

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

*September 13, 2004*

**1. CALL TO ORDER**

Chair Merle Koplan called the meeting to order at 4:02 p.m. at Vancouver Community Library. She moved the meeting immediately into executive session to discuss Union negotiations. Executive session ended at 5:00 p.m. with no action taken. The public meeting reconvened at 6:05 p.m.

**2. PRESENT**

Chair Merle Koplan presiding. Board members: Jack Burkman, Marilyn Butler, Jerry King, Karen Peterson and Elena Smith. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Operations Director; Doreen Turpen, District Resources Director; Sue Vanlaanen, Communications Director; Mary Devlin, Community Libraries Director; and Becky Pettigrew, recording.

Others staff and citizens attending: Rick Smithrud, Yvonne Iverson, Mary Jane Borman, Stan Coleman, Jane Nowell, Tom Vogt, Vivian Miller, Teresa Torres, Mark Rogen and Barbra Meisenheimer.

**3. AGENDA**

Under Board Business, Koplan added the item Board Secretary Vacancy. The agenda was approved as amended.

**4. MINUTES**

The minutes of the August 9, 2004 meeting were approved as emailed.

**5. ANNOUNCEMENTS**

Koplan said she and several staff met with the Washington State Auditors who have been doing the library's biennial audit. The auditors were very pleased with the library's records. Koplan reported that the library met all state and federal government requirements. She gave special thanks to Duitman and the Accounting Department staff. During the opportunity she had to meet with the auditors, Koplan asked about the board's review of the bills every month. They recommended that the board look carefully at the largest expenditures, and then look at everything else for any anomalies to generally make sure everything is spent according to budget. They also discussed use of email. The auditors said that information can be shared via email, but no business should be conducted in that format. Also, email is subject to public records.

On behalf of the Board, Koplan thanked Friends of Vancouver Community Library for the delicious meal they so generously provided prior to the meeting.

**6. CITIZEN COMMENTS**

Vivian Miller said she is with Washington Public Employees Association (WPEA) and represents 129 union library employees. She asked the board to vote Yes for the

negotiated contract. Miller said there was good participation in the process on both sides of the negotiation and the negotiated contract appears to be the best we can do. She also said that if the library district conducts a levy lid lift election, the union would support it and also get support from the Clark County Union. Miller said that union members had already ratified the negotiated contract. Koplan thanked Miller for her comments.

## 7. **PUBLIC HEARING: 2005 BUDGET APPROVAL**

Koplan moved the meeting into a public hearing on the 2005 Budget at 6:10 p.m.

Burkman reported that the Budget Committee (consisting of Butler, Peterson and himself) met to discuss the draft budget. During their discussion, they reviewed the status of reserves including the quantity and the purpose of the funds. A portion of the reserves is from a 1990 automated systems levy and some of these funds will be used in 2005 when the library migrates to a new system. The committee also discussed revenues and expenses. They noted the decrease in staff training that has occurred for several years and agreed they do not want this trend to continue over the long run.

Ziegman explained the budget further. Highlights he mentioned:

- Major projects in 2005 include district-wide strategic planning and migration to a new automated library catalog. Other priorities carry forward from previous years and include programming, information resources, email reference and collection development. Ziegman noted that a recommendation for a bond measure or levy lid lift may come out of strategic planning.
- Revenue of \$14,801,360 is anticipated in 2005. Several initiatives limit increases in revenue, with the strictest being Initiative 747, which limits the library to an increase of only 1% per year regardless of inflation.
- This is the first year that tax receipts from the Yale Valley will be included in the library's revenue.
- Anticipated expenditures are about \$190,000 over revenue, which is very close and will likely result in expenditures and revenue being about equal.
- Funds for a new automated system come from the reserves, in a fund set aside from the 1990 levy. After migration is completed, about \$137,000 will remain in the automation portion of the fund and \$52,269 in the book fund.
- The draft budget incorporates the wage and benefit increases negotiated with the union and a salary increase for non-union staff.
- Funds for strategic planning are included.
- Savings have been made with travel and training, which continues to be below the 2003 level. The book budget also remains at the level to which it was reduced in 2003. Savings expected through changes in overdue notifications and books by mail were also included.
- Funds for FVRL Foundation staff wages and benefits, which are reimbursed to the library by the Foundation, are included under "Intergovernmental."

