Legacy Hospital and handed out 265 summer reading logs.
- Karin Ford (Vancouver) attended the 1st Citizen event and the YWCA fundraiser. Sheri Feinstein represented the library at the YWCA's Multicultural Resources Fair, whose purpose was to familiarize social workers and YWCA staff and volunteers with community resources for multicultural clients.
- Washougal continued presenting story times at Head Start through June 12. The Friends provided 15 copies of *Buz* by Richard Egileski that Sean McGill distributed to one of the classes. The particular class requested that Sean read this book every week for more than eight weeks.
- All the second graders from Gause Elementary toured the Washougal library in conjunction with visiting City Hall, the Police Department, and the Fire Department. Sean McGill answered questions about the library and librarians and promoted Summer Reading.
- Sean McGill and a teen volunteer taught seniors who are part of the Loaves and Fishes program that meets in the Washougal community room how to use the Wii console. Sean plans to do this again in July.
- White Salmon created a Facebook page that lists the branch hours, services, and upcoming events. Programs are getting more publicity through the page. The Big Kids' story time

drew three new families who learned about the program from Facebook, and this with the Facebook posting made just a few hours before the event.

- Blake Kincaid drove a library van in the annual Woodland Planters Day Parade with Friends President Al Swindell in the passenger seat and two Woodland teens in the back tossing candy to parade attendees. Blake also led children's activities and stories at the inaugural Woodland Farmers Market.

EXHIBITS & DISPLAYS

- White Salmon photographer, Joy Baker, displayed a wide range of works in White Salmon's Gallery. The display case featured a display by Elizabeth Funk of her late husband's WWII paraphernalia and a fascinating array of decorative metal objects (ash trays, vases, napkin wrings, etc.).

STAFF

- All library materials began floating on June 1. Vancouver joined the float that day and as a result their delivery has significantly decreased and their shelving has stayed current. Cascade Park is the only library that is not part of the float, but staff began tagging the collection and has already tagged over 1,200 items.
- Lee-Anne Flandreau (Vancouver) attended Battle Ground's June staff meeting to discuss the new electronic IS request form and the use of Fetch for shelf checks.
- Each branch library now has an assigned Information Services staff member liaison who will check-in with the branch each week to become better acquainted with branch needs and resolve any IS service problems.
- Information Services, led by Sheri Feinstein, conducted a survey of the use of the catalog / database computers. As a result, Vancouver is considering converting a few of these computers to Internet computers and/or laptop stations.
- The Washington virtual reference service (via QuestionPoint) added a Spanish-speaking service and Sheri Feinstein provided Vancouver's first Spanish chat reference session.
- Patrons are enjoying the new self-check machines at Vancouver Mall.
- To encourage patrons to use the self check machine, Washougal staff put chocolate by their machine. The chocolate was gone within two weeks, and staff report that use of the self-check machine increased.
- Abbie Anderson resigned as the Woodland Branch Manager and accepted a new position as Branch Manager of the Silverdale Library in the Kitsap Regional Library District. Her last day in Woodland is July 17. Sam Wallin (IS) will be the interim branch manager.

BOOKMOBILES

- Cynthia Dominik (Stevenson) did the first SR story time at Glenwood. Sixteen children and some parents attended.

- The Klickitat bookmobile began its SR story times, the only significant programming that the library can offer children in bookmobile communities. It is a signature activity in the minds of the bookmobile users.

VOLUNTEERS

- The ten Battle Ground library guides led two class tours and four Saturday afternoon tours. Classes had between 20 and 25 students, and the tours had between 4 and 10 people. Tours highlight information about the new library's features and design. Library guides do not address library policies, procedures, or services.
- Ten Battle Ground volunteers, ages 10 – 70, help by signing up children for Summer Reading and handing out prizes.

LITERACY & ESL

- Battle Ground's Literacy Program began holding the ESL conversation group and grammar class at the new library the week of June 8. Each group has an accompanying children's activities leader, who takes them to the children's room.

FRIENDS

- Battle Ground's Friends had their first meeting in the new library on June 2. At that time, their book sale room had made \$276.98 in used book sales since it opened on May 15. They report that the bookstore has averaged \$23 – 24 per day. They voted to purchase a brick in honor of Gale Criswell, a former Battle Ground librarian.
- Battle Ground's Friends sold 42 bricks at the Grand Opening and have about 50 remaining. They also received \$91 in donations from the massage chair, sold \$36 in Harry Potter/Battle Ground Cinema movie tickets, and received a \$100 memorial contribution in memory of Phyllis Hansen, whose husband Bill was involved in the building campaign from the very beginning. Friends raised about \$1,277 at the Grand Opening celebration.
- Three Creeks' Friends elected new officers and committee chairs.

