

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

*August 14, 2006*

**1. CALL TO ORDER**

Chair Jerry King called the meeting to order at 6:00 p.m. at La Center Elementary School.

**2. PRESENT**

Chair Jerry King presiding. Other Board members: Bill Yee, Merle Koplan, Karen Peterson, Elena Smith and Rose Smith. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Operations Director; Doreen Turpen, Access & 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: Tammy Brightbill, Anna Cross, Jewell Foederer, Virginia Hansen, Jane Higgins, Joannette Jackson, Caryn Sipos, Rick Smithrud, Cynthia Volk and Meg Zaleski.

**3. AGENDA**

The agenda was approved as presented.

**4. MINUTES**

The minutes of the July 10, 2006 meeting were approved as emailed.

**5. ANNOUNCEMENTS**

On behalf of the Board, King thanked Friends of La Center Community Library for the meal they generously provided prior to the meeting.

**6. CITIZEN COMMENTS**

Jane Higgins, president of Friends of Battle Ground Library, issued a challenge to the other Friends groups. She said that as a way to support the Friends of the Vancouver, Cascade Park and Vancouver Mall libraries, the Battle Ground Friends are going to phone bank for the bond campaign one night. She said they challenge the other Friends groups to pitch in by picking a night to do the same. Their date is August 22. Higgins said this not a regular phone banking night and that the campaign staff is making this time available since they have a group signed up. Higgins said that all of us in the district win if the Vancouver bond measure wins.

Higgins also noted that there will be a special meeting between the Battle Ground Friends and the FVRL trustees on Monday, October 30 at 6 p.m. in Battle Ground City Council Chambers. The purpose of the meeting will be to discuss funding for the shell of the new Battle Ground library. Higgins said that the Battle Ground Friends also

look forward to the board's next regular meeting, which will be held on Monday, Sept. 11 in their community.

King thanked Higgins for her comments.

## 7. **BUSINESS**

### A. Expenditure Approval

**MOTION: Jerry King moved and Karen Peterson 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: Jerry King moved and Elena Smith seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.**

### C. Resolution 2006-6: Surplus

Duitman said there are some items in the surplus list that are of fairly minimal value (under \$100). These are old items that we used to consider capital. Duitman said we no longer capitalize items under that amount and so the board will see fewer of those items in future surplus lists.

A surplus sale is scheduled for August 18 from 9 a.m. to 3 p.m. at the old tennis court area behind the Vancouver Community Library. Koplan said that from the list, it looks like there isn't much value to any of it. She asked if it's worth having a sale. Duitman said surplus sales typically bring in \$6,000-\$8000. Koplan asked if the district is required to offer these items for sale. Duitman said yes, if there is any value or life left in items there is a legal requirement to make them available to the public. Ziegman added that the district could also do an intergovernmental transfer, but it's unlikely another agency would want any of the items in today's list. He noted that in the past, we did a transfer of an old bookmobile to the Skamania County Sheriff's department. We were no longer able to make use of the bookmobile on rural routes but the sheriff's department had a use for it more locally.

**MOTION: Merle Koplan moved and Bill Yee seconded approval of Resolution 2006-6, declaring library items as surplus and authorizing a sale of surplus items. The motion passed unanimously.**

### D. Policy Committee: Travel & Subsistence Policy

Koplan said that the policy committee, consisting of her, E. Smith and King, met to discuss this policy as part of their routine review. She said that in addition, Duitman provided the board with a well-written background report. Koplan said that the changes are to mostly make us compliant with IRS regulations. Also, an employee was concerned about being given more money in their per diem allowance than what they actually spent and asked if there was a way to only receive reimbursement for their receipts. Koplan said she thought it was very

commendable for someone to make this request for the benefit of the library. Koplan said that the policy also addresses issues like tipping and alcohol. Tipping is allowed up to 15% and alcohol is not included in any reimbursements.

Ziegman addressed why it is preferable to reimburse based on per diem rather than receipts. The district has been using the IRS per diem plan because it is much less complicated and takes a great deal less staff time in tracking receipts. The IRS per diem plan does allow us to make exceptions based on an employee-by-employee basis. Yee asked if it gets complicated with the different per diem allowances that are based on different cities. Ziegman said that there is a chart that shows all the cities and we notify employees ahead of time about their specific per diem allowance. For mileage and hotels, we simply provide the reimbursement. E. Smith said that the bookkeeping makes it more expensive to track by receipts and Ziegman agreed. King said that the policy leaves it up to the employee as to whether they will accept the allowance or turn in receipts. Duitman said that if we did not have a per diem plan, then any reimbursements we gave to employees would be taxable. The library district does not want to put employee reimbursements through payroll.

Duitman asked the board how they felt about the statement at the end that requires authorization for trustee travel. King said that the Chair may not always be available to provide authorization in a timely enough manner and thought that it wasn't necessary. Koplan suggested removing the first use of the word "trustees" from the second to the last sentence of the policy, and board members agreed. The sentence as corrected would say: "All travel and subsistence reimbursements for the Executive Director and Fiscal Officer must be reviewed and authorized by the chair of the Board of Trustees, or Trustee designee."

**MOTION: Bill Yee moved and Elena Smith seconded approval of the draft Travel and Subsistence Policy as presented, with one correction: omitting the first use of the word "Trustee" from the second to the last sentence. The motion passed unanimously.**

## **8. REPORTS**

### **A. Community Libraries Report**

A written report by Community Libraries Director Mary Devlin, who was unable to attend, is attached. Karin Ford shared a few highlights from Devlin's report. She said that July is the heart of summer reading. One of the most popular programs features Richard Ritchie, known as the "reptile man," which was held at most libraries. At the Mall library, 225 people attended the program. When the program was held in Battle Ground, rain prevented it from being held on the lawn and so the approximately 300 people that came crowded inside the library.

