

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

*December 11, 2006*

**1. CALL TO ORDER**

Chair Jerry King called the meeting to order at 7:01 p.m. at Sifton Elementary School in Vancouver.

**2. PRESENT**

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

Other staff and citizens attending: Barbra Meisenheimer, Cynthia Ernst, Rick Smithrud, Jane Higgins, Kelly Ackley, Frank Matlock and Debbie Hose.

**3. AGENDA**

The agenda was approved as presented.

**4. MINUTES**

The minutes of the Nov. 13, 2006 meeting were approved as emailed.

**5. ANNOUNCEMENTS**

King said that Burkman was out of town and unable to attend. He also noted that at the end of the meeting, the board would have an executive session to discuss legal issues.

King acknowledged that Elena Smith's term on the library board ends December 31, which means this is her last meeting. E. Smith has been a board member for just over seven years and King said she has shared many good ideas. He commended her for her willingness to express her opinion, which he said is an important part of being a board member. In appreciation of her dedicated service, King presented E. Smith with a "book clock" (a little wooden book that opens to reveal a clock, with words of thanks engraved on the inside plate) on behalf of the District. King said that E. Smith requested that any other gifts from staff, board members or others be donations to either the White Salmon or Goldendale Friends of the Library groups.

E. Smith thanked the board and staff for the gift and the acknowledgement. She said she enjoyed her time on the library board and feels very inspired by library staff. She said this has been a great learning experience for her and that she hopes the new board member will have as much fun as she did. E. Smith expressed how important it is for a board member to be themselves and express their thoughts and opinions. Yee invited

E. Smith to visit the board as a citizen anytime, but especially when the board holds its meeting in White Salmon, which is the community near where E. Smith lives.

## 6. **CITIZEN COMMENTS**

Jane Higgins said she has appreciated E. Smith's voice on the board. Higgins has been reading the book, *Bluelight to Pucker Huddle: Discovering Klickitat County*, and hears E. Smith's voice in it which makes her understand and appreciate the book more. Higgins said E. Smith had once expressed concern for employee morale, which is something all trustees care about but that E. Smith managed to express in depth. Higgins wanted E. Smith to know how much that expression meant to the employees and how rapidly all employees became aware of it. E. Smith thanked Higgins for these comments.

## 7. **BUSINESS**

### A. Expenditure Approval

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

### C. Meeting Dates and Finance Review Assignments for 2007

Ziegman asked if there were any suggested changes to the meeting dates and review assignments that were presented. There were none. King noted that the board could always change a meeting date at any time if necessary. The board approved the meeting dates and review assignments as presented.

### D. Election of 2007 Board Officers

King noted that a nominating committee had been appointed at the previous meeting with Koplán serving as chair. Koplán said the committee met and proposes the slate of officers to be Karen Peterson, Chair; Jack Burkman, Vice-Chair and Rose Smith, Secretary/Treasurer. No other nominations were made.

**MOTION: Merle Koplán moved to close the nominations and elect as 2007 officers: Karen Peterson, Chair; Jack Burkman, Vice-Chair and Rose Smith, Secretary/Treasurer. Bill Yee seconded the motion and it carried unanimously.**

### E. Executive Director's Annual Compensation

King said the personnel committee met as well as the full board in executive session to perform Ziegman's annual appraisal and discuss what his compensation should be for 2007. King said they had a good discussion and there was unanimous agreement that Ziegman is doing a good job. King commended Ziegman for being a dedicated and fully competent executive director. He said the board has agreed

that his salary for 2007 should be set at \$130,000, which is a 5.8% increase from 2006.

**MOTION: Karen Peterson moved and Bill Yee seconded that the Executive Director's 2007 annual compensation be set at \$130,000 effective January 1, 2007 and that he receive the same benefits package as other salaried staff. The motion carried unanimously.**

Ziegman thanked the board for the good review and the salary adjustment. He said he has enjoyed working for the library district, especially this last year when so much was accomplished. A reporter from The Columbian, who noticed Ziegman's compensation was a topic on the agenda, contacted him today to get more information. Ziegman said that when the reporter learned about the major accomplishments of the past year, he indicated that his story would focus on that. King said he also received a call from the reporter and the reporter sounded very favorable about the board's action.

**F. Amended Interlocal Agreement**

Duitman said last month, the FVRL board approved an Interlocal Agreement with the Vancouver Library Capital Facilities Area (VLCFA) board. Since that time, staff has met with bond counsel and financial advisors and using their advice, staff has determined that it would be best to wait to issue bonds until June 2007 in order to minimize costs to repay the bonds. In the interim, however, a few bills will need to be paid. Duitman said it might be possible to delay some of the bills but that the district might have to pay certain ones and then get reimbursed later by the VLCFA. The Amended Interlocal Agreement and the Reimbursement Resolution address this issue.

King asked if board members had any questions or comments and there were none.

**MOTION: Bill Yee moved and Merle Koplán seconded approval to sign the Amended Interlocal Agreement as presented. The motion carried unanimously.**

**G. Reimbursement Resolution**

No further discussion was needed and so the board took action.