Duitman noted that approving the 2005 Budget would also mean that the board reaffirms its Fiscal Management Policy, as it is included in the document.

Public Comments

None.

Koplan closed the public hearing at 6:28 p.m.

**MOTION: Marilyn Butler moved and Jack Burkman seconded approval of Resolution 2004-5 (Budget Resolution 05-01), adopting the 2005 budget for Fort Vancouver Regional Library District.**

Board Discussion

King said he read the budget document carefully and it is obvious we have a difficult situation with inflation at almost 3% while we are held at 1% by law. King said that this couldn't continue indefinitely without a levy lid lift. However, he said he felt the budget was put together and presented well.

Burkman said he posed several questions to Ziegman earlier in the day to get a better understanding of the trends for the past few years. Since 2000, we've had a climate of low inflation. Over that time, Burkman said the consumer price index has gone up 6.4% while library revenue for the combined years has gone up 4%. Overall, this helps reinforce the fact that although the library is becoming more efficient, it will only become more difficult to keep up with the growing demands of an expanding population. Koplan added that there has been tremendous growth in some communities like Battle Ground and the library will have hard choices to make as funding becomes more limited. She hopes that strategic planning will give us direction about making the most of our limited funding because we cannot continue to be everything for everyone. She thanked Duitman, Ziegman other employees who helped with the draft budget.

**VOTE ON MOTION: The motion to adopt the 2005 Budget carried unanimously.**

**8. BUSINESS****A. Board Secretary Vacancy**

Koplan said that Shirley Morgan has resigned from the library board in order to take a position with the FVRL Foundation. The County Commissioners have been notified of the vacancy and are working on finding a replacement. Morgan served as the board's Secretary. Koplan explained that duties of the Secretary include running the meeting in the absence of the Chair and Vice Chair and signing resolutions and minutes at every meeting.

Karen Peterson volunteered to be Secretary for the remainder of the year.

**MOTION: Marilyn Butler moved and Jack Burkman seconded nominating Karen Peterson as library board Secretary. The motion carried unanimously.**

Morgan was also the FVRL Foundation liaison. Koplan volunteered to fulfill this assignment for the remainder of the year. Board members agreed with the assignment.

B. Expenditure Approval

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

C. Three Creeks Library Capital Facility Area Expenditure Approval

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

D. Union Contract Ratification

Koplan said the board met in executive session and reviewed the contract carefully.

Duitman provided a summary. She said it was a very good negotiation and thanked the union negotiating team, plus Vivian Miller and Mark Lyon from WPEA for their cooperative effort to come to an agreement. Changes that had been discussed in contract negotiations from last year were included in this year's negotiations. The negotiated contract includes some additional hours for the union negotiating team and some wording changes related to training committee meetings. Duitman said that the most significant changes were to the financial part. Included are step increases for 2005 and continuation of medical benefits for eligible employees with two slightly different plans (one for Clark and one for Skamania and Klickitat Counties). There will be increases in point of service and prescription co-payments.

Duitman said that wage increases would include a 1% across the board on January 1, 2005, plus a 2% across board on July 1, 2005. Union employees who are at the top of the scale will receive a \$600 lump-sum payment (pro-rated for part-time employees) in the paycheck that coincides with their date of hire.

Koplan thanked Duitman for her report and expressed appreciation to everyone involved for how well the negotiations went.

**MOTION:** Karen Peterson moved and Jerry King seconded approval of the Union Contract. The motion passed unanimously.

E. Surplus

Ziegman said that the list includes obsolete computer equipment.

**MOTION:** Jack Burkman moved and Marilyn Butler seconded approval of Resolution 2004-6, declaring library items as surplus and authorizing a sale of surplus items. The motion passed unanimously.

F. Special Report on Cataloging

Ziegman introduced Technical Services Manager Yvonne Iverson, who gave a presentation about the importance of Cataloging in providing library services. Ziegman noted that the Technical Services Department acquires, catalogs and process books for the library district.

Iverson demonstrated the library's catalog, iPAC, which is available from the Web site at [www.fvrl.org](http://www.fvrl.org). Iverson noted that the Technical Services Department added nearly 100,000 volumes to the collection last year. Although not considered "public service," she said that Technical Service employees keep in mind that their work in adding new books to the collection is an essential service to the public.