Vancouver Community Library hosted the first Summer YAAB Games event which brought together teens from all over Clark County. The event, which was organized by the Vancouver, Vancouver Mall, Cascade Park and Three Creeks

YAAB groups, included games, a hotdog cookout and a pie eating contest. Fifty-three teens participated and Ford said this surpassed their goal. One of the teens that attended, a 15-year-old boy, had been reluctant to sign up for summer reading, despite being encouraged by Youth Services Librarian Ruth Shafer several times. After this teen won the pie eating contest he decided he would officially sign up for the summer reading program. He went on to complete the reading requirements of the program several times, winning several prizes. Ford said that the prizes he selected were the Barnes & Noble gift cards, so he could buy books to read.

La Center Community Library Supervisor Cynthia Volk expressed her staff's appreciation for the support of the trustees and administration. Volk noted that the branch recently made a change in their open hours. This came about because patrons were saying they wished the library was open on Mondays. She said the changing was a very good decision and that they now find themselves busy on Mondays.

Volk commended the La Center Friends for their support. She said that the Friends are very helpful and do a lot of good work in the community including helping with welcome packages, giving money to teen summer reading and supporting La Center's Our Days event. Volk said the staff love working at the La Center library. Patrons come in every day thanking them for being there and regularly express their appreciation for the service. A Friend of the Library recently crocheted a rug for them to express her appreciation.

Volk said it's nice to be part of the community. Examples she shared of how important they've become to the community include how a girl who was recently diagnosed with cancer left a note in the library's return bin because she knows how much the staff cares, and a little boy rode his new bike to the library for his first trip.

King said it's good to hear these heartwarming stories and to know that our libraries make a difference in the communities we serve.

**B. About the District: Processing & Mending**

A special report about the district's processing and mending department was given by Content Management Director Melinda Chesbro, Collection Development Librarian Meg Zaleski and Technical Services Supervisor Joannette Jackson.

Chesbro said this department is responsible for the physical processing of library books as well as mending and repairing existing materials. The staff is also cross-trained in acquisitions and cataloging to fill any special needs.

Chesbro provided a handout that includes statistics for the department and examples of the various stickers they affix to books. She noted that in 2005 a total of 63,953 items were processed and more than 11,000 items were mended. Chesbro said they have eliminated their mending backlog.

Zaleski shared examples of items that would be mended versus those they would choose to discard. Books that are unappealing do not get checked out and so we want to either replace or discard them. For example, she showed the board a worn Mark Twain book that had some tearing and a stain on the cover. This book is still in print and so we'd want to replace it with a new copy. She said that we want books to be inviting and in good condition so that patrons will want to check them out. Another example was a book in which someone had used a highlighter throughout. Also, there was a travel book that was several years old and showing its wear. Since we buy new travel books every year, it's better to delete this one from the collection knowing that there is newer material already on the shelf.

Jackson shared some examples of items she is able to mend. She also showed a book that has a type of binding that is looser and allows it to lay flat when opened. A staff member thought that the book's binding was coming loose, but it is just the type of binding and needs no repair.

We use a bindery company for repairing some items. For example, we'd send an item there if it has historical value, is out of print and is something we want to mend for retaining in the collection. Some books she is able to mend herself. She uses a special beeswax glue strip to repair loose or broken binding. She demonstrated how she would use the materials and what the finished product would look like.

Koplan asked about the cost for sending items to the bindery. Jackson said it typically costs about \$11 per item, which is still cheaper than a new hardcover book. Chesbro added that we would only do this if the book was something that we really wanted to retain in the collection.

Some of the CDs in our collection have ended up with pitting or "rot" on them, often due to poor manufacturing practices. DVDs can get scratched and Jackson said she is sometimes able to resurface them. Post-it notes can really damage this type of media and Jackson has encouraged staff not to put Post-it notes on them.

Jackson showed some of the tools of her trade: cheese cloth, wax paper (for putting between pages), cloth tape (for a book's corners and bottom edges), drywall mesh for when a book she's fixed has uneven pages that need to be sanded off. She uses polyvinyl glue that stretches. Jackson said she really loves repairing library materials and truly enjoys her job.

Peterson asked for more explanation about the CD rot. Jackson said it occurs between the foil and the plastic of the CD, which causes it to skip. Ziegman asked if this rot is visible and Jackson said you can see it as little dots. She added that a manufacturer's processes can determine whether a CD will get rot on it. Peterson asked if it's typical to find this kind of rot on many CDs. Jackson said it can be a problem, but fortunately most of the library's vendors will replace damaged or lost

CDs for free. Those that do charge bill us around \$6 for a replacement and sometimes we just have to reorder it. Jackson said the vendors that replace the CDs for free are ones with which we have a standing order plan.

R. Smith asked about the oldest book that has come through the department for mending. Jackson and Chesbro said that the best sellers come through often, and Jackson said that *The Lion's Game* by Nelson DeMille has been repaired a number of times because it is such a heavy, thick book.

E. Smith said she is very impressed with Jackson's skills. King noted how many different specialized skills there are in library work and that staff gain even more expertise over time. He said he appreciates the staff's dedication.

Chesbro said Jackson gave a tour to a home school group earlier this year so they could see this behind-the-scenes work.

Jackson explained that the mending done in the libraries include video cassette replacement, fixing tears on pages and replacing Mylar jackets. Otherwise, all mending is sent to her.

Koplan agreed that the books will circulate more if they look good. Patrons will avoid books that are not eye appealing.

### C. Playaway Books

Chesbro showed the board a new type of audio book that is being tested for future addition to the collection. Playaway books are audio books stored in MP3 format. These are very small devices that contain the entire audio book and all you need to do to listen to them is plug in your headphones.

This format just came out in March. Chesbro said about 135 titles are available right now. Staff is still doing some investigating, but the product looks really good and we're planning to purchase them for our patrons soon. The units run on a single AAA battery, which we'll need to replace after each checkout.