**MOTION: Karen Peterson moved and Bill Yee seconded approval of Resolution 2006-8 as presented, which addresses VLCFA costs prior to receipt of bond proceeds. The motion carried unanimously.**

Ziegman noted that the two major expenses to come up between now and June 2007 are the salaries of staff working on the VLCFA project and the possibility of architect fees during the second quarter of 2007. It is hoped that the architect fees can be deferred until the bonds are issued, but it may not be entirely possible. King said this is a very legitimate procedure to follow.

## 8. REPORTS

### A. About the District: Accounting Department

This is part of a series of reports highlighting different departments within the library district. Duitman introduced the two presenters:

- Kelly Ackley is the purchasing/mail supervisor and has been with the district for about 20 years. She started in the acquisitions department and has been promoted since then.
- Frank Matlock is the accounting coordinator and has been with FVRL for about 8 years. He began in the purchasing department.

Ackley and Matlock shared a PowerPoint Presentation, which is attached.

Questions asked during the presentation:

- Yee asked if the district has to bid for items that are purchased. Ackley said she is not required to do that for most items; instead she uses the state contract to buy from and also shops around for the best prices.
- Yee asked if Ackley inventories the supplies once a year. Ackley said she does not.
- Ziegman noted that one of the biggest problems in the mail room area has been the noisy stapler. He asked about the status of noise control for this problem. Ackley said the Facilities department built a special soundproof box for the machine, which has significantly reduced its noise. Koplan noted that the low ceiling in the basement of the current main library, which is where this department is located, could be part of the noise problem.

Peterson said she is impressed with the work of the departments. Koplan asked how the relatively new computer system, Great Plains, is working for accounting. Matlock said it is much better now that the district has found a consultant who can better address how to get the system to meet our needs.

Duitman presented calculators she purchased and Post-it notes to each board member as tokens of appreciation from the accounting department. King thanked the staff for their report and said he has tremendous respect for those who work in accounting. Ziegman said that Ackley and Matlock are terrific employees who have been promoted within the district and work very hard.

### B. Community Libraries Report

Devlin's written report is attached. Devlin mentioned that Abbie Anderson, the new Woodland librarian, is quickly getting out and meeting people in the Woodland community. Devlin also noted Stevenson library's Dec. 13-19 closure for carpet replacement (North Bonneville and the Skamania Bookmobile will provide extra hours of service during that time).

Barbra Meisenheimer reported on activities at the Vancouver Mall library, where she is the community librarian. They have had some turnover in their staff due to promotions to other departments and several staff who moved on elsewhere. Justin

Keeler, the assistant community librarian, came from Michigan and has made a huge impact at their library. He led a graphic novel book club for tweens in the last four months. A very nice note was received from the mother of one of the participants, from which Meisenheimer read excerpts:

"I would like you to know how much of an impact the Graphic Novel Book Club has had on my 9 yr. old son. This book club was led by Justin at the Vancouver Mall branch. My son thoroughly enjoyed this book club, and it was not his idea to join! He often would look at the calendar to make sure he wasn't missing the book club on the first Saturday of the month. He definitely has an interest in drawing and detailed pictures, so to place an importance on these graphic (comic book) novels was very eye-opening for him. He would definitely like to continue, and I am thrilled at his interest... I'd like to thank Justin for spearheading this group and for getting kids to first engage with reading material and then engage with one another over the books."

Meisenheimer acknowledged the Friends of Vancouver Mall library for their support of this program.

The Mall library's Swaddlers Storytime for babies and parents continues to grow. Meisenheimer said they had more than 100 babies and caregivers one Wednesday which caused some concern among parents and staff. Starting in January, the Mall library will have signups for the two weekly programs. They will then do an assessment in June.

A knitting program was held, led by Content Management staff members Sarah Berkowitz and Melinda Chesbro. It was such a hit that Berkowitz has agreed to offer an ongoing program there in the near future.

The Mall library's Friends group has grown this year with several new active members. One member helped with summer reading signups and also handed out prizes.

Meisenheimer expressed her gratefulness for the passage of the recent library bond measure, which provides some funds for the Mall library. They will get more than just additional computers; it was determined that the library will also need some minor remodeling/refreshment to accommodate the computers. Staff is looking forward to the changes. They are already beginning some changes, such as interfiling reference materials with the circulating collection to make patron access more convenient.

King thanked Meisenheimer for sharing this good news from the Mall library.

### C. Update on Library Building Projects

Ziegman said he would email a written report to the library board in the next few days. He plans to email reports to the board every two weeks while so much is going on. Current activities related to the building projects included:

- A project manager will be hired. The position has been posted and closes this week.

- Architect selection for the East Vancouver library is underway. The RFP proposals were due Dec. 1. The scoring team will meet on Dec. 13 to select finalists. Presentations from the top firms will be given sometime during the first two weeks of January. Ziegman invited interested board members to attend the presentations and said he would email them a list of the dates once they are set.
- Staff have met with bond counsel and the financial advisor and determined that it would be best to sell \$10 million of the \$43 million in bonds on June 1, 2007.
- A design team for the East Vancouver library is meeting regularly and is being led by Turpen. Their assignment is to develop a preliminary building program so that when an architect has been selected we will have something to start with.
- Space is needed for staff who will work on the building projects, both for workstations, large drawings and a small meeting space. Half of the compact shelving located in the basement of the main library will be moved to the Operations Center Annex. The space that is freed up in the basement will then become the building project workspace.

