

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

November 17, 2003

1. CALL TO ORDER

Chair Merle Koplán called the meeting to order at 7:05 p.m. at the First & Clark Building in Battle Ground.

2. PRESENT

Chair Merle Koplán presiding. Board members: Marilyn Butler, Jack Burkman, Jerry King, Shirley Morgan and Karen Peterson. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Associate Director; Candy Morgan, Associate Director; and Becky Pettigrew, recording.

Others staff and citizens attending: Sue Barrows, Debbie Bocian, Brenda Bruner, Tim Campbell, Anna Cross, Marilyn Dorsett, Jo-An Dyce, Sue Gebhardt, Karen Holcomb, Sharon Hruby, Bobbie Klahn, Tricia Leppo, Mary Lynch, Alex Mintz, Shelley Mullen, Julie Rea, Rick Smithrud, Mary Stender, Geraldine Veenstra, Tom Vogt and Amy Wright.

3. AGENDA

The agenda was approved as presented.

4. MINUTES

The minutes of the October 13, 2003 meeting were approved as emailed.

5. ANNOUNCEMENTS

Koplán thanked the Friends of Battle Ground Community Library for the wonderful home-cooked dinner they provided prior to the meeting.

6. CITIZEN COMMENTS

None.

7. BUSINESS

A. Expenditure Approval

MOTION: Merle Koplán moved and Jerry King seconded approval of the accounts payable, payroll and payroll payables as presented. The motion passed unanimously.

B. Three Creeks Library Capital Facility Area Expenditure Approval

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

C. Policy Committee Report: Electronic Information Access Policy

The board approved new policy direction for its Electronic Information Access Policy last month with a vote of 6-1. Since then, the policy committee met and discussed at length amendments to the existing policy.

King explained the new draft policy. The draft includes statements about how CIPA affects the policy, some minor clarifications in the wording, and the new filter levels and how they are to be applied.

Ziegman handed out a revised draft policy that includes some additional changes. These changes include consolidating topics related to constitutional protections and compliance beneath a new heading, "compliance," near the end of the policy. Also added were consequences of not complying with the policy, taken from the Rules of Conduct policy. King agreed that these were all good changes and that in a public facility such as ours people expect certain consequences for misconduct such as those stated.

Koplan thanked Burkman for his help as an alternate on the committee.

MOTION: Jerry King moved and Marilyn Butler seconded approval of the revised draft policy as provided by Ziegman.

The board discussed the policy further before taking a vote. S. Morgan asked about the paragraph starting with "Basic filtered access" on page 2 where it refers to sexually explicit material. Does the law apply to material or just images? Ziegman said it applies to the images, not the text. The board agreed to change the word "material" to "images" in this sentence only (this does not need to be changed under the "enhanced filtered access" paragraph).

Ziegman suggested several other grammatical changes he received from staff.

AMENDED MOTION: Jack Burkman moved and Shirley Morgan seconded approval of the revised draft Electronic Information Access Policy as provided by Ziegman with these additional changes:

1. On page 3 in the second paragraph, change the first sentence so it reads: *"Basic filtered access" refers to commercially available software FVRL will employ to block from view sexually explicit images.*
2. On page 3 in the third paragraph, change the first sentence so it reads: *"Enhanced filtered access" refers to commercially available software FVRL will employ...*
3. On the last page in the last sentence, change the end of it to read: *...achieves a minimal acceptable level of overblocking and/or underblocking.*

The motion carried unanimously.

Koplan thanked everyone for their hard work on this policy.

D. Public Access TV Board Appointment

Ziegman explained that several years ago, Clark County and the City of Vancouver decided they wanted to reinvigorate public access television in Clark County. They created the Public Access TV Board and provided money for operating expenses for 2-3 years. The City and County wanted broad representation on the board and invited several other organizations to participate. FVRL was asked to appoint two positions of the 7-member TV board.

Jim Martin has held one of FVRL's positions since the beginning. The second position recently became vacant due to a time conflict. Jim Martin recommended Daniel Barnett as a new candidate for the vacant position. Barnett has been very active with public access television including volunteering his time to help with the board and conduct training. His application came to us with several recommendations. Ziegman has since interviewed Barnett and recommends appointing him to FVRL's second position on the TV board.