Koplan asked about using rechargeable batteries. Chesbro said we'd likely use the cheapest AAA batteries available, which would cost us about 17 cents per battery. For a book that has a 23 hour play time, the patron would need to replace the battery at least once to listen to the whole thing. We would not want them to take a rechargeable battery out and then not return it with something equivalent. Also, the more a rechargeable battery is used the more of its power is lost until eventually you'd have to throw them away. Another consideration is the staff time and equipment for recharging the batteries. Chesbro said it makes more sense to buy inexpensive batteries and just replace them each time.

R. Smith asked about the cost of each Playaway book. Chesbro said they cost about \$30-\$50 per book, although we would get a discount on top of that. She said

the cost is comparable to books on CD. Another benefit is that the units are packaged in holders that are the same size as other media we offer.

It was clarified that we would not check out the units with headphones for sanitary reasons. Patrons would need to use their own headphones.

Koplan asked if there may be a problem with theft. Chesbro said since this type of media is so new, it's not yet known. There's currently no market to sell these units if people were to steal them. She said we want to try it out and see if problems come up, which could then be addressed. We could choose to keep them behind the desk if there is a high theft rate. We could also make them available only via holds. Ziegman said offering certain types of materials only via holds is a trend some libraries are trying out. This is one way they are trying to control theft. Koplan said she thinks theft could be a real problem, since these units are so small and would be easier to pocket. She agreed we may find it more staff intensive to have the items behind the counter, however.

E. Smith asked if there was any known downside to offering this new format. Chesbro said the units appear to be much more durable than CDs and DVDs which can scratch easily. The company sells spare parts and also offers lanyards, which we might get, in case people want to hang them around their necks. Peterson said people could easily lose them due to their small size and agreed a lanyard would be helpful.

#### D. FVRL Foundation Update

Foundation Director Rick Smithrud provided the board with materials for the Foundation's Authors & Illustrators dinner, including a Table Captains information packet and a wish list of items for the silent auction. They have mailed 14,000 invitations for the dinner and hope to have 950-1,000 attendees. Smithrud said there are 17 days left until the early bird price ends and they want to sell 200-300 seats during that time. Their board members have been going out to sell tables and have been very successful. Smithrud said he appreciates the help anyone can give.

The advertising for the dinner just started and includes a big ad in the Neighbors section of *The Columbian*.

Smithrud passed around a photo of artwork that was donated to the silent auction by Doren Keith. It is a beautiful tree-shaped lamp that is valued at \$5,000. Many people have already contributed to the silent auction but they still need more. Smithrud provided donation forms to board members.

Some businesses have adopted a unique new response to requests for gifts. They have set a reduced price for their gift certificates. For example, one business said they would give the silent auction a gift certificate valued at \$300 if we pay them \$171 for it. Smithrud said he'd like to be able to take advantage of some of these gifts. Sponsors are needed to underwrite the discounted cost of the certificates.

Smithrud said he believes that the auction would generate close to the gift certificate's value because they came close to that in previous years, especially for those related to travel.

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

## 9. **EXECUTIVE DIRECTOR'S REPORT**

Ziegman showed a feature article that appeared in the Life section of *The Columbian* on August 4. It is a 4-page spread about several FVRL patrons and how they are using the library. He said this is one of best pieces of coverage we've gotten.

Ziegman said he has spent a lot of his free (non-work) time volunteering for the bond measure campaign. He plans to continue this until Election Day. He's given a number of speeches to community groups and has heard very supportive comments. Several neighborhood associations are helping by handing or mailing out library bond fact sheets attached to their newsletters. The campaign has gotten a lot of yard signs out.

The Clark County Assessor office sent out property tax re-assessments recently. Most people's assessments have gone up. Ziegman said that the higher assessments do not mean the library tax will go up. In fact, he said the district is capped by a 1% increase each year, due to voter-approved Initiative 747. In addition, Ziegman said that citizens would not be paying more for the bonds if the bond measure passes. It just means that people would pay less per thousand of assessed valuation.

Other projects Ziegman continues to work on include fundraising for the Battle Ground library building project and working with the City of Washougal on their upcoming project. The City of Washougal will have a measure on the February 2007 ballot for a new complex that would include city hall, the library and the senior center. Ziegman and several other staff met with the City's architect and library consultant last week. He said the City feels the library is a key component in this project.

Secretary of State Sam Reed met with Ziegman and several others recently to provide an update and get support for the Heritage Building project. Ziegman explained that when the State considered eliminating the State Library several years ago, the library ended up being moved off campus to Tumwater. Now there is an effort to get the State Library back on campus as part of a Heritage Building that would also include Archives and the Capital Museum. It would be a wonderful place for people to visit. To be successful, it requires both fundraising and legislative support. Ziegman said that as we get closer to the next legislative session, he would keep the board updated.

## 10. **CITIZEN COMMENTS**

Tammie Brightbill said she is Vice President of Friends of La Center Library. She thanked everyone for coming to La Center. Brightbill said that the flowers from the dinner were provided by Virginia Hansen, who is the Friends Treasurer. Hansen also made a very nice birdbath out of a cabbage leaf, which Brightbill said is available after

the meeting for a donation to the La Center Friends. Several people expressed how lovely the birdbath looked.

King noted that he and several other board members visited the La Center library prior to coming to the meeting, and that it looks wonderful.

**11. BOARD COMMENTS**

King said he has done some campaigning for the bond measure on his own time. In talking with many people, he's only had two negative responses. There is a tremendous reservoir of goodwill toward the library. King has heard some concern about taxes but still people say they want to support it. He said he feels good about the contacts he's been able to make. Phone banking has gone well too, although King said you have to leave messages for a lot of people. King said he hopes most of the board will go out and campaign. R. Smith said she's going to help with the literature dropping soon. Koplun said she's been helping the campaign and is not hearing many comments about Internet filtering this time. She thanked staff for making the new filter policy a headline on the next district-wide newsletter. There are a few people that don't know about the change and those she's informed have expressed their gratitude. Koplun said the campaign still needs donations, so if anyone wants to make a contribution they do need it. She also noted an event that was occurring over the weekend that would provide an opportunity to garner support for the library.