King expressed the board's appreciation for this update. He said he likes to be able to inform others when he's asked about the status of the building projects. R. Smith said people ask her if the new libraries will include fireplaces; it appears people really want them in our libraries. Ziegman agreed that this appears to be a popular idea, especially for the Battle Ground library. It has not been discussed for the East Vancouver library yet.

#### D. FVRL Foundation Update

FVRL Foundation Director Rick Smithrud noted that a grant was received from SWIFT to help pay for a new deck for the Stevenson library. He also mentioned publicity for the 2006 Authors and Illustrators dinner that was in The Oregonian recently.

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

#### E. Other

Vanlaanen reported that a customer satisfaction survey was conducted Nov. 18-29. About 1,000 surveys were received from patrons that had face-to-face "reference" interactions with our staff. The surveys are being compiled by Conkling Fiskum and McCormick, who will provide us with a final report by Dec. 21. Vanlaanen said she would share the results with the library board after that time. Staff training on effective reference and customer service will be conducted next, followed by a second patron survey. R. Smith asked about the cost of the survey. Vanlaanen said the whole process for this first survey effort is under \$10,000. Now that a method has been set up to do the surveying, future efforts will be easier to replicate and will also be much less expensive. Koplan asked how patrons were selected to

participate (whether it was random or by staff selection). Vanlaanen said that in the smaller libraries, nearly every patron that had a 30 second or longer “reference” interaction with staff were asked to participate. In the larger branches where the number of interactions was much higher, staff tried to get a certain number of patrons per hour to complete the survey. King said obtaining feedback on patron satisfaction with library services is very worthwhile and something he is glad we are putting money toward. Ziegman said that the consultant was very helpful in making sure we gather information in such a way that it is statistically valid.

Ford and Turpen shared information about a four-day session they attended on library building planning and design, sponsored by the Harvard School of Design. Ford explained that the sessions were led by four instructors that had extensive library construction experience. This was the first time this series was offered on the west coast. There were also a number of guest speakers. About 40-45 people participated in the sessions, mostly from California. Ford said she learned a lot from the participants as well as the speakers. The format was three days of classes and one day touring new libraries in Sacramento. Topics covered included library design, the building program phase, working with architects, design trends, making a good user experience, and design considerations such as green buildings and lighting issues.

Turpen shared what she learned from the Harvard seminar. She said that the sessions encouraged focusing on the patron’s experience and making the spaces we build enjoyable for patrons to use. It’s also about giving patrons control of their own library experience, which is why there has been so much movement toward self pickup of holds and self checkout. Patrons feel that doing this is faster and easier. We need to set up these services so they are easy for patrons to use. Turpen also learned that the need for computer access has increased rather than decreased despite access at home and work. The standard used to be one computer for every 1,000 population. Now it is two computers for every 1,000 population. Turpen said we need to be prepared to support a variety of devices. This includes providing lots of electrical outlets for people to plug in their equipment. This still doesn’t mean the need for computers will drop. She learned how important it is for staff to be clear about what they want to accomplish in the new buildings. Staff must document, communicate and clarify all stages of the project to make sure we get what we want out of the buildings. She also heard about the importance of designing flexible spaces so libraries can adapt and change as circumstances change.

King thanked Ford and Turpen for their report.

## **9. EXECUTIVE DIRECTOR’S REPORT**

Ziegman provided a status report on the Battle Ground library building project. Turpen is leading the internal design team, which has met several times now. Ziegman said he would be meeting with Don and Jane Higgins on Dec. 12 to make sure we’re all

moving forward together on the project. Ziegman said he also had a very good meeting with the developer of the project, Dennis Pavlina, the previous week.

Yee had asked for a comparison of staff salaries/wages to benefits at the previous library board meeting, which Ziegman had said he would bring back to the board. Ziegman reported that it depends on how you calculate it:

- If you add the salaries/wages and benefits together as one amount and then calculate the percent, it is 25.1%.
- If you calculate the benefits against just the salaries/wages, it is 33.5%.

March 8, 2007 is the next Library Legislative Day. Ziegman said this is the date when library supporters go to Olympia to meet with their legislators. He encouraged board members to put it on their calendars. King encouraged board members to attend this event.

#### **10. CITIZEN COMMENTS**

None.

#### **11. BOARD COMMENTS**

King expressed appreciation to the Friends of Vancouver Mall Community Library for the delicious dinner they provided prior to the meeting.

King also noted that this is his last meeting as Chair. He said that he enjoyed his time as Chair and that a high point for him was the passage of the bond measure, especially since it received several percentage points more than was required to pass. He noted the very important discussion held in Battle Ground recently and the Board's vote in favor of providing additional funding to the building project. He felt badly, however, when he had learned after the meeting was over that people could not hear the discussion very well. He hopes that people will inform the board immediately when they cannot hear, so something can be done. King also noted that the board had a very good discussion about Internet filtering this year. Not all board members agreed on issues, which is a good illustration that our democracy is working, whether or not we agree with the results. More than 600 people sent emails to the library board on the Internet topic. The board read many thoughtful comments. King said he thought the board did a good job discussing the issues and that the final decision, once it has been implemented, appears to be well-received by the public.