MOTION: Jack Burkman moved and Karen Peterson seconded approval of Daniel Barnett to fill FVRL's vacant position on the Public Access TV Board. The motion carried unanimously.

E. 2004 Meeting Dates

The board reviewed the proposed 2004 dates. Duitman said that the March date might be better if it was after the bond election. The board agreed to change the date to March 15.

MOTION: Shirley Morgan moved and Jack Burkman seconded approval of the 2004 meeting dates as revised. The motion carried unanimously.

F. Selection of Nominating Committee for 2004 Officers

Koplan explained that the committee would discuss and recommend officers for 2004. S. Morgan, Butler and Burkman volunteered to act as the committee. The committee decided to meet immediately following this meeting. Action on 2004 officers will take place at the December meeting.

8. REPORTS

A. Community Library Services

Candy Morgan's written report is attached. She introduced Battle Ground Community Library employees who were present. The branch librarian sent her regrets that she was unable to change her travel plans when the board's November meeting date was moved.

C. Morgan introduced Alex Mintz, President of the Friends of Battle Ground Community Library. Mintz thanked those who helped with the dinner tonight. He reported that the Friends are working on better establishing their budget.

They are putting funds toward the ESL program. Also, Battle Ground School District has opened their PERC center to help adults with language skills.

Mintz said he moved to Battle Ground in 1981. At that time, the City had a population of about 3,700. Battle Ground now has over 12,560 residents. Mintz also reported that he has been helping with the school bond committee and they will be making decisions on an amount and voting date in December. He said that the Friends are continuing to try to find ways to improve and enlarge their library building.

Koplan thanked Mintz for his report and reiterated the board's support of the Battle Ground Community Library.

B. Vancouver Activities

Doreen Turpen was unable to attend, as she was representing the library at the Vancouver City Council meeting. Her written report is attached.

C. Greater Vancouver Building Project

DiCesare was unable to attend, as he was presenting information to Vancouver City Council on the bond resolution that Council was considering for action. Ziegman reported that so far, staff has given 20 bond-related presentations to a total of 400 people.

D. Communications

Sue Vanlaanen was unable to attend.

E. Support Services

Patty Duitman's written report is attached.

Frontier Middle School students will rake leaves at Vancouver Community Library as part of their community service assignment. Duitman said the library is pleased to provide this volunteer opportunity to the students.

F. FVRL Foundation

Rick Smithrud's written report is attached.

S. Morgan reported that the FVRL Foundation and the Library Board recently held a joint dinner. She said it was a nice gathering that helped to cement the relationship between the two boards. It was held at the home of Foundation Chair Heidi Bixby.

9. DIRECTOR'S REPORT

Ziegman reported that so far, he has spoken to the Optimist Club, Vancouver City Council, Clark County Librarians and Coalition of East Vancouver Communities about the library's upcoming bond measure. We will continue to meet with many other community groups.

Ziegman is Chair-elect of PORTALS (Portland Area Library System). PORTALS is a consortium of academic and public libraries in the greater Portland/Vancouver area. Their revised mission is to become a continuing education organization.

Secretary of State Sam Reed came to Vancouver Community Library on October 28 to present us with our second Cultural Diversity Grant award. These funds will help promote and improve English language skills of citizens in Battle Ground as well as several other targeted communities in the district. The grant award presentation included entertainment, speakers and refreshments donated by the FVRL Foundation. Ziegman expressed his gratitude for Sam Reed's support of libraries.

10. CITIZEN COMMENTS

Vivian Miller of Washington Public Employees Association shared two handouts. The first handout is documentation of the organized walk that WPEA members and supporters conducted on November 8. The other handout is a resolution from employees asking for fair wages and benefits and no "take-aways" in 2004. Ziegman asked for clarification about the last statement in the resolution. Miller said that the resolution is one that the union staff would like the board to approve.

Amy Wright said that union members organized a creative letter writing campaign. She gave the stack of letters to Ziegman for sharing with the board.

Mary Stender said that she is the President of Friends of Three Creeks Community Library. She understood that the Three Creeks branch has a number of employees on extended leave as well as open positions. She expressed concern about the branch being unable to keep up with its heavy workload during this staffing crisis and asked about substitute coverage. Stender said inadequate staffing leads to poor morale and hurts customer service.