DONATIONS AND BEQUESTS

- Grannie's Bloomers, a Goldendale nursery, donated 964 annuals to the Goldendale Friends of the Library to plant in the Maria Timmer Memorial Garden.
- Stevenson received a grant from the Washington State Library for the digitization of local historic documents. The grant provides staff training and equipment. Work will begin in the early fall.

TIDBITS

- A second grader wrote the following letter after a class visit to the Washougal library. "We thought the librarian was funny when he danced around like a running tiger. We can't wait to do the summer reading program with the five circles and earn prizes."

Technology Division - Monthly Board Report

June 2009

- Old Battle Ground library

IT staff cleared out the few remaining FVRL equipment prior to the closing of the building sale.

- Beta Test Site for ILS software

Brenda Cameron loaded the final release candidate of Symphony 3.3 for testing in June. The rollback to 3.2.1 and upgrade to this 3.3 candidate went very smoothly. Symphony 3.3 is expected to go into general release on July 9, 2009. It is likely that we will move to this release in the fall.

Symphony 3.3 highlights include:

- Separates the patron name into multiple fields
- System will now check the library's schedule before assigning a Pickup By date when a hold is filled. So the last day to pick up an item will always be a day the library is open.
- Hold queues can be transferred from one record to another and re-ordered.
- Collections will now be a user status. Patrons in collections will be blocked until all of their bills are resolved.

- Video Phone installed at Vancouver Community Library

On June 29th, a Sorenson VP-200 video phone was installed at the Vancouver Community Library. The video phone has been installed into the ADA workstation. Much thanks to SWCDHH for their assistance in making this happen. Amy Lee will be working on creating the instructions for FVRL desk staff. We expect this service to be available for public use by mid-July.



- ECC (English Conversation Circles) News

Amy Lee received two phone calls (from different individuals, potential participants, not service providers) from Vancouver, BC, Canada on June 17 to inquire about our English Conversation Circles. After a short interaction, Amy figured out they had the two Vancouver mixed up! One of the hints came when the caller told her he was calling her from the Sky Train! They both found us via the Internet. As any librarian would have done, Amy referred one of them to the local "Vancouver Public Library" in BC and the other to "Surrey Public Library" where he lived. We hope these local libraries have similar ESL programs to serve their needs, or at least they would be able to give them other referrals. We would love to have them as our students, but I don't think the distance would work out!

In other news, Deb Wallace, the WA State legislator, is one of two new volunteers for the CP ECC. We are honored that she chose to volunteer her time at our library.

- Intranet upgrade

Technology Division - Monthly Board Report

June 2009

We are working to configure, test, and implement new features within the upgraded Intranet. Specifically, Amy Lee is working on a new resource scheduling application, which we will first test with Battle Ground meeting room schedules. Brenda Cameron is working on a new staff directory and support desk application. In addition, we are discussing changes to the overall layout and look of the FVRL Intranet.

- RFID – Apex Circ Control Software

The Apex Circ Control software is used by staff for reading RFID tags directly into the SirsiDynix Symphony client. One of the critical functions of this program is assigning the correct security bit value. There is an “auto” setting within the Circ Control program that should recognize the staff task being conducted within the Symphony client and set the appropriate security bit value (i.e. turn off when the material is being checked out and turn on when the material is being checked in). This “auto” setting was not working properly. Brenda Cameron worked with ITG on addressing this issue. Working with ITG, a new custom settings file for the Direct Reader program and the WorkFlows batch file were created. We are testing this at TC with version 7.5 and at GD with version 6.2.

- Redesign of the FVRL network

Work continues with the restructuring of the FVRL network. There are still many more network devices to be moved. Many current segments of the network must be re-located. This re-location requires that all current equipment, such as computers and printers, residing in those segments be re-configured. All of this work is very disruptive and must be performed off-hours. As such, it is moving quite slowly. I expect that this work will be completed in 3rd quarter of 2009.

- Desktop Authority Software

IT staff continues to test and learn this software. Desktop Authority is currently being used to assist in network time synchronization.

- Meetings, Conferences, and Continuing Education

June 2nd, Amy Lee attended a webinar on BrainFuse-Job Now by BRC to learn more about this subscription-based service. This is one of the databases that have been proposed for use in our Hard Times grant application to the WSL.