Most catalog records come from OCLC, which has 56 million records available in a worldwide database. Even with this enormous resource, some original cataloging is necessary. For example, every year the winning stories of the library's Tales of Terror teen writing contest are bound into volumes and added to the catalog. The winners' names and the titles of their stories appear in the catalog. Meisenheimer asked if the Tales of Terror stories are added to OCLC. Iverson said not all have been added yet.

Koplan and Burkman said that they have found that the catalog is very fast to search.

Several other searches were demonstrated, including:

- An author search for "Jance, J"
- Limiting the search results to a particular format, such as video, CD, language, or large type
- Availability of book cover art with many records. You can click on a book cover to see an enlarged version of it. This feature is available through Syndetics, which also provides summaries, book reviews, chapter excerpts and more for many titles.
- "Title browse" searches for when you cannot remember an exact title
- Some records include the book's table of contents, which is provided through the Library of Congress
- The Marc Display link at the bottom left side allows you see the Marc record, which is helpful for catalogers or those who are interested in seeing that information

Iverson said staff is in the process of adding records for titles included in our electronic database subscriptions. This will integrate all magazine titles available in full text. She demonstrated this by doing a subject search for "accounting journals." From the search results, she explained how to link directly to the electronic resources a particular journal.

The board thanked Iverson for a great presentation. Koplan asked how staff could train patrons in use of the catalog? Smith said that library staff is able to provide great assistance so that patrons learn to use it. Burkman said that making sure people know it exists is also important.

Koplan noted that iPAC looks like commercial sites such as Amazon, which makes it friendlier and more familiar for people to use. Ziegman added that when the library migrates to a new automated system the catalog would have very similar features, even if a competitor to Dynix's iPAC.

## 9. REPORTS

### A. Operations

Patty Duitman's written report is attached. She highlighted that the water feature at Three Creeks was provided with funds from Avril Massey. System migration is moving along with demonstrations happening during the next three weeks. Duitman said that the staff hopes to have a company selected by mid-October, with negotiations starting then.

### B. Communications

Sue Vanlaanen's written report is attached. She provided an update on Strategic Planning and spoke about a special Every Moment Counts project.

The library is among 15 other organization in Clark County partnering in a program called SELF (Support for Early Learning and Families). The partnership believes strongly in the importance of reading to a child from birth to promote early brain development and has tasked itself with the goal of communicating this fact to new parents. Turpen was assigned with developing a public relations piece. She sought the help of Vanlaanen. After many months of work, the two guided the planning committee to the publication that was handed out, which is almost in the final form. The handout is a very brightly colored publication titled, "Every Moment Counts." Vanlaanen acknowledged the creative work of Graphics Coordinator Jeanne Heikkinen in designing the piece.

Turpen noted that the library did not pay for the printing costs; those funds came from a Foundation for Early Learning Grant, the FVRL Foundation, and other contribution made through Every Moment Counts. Burkman asked about the cost [the cost is \$2,500 for 10,000 pieces]. Vanlaanen said the cost is very reasonable for such outstanding quality (full color, full bleed) and gave acknowledgement to The Columbian's ability to do affordable impact printing.

King praised the publication as being amazingly attractive with many interesting facts. Koplán and Burkman agreed, saying they think it would be well received and used in the community.

### C. Community Libraries

Mary Devlin said she has been very busy with interviews and hiring. Bridget Cain-Bushman was recently selected as the new La Center / Woodland Community Librarian and begins in October. Today, the final candidate for the Vancouver Librarian position was interviewed. Devlin said she plans to make a decision about the position by the end of the week. Later this month, candidates will be considered for the Stevenson Community Librarian position to replace Mara Reynolds, who is retiring.

Devlin invited board members to arrive early at the October 11 board meeting, so that they could participate in Reynolds' retirement reception, which is from 3-5 p.m.

**D. District Resources**

Doreen Turpen's written report is attached. Turpen thanked Iverson for her earlier presentation and noted that whatever automated system is selected when the library migrates, it's essential that we are able to effectively search the bibliographic data.

Peterson asked if the information about the "Making Democracy Work" project would eventually be on the library's Web site? Turpen said that it would, once enough information has been put together and planned. Turpen thanked the Foundation for their support that is providing funding for the Democracy project.

Koplan noted that the hiring of a "Page Squad" is a great solution to some of the fluctuations in staff workload.