Board members and Ziegman expressed their appreciation to Jerry for his leadership. Koplan wished E. Smith well in her future pursuits. Koplan said she has appreciated E. Smith's perspective. She added that even when all board members have not agreed on an issue, it's important to hear both sides. Koplan also commended King for his excellent work as Chair.

King recessed the regular meeting at 8:14 p.m. He moved the meeting into an executive session at 8:17 p.m. to discuss legal issues pertaining to the La Center library. Executive session ended at 9:07 p.m., when King reconvened the regular meeting.

**12. NEXT REGULAR MEETING**

In order to address issues relating to the La Center library, the board agreed that the 2007 meeting calendar needs to be adjusted.

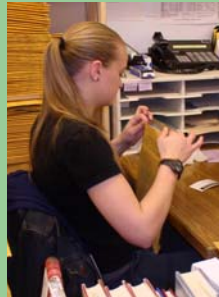
**MOTION: Karen Peterson moved and Merle Koplán seconded that the January 8, 2007 meeting be held at the La Center Community Library. The motion carried unanimously.**

**13. ADJOURNMENT**

The meeting was adjourned at 9:15 p.m.

*These minutes were approved at the January 8, 2007 board meeting.*

## Welcome to the Purchasing/Mail Department



## Supplies & Purchasing

- Office supplies
- Furnishings
- Craft supplies for library programs
- Everything from pens & pencils to outdoor canopies for programs and cat litter for icy pavements
- 70 requests processed each month
- We compare prices and find the best fit for our needs



Supplies used at Harry Potter program -- Ridgefield Library



## The "Cage"

- Eight aisles
- Locked nightly
- Contains day-to-day supplies



## Shipping, Receiving and Mail

- Receive 80 deliveries each month
- Post and mail letters and notices for the district
- Post and mail 6,056 books to patrons (from the Main library and Interlibrary Loan)



## Welcome to Accounting & Payroll

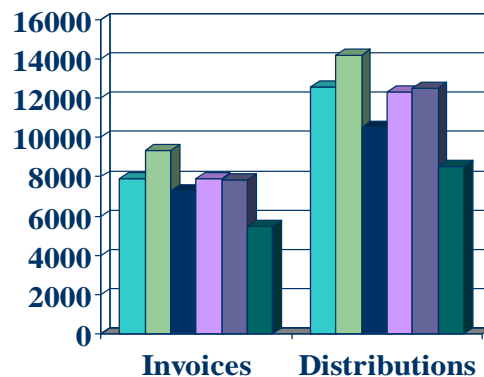


## Accounts Payable

- Pays for everything except salaries
  - 8,000 invoices annually
  - 4,500 checks cut annually (some invoices are for the same vendor)
- Includes Three Creeks LCFA
- Reconciles branch deposits (money collected at the desk)
- Sales tax and 1099s
- Prepares the list of bills that library board members review and approve



## Account Distributions



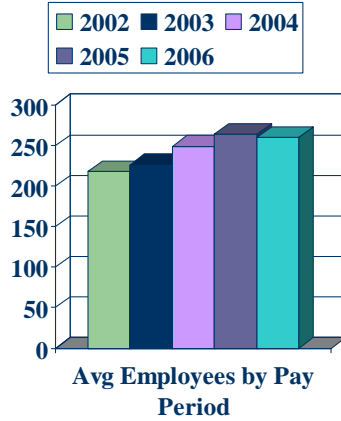
- One invoice may need to be distributed between multiple budget numbers
- While there were 8,000 invoices – there were 12,000 distributions

## Payroll

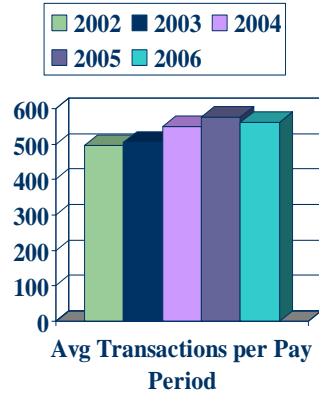
- Average of 260 employees paid twice monthly
  - All by direct deposit
  - Pay statements sent to staff via email
- Some employees work at multiple locations and levels
- Includes calculating and tracking sick and vacation leave



## Employees/Transactions



- Multiple transactions may be needed to generate a check, if an employee works at several levels or locations



## Accounts Receivable

- We also bill others
  - Interlibrary Loan
  - FVRL Foundation
  - Friends of the Library



## Accounting Coordinator



- Supervise Accounting & Payroll
- County reconciliation
  - Taxes received from our service area
  - Reconciling payroll and accounts payable
- Financial statements
  - This includes the reports given to the library board
- Department and branch reports
- General ledger