R. Smith expressed her gratitude for help she received from Lindsey Thacker, a Telephone Information staff member, in obtaining information. She also said many of her clients have told her how much they like using the library's audio books.

**12. NEXT REGULAR MEETING**

The next regular meeting will be on Monday, Sept. 11, 2006 at Homelink/CAM in Battle Ground.

**13. ADJOURNMENT**

The meeting adjourned at 7:20 p.m.

*These minutes were approved at the Sept. 11, 2006 board meeting.*

## FVRL Board Report

Sue Vanlaanen, Communications Director

August 14, 2006

### August newsletter

Following up on the well-received June district-wide “postal patron” newsletter, we’re sending out a new two-page newsletter edition in the next two weeks, again to all 193,000 district addresses.

Once again, the newsletter prominently features an item about Internet filtering, plus brief pieces this time about “what’s happening” at each of the district’s libraries. Entries for the main library, Cascade Park and the Mall feature the September bond election, with small illustrations of the conceptual building sketches.

### FVRL info in translation

All public-service FVRL policies are now posted in both English and Spanish on the district Web site (About Us > Policies). In the past, Spanish translations of just a few major policies were available. However, we recently decided to provide Spanish translations of all such policies as a matter of course, and to update the Spanish version of a general information brochure about the district.

We’ll shortly be posting translations of select public-services policies in Russian as well, and creating a Russian-version general information brochure.

In the coming months, we’ll be considering whether there’s a need for Chinese translations.

### Vancouver bond info items are ‘selling like hotcakes’

We’ve now printed...and re-printed...and re-printed...a total of about 3,000 full-color bond fact sheets to keep up with demand. This is the first time we’ve gone to the extra expense of color copies, since this is the first campaign in which we’ve had images (artists’ renderings) to share.

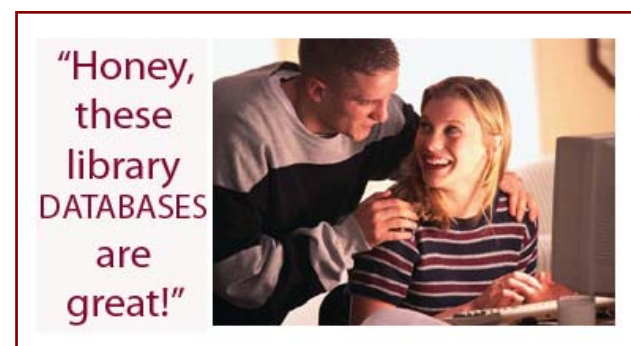
Inclusion of the color images has made a huge difference in patron interest in picking up the fact sheets, something Teresa Torres discovered when Becky Pettigrew sent a supply of color copies of the renderings to Cascade Park. When Teresa reported that the handouts disappeared almost

immediately, I decided to enlarge the document to two pages to allow us to include good-sized images.

We used the same colorful approach for the 15,000 bookmarks we’ve printed, which Vancouver-area staff are inserting in book orders until Sept. 19. I’ve also observed staff using the bookmarks to mention to patrons about the bond measure, which has been a great way for us to be proactive in raising awareness of the bond measure among library users.

Kudos for the appealing look of the fact sheet and bookmark go to Jeanne Heikkinen in the Graphics department.

### Publicizing databases



In a world in which LIBRARY is primarily identified with books, one of the most difficult library services to promote is “research databases.” The name itself inspires yawns, plus there’s the huge challenge of attempting to succinctly convey the existence and enormous value of these complex resources to the typical hurried library user.

Over the past two months, I’ve been dedicating more promotional space to “online information @ your library,” as the huge banner now on display in front of the main library says. Since the end of June, the home page has featured a specific database each week, including HeritageQuest, NoveList, Chilton’s car repair and ProQuest.

Use statistics for databases are highly variable month to month and affected by seasonal student use, making it difficult to track the impact of additional promotions. However, I’m hoping that in the long-run these efforts will result in both broader awareness of and increased use of our databases.

# **Foundation Director's Report**

## **Prepared by Rick Smithrud**

August 14, 2006

### **2006 Authors & Illustrators Dinner**

FVRL Foundation is selling tables and tickets for its annual Authors & Illustrators Dinner on Thursday, October 5, 2006. This year's dinner and silent auction will be held at the Hilton Vancouver Washington. The featured speaker will be children's illustrator and author Mark Ludy. The dinner committee is expecting this year's event to "sell out" with 950 to 1,000 guests. If you would like to host a table or know someone who would, please call Casandra Franzen at 360-699-8846 and reserve tickets or a table as soon as possible. Please help us get the word out about the dinner. A significant portion of our ticket buyers hear about the dinner from a friend or co-worker. Also, we are still looking for help in rounding up items for the silent auction portion of our program.

### **FVRL Foundation Selects New Officers and Adds New Board Members**

The FVRL Foundation's board of directors has selected new officers for the 2006-2007 fiscal year (July 1-June 30). Avril Massey is the board's new chair; Jane Higgins is the new vice-chair, and Liz Cebula is serving as Secretary/Treasurer. In addition, two new board members have been appointed to the Foundation Board. Anand Tawker, a former Hewlett Packard executive, and Linda Thomas, an executive with The Management Group, have been appointed to serve three-year board terms beginning July 1, 2006.

### **Meyer Memorial Trust Grant**

The Trustees of the Meyer Memorial Trust have invited FVRL Foundation to submit a full grant proposal seeking \$250,000 for the Battle Ground Building Project. This invitation follows selection by the Trust staff and Trustees of a preliminary Letter of Inquiry outlining the Battle Ground Library Project. A final decision on the grant will be made at the Meyer Memorial Trustee meeting in March 2007.