Ziegman said the library is working on filling vacant positions at Three Creeks. The substitute budget has been frozen for all branches and departments, not just Three Creeks. C. Morgan said that another problem is that it's harder to get substitutes for branches that are farther north. Ziegman added that the Three Creeks branch has greatly exceeded our service expectations, which makes this situation even more difficult. Supervisors at Three Creeks are currently training staff from other branches that are interested in extra hours at the branch.

C. Morgan thanked Stender for sharing her concern. She said that the branch is not being singled out.

Burkman expressed concern about finding a solution to this problem. Is this something we can work on? Can staff look into it more and report back next month? Ziegman said that part of the problem is that the branch has four employees on medical leave. Butler asked if available funding from vacant positions is applied toward substitute coverage? Duitman said that it is. Ziegman said he would look into it more and report back next month.

Duitman explained that the effort to recruit substitutes is ongoing. Substitute training has to take place in the branches but is difficult to arrange with busy branch supervisors. Employees in the substitute pool often promote to regular library positions. We have refined and condensed our training process.

C. Morgan said that another problem is that employees are not bidding on promotional opportunities at Three Creeks and other branches but we still have to go through the lengthy internal posting process before we can hire from the substitute pool or look for external candidates.

Ziegman said he did not want to belittle the concern. However, he believes that our staffing issues tend to be cyclical. There will be periods when vacancies are hard to fill, then other periods when things get back to normal.

Koplan said that the training of new staff might be something to look into for our next budget.

Koplan spoke to union staff in attendance. She said that if the Board could have done anything to provide wage increases for 2004, they would have. We are looking at a one-year hiatus for wage and step increases. When we do our 2005 budget, she said the Board would look at other cuts first and try to avoid cuts to staff. She added that while the combination of wages and benefits offered by FVRL was fair, she hoped we would be able to do better in 2005. Koplan said the board has already voted on the 2004 budget and would not reopen it.

11. BOARD COMMENTS

Butler thanked the Policy Committee for doing a great job revising the Electronic Information Access Policy. She said it captures the direction the board approved in October.

12. NEXT REGULAR MEETING

The next regular meeting will be on Monday, December 8, 2003 at Truman Elementary School in Vancouver, Washington. The public meeting will begin at 6 p.m.

13. ADJOURNMENT

The meeting adjourned at 8:15 p.m.

These minutes were approved at the December 8, 2003 meeting.

COMMUNITY LIBRARY SERVICES
REPORT TO THE LIBRARY BOARD
November 17, 2003
Submitted by Candace Morgan

Some highlights from branches and other Community Library Services Departments:

Battle Ground

Summer reading program was, once again, a great success. Six hundred and thirty-five teens and 2,453 children participated in Battle Ground's program. At the suggestion of Sharon Hruby (Library Assistant) Battle Ground staff made large posters thanking the local outlets of children's summer reading sponsors: McDonalds, Papa Murphy's and Bi-Mart. The children participating in summer reading signed them and Sharon hand delivered them.

Battle Ground's Book Babies lapsit program for ages birth – 2 has been popular this fall with as many as 17 babies and their parent or other caregiver.

The Library sponsored two forums in September. Alex Mintz, Friends President, organized the first one featuring Battle Ground School District candidates. The second was an informal "coffee chat" with State Representative Deb Wallace.

A Senior Open House on October 30 featured Lorraine Badurina (DIS) demonstrating how to buy on the EBay Internet auction. Deborah Boyle (BG Library Assistant) wore two pieces of jewelry she had purchased on EBay and helped to answer questions from the participants.

Once again the branch participated in the annual Trick-or-Treating on Main Street. The Friends purchased candy, for which they received a discount from Safeway and four YAAB members and three adults distributed it to about 1,000 children.

Yacolt School is one of the sites for the Early Learning Educational Opportunities Grant (EOLA). Sue Barrows (Assistant Branch Librarian) is presenting weekly preschool story times. The first one was attended by 25 children and their parents.