### CLARK COUNTY AND FVRL CASH RECONCILIATION FOR THE MONTH OF September 2006

	County	FVRL	Difference
<b>I Cash</b>			
Beginning cash balance	64,211.18	5,252,637.79	(5,188,426.61)
Beginning Cash Adjustment			-
Corrections to Cash (prior month entries)			-
Tax collected	227,866.23	227,866.23	-
Deposits	130,369.88	\$ 130,492.46	(122.58)
Over-Short & Error Corrections			-
Interest	18,497.84	18,497.84	-
Investments sold	1,254,000.00		1,254,000.00
DNR	3,823.20	3,823.20	-
Landuse	2,160.24	2,160.24	-
Leasehold			-
TAV			-
PILOT			-
Transfer In (Out)			-
Warrants redeemed	(374,884.07)		(374,884.07)
Investments purchased	(290,497.84)	(18,497.84)	(272,000)
Remittances (ACH trans)	(633,384.35)	(668,358.93)	34,974.58
Ending Cash Balance	<u>402,162.31</u>	<u>4,948,620.99</u>	<u>(4,546,458.7)</u>
<b>II Investments</b>			
Beginning investment balance	5,198,612.07		
Investments Purchased	290,497.84	18,497.84	272,000
Investments Sold	(1,254,000.00)		(1,254,000)
Ending investment balance	<u>4,235,109.91</u>	<u>18,497.84</u>	<u>4,216,612.07</u>
<b>III Warrants outstanding</b>			
Beginning warrants outstanding	45,160.01		
Warrants Issued	593,530.66	593,530.66	-
Warrants Redeemed	(374,884.07)		374,884.07
Ending warrants outstanding	<u>263,806.60</u>	<u>593,530.66</u>	<u>374,884.07</u>
Cash available	<u>4,373,465.62</u>	<u>4,373,588.17</u>	<u>(122.55)</u>
<b>Reconciliation</b>			STATUS
Deposit in Transit	122.58		
<b>LIBRARY GL CORRECTIONS</b>			
Balances	<u>4,373,588.20</u>	<u>4,373,588.17</u>	<u>0.03</u>
<b>Great Plains Cash Balance</b>			
100-100-111-11-00-00	1/30/2006	136,668.79	
100-100-118-11-00-00		<u>4,235,109.91</u>	
GL Balance		<u>4,371,778.70</u>	1,809.50

**To SUM up, our departments  
handle the money, supplies & mail  
for the operation of the district!**



## Community Libraries Report For November 2006

### PROGRAMS & SERVICES

- Erica Rhodes and Justin Keeler of Vancouver Mall presented a well-attended Egyptology program. The participants wrote their names in hieroglyphics and made cartouche necklaces and pyramid dioramas. Erica mummified Justin to the delight of the audience. There was much oohing and aahing and a few grossed out parents as Erica removed Justin's internal organs.
- About 50 people attended the Iran slideshow and talk presented by Jackie Spurlock at Battle Ground. There were lots of questions and many positive comments afterwards. The Friends provided Persian refreshments, and Jackie created a booklist and informational handout to provide supplementary information about Iran.
- Jan Underwood, author of *Dayshift Werewolf*, presented a program at Three Creeks detailing her experience as winner of the International Three Day Novel competition. She also read from her humorous book and offered advice to aspiring writers.
- Sean McGill (Washougal) reports that the Xstream Poets' Society sponsored a Veterans' Day poetry reading held at the Three Creeks Community Library November 9th. The featured reader was D. Lee Powell, a Vietnam veteran and powerful poet.
- The Tuesday evening and Saturday afternoon adult book discussion groups continue to thrive at White Salmon. This month the Friends hosted author John Daniel of the Eugene area. He discussed his book *Rogue River Journal*.
- Abbie Anderson (Woodland) held her first book discussion group and had a wonderful time discussing gender differences, relationships, and Kris Radish's evocative writing in *The Elegant Gathering of White Snows*.
- Colleen Lindsay (Cascade Park) reports that Building Blocks, the story time held at Hearthwood Elementary, is growing rapidly. There are now an average of 50 participants each week. Except for one family, all these are newcomers this fall.
- La Center's preschool story time has been a combined event including babies to school aged children. Parents wanted to have a separate story time for very young children so the branch is adding a Wednesday toddler story time in January.
- The second in the three-part PJ story time series at White Salmon proved overwhelmingly successful. Seventy-five kids, parents, and grandparents attended this far from sleepy event. Families and staff came dressed in their pajamas, ready to share stories, songs, cookies, and milk in the library gallery.
- Goldendale presented a very successful program, "Battle of the Generations," a four-hour afternoon "tournament" of chess and checkers. Susan Kerwin had door prize drawings

for each generation and a certificate of recognition for the age group who won the most games over the course of the afternoon.

- Michele Taylor (Van Mall) had over 100 babies and parents at her Waddlers Storytime. Parents expressed concern about the number in attendance. Beginning in January the Waddler Storytime will be by pre-registration, limiting the number to 35 families. This system will be evaluated in June to see if it is a good solution.
- Despite snowy, cold weather, seven people arrived for the monthly potluck and book discussion at Stevenson on November 27th. The featured novel was “Bel Canto” by Ann Patchett and the book received high marks from the group.
- Vancouver joined the libraries offering self-pick-up of holds. The change has gone smoothly and is popular with library users.
- Information Services started to offer reference support to the branches via instant messaging (IM).