### **2007 FVRL Bookmark Contest Sponsors Needed**

FVRL Foundation is looking for five generous sponsors to help underwrite the cost of FVRL's 2007 Bookmark Contest. Each sponsor will contribute approximately \$2,000 to receive donor recognition on 67,000 bookmark contest applications and 99,000 bookmarks that are printed showcasing the winning entries. If you know of a company or individual that would like to be a bookmark contest sponsor, please contact Rick Smithrud at 360-906-2323.

### **Foundation Hires New Employee**

Jennifer Phillips has joined FVRL Foundation as a new employee. Jennifer started on August 1<sup>st</sup> and will be serving as an administrative assistant, helping the Foundation deal with all the documentation and paperwork needed in recording Foundation transactions. Jennifer was employed as a circulation assistant with FVRL District before starting her new position.

**Date:** August 14, 2006  
**To:** Fort Vancouver Regional Library Board of Trustees  
**From:** Patty Duitman  
**Subject:** Operations Report

---

## **ADMINISTRATION**

Continue working on the 2007 budget in order to meet with Board Budget Committee in Sept.

Bond measure documents completed for Sept. ballot.

Met with Dennis Pavlina, Don & Jane Higgins, Jackie Spurlock and Bruce regarding the Battle Ground library. Dennis will present the group with the "menu of building options" that could be included in the \$130.00 sq. ft.

## **FACILITIES**

Facilities work for the past month includes:

Completed over 95 maintenance work orders

Purchase/Received new Toyota van (at SOHA for signage)

Spread 15yds of bark dust at the Stevenson Library

Installed new exterior pole light fixtures at the Goldendale Library

Carpet cleaning done at the Battle Ground Library

Installed new circ. counter top at the White Salmon Library

Installed three new units of oversized shelving at the Vancouver Library

Completed contracted landscape work at the Vancouver Library

Upholstered (5) vinyl chairs for the Vancouver Library

Completed all internet station modifications (monitors on top of desks)

In the works:

Stevenson HVAC unit replacement (gas line works starts today)

Cascade Park Glass replacement (as a result of vandalism)

Ridgefield interior painting (scheduled for Aug. 21st)

## **COMPUTER SERVICES**

Workstation replacement is winding down. We have less than a dozen or so staff workstations left to replace on this wave of replacements. When these are done, we plan to order the replacements for Three Creeks, which will be every computer (staff and public) except the public internet PCs. (These replacements are budgeted in the library's regular budget, not the Three Creeks LCFA budget.)

The server replacements are going to occur soon. We have received the four replacement servers and have begun work on getting them setup and installed. There may be a small interruption in service for the intranet server which includes Intranet, Scheduler, Micromain, and Becky's various forms (including the Incident Report form) that she has on intranet.

We are going to be upgrading Symantec Antivirus in the next few weeks, because it has been causing some problems with the nightly backups. It's a known problem with Norton's AV product, and they have released a fix for it. The upgrade only involves the server and not the staff workstations. We will not be unprotected during this process, because the actual virus detection is done at each workstation - the server just coordinates updates.

Our new K20 T-1 is installed and seems to have fixed the afternoon "slow to a crawl" problem.

## **HUMAN RESOURCES**

The staff dress guidelines went into effect on July 1. Prior to them becoming effective, staff training was conducted. There has only been a few incidents where a supervisor had to remind a staff person about the guidelines, but this has not resulted in any problems.

We have had 2 new hire orientation sessions. The next one is scheduled for Friday, August 25, 2006. We have been receiving very positive feedback on these.

## **VOLUNTEERS**

Thanks to the teen and kids volunteers we were able to produce 20,000 summer reading packets in 2 weeks.

## **TRAINING**

### **Conference/Workshop Registrations**

- Registered 8 staff for WALE Conference
- Registered 5 staff for Internet Librarian Conference
- Registered Jacquelyn for the NAEYC Conference
- Registered 3 staff for the PNLA Conference
- Registered 4 staff for the NW-ILL Conference
- Registered CS and Selections staff for the OCLC Keep Up! Workshop in September
- Participated in 2 good SirsiDynix web conferences
  - 7/13 – a session on wikis; 10 people watched in the lab or at their desks
  - 7/26 – a session on conflict management presented by Pat Wagner); 8 people watched in the lab or at their desks

## Substitute Training

- Began scheduling training for the new group of 7 Asst I substitutes Sherry just hired. This was a rather complicated group, schedule-wise, so this has taken much more effort than usual.
- Scheduled new Asst III subs for Youth Services training with Jacquelyn.

## Other

- Coordinated local arrangements for the Sirsi API training being held in our training lab Aug 7-11.

## **PURCHASING**

### Surplus sale scheduled for August 18, 2006.

The sale is scheduled for Friday, August 18<sup>th</sup>. The sale will be held on the tennis courts behind Vancouver Community Library between the hours of 9 am and 3 pm. Items for sale are; office chairs, desks, tables, lateral files, computers, monitors, printers and other misc. type items.

### New stacking chairs for Library hall.

We received 30 new stacking chairs for Library Hall last week, to replace some of the old, cushioned style "Hon" brand chairs that have become stained with age.

The new "Perry" chairs are made of a black molded polypropylene seat and back with solid metal frame and nickel chrome finish. They are manufactured by the Correctional Industry of Washington State and are very comfortable to sit in. The chairs were a suggestion made by our Vancouver Librarian, Karin Ford, after she sat in one at the Water Resource Center during a seminar. Our plan is to have a total of 75-100 new chairs by the end of 2007.

### Vancouver staff room remodel.

The staff room remodel is almost finished. The only thing left is the need to upholstery two steel case lounge chairs and we're just waiting to go over fabric swatches with the vendor before sending the chairs out to be recovered.