In September 2002 the Battle Ground Friends used money they received from the FVRL Foundation to establish an adult literacy program in memory of Pat Redjou, a deceased Friend of the Library who coordinated a prior Friends sponsored literacy program. The program is sponsored by the Friends and the Library and is coordinated by Nettie Pullella-Barca. The funding comes primarily from the Friends with some support from the library, Clark College and donations. The program has grown from an initial 10 tutors to 30. About 80 people have used the services of the program over the past year. They are currently tutoring about 32 students. They have a few adult basic education students, but most are from other countries and using the program to learn or increase their proficiency in English. They have had students from Russia, Ukraine, China, Korea, Japan, Mexico, El Salvador, Peru, Columbia, Chile and Pakistan. The program also includes two English as a second language conversation groups, giving the students an opportunity to practice their English in a comfortable and friendly setting. A children's group meets at the same time as one of the conversation groups. The conversation groups have provided the participants with practical information on a wide variety of topics including using medical services, information about each other's countries and the United States, weather, gardening, and food. One of the most significant impacts of the literacy program was expressed by a student who told Nettie that before she received the tutoring she was afraid to talk and felt isolated and depressed. The program has given her confidence and she no longer feels that way. The tutors have also related how volunteering for this program has enriched their lives.

Vancouver Mall

Summer reading participation increased dramatically this year at the Mall with a 54% increase in signups for the children's program and an 80% increase in teen signups.

The branch has presented a variety of successful programs this fall. An American Girl Tea Party provided over 100 girls and parents the opportunity to learn the proper way to drink tea and to show off their dolls. Over 50 first – fifth graders celebrated Native American culture with storytelling, dance and music. Two groups of 6th graders from Covington Middle School have visited the library for tours and to check out books. Silver Star Elementary School has received a grant to open the school library on Tuesday night. Cynthia Ernst and Barbra Meisenheimer visited the school to issue library cards. Barbra also did a Halloween program for 51 children at the Orchards Children's Village preschool.

October ended with the annual Trick-or-Treat at the Mall. The branch gave out 1, 710 items (buttons and bookmarks).

Stevenson / North Bonneville / Skamania County Bookmobile

This is the 24th year of the Artists of the Gorge Exhibition was a great success. The exhibit was juried by Lee Musgrave, artist and Curator of Contemporary Exhibitions at the Maryhill Museum of Art. One hundred and thirty one works were submitted this year by artists representing 17 Columbia Gorge communities. Seventy two were selected to be exhibited, the largest number in the history of the exhibit. The opening reception was attended by about 200 people. Thanks to Facilities the gallery is newly painted with the lights have been replaced.

Two programs presented as a part of the Artists of the Gorge exhibit - *An Evening at the Opera and Jazz Duo in Concert* were both well received.

Late last year we learned that ESD 112 had received a grant (BRIDGES) to improve the reading and math skills of students in the Stevenson/Carson and Washougal School Districts. The Library Foundation is a partner in the grant and the Stevenson and Washougal Libraries will receive \$5,000 a year for up to five years for programming that includes the BRIDGES students. Mara and Sean are serving on the Advisory Council for their respective school districts. The BRIDGES grant paid the honorarium cost of a Dragon Arts Puppet Theater presentation at the Wind River Middle School on September 24th. The program was attended by about 150 people, 70 of whom were BRIDGES students. The rest were from the community at large. In September Cynthia began a book discussion group with 14 Wind River Middle School students. The BRIDGES grant paid for the books. Thirty Carson Elementary BRIDGES students came to the library for a tour on October 23rd. Twenty-four Stevenson Elementary students in the program received a tour of the Artists of the Gorge exhibit and a story time on October 27th.

The Washougal School District has opened a new Middle School, Canyon Creek, in the Cape Horn Skye School area with an enrollment of 400. The Skamania County Bookmobile has added a stop at the school.

Washougal

Washougal has presented a number of BRIDGES (ESD grant) programs this fall at the Hathaway Elementary and Jemtegaard Middle Schools, including book talks, crafts and library trivia games and a family program, *Lewis and Clark Meets the Pirates*, by Actors in Action. The teen book discussion group also met. Sean presented programs on accessing the library's electronic catalog to parents at Cape Horn Skye Elementary and students in a computer class at Jemtegarrrd Middle School.

October featured the annual "Make Something Ugly at the Library". On three successive Saturdays 15 kids and adults made paper mache creatures.

Sara Edline Marlowe's Inquiring Mind Program, *Sacagawea*, delighted the 42 attendees.

Cascade Park

Summer Reading continues to grow at Cascade Park. Their children's signup increased 81%; the teen signup was 15% higher than last year.