**E. FVRL Foundation**

Rick Smithrud's written report is attached. The Authors & Illustrators dinner is close to being sold out with nearly 800 participants--twice as many as last year.

Smithrud acknowledged the hire of Shirley Morgan for the Foundation's new Marketing Director position.

**10. DIRECTOR'S REPORT**

Ziegman said that he is very excited about strategic planning and has been busy recruiting citizens for the community planning committee. He sent out 40 letters and followed up with phone calls. To date, he has heard back from 23 people and of that 20 have agreed to participate. He said this speaks well of how people feel about the library, since we're asking for 2 full workdays from the committee. He plans to have about 30 participants on the committee.

Ziegman invited the library board to attend both of the community planning committee meetings as observers. He said that following the first meeting staff would put together a report and ask the board for their response and feedback. This will help the committee develop a refined set of recommendations, which will result in a set of goals that staff will present to the board at their April 2005 retreat.

The library will obtain community input for Strategic Planning through a variety of formats. In addition to the planning committee meetings, community input meetings, and surveys, an open community forum will be conducted on October 12 from 7-8:30 p.m. at Vancouver Community Library.

Work in Battle Ground continues on a potential library building project. Two sites being considered by the community for a larger library are the Gardner Center and the library's current site on Main and Parkway. Ziegman said the City of Battle Ground

is trying to come to an agreement with Battle Ground School District on the potential use of the land surrounding the current library site. The City plans to hold a work session on this topic on September 27.

Ziegman also expressed his pleasure at the library's successful audit. He said it went very well and the auditors had no critical comments.

**11. CITIZEN COMMENTS**

None.

**12. BOARD COMMENTS**

King said that usually auditors are able to find something to criticize, and so he congratulated library staff for getting such a good audit report.

**13. NEXT REGULAR MEETING**

The next regular meeting will be on Monday, October 11 at Stevenson Community Library. The public meeting will begin at 6:00 p.m.

**14. ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

***These minutes were approved at the October 11, 2004 board meeting.***

## **FVRL OPERATIONS REPORT**

September 13, 2004

Submitted by: Patty Duitman, Operations Director

### **FACILITIES**

- Installed cash machine in Stevenson.
- Contracted for lawn maintenance at VA, CP, TC, LC.
- Sent out RFP for Goldendale sidewalks.
- Bud went to 2 day Libris Design training.
- Completed RFP for Battle Ground exterior painting.
- Started Woodland's foundation repairs, approx. (2) days more work.
- Added plumbing/electric for TC water feature.
- Coordinated with City of Vancouver to assist in drywell and catch basin cleaning at VA.

### **INFORMATION TECHNOLOGY**

August was a busy month in IT. We are in the midst of our annual equipment replacement cycle, with 60 pcs due for upgrade. We launched a new web version of the catalog that features book jacket images, book reviews, and other added content. We also had a flurry of equipment failures plus the usual staff vacations.

#### **Migration RFP**

We will be conducting system demos for the next 3 weeks. The evaluation team will be making telephone reference calls after the last of the demos. We will meet on October 4th to determine if we have enough information to make a recommendation, or if we need to do more follow-up.

### **VOLUNTEERS**

- Volunteers have been busy labeling Diversity items (games, learning toys, and puzzles) purchased for the children's activity kits from the Walmart grant.
- Volunteers have also been assisting in assembling many adult learning games (sentence Bingo and picture/word matching games) in preparation for the Literacy Program's transition from a grant paid position to a primarily volunteer supported program.
- Throughout the year, volunteers prepare program informational mailings. Fall is a busy time with forums, calendar of events, and other family program mailing preparation.
- One thousand die-cuts were rolled out by volunteers during August in anticipation of fall storytimes district-wide.

### **SUBSTITUTES**

We have several part-time staff and subs willing to work extra hours that have recently promoted from an Assistant 1 to an Assistant 2 level. Many of them will be trained during the next month to cover district needs with the school year starting.