Board Report  
August 14, 2006  
Access & Programs Division  
Submitted by Doreen Turpen

## Access & Programs Highlights:

The involvement of our coordinators with our summer reading programs moves into maintenance mode at this time of year. For example, Jacquelyn resolves any issues that crop up with the performers and she and Trish work with branches to get prizes distributed where they need to be. They initially distribute the prizes based on previous year sign-up patterns, but each year brings some surprises, but need to adjust allocations as they determine changes that crop up. Participation in some communities drops and in other communities the numbers increase significantly. Trish has been called upon to troubleshoot performance problems with the teen summer reading database a few times this year. "Coordinator" is certainly an apt descriptor for these two positions.

Brenda coordinated implementation of the new limits that went into effect in August. She worked with branch staff to help them identify ways that the public could work with the new limits.

Early August has been the time for additional training on elements of our new integrated automation system. Several people participated in training on Director's Station. We learned how to use the software to construct various data reports. We are still learning about the data elements. Brenda participated not only in Director's Station training, but was also in the group that received API training. This training gives staff more knowledge of the operating level of the system.

I hired Jessie Kovic as our first Administrative Analyst. She will transition into this position when we hire an Administrative Assistant to replace her. The analyst position was created from a vacancy that arose when Mike Githens took a positioning accounting. The analyst position will give FVRL better ability to gather, present, and use data for management purposes and for evaluation.

After a period of stability with our pages we now have two openings. One page is leaving the area to attend college; another one was recently promoted.

Trish participated in a 4-week online "workshop" offered by YALSA on "Teens and Technology Use". The class was taught through WebCT, wiki, and MySpace. Trish conducted an online survey of teens for one of her assignments. The survey confirmed that MySpace is a predominant communication vehicle for teens. She also found that the process of surveying opened up a line of communication with the teens and several of them asked for book suggestions and requests for more copies of books we already own.

## Community Connections:

Jacquelyn and I are working with a small group from other Washington public libraries to better articulate the contributions libraries make in Early Learning and to identify ways to fit into the statewide picture. Our recommendations will go to the public library directors at the end of August.

Jacquelyn is working with a SELF group to organize a second conversation circle around cultural diversity for early learning providers. The September program will provide attendees with an opportunity to learn more about the following cultural communities: Latino, teen parent, same sex parents, grandparents raising grandchildren, homeless, and physical disabilities.

One Read and Play family is now volunteering with the library. A mother is bringing her 10 year old daughter once a week to help with the Discover kits. The mother wanted to help her daughter find something important to do with her time and that built on a personal interest.

During the first six months of the year the Discovery Kits showed 589 recorded check outs. When kits are used internally for Conversation Circles and Story Times their use does not show in the check-out statistics.

Sophie is taking a vacation in August after a busy July. Her July events included the North Bonneville Gorge Days and a trip to Goldendale. She reports that older children and adults are especially friendly and they have a lot of fun with her.

## Staff recognition:

Trish reported that a girl she met at the JDC seven years ago is still in contact with her. The girl was in and out of JDC several times and Trish got to know her very well. The story appeared to have a discouraging ending as "Jackie" ended up being sent to prison. While she was in prison she contacted Trish to ask for assistance setting up her own book discussion groups. Trish used her contacts to help secure books. Jackie used her prison time to get her high school diploma and participated in a program to train guide dogs. She stopped by a couple of weeks ago to let Trish know that she is doing better now. She has a job and is taking classes at Clark college. This story shows again the power of making connections and supporting youth at all stages and conditions of their lives.

## Community Libraries Report For July 2006

### PROGRAMS

- Friends of the La Center Library sponsored the first Concert on the Lawn Program on July 14th. Community members brought lawn chairs, sunglasses, and a picnic lunch to enjoy while listening to music played by the Wright Family Band. People liked the concert and the opportunity to get together with other community members.
- North Bonneville's Gorge Days was a huge hit. Summer reading presenter "Pioneer Living" brought hands-on activities for children and volunteers from the Friends held a book sale to raise funds for youth programs. North Bonneville Library sponsored the annual ice cream social complete with music by the Plunkaholics. Sophie the Otter made a special appearance, delighting the many children. Volunteers received "Gorge Days" t-shirts, and the City of North Bonneville staff published a nice thank-you note to the library and Friends in the Skamania County Pioneer.
- Cascade Park offered a "Reading Buddies" program where teens and younger children paired up and read together (with either the teen or child reading). Teresa recruited teens last spring and was very low key about promoting the program for fear that they could be inundated with too many kids. Through her low-key method, every week but one had an almost equal number of children to teens. Teens and parents had positive reactions to the program and they plan to extend the program through August next year.
- The Stevenson Community Library gallery was booked for 25 events in July. Storytimes, teen summer reading, an art show reception, and numerous public meetings filled the schedule. Upstairs is busy as well; students from three summer school classes and school age children from a local daycare are enjoying weekly "library days" this summer. The groups come during the week for a story and then select books for their current projects.
- A local high school senior taught a five-session sign language class for children ages 7-15 at Vancouver Community Library. During one class a Vancouver librarian read a book while the instructor signed it and the 5-6 parents who were there with their children also practiced the signs.
- A White Salmon area resident, George Knehr, gave a free Didgeridoo concert for the community in the Sprint/Baker Gallery. Ninety people listened to George's mesmerizing music and learned some fascinating things about the Australian culture. George was taught to play by the world-renowned Didgeridoo player, David Hudson. Following the didgeridoo concert, the library received an enthusiastic thank you letter from a Portland couple who drove up the Gorge to attend the concert. Other concert goers came from Hood River and The Dalles, in addition to local community members.
- Goldendale's Summer Concert series has been their most successful summer adult program. About 100 people attended the second concert, and the performer, a charming "local boy" from the Gorge area, was very popular. Many folks asked to have him back.