## **YOUNG ADULTS**

- La Center YAAB members participated in a Battleship Tournament. The boys were very excited and determined opponents and partners in advance. Since there was only silence from the female half of the YAAB group, staff thought that this tournament would turn out to be a guys only event. To their surprise the silent female half all turned out for the tournament with strategies of their own.
- The “Face Your Fear Factor” program of team activities attracted a large group of teens to the Vancouver library, including a greater number of older teens than usually attend a library program. One 17-year-old posted to his My Space page that “this was the most fun he has ever had.”
- The Ridgefield YAAB group helped Jenine WhiteCastle decorate the library for the holidays. The branch has received many positive comments on the festive seasonal trim.
- Three Creeks YAAB members attended a book group and Conversation Café.
- Goldendale YAAB will help sponsor a program on Scottish history and culture next spring with monies raised at a special Teens table at this year’s Ice Cream Social. Choosing the program proved very empowering and energizing for the YAAB members and also provided good feedback for the library on where their interests lie.

## **COMMUNITY CONNECTIONS**

- Jennifer Hull (White Salmon) attended a presentation sponsored by the WSU Extension Office. The presentation gave an overview of the “Horizons” project, a grant opportunity funded by the Northwest Area Foundation to help members of the community develop skills, tools and practical strategies to address needs specially identified by the

community. Representatives from a variety of White Salmon area agencies attended the meeting. A series of conversations beginning in January will focus on how to build a thriving community using a discussion guide called “Thriving Communities: Working together to move from poverty to prosperity for all.” Jennifer will participate as a member of the local advisory board for the project.

- Abbie Anderson (Woodland) went to the Yale Board meeting. They were delighted to meet her and are already planning to host her all-ages storytelling series as well as other programs Abbie suggested. Abbie has also been meeting members of the Chamber of Commerce, the City Council and Rotary, and school media specialists.
- Naomi Fisher (Goldendale) attended a WSU Learning Center Advisory Board meeting. Of the ten attendees, about five were, like Naomi, members of the original Board who helped found the Center and hire the first Coordinator. The Learning Center is going strong and still offering regular continuing education classes for adults, as well as distance degree programs and assistance.
- Two teens at Washougal High School asked Sean McGill (Washougal) to mentor their senior projects. One student is tatting lace and the other is creating a chess set based on figures from mythology. Sean agreed whole-heartedly to mentor these students.
- Ann O’Reilly served on Ridgefield’s Outstanding Citizen Nominating Committee. The nominee, Tevis Laspa, spearheaded painting the Community Center and Library exterior this year, among other volunteer activities.
- Jackie Spurlock participated on Battle Ground’s Central Main Street Technical Advisory Committee. The committee is helping guide future growth and development in the central Main Street area, between SR 503 and Parkway (which includes the present library site).

#### **FACILITIES:**

- Stevenson’s new roof is holding up well despite November’s rain and storms. The library was closed briefly on the morning of November 30th due to snow and ice. A helpful patron was waiting when staff arrived and requested a snow shovel so he could clear the walkways for them. Later, the Sheriff’s work crew completed snow removal on the sidewalks. Staff served cocoa and cookies to a number of patrons and students who took refuge in the library for the day.

#### **COLLECTIONS:**

- White Salmon staff has begun the moving some of their collection. Juvenile nonfiction is now out of the adult nonfiction collection and is on lower shelving next to the children’s area. This is getting favorable comments from library users. Jennifer Hull anticipates that there will be much more independent use of the juvenile nonfiction collection by the kids themselves. They are also beginning to interfile the reference collection with adult nonfiction and anticipate that this will lead to more use of the reference materials.

## **EXHIBITS & DISPLAYS**

- “Amazing!” is the word staff most often hear when patrons view the fiber arts exhibit in the Stevenson gallery. Dawn Moreau’s “Visions in Fiber” features large wall hangings created in macramé and other stitches. “Kokopeli,” “View from the Cabin Window,” and “Sunflower” are just a few that feature beads and found objects woven into the patterns. The exhibit will run until December 12th.

## **STAFF**

- Abbie Anderson began her career as the Woodland Community Librarian on November 6th. There was much rejoicing, especially by her!
- Ann O’Reilly is happy to be “physically” back working in the library and to have the whole staff together. Jenine WhiteCastle, Jurinda Swingruber, Lois Lamkin and Lynn Endo have all done an excellent job of maintaining operations while Ann was out with a broken leg.
- Gwen Scott-Miller (Three Creeks) attended the PORTALS Disaster Relief Group meeting at Mt. Hood Community College. The group is preparing a Long Range Plan and a poster session at OLA.
- Sara Teas (Vancouver) attended the Yale Fall Festival and demonstrated remote access to FVRL’s catalog and databases.
- Ruth Shafer (Vancouver) completed issuing library cards to all of the 5<sup>th</sup> graders at Marshall Elementary School. This project is part of the “Connecting Schools with Public Libraries” grant that began with author David Schwartz’s visit. Next VCL will hold Math Madness at the school for an evening program. The final stage of the grant requirements will be purchasing \$500 worth of math books for the public library.
- Staff training included Karin Ford attending a seminar on “Planning and Design of Public Libraries”. Six IS staff went to a workshop on business and marketing reference resources. Michele Taylor and Justin Keeler attended a Biz Buzz class, covering stock and business questions.

## **BOOKMOBILES**

- Patrons at the North Bonneville retirement community, Hamilton Park, are enjoying the bookmobile’s twice-monthly visits.