**FVRL Board Report**  
Sue Vanlaanen, Communications Director  
September 13, 2004

## **Strategic Planning**

### Educating ourselves about FVRL communities

- District Information Services assisting in compiling profile of the district and communities:
  - Existing community visioning statements/plans
  - Demographics
  - Surveys
  - Economic information
  - Community information and resources
  - Library statistics (circulation, visitors, cardholders, population served, etc.)
- Information packets will be mailed to Planning Committee participants in advance of first meeting

### Collecting community input

- District-wide Planning Committee members being recruited for Nov. 17 and Jan. 19 meetings
- Surveys
  - District-wide phone survey of random citizens to be conducted in October
  - Teen questionnaire to be discussed in YAAB groups
  - Friends of the Library written survey.
- "Community Input Meetings" (CIM)
  - Mary and/or Sue will facilitate meetings
  - Branch librarians inviting 10-12 participants
  - Meetings scheduled so far:
    - Monday, Sept. 20 - Vancouver East (Van Mall, Washougal, Cascade Park)
    - Wednesday, Sept. 22 - Teens
    - Wednesday, Oct. 6 - Goldendale
- Open community forum on Strategic Planning - Library Hall, Tuesday, Oct. 12, 7-8:30 pm

### Involving FVRL employees

- Staff orientation meetings to be conducted by Bruce Sept. 17 through Oct. 29
- Possible staff training on crafting goals and objectives from service priorities

## **2004 Foundation Dinner graphics support**

Our hardworking Graphics group has provided a comprehensive "look and feel" for this year's Authors & Illustrators Dinner. Using design elements in part created by Shirley Morgan, Christina Cain has designed and produced more than 24 separate items, including invitations, pledge cards, posters, a bulletin board display, table numbers, a table seating map, dinner program, centerpiece labels and newspaper ads. The Foundation provided funding to bring Christina up to full time in Graphics for two weeks to cover the additional work load.

**Community Libraries Board Report  
For August 2004**

**September 7, 2004**

**Summer Reading 2004:**

Summer reading was a big success all over the district. Some highlights include:

Goldendale staff reports that children's enthusiasm for the program was the highest they've seen.

Vancouver has had over 900 children receive their Summer Reading certificates. Many other libraries are reporting high completion rates this summer too.

The last summer reading program at Vancouver Mall had over 100 children attending.

**Programs:**

Washougal participated in the East County Children's Back-to-School Health Fair on August 14<sup>th</sup>. Sean McGill helped plan the event along with people from the Children's Home Society of Washington State, the Clark County Health District, Lacamas Medical Group, EOCF/Headstart, and other partners.

LaCenter's first book discussion group was held recently. Twelve people came and had a wonderful time.

White Salmon is in the middle of a 10 week series on investment topics. John Lockman, a local investment enthusiast, is coordinating the discussion and speaker series. The program has brought new people into the library.

The two Battle Ground book discussion groups are at capacity, with around twenty regular participants. A teen book discussion group will begin in the autumn.

Seventy teens spent the night in the Three Creeks library during the Teen All-Nighter. While some napped or read books in the stacks, others participated in games, dancing, singing, contests, and listening to stories.

Cascade Park ended the summer with programs for every age. The last Summer Reading event was the Bubble Festival. There was a Karaoke night for teens, and a concert by Michael McCabe on the back lawn (sponsored by the Friends).

Goldendale's annual ice cream social featured great musicians, lots of volunteer support, and a good crowd given the 100F day. The Friends served ice cream, cake, lemonade and root beer floats out under the trees.

**Facilities:**

The Battle Ground Friends held a Saturday morning retreat to discuss their process for the new library. They began to plan for a community forum to get citizen input and for a survey of library users in the area.

Several community librarians attended training on Libris Design Software for library planning. This software helps plan space requirements and does cost analysis for new buildings and remodels.

Work began on foundation repairs for the Woodland library.

The upholstery in Ridgefield is being replaced. The project will be done well before the December 4<sup>th</sup> Hometown Celebration, which will also commemorate the tenth anniversary of the library in the Community Center Building.

Kim Carroll's suggestions for the children's area rearrangement at Vancouver Mall have been popular with library users.

**Staff:**

I'm delighted to announce that the new Woodland and LaCenter Librarian is Bridget Cain-Bushman. Bridget will begin her new position on October 1<sup>st</sup>. She is currently the Assistant Librarian at Three Creeks.

The Vancouver Librarian candidates will be interviewed in early September. I anticipate interviewing the Stevenson and North Bonneville candidates in late September / early October.

Rosa Housman, Vancouver, will make a presentation at the regional interlibrary loan conference in Portland on September 16<sup>th</sup>. She will talk about "on demand" purchase of materials as a supplement to traditional interlibrary loans.