- White Salmon started a new teen book discussion series lead by Heidi Henning. The group is meeting at a pizza parlor in Bingen to both lure teens with food and to make it easier for Bingen teens to attend a library program.

## **SUMMER READING**

- Battle Ground's Summer Reading has been very popular this summer, with crowds averaging 300 people at each of their performer programs. Because all of the programs are held outside on the lawn, they faced a dilemma when it was pouring rain on July 12 at performance time. Richard Ritchie and his reptiles were brought inside for a very crowded, but nevertheless enjoyable, presentation.
- Vancouver Mall has been incredibly busy this summer with Summer Reading programs and story times. Once again, the best-attended program was Richard Richie, the Reptile Man, with 225 attendees.
- Cascade Park concluded their Summer Reading program with the 7th annual Bubble Festival, an opportunity for many people to test various bubble experiments.
- Sophie the Otter appeared at Ridgefield's annual Sidewalk Chalk Drawing and at the Old Liberty Theater for a Tears of Joy Puppet Theater performance. The Friends were co-sponsors for these events.
- Ridgefield had excellent attendance at their July programs. These featured three acts new to Ridgefield. The Border Collies International was especially fun and took advantage of the grassy area across from the Community Center for their performance.
- Ridgefield's annual Harry Potter's Birthday Party drew a good number of fans of all ages. The woman who guessed the correct number of jelly beans ("Bertie Botts Every Flavor Beans") in a jar and shared her 1,807 bean prize with the crowd.
- The Zoo Animal Program (ZAP) team from the Oregon Zoo brought bugs to the Washougal Library July 21. The program was held outside and was well attended.
- Three Creeks Summer Reading programming drew 1,950 adults and kids to the eight programs. Holly Cote arranged for teens to staff the Summer Reading tables in the courtyard and the teens enjoyed signing up children and distributing prizes. This was also a big help to the staff at the checkout desk!

## **YOUNG ADULTS**

- The Battle Ground YAAB has been growing lately -- the reminder postcards sent out shortly before each meeting has probably helped. They are contacting teens who said they'd like to hear more about teen services when they registered for Summer Reading.
- Vancouver Community Library hosted the first Summer YAAB Games event which brought together teens from all over Clark County and two from Woodland. Fifty-three

teens played games, ran relay races, and competed in a pie-eating contest. It was truly a joint effort of staff from Three Creeks, Cascade Park, Vancouver Mall, and Vancouver.

- Ten teens attended a Washougal library program that blended anime and “B” movies. Everyone enjoyed *Princess Nausicca of the Valley of the Winds* and *Abbott and Costello Meet the Mummy*.
- White Salmon YAAB members held a car wash to help raise money for Teen Summer Reading.
- Goldendale’s YAAB group asked for another Mystery Night program so one was organized for July. Sixteen teens, divided into two groups, explored clues and crime scenes, played detective, and solved the mystery. Everyone had a great time, and the kids really enjoyed being in the library “after hours”!
- Fifteen teens attended Three Creek’s “70s Night,” which featured food, music, and outfits from the 70s complete with blue eye shadow and polyester leisure suits.

## COMMUNITY CONNECTIONS

- Cascade Park’s evening book discussion group held its first meeting in their new location, Firstenberg Community Center. In exchange for the group using the room once a month for 90 minutes, Ryan Ellis (circulation supervisor) will do a brief story time Wednesday mornings at the community center for the play group.
- The La Center Friends participated in the Herb Fair and Our Days Parade. They sold water and book bags during the event. Tammi Brightbill and her children took their annual stroll along the parade route handing out candy and promoting the library. Jewell Foederer (Woodland’s circulation supervisor) received the Best in Show award for her entry into the annual pie-judging event.
- Karin Ford (Vancouver) attended Gov. Gregoire’s Vancouver Town Meeting and the groundbreaking for the Marshall Center renovation project.
- Once again, Lois Lamkin (Ridgefield) did a fine job driving the Bookmobile in the 4th of July Parade. Friends members and several young patrons walked with the Bookmobile and gave out flag magnets.
- Some of FVRL’s bookmarks will be going international this year. As part of the Rotary Student Exchange program Nick Coate, the White Salmon outbound student for 2006-07, will be sharing a selection of FVRL’s bookmark contest bookmarks with his contacts and host families in Taiwan.
- Cyndy Volk (La Center) was invited to attend the annual Safety Party put on by the New Phoenix / Last Frontier casinos in La Center. Employees pay to have their supervisors fall into a dunk tank and everyone enjoys prizes and food. Last year the La Center library got about \$1000 from the proceeds of this event and they’re hoping for something similar this year.

- Staff spent July renewing the adult fiction collection and adding children's joke and riddle books to the North Bonneville collection. The new adult fiction was advertised in the North Bonneville newsletter and through signs on the library door. So many people came to get books that the staff had to make a special trip for books to restock the shelves.

## **EXHIBITS & DISPLAYS**

- Carol Vandergriff brought Louis the Ostrich to the Washougal library in July. Louis is about 3 feet tall, weighs about 25 pounds, and was made by Carol with a glue gun and many glue sticks. He is currently perched on a stool on top of the reference collection shelving, and is the topic of much conversation.
- Columbia High School wood shop students put together a display for White Salmon's front case this month. The students are taking part in an innovative guitar-building class taught by White Salmon luthier, Craig Wilson. The display consists of several of the students' projects in-progress and offers interior views of the instruments that expose the intricate interior strut systems, planning diagrams, and tools used. The display also includes photographs of the students working on their projects. This is a fascinating exhibit as well as a great community connection.

## **FACILITIES**

- On a 106-degree day in Stevenson, Facilities staff coordinated with Entek supervisors to have the aging Stevenson HVAC system temporarily repaired. A senior technician soldered some parts and they enjoyed cool air for the first time in nearly a month. Staff and patrons were most grateful! The system is continuing to function with the temporary fix and will be replaced with newer components during the next few weeks.
- The Ridgefield Lions Club has painted the back of the building and the gable area. More will be done shortly.