## LITERACY & ESL

- The leaders of the Conversation Circle at Cascade Park reported that they are currently working on words for food, the names of food in the grocery store, and how to read a menu in a restaurant. One of the leaders collected a variety of menus and the group, comprised of Hispanic, Chinese and Eastern Europeans, began talking about different foods that are particular to their home countries. One woman brought jicama to share.
- Naomi Fisher (Goldendale) gave a presentation on library support for ESL and Conversation Circles at a community night at Roosevelt School. The group offered to help find English-speaking volunteers to run Circles in their area.
- Van Mall has had several families who are staying at the Residence Inn attend their story times. One family had to return to Singapore recently and on their last day they took pictures of Brian and Michele, asked about handouts that they could share with others and thanked staff for the story times. Another family from Japan attends both the Toddler and PS story times. They spend many hours using the story station in an effort to learn to speak English better.

## FRIENDS

- The Battle Ground Friends inaugurated their new website this month, located on their own domain at [www.bgcfriends.com](http://www.bgcfriends.com). Among the many new features is a link to photos of the chairs in the Chair-ity fundraising project. Viewers can vote for their favorite chair once a day until the project ends in January. Several of the chairs have already sold for \$250 each, and the remaining ones will be auctioned at the Ben Franklin dinner.
- The Washougal Friends had 50 boxes or so of hardback books left after the last book sale and discovered a new way to dispose of them: craigslist.com. A bookseller from Salem rented a van and took all of the remaining books while the Friends made a tidy profit.
- Friends of the Woodland Community Library held their annual book sale. Along with books, they sold the Friends' Woodland history calendars.
- Goldendale Friends have only about 100 copies left of their book *Bluelight to Pucker Huddle*.

## DONATIONS AND BEQUESTS

- Stevenson Library Friends members Barbara Selstad and Marsha LaBounty joined Chris Hughey at the SWIFT Grant Foundation's awards reception November 14th. The FVRL Foundation and Barbara jointly accepted a \$7,500 grant toward the construction of a deck for the Stevenson Library. The Friends are busy raising funds to add planters and benches to the project.

- Battle Ground has an attractive poster hanging in the library highlighting the capital campaign for the new building with an accompanying list of naming opportunities located at the circulation desk. One of the \$10,000 study rooms has already been taken.
- A mother and her 2-year-old son braved the shopping craziness of the Friday after Thanksgiving to purchase a small vacuum cleaner to clean up the rice he pours on Vancouver's floor every Wednesday morning at Tiny Tots story time! The thoughtful gift was meant only partly as a joke because the boy makes such a mess.

## TIDBITS

- Heidi Henning (White Salmon) heard two separate comments about the juvenile non-fiction section recently. One comment was from a grade school boy who didn't know the library had so many "cool books." The other was from a mom who was browsing through the juvenile nonfiction collection for her kids. She was very excited to tell her two children about the new section.
- Jackie Spurlock (Battle Ground) got a letter from Finland asking for information about Vivie Risto, a prominent cartoonist who was born and raised in Battle Ground. She found a photo of him as a child and another of his mother in front of the family home on Risto Road, both thanks to Louise Tucker's book *Battle Ground In and Around*.

**Board Report**  
**December 11, 2006**  
**Access and Programs Division**

This report covers activities from October and November.

**Projects:**

- Amy modified the Online Catalog Help Guide so it would reflect FVRL information rather than the standard information shipped with the product.
- Brenda served as coordinator for implementation of the collection agency. Patrons with unpaid balance of \$40.00 or more are referred to Unique Management for collections. Referrals to Unique Management began November 1. We expect to receive our first reports in late December.
- Brenda and Amy are working with Computer Services to prepare for an upgrade to our Internet management software that is scheduled for early 2007.
- Jessie worked on several statistical reports. She is gathered demographic data and library use statistics for the Eastside library building program and is creating similar reports for Battle Ground Community Library.
- Maria coordinated the Tales of Terror short story contest.
- Amy worked with Sam Wallin in IS to launch the first steps of a project to introduce staff to the use of Instant Messaging.
- Amy worked with CS to resolve a patron complaint about not being able to read and print PDF files in Japanese using our public Internet computers at a branch. Two computers are now able to open and print documents that use Asian and Central European fonts. The needed software will be included in the set-up of new Internet computers.
- The Eastside Building Program team started meeting in November. Our charge is to have the building program substantially completed by the time the architect is hired.
- I am working with another team to develop documentation for the Battle Ground library.

**Community Involvement:**

- Amy organized two outreach efforts to the Spanish speaking community in October. One was to the English Language Learners' Parents meeting at Ellsworth Elementary School. Cristi Jenkins provided information in Spanish to parents. Sheri Feinstein represented the library at the Sea-Mar Community Clinic's Open House/Heath Fair. Amy coordinated the library's participation and prepared the display panels
- Amy is on the planning committee for the Latino Resource Fair scheduled for March 2007.

- We created a system to enable Lower Columbia College staff to check out Discovery Kits for use with an ELL program with a Farm Worker housing complex located in Woodland.
- Jacquelyn was appointed to represent FVRL as a member of the Skamania-Klickitat Community Network. FVRL's Hello, Baby program is listed on the initial launch of their community resource web site.
- We expanded our partnership with Children's Home Society by providing additional storytimes for an outreach program they launched this fall.
- I was a representative on the Southwest Washington team that attended the Governor's Early Learning summit in November. The theme was collaborative community building.
- Jacquelyn and I participated in several committees and meetings of SELF. The group is completing updates to its planning documents; has been working with a consultant team on evaluation of the organization; and met with representatives from foundations that are interested in supporting the early learning collaborative.
- Making Democracy Work advisory committee decided to focus on networking. They value the opportunity to exchange information and we have seen several joint endeavors among participants. We are setting up an electronic communication network for the committee.