White Salmon hosted a Workforce Investment Act (WIA) volunteer for six weeks. WIA is a state program that gives teenagers an opportunity to get work experience. Their volunteer was Colt Moreau, a Columbia High School sophomore.

**Friends:**

Battle Ground Friends summer book sale earnings exceeded previous book sales. The Friends were happy with the results of their work, and happy to see their very full storage unit with some space in it for new donations to come.

Ridgefield Friends are preparing for their annual book sale (September 24 & 25). Friends volunteer Sydney Reisbick has been donating her expertise as a book seller to help the Friends price books.

Goldendale Friends are continuing work on their county Encyclopedia project. They are applying to the Paul G. Allen Foundation for funds to help with printing and distribution.

**Young Adult Advisory Board (YAAB):**

Ridgefield YAAB members will have their Multi-Media & Bake Sale during the Friends book sale on September 25<sup>th</sup>. Their sales, along with raffles of two afghans donated by YAAB mother Barbara Wallace, have raised more than enough money for Ridgefield's Teen Summer Reading program.

**Tidbits:**

Rachel Gunkel, Goldendale, reported that a 6-year old, who barely finished his reading in time for the last bookmobile run to his community, was ecstatic about his reading reward. "This is exactly what I wanted!! Just what I was hoping for" he glowed, as he clutched the green beanie frog. "My brother got a blue one, but I was really, really hoping for the GREEN frog!"

Goldendale bookmobile customers have been showing their appreciation of the service with gifts of peacock feathers, zucchini and other produce. The bookmobile stops are providing an opportunity for patrons to share their harvest with each other too.

The Vancouver School District implemented a budget cut that greatly reduced the number of elementary school librarians. We anticipate seeing an increase in library use for curriculum materials, and a likely increase in the number of requests for formal school visits by our staff.

BOARD REPORT  
District Resources  
September 13, 2004  
Doreen Turpen

**Overview**

District Resources Staff are very involved in selection of vendors for system migration. Tom, Yvonne, and Brenda helped score the RFP's and they have each contributed scripts to be used in the system demonstrations. Those demonstrations begin this week. They will participate extensively in observing the demonstrations and noting responses.

Coordinators have been involved in interview teams for the FVRL Foundation position, the Vancouver Community Librarian position, other district positions, and openings in their own departments.

Although Summer Reading statistics are not finalized, preliminary information indicates that it was a very successful program. This is the first year we have offered non-food prizes for the children's portion of the program. Many parents expressed pleasure that food coupons were not an option. There is also indication that even though signups might be down at some locations the return rate has been higher than before. Teen summer reading ended up with 3298 teens signed up which were 200 less than Trish had set as a target. This is up from 2880 teens in 2003, which is a 14% increase from last year.

**Circulation**

Brenda is leading implementation of a new group of employees called the "Page Squad." As a means of addressing workflow challenges we reinstated the page positions. These positions will not be assigned to specific branches, but will, instead, work under the circulation coordinator and be trained to work in various locations. Initially they will work shifts at Three Creeks, Vancouver Mall, and Vancouver. They will be available to work extra hours at other locations. It is our expectation that this approach will allow us to move staff to areas where back-ups are occurring and provide us with more flexibility to meet workflow fluctuations. Positions will be posted in October.

Brenda was one of three staff who attended *Libris Design* training. This specialized software was developed by the California State Library to assist planners in developing high quality building programs and project cost estimates. Brenda believes the functions in the software can also help us plan how to lay out our collections and shelving in our existing buildings. With space at a premium throughout the district, this tool could be very useful.

## **Children's Service/Family Literacy**

Jacquelyn concluded a large commitment as Program Chair for the joint WLA/PNLA conference that was held in Wenatchee in early August. The programs were varied, stimulating, timely, and well received. This only happens with good planning and all within our profession benefited from the efforts put forth by Jacquelyn and her supporters.

Jacquelyn is the designee for the September Above and Beyond recognition. She was nominated by one of her peers who had this to say:

“Jacquelyn tends to go quietly about her business with little recognition for the amazing work she has done for babies, toddlers, children, and families. She has made tremendous progress in family literacy programs and has gained respect for her work throughout the community and state. I feel very fortunate to work with her and have a person so committed to youth on our staff.”