Cascade Park and Vancouver Mall Community Libraries joined together to promote the library with the Evergreen School District this fall. Teresa Torres (CP) and Barbra Meisenheimer did a presentation about the library at the new teacher training. Cascade Park staff and Trish Segal took turns at the high school registrations for Mountain View and Evergreen High Schools. They issued library cards for students and parents. Vancouver Mall and Cascade Park Libraries and Friends sponsored Merna Deboldt's program on Lucy Meriwether Marks. Evergreen High School provided the room without a charge.

Teresa Torres did a READ night for Fircrest Elementary. The school provided a Russian interpreter since there is a large Russian speaking population at that school.

Three Creeks

This fall has featured an amazing array of events for adults including classes on knitting, Mediterranean cooking, and Victorian lampshades; programs on Elderhostel and Lewis and Clark; author and FVRL employee Kim Antieau on her book *Coyote Cowgirl*; as well as the regular book discussions and Fiber Arts group meetings. For children and their parents there were story times for babies, toddlers, preschoolers and families, as well as a Super-Saturday featuring Scottish Dancing for all ages. Teens had their usual YAAB meetings and a special Masquerade Ball.

Ridgefield

Ridgefield's teen programs are gaining energy. The YAAB group helped plan and prepare a Back to School Bash and they participated in the Ridgefield Friends Book sale, earning \$112 for teen summer reading. It was a very successful sale for the Friends also; they earned \$1,632.

The library participated in the annual BirdFest. In preparation for the fest, adults and children attended a program to make handcrafted paper birds to add to the library's flying bird mobile. As a part of the fest South Ridge kindergarten teacher, Jan Robinson, presented "Bird Tales".

White Salmon

Facilities added a "Library" sign to the west side of the entry arch, improving the visibility of the library from the street.

Lorena Lowell resigned from the position Circulation Supervisor in order to spend more time with her son. She plans to start a daycare center. She has continued to do some children's programming and the YAAB group during the hiring process for a replacement and will help out after that when we need her bi-lingual skills. We have just completed the hiring process and are pleased to have hired Tove Stocks, who has worked for the library since 1991 as an Assistant II.

Jennifer Hull and Lorena Lowell started out the Head start school year by visiting the two classes, one of which is bi-lingual. The groups will continue to make monthly visits to the library during the school year.

The Dallesport and Lyle 21st Century after school programs are making monthly visits to the library. In October 50 students came for an hour. Jacquelyn Keith helped out by book talking for the 4 – 6th grades while the older teens browsed the library and used the computers.

The October Gallery Show was a multi-generational and multi-media Stevenson family show coordinated by family member Peggy Ohlson.

A candidate's night for the November 2003 election at the library was co-sponsored by the Library, Friends of the Library, Soroptimists and Rotary. Sixty-eight local citizens heard from 7 candidates. As a result of the election White Salmon will have a new mayor, Linda Jones, a local business woman who has lived in White Salmon for about one year.

Goldendale/Klickitat County Bookmobile

Goldendale offered a variety of programs in October, including a slideshow with Dr. Ogden on Mexico, Sacagawea Inquiring Minds lecture, and a writers' workshop. The Goldendale Friends of the Library have a new project to compile and publish a Klickitat County Encyclopedia. The project director will be Teddy Cole, former Goldendale Librarian. The Friends will be seeking grant funding for this project. The Olsen Bequest fund in the FVRL Foundation recently received an additional \$11,000.

The Goldendale mayor, Mark Sigfrinius was re-elected.

Woodland

Geraldine Veenstra reports that the branch is very pleased with the courier box shelving unit that Facilities designed and installed.

The City of Woodland agreed to a renewed interlocal agreement with the library. They also agreed to be responsible for the cost of repairing the library foundation. Dennis Sword (Facilities) will manage the project. The City of Woodland has elected a new mayor, Douglas Monge.

The Bookbabies program on Tuesday night in October was a success. The families will now join the Friday morning story time since most of them have more than one child and find it difficult to come to two different story times.

The school-age program celebrated Day of the Dead while listening to stories read in English and Spanish and eating the special bread located just for the occasion by the local bakery. The Thoeny family invited Woodland staff to pick pumpkins from their field to decorate the library. There were enough so that the Friday story time had some to paint.

The Yale Library District Board continues to work with Patty Duitman on a contract for services. They have promoted library services and library cards at several Yale school and community events. There are now 123 Yale residents with FVRL library cards.