### **Training:**

- Amy and Brenda attended Internet Librarian
- Jacquelyn provided leadership to bring Every Child Ready to Read training to FVRL. This is a national training program. Washington State Library received a grant to offer training throughout the state. We have had two sessions in our District.
- Jacquelyn was a co-presenter at an Education After Hours program for early learning educators. The topic was "Connecting Early Learning and the Development Benchmarks with Language and Literacy".
- Jessie attended advanced Access training. She received training to allow her to perform administrative functions in Director's Station. She provided training to Director's station team members who were unable to attend the initial training in August.
- Several staff have taken advantage of "webinars"; training offered through the web. Topics often focus on new technologies and how libraries are implementing these into their services.
- Jacquelyn attended the annual conference for the National Association for the Education of Young Children. Conference presentations emphasized the use of movement (like our fingerplays) and music to prepare young children to learn to read.
- I attended a 4 day symposium on library building design in Sacramento with Karin Ford. The Harvard School of Design was the sponsoring agency. The symposium was timely given our upcoming building projects.

**Date:** December 11, 2006  
**To:** Fort Vancouver Regional Library Board of Trustees  
**From:** Patty Duitman  
**Subject:** Operations Report

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### **ADMINISTRATION**

- Regional Financial Advisors were selected as Financial Advisor for the VLCFA and for FVRL for things related to the LIFT project.
- Dan Gottlieb was selected Bond Counsel for the VLCFA. Dan was the Bond Counsel for the Three Creeks LCFA and has been bond counsel for most of the LCFAs in the state.

### **COMPUTER SERVICES**

- Completed configuration for Stevenson Wi-Fi. It will be installed during their carpet replacement in early December.
- Routine software upgrades on our servers has been completed. Applied software patches and security fixes.
- We had a few planned (and unplanned) power outages due to the install of our new UPS.

### **HUMAN RESOURCES**

- 401A distribution complete. By December 31, 2006 all employees who received funds in a 401A plan will have it distributed to either through a roll over to another tax deferred plan or cashed out.
- 2006 open enrollment is complete.

### **ACCOUNTING**

- Received an E-rate audit. There was nothing noted by the examiner
- Set up 2007 accounts

### **PURCHASING**

- Library card vendor We are in our final stages of selecting a new vendor to print our library cards. There were a total of 6 RFP vendor submittals with two of them being in the running to print our card order. Order date for the supply is January 2007.
- New mail machines ordered for WD & TC New mail machines for Woodland & Three Creeks have been ordered and will be placed by the end of this month. The reason for updating to new machines is that the old machine dialog technology is about to expire and requires we upgrade to digital. All other Library locations with mail machines will require an upgrade no later than December 31, 2008.
- Researching portable microphone systems for Board meetings.
- Pricing furniture and equipment for VA Project area.

# **Foundation Director's Report**

## **Prepared by Rick Smithrud**

December 11, 2006

### **2007 Benjamin Franklin "For the Common Good" Dinner**

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

### **2006 Fabulous Furniture Raffle**

The last 2006 Fabulous Furniture Raffle ticket was sold at 12:59 p.m. on Saturday, December 9<sup>th</sup>. At approximately 1:00 p.m., the name of the most recent winner of a \$1,000 gift certificate from Koplán's Home Furnishings was announced. The winner of this year's Fabulous Furniture Raffle is FVRL Trustee Karen Peterson. This year's drawing was held at the Friends of Three Creeks Book Sale & Holiday Wassail at the Three Creeks branch. Proceeds from the raffle will help support the 2007 FVRL Summer Reading program. Approximately \$1,200 was raised through this year's raffle.

### **Foundation Publicity**

The Foundation is receiving excellent publicity. Two photos from the 2006 Authors & Illustrators Dinner were featured in the Oregonian's "Scene and Heard" column on Saturday, November 10. In addition, an article about the 2006 SWIFT grant appeared in the November 29 issue of The Columbian. Many people took note that the Foundation's grant award for the Stevenson deck was the largest SWIFT grant awarded this year. The Friends of Battle Ground Library also received great press for their Chair-ity Chair Fundraiser.

### **Allan Weinstein/SWIFT for Kids Grant**

The Foundation has submitted a Letter of Inquiry to SWIFT outlining a proposal to fund a **Storytime Van** to support FVRL District's Early Learning and Family Literacy Programs. In 2007, the Allan Weinstein Endowment Fund will provide a single award of \$20,000 to one nonprofit organization. Review of the letters submitted will take place in December and the three highest ranked proposals will be invited to submit full grant proposals in January. The winning proposal will be selected in May of 2007.

### **2007 Bookmark Contest**

Pacific Office Automation has agreed to produce and donate 60,000 copies of the 2007 Bookmark Contest entry form. These entry forms will be distributed in January 2007 to all kindergarten thru 8<sup>th</sup> grade classrooms within FVRL District's service area. In other years, the copying charges for the entry forms would cost approximately \$2,500.