Our work with early childhood programs is in transition between funding sources. The Early Learning Opportunities Act project has ended; we are starting up similar activities under a Readiness to Learn state grant. Branch staff has committed to continue some ELOA project activities. Vancouver staff will continue to offer Read and Play and bookmobile support at Fruit Valley Elementary School. Van Mall staff will assist as needed with activities at Image Elementary School. Battle Ground staff expressed how important the outreach has been at Yacolt. As a result of their participation in Read and Play programs they are seeing many families coming into the Battle Ground library from that area.

## **Young Adult Services**

With Summer Reading wrapping up, Trish is now well into planning for the next District-wide program that is the Tales of Terror writing contest and party. The party will move from Vancouver to a haunted La Center library.

Coming soon to Community Television and the library is a “Rockumentary” video production highlighting our very own Battle of the Bands. Trish has worked for several months with teen volunteers and FVTV to produce the video.

## **Diversity Project: “Everyday English @ your library”**

We received a grant of \$1,000 from Wal-Mart to support the children's activities that are conducted with the Conversation Circles. The funds were used to purchase materials for the children's activities.

Grant funds ended in August. We have lost our Project Coordinator, Sarah Berkowitz, but she left us with a well-developed structure that will support continuation of many of

the grant funded activities. That was one of the important internal goals of the grant. We have confirmed commitments to continue conversation circles this fall in Battle Ground, Vancouver, and Goldendale and have interest in White Salmon.

One indicator of success of this project is that the library has gained recognition for its leadership. When Senator Maria Cantwell's office began planning for a proposed *Latino Community Fair* the library was invited to participate on the planning committee.

### **Acquisitions/Cataloging**

The department is still working on filling the vacancy in the Technical Services Associate position. We have a good applicant pool and will be interviewing later in the month. Yvonne is using this time to undertake training of one new employee and cross-training of other employees. She is also revising procedures and documenting those revisions.

We changed the ordering schedule for this year in an effort to secure most of our books ordered with 2004 funds before the closeout of the year's financial records. The result is that the pace of ordering has been faster than in previous years. Acquisitions has ordered 25% more titles this year than at this month of last year. The number of items received is 13% higher than it was at this time in 2003. Cataloging has a similar increase. We expect purchasing and cataloging activity to drop off in the final months of the year, which will give time to work on clean-up activities in preparation for system migration.

### **Collection Development**

Collection Development staff work on "de-selection" as well as selection of new and replacement materials. Jackie experimented with streamlining weeding of Vancouver by coming to the branch to work with branch staff and by using a wireless computer to work directly in the stacks. She sees several benefits to this change in process and will continue to work with staff to refine the approach. The approach meant less handling of materials and appeared to save the selectors time in reviewing Vancouver weeds. The selectors are also now more proactive about discarding outdated grid books and other materials by dealing with them when they become aware of them rather than waiting for the items to be caught in the regular weeding cycle.

Another trial established in Collection Development is the use of a rental program for book discussion books. Book leasing should allow us to maintain a good collection for the book discussion groups by allowing us to remove titles no longer in demand and replacing them with fresh titles. One benefit of swapping out these books is less demand on our shelving capacity.

### **Reference**

Tom is still serving as the interim Vancouver Community Librarian. He is primarily focused on Vancouver now and on his role in system migration. Even so, he has been examining our standing order list for reference materials and as soon as he transitions to

his Reference Coordinator role he will undertake a project to finalize reductions in the number of reference materials we purchase through standing orders. This change is possible because of the shift in reference use patterns and the availability of a broad range of resources in our electronic subscriptions and on the Internet.

### **Other**

Vickie and I conducted a needs assessment of the branch librarians on what support they need for adult programming. From that information we will develop a workplan for the upcoming year. Findings from the strategic planning process will be critical for future workplans.

We are also working on a review of statistics kept by the library and will undertake a project to streamline collection of statistics and to work with staff to make them more useful to staff.

After more than a year of behind the scenes work we are moving into implementation phase of a major program for Forum at the Library. The project entitled "Making Democracy Work" will be a multi-year exploration of issues surrounding democracy in today's world. The plan is for the first year focus to center "Public Institutions in Our Democracy". Forum at the Library will examine questions such as "What contributes to the erosion of support for public institutions?" and "Are public institutions the problem or the solution?" The long-range vision of the Making Democracy Work project is to increase citizen participation in the governing process of the community. The Library Foundation is providing the initial funding for this project.