La Center

The Clark County Bookmobile has moved its stop from the Community Center to the new library parking lot. We continue to seek the remaining funding necessary to open the branch. Bob Colf signed a Shared Use Agreement with FVRL so that we can complete the fire warning system, insure the building and install the furniture and equipment as it arrives.

The City of La Center Council continues its support for the project and will provide us with a written statement concerning their intent to sign an Interlocal agreement with the library. The City will have a new mayor, Jim Irish, and two new council members.

Young Adult Services

Teen Summer Reading was once again an incredible success. 2,880 teens participated in the program, earning 4,917 books and other incentive prizes. This is a 44% increase in participation and 250% increase in prizes earned over 2002. Next year's theme will be "Get Lost – Read".

We had 301 entries for the Tales of Terror Contest, compared to 219 last year. For the first time there were 3 from the School for the Blind. One of these was submitted in Braille so the author read the story to the committee.

Six teens signed up to present at the Poetry Slam on October 22. About 40 people came to hear the readings and choose winners.

Children's Services and Family Literacy

13,739 children signed up for summer reading, a 6% increase over last year. There were 233 children's summer reading programs, with a total attendance of 4,981.

Jacquelyn Keith is responsible for providing the baseline story time training for staff. She usually does this with one or two "students" at a time. She is now completing training for a class of seven staff members, which

she reports went very well. In addition to assisting White Salmon with the 21st Century after-school group (see White Salmon), Jacquelyn did a story time for Vancouver Mall and represented Three Creeks at the Chinook Elementary School Family Literacy night.

Technical Services

Yvonne Iverson has negotiated an agreement with one of our vendors, Ingram for “opening day collection” services as we order the La Center collection. The books will come cataloged and processed and they will store them without additional charge until we are ready to put them in the library. This should prevent us from creating a backlog at the Annex as they attempt to keep up with the regular workflow at the same time that the collection for a new library is being developed. This is important since as of the end of September TSD had cataloged almost 30% more volumes (52% more titles) than for the same time period in 2002.

Collection Development

Jackie Youngblood, Jan Johnston and Meg Zaleski have completed a round of branch visits where they discussed collection needs, the implementation of centralized selection and the impact of reductions in the collection budget. The relatively new program by which Interlibrary Loan orders, rather than requests on interlibrary loan, certain types of titles in order to reduce our costs and speed up response time is working smoothly. In order to save staff time the approval plan with Quality Books has been discontinued. Selection staff will use Quality’s website to select small press titles.

Selection staff are reviewing books in the mends backlog. They are determining whether it is a better choice (for the collection and budget) to replace individual items because there is more up-to-date material or to just weed them because FVRL has an adequate number of copies of the same title. This project is rapidly reducing the backlog.

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**Vancouver Community Library
Board Report
October/November
November 17, 2003
Doreen Turpen**

Programs:

Forum at the Library held a “meet the candidate’s night” for local races in October. League of Women Voters co-sponsored the program which was heavily attended.

We hosted Portland gardening author Barbara Ashmun on Saturday November 15. The program drew 30 participants.

Our regular programs included Open Mic Poetry night, Poetry workshop, Book Discussion group, three computer related classes, Bonkers for Books, Teen ‘scape, Discussion Junction, weekly Yu-Gi-Oh time, and weekly story times. We also held an orientation for the Nonprofit Resource Center, worked with high school class research groups, and provided ESL tours.

Services:

The Open House featuring Secretary of State Sam Reed featured food and Latino music in addition to speeches and the grant award. Friends of Vancouver Community Library sponsored the music and the Library Foundation provided the delightful refreshments. We are now interviewing candidates for the Diversity Grant Project Coordinator position. We expect to make a hire next week or the week after Thanksgiving. We have a volunteer coordinator, Nancy Stepsis, already lined up for the Vancouver area. Nancy, along with members of the Vancouver branch of American Association of University Women will be meeting in early December to begin planning for implementation of the conversation circles in the Vancouver area.