## **STAFF**

- Kim Antieau, Stevenson resident, author, and FVRL employee, has a young adult novel, *Broken Moon*, coming out from Simon and Schuster in March 2007. Her novel has been selected by the Junior Library Guild (JLG). This is a service for libraries that reviews a monthly selection of junior and young adult titles. JLG's editorial staff reviews over 1,500 manuscripts before publication and selects only 252 titles. JLG has done this since 1929 and reports that almost 100% of their titles receive favorable reviews.
- Tina Smith (Information Services) attended staff meetings at Three Creeks, Battle Ground, and Vancouver Mall to talk with staff about how Information Services can help them with reference questions and to learn more about their needs for reference support and training. She is planning to visit all of the branches in the coming months.

- The branches are seeing quite a bit of staff turnover – promotions, retirements, new jobs, moving away – and each vacancy often leads to another somewhere else in the system. For example, July was a month of staffing woes at Vancouver Mall. Two staff members were promoted to positions at different branches, one person is leaving to attend graduate school overseas, and another is moving to Australia because her son will be in a movie filmed there. A final staff member gave notice that she had been offered a position outside the library. These changes account for nearly 1/3 of the staff!
- Sean McGill (Washougal) met with the City of Washougal’s Steering Committee for the City Hall/Library/Community Room/Senior Space project.
- Mike Jansen (Three Creek’s Assistant Community Librarian) began working as Woodland’s interim Community Librarian on July 5th. He’ll be in this role until a new Woodland librarian arrives.
- Sara Teas began joined FVRL as a librarian in Information Services (Vancouver). She was formerly at Modesto (Calif.) Public Library.
- Rosa Housman retired as Interlibrary Loan Services manager.
- A number of branch staff attended the Advocacy Workshop FVRL hosted in July.

## **BOOKMOBILES**

- Clark County Bookmobile experimented with some additional regular stops this summer, including the Firstenburg Community Center on Sunday afternoons and stops near markets in Hazel Dell, Amboy, and Fruit Valley. While usage wasn’t impressive, these stops were more visible for patrons of all ages. In September, they will add two early evening stops (5 to 7 p.m.) every Wednesday at the Safeway at Andreson and E. Mill Plain and every Sunday at Garrison Square on E. Mill Plain. The weekly Sunday afternoon stop at the Firstenburg Community Center will be continued, and they’ll add a weekly stop in the Orchards area (Safeway at NE 76th St. and 117th Ave.).
- The Klickitat bookmobile continued having problems with losing circulation information on the bookmobile uploads and satellite links. On one particularly busy day, they had an estimated 200+ transactions and only three transactions showed up in the upload file. It’s a continuing process figuring out what’s wrong and working to make the fixes.

## **FRIENDS**

- Battle Ground’s Friends annual Harvest Days book sale was held July 13-16. Proceeds totaled about \$6100, including money from several presales. President Jane Higgins reported: “I can’t tell you how much love and support we got for our library project at Harvest Days. It was heartwarming. I really felt buoyed by the community. They loved the rendering of the project and everything about it. Sunday morning the Mayor and his wife were at Buck a Bag day buying books for our troops in Iraq and Afghanistan. Another lady was scooping books up for patients in the cancer treatment program at SWMC. The home schooling parents scavenged the 29 boxes of home schooling

materials. This event went far beyond the money raised. Maybe it was another example of what libraries can be about.”

- Ann O’Reilly sadly reported the death of former Ridgefield’s Friends President, Liz Dingethal. Liz was 53 and had been in ill health. She was very active in a number of events including book sales, Dolly Dessert, Hometown Celebration and Sidewalk Chalk Drawing. Despite her illness, Liz came to help with Chalk Drawing on July 1st.

## **DONATIONS AND BEQUESTS**

- Battle Ground has a new cornerstone member. Neil Weaver of Brush Prairie donated \$1500 to the building project.
- A reception was held at the Battle Ground library on July 6<sup>th</sup> to thank SWIFT for its \$10,000 grant for new furniture for the current and new library. This was also a Battle Ground Chamber After-Hours event.
- The Friends of the White Salmon Library received a \$1,300 donation (Mary Hoyt Stevenson Foundation donation) toward the purchase of a new Arakawa Gallery Art-Hanging System. The Mary Hoyt Stevenson Foundation has made several donations in the past including being a Benefactor for the new building project, providing funding for the construction of the custom-made front display case, and the “Library Lions” sculptures that crown the four posts in the foyer.
- On July 14th the Friends of the Goldendale Library formally presented a gift of original artwork by Cheryl Williams-Cosner. This is the original painting done for the cover of “Bluelight to Pucker Huddle.” It’s hanging prominently in the central stair of the library.

## **TIDBITS**

- A Battle Ground story time mom brought in flowers for Genevieve Brown to thank her for her enthusiasm and for helping her when her daughter was sick in the library!
- La Center changed its hours in July and is now open Mondays and closed Saturdays. Mondays are already 200% busier than Saturdays had been.
- While the purpose of the YAAB Summer Games was primarily for the kids to just have fun, for at least one teen it also served to get him hooked on summer reading. Ruth Shafer (Vancouver Youth Services Manager) had tried unsuccessfully several times to get this 15-year-old to sign up for Teen Summer Reading and she was surprised when he decided to attend the YAAB Games. Although very skinny, he won the pie-eating contest eating 12 mini pudding pies. His enjoyment of the games helped Ruth to persuade him to sign up for summer reading. In less than two weeks he not only completed the program twice, he also asked if he could sign up his friend who’d been reading but not signed. He’s talked Ruth’s ear off about what he’s been reading and was excited to chose book gift cards (not movie tickets) as his rewards because they would help him purchase a rather expensive book.