June 4th, I met with Nathan Handlon, Senior Account Manager, from TBS, Inc.

June 4th, I met with David Viers and Frank Mounts at SWCDHH. While there, I viewed the VP-200 video phone running in public mode and discussed network/technology issues related to the impending move of SWCDHH to Main St. Annex.

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June 4th, Amy Lee conducted two workshops on “Effective Electronic Outreach” for the DVPA (Directors of Volunteer Programs Association) as part of their annual conference with the theme “Managing and Marketing Your Volunteer Program” in a new economy. Amy outlined the reasons and resources of using social media to outreach to potential and existing volunteers.

June 5th, I submitted a PEG Capitol Support Grant Application to the Telecommunications Commission of the City of Vancouver. The grant application sought assistance in replacing the current switching hardware in use for Comcast iNet data lines. The current switching hardware in use at FVRL supporting the iNet lines were declared end of life by Cisco in May 2003. The last day of support for the switches was Oct. 31st, 2008.

June 10th, Amy Lee presented a draft application for the WSL’s Competitive Hard Times Grant to the A-Team. Amy spent the following two weeks working on the details, revising the contents and soliciting support letters for the grant. Thanks to Doreen and Rick’s guidance, Amy finished and submitted the final application on June 23. Included in the application are four support letters from potential collaborators and local service providers. Amy did a fantastic job with this grant application and we have a very good chance of receiving the grant award.

June 11th, I spoke with Gregory Rose from the WSUV MIS Program concerning a possible partnership in creating internship opportunities for current MIS students at FVRL.

June 12th, I attended a meeting on NTIA Broadband Technology Opportunities Program sponsored by CCN (Communities Connect Network) in Redmond, WA. This meeting was mentioned during the initial “Broadband Stimulus Funding Response Task Force Meeting” in May by Jan Walsh, Washington State Librarian.

June 17th, Amy Lee attended the webinar entitled “Future of the library user experience” sponsored by the ULC (Urban Library Council).

June 17th, Amy Lee attended the monthly Latino Community Resource Group meeting. The group is exploring the opportunity to sponsor a second Resource Fair in conjunction with an existing one to provide assistance in Spanish language help for the vendors in order to outreach to more Latinos in the community.

Submitted by,

Kwang S. Kye
Technology Director

**Board Report
Special Projects
July 13, 2009
Doreen Turpen**

Building Projects

- Battle Ground:
 - Worked with Kelly to prepare a final order for furniture.
 - Prepared a fundraising list for the Foundation.
 - Worked with Jeanne to complete specs on final pieces of a sign package.
- Cascade Park:
 - Prepared an updated FF&E budget estimate. Established priorities for expenditures.
 - Worked with Kelly and Cascade Park staff to finalize design of service desk area, workroom, and basic furniture layout and priorities for the building. Worked with furniture vendors to narrow selections, finalize color palette, and find alternates for discontinued items.
 - Finalized signage package and managed RFP process to select a sign fabricator for that signage package.
 - Worked with Dennis, Kwang, and Cascade Park staff to confirm and finalize counts for technology (computers, self-check machines, AMH, telephones, etc.)
 - Worked with Bruce and Rita to prepare fundraising priorities list with costs.
- Main:
 - Reviewed and commented on 80% construction documents
 - Met with Karin and others to finalize shelving layout for the second floor and teen areas.

Department of Early Learning (DEL) Grant

- Concluded activities for the DEL grant. Managed the budget to assure that all expenditures were in and paid prior to grant deadlines. Expenditures came in approximately \$200 under the \$120,000 grant award. Final written report is due to DEL by July 31.
- \$50,000 of this grant was passed through to SELF for a communications strategy including a new web site. The new web site can be viewed at www.selfwa.org
- Consultants concluded concept design for the Early Learning Center (ELC) and work to develop an evaluation plan for the proposed early learning center (ELC).
- Burgeon Group, the consultant group working on this plan, developed presentation materials and shared those materials on June 16 in two presentations; one to library staff and community partners and one to Board members and Foundation Board members. A follow-up survey showed that the plan received positive feedback. Kim Van der Veen is developing responses to questions that came up in the presentations. She also made a presentation to branch managers at branch day.

Other

- Attended First Citizen of the Year award program for Florence Wager
- Participated in a retreat for SELF (Support for Early Learning and Families)
- Participated in meeting with Union to review changes in benefits.
- Worked with Amy Lee on a grant proposal she submitted to the Washington State Library under their Hard Times grant cycle.