Community outreach efforts during the month included participation in Genealogical Society classes, representation on First Book, involvement with SELF (Support for Early Learning and Families) and preparation for an early childhood forum in March 2004, participation with the Clark County Lewis and Clark Committee, and work with InterACT. The Youth Services department has been involved with several literacy events at local schools. Our Youth Services librarian was the main speaker for the kick-off event for Hazel Dell School’s Battle of the Books. She is either scheduled to do the same, or has recently done the same type of event at Washington Elementary School, King Elementary, and Harney. Our work out of the building includes weekly storytimes at Fruit Valley, special runs of the bookmobile to Fruit Valley Family Resource Center, Image Family Resource Center, and the Parsley Center.

Friends:

The Vancouver Friends held another successful book sale in Library Hall the weekend of October 24 – 26. Their proceeds since the spring book sale have topped \$6,800. This includes sales to book stores and Internet sales in addition to the regular book sale. They recently elected officers who will serve for the 2004 calendar year.

Date: November 17, 2003
To: Fort Vancouver Regional Library Board of Trustees
From: Patty Duitman
Subject: Support Services Report

INFORMATION TECHNOLOGY (IT)

SAM Update

The internet management software has been working fine. As with any new software there are some areas that need to be adjusted.

Print Control

We will be meeting with Comprise in January to discuss how we want the print control set-up.

Anticipate that we will start testing in January.

Website Update

Melinda continues to work on improving accessibility to the website. A new standard (xhtml) has been set for web design and our latest revisions are being written in this new standard. A long-term benefit of using this new standard is, that we can use the same page when we make our website available for wireless connections including small hand-held devices.

Communications

We are starting this week to connect the Annex telephones to a Voice-Over-IP system. By using this system we will be able to recognize some reduction in our telephone costs at the Annex. We also be able to use 4 digit dialing from the business office to the annex, similar to what we currently do with Three Creeks.

FACILITIES

Three Creeks

The north courtyard enclosure is under construction. The footings were poured last week. The brick is on order and is expected to be here in about two weeks. After that the project should take 2-3 weeks to complete.

The shelving move went smoothly, thanks to Brenda's good planning. The Facilities portion was completed early.

Woodland

An RFP has been issued for the Woodland foundation repairs, with a closing date of November 28.

Goldendale

A contract is in place to paint the exterior wood trim at GD.

Miscellaneous

We had the book returns painted and installed decals at Woodland, Ridgefield, Battle Ground, Cascade Park, and Washougal. We have installed two new stainless steel returns at Stevenson.

We are in the process of installing and standardizing water filters at all branches and the annex.

Foundation Director's Report

Prepared by Rick Smithrud

November 17, 2003

La Center Casinos Grant

The Community Foundation for Southwest Washington has notified the Foundation that we have been awarded a grant from the La Center Casinos Charitable Fund. The grant will be for \$10,000, which will cover the cost of purchasing two outdoor book return boxes, two Internet computer desks with privacy features, and two task chairs to fit the Internet desks. This is the third grant awarded to the Foundation during the last twelve months. So far, the La Center Casinos Charitable fund has contributed \$30,175 to the Foundation for the benefit of the future La Center Community Library.

Wilma E. Olsen Bequest

Due to the resolution of an outstanding lawsuit against the Wilma E. Olsen Estate, each of the estate's beneficiaries received an unexpected additional distribution. On November 5, the Foundation received a check for \$11,039.40 from the estate representing this additional payout. These funds, restricted for the benefit of the Goldendale Community Library, will be added to the Foundation's Goldendale Community Library investment fund.

Assistant Foundation Director

The Foundation is currently searching for an Assistant Foundation Director. The position has been posted on several websites and newspaper ads have appeared in The Columbian and Oregonian newspapers. The cost of this position will be paid for by the Foundation. A copy of the position announcement is attached. The position will remain open until filled.

Friends of Woodland Community Library Open Account

In an effort to consolidate several accounts and earn a better rate of return, the Friends of Woodland Community Library have opened an investment account with the Foundation. When combined, the total of their transferred assets will be just over \$10,000. The Friends of Woodland will receive monthly statements for their account and quarterly investment reports.

Fabulous Furniture Raffle

The Foundation is continuing to sell raffle tickets for a chance to win a \$1,000 gift certificate for Koplans Home Furnishings. Proceeds from the raffle will benefit the Teen Summer Reading program. Tickets are \$2 each. The winning ticket will be drawn at 4 p.m. on Saturday, December 13 in Library Hall at Vancouver Community Library. The drawing will follow a performance of holiday music by the Madrigal Singers.