

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Meeting

October 14, 2002

I. CALL TO ORDER

Chair Marilyn Breckel called the meeting to order at 5:34 p.m. at Stevenson Community Library. Breckel moved the meeting immediately into executive session to discuss union negotiations. The regular meeting reconvened at 6 p.m. No action was taken during executive session.

II. PRESENT

Chair Marilyn Breckel presiding. Board members: Ellis Dunn, Jerry King, Merle Koplan, Shirley Morgan, Karen Peterson and Elena Smith. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Associate Director; Candy Morgan, Associate Director; Sue Vanlaanen, Associate Director; Mara Reynolds, Stevenson Community Librarian and Becky Pettigrew, recording.

Others staff and citizens attending: David DiCesare, Karen Goettling and Rick Smithrud

III. AGENDA

The agenda was approved as presented.

IV. MINUTES

The minutes were approved as mailed.

V. ANNOUNCEMENTS

Breckel thanked the staff of the Stevenson Community Library for the food they provided prior to the meeting.

VI. CITIZEN COMMENTS

None.

VII. 2003 WORKSHOP IN LIBRARY LEADERSHIP CONFERENCE

Ziegman welcomed Karen Goettling who came to talk about the Workshop in Library Leadership (WILL) conference, which the Washington State Library has sponsored every other year for the last decade. Goettling came to obtain feedback on how they can make it an even better conference for trustees. Ziegman said that he has known Goettling for a long time and that she has been one of the most cooperative consultants he has ever had the pleasure to work with.

Goettling passed out information about the WILL Conference. A survey was sent out in May to library trustees. It was suggested that Goettling go visit library boards that represent larger libraries. It was also recommended to her that Board members come to the conference as presenters, to share their expertise.

Goettling asked the Board several questions:

1. What are the most difficult issues you've dealt with?
The Board brainstormed the following as challenges trustees face:
 - Explaining the importance of intellectual freedom to the public
 - Working with politicians
 - Working under new legislation that limits the amount of taxes libraries can collect, while library services and use continues to grow
 - Passing bond measures for the construction of new libraries
 - Working with unions as libraries face increasingly tighter budgets, including how they impacts salaries and benefits
 - Effectively reaching diverse populations
 - Trying to meet the information and reading needs of as much of our community as possible, including how the budget fits into this
 - How to conduct a public hearing on a sensitive topic
 - Basic boardsmanship (new board member training)
2. Would anyone be willing to share their expertise?
 - Staff member Candy Morgan was suggested as a person knowledgeable in the topic of intellectual freedom
 - Marilyn Breckel and Dale Read, Jr. were suggested as speakers on how to conduct a public hearing. Breckel was not certain that she would be able to commit to the dates of next year's conference, as the timing is bad for her.
3. What issues do you foresee for the future and what speakers do you recommend?
 - How to create a Library Capital Facility Area, with the new Three Creeks Community Library as a model. Ziegman suggested that Goettling list FVRL as a presenter on this topic.
 - Balancing technology and books—and using a limited budget to most effectively reach the community.
 - How to go about a building planning process – including the research, the groups that come together to discuss the issues, holding a design symposium, conducting surveys, etc. Both the La Center building project and Three Creeks were again mentioned as models.
4. Any other suggestions for the upcoming 2003 WILL conference?
 - Breckel said that in one of the handouts, there was a mention of regional meetings. She thought that a one-day regional meeting might be helpful for trustees.
 - Ziegman suggested alternating the location of the WILL conference between Seattle and Spokane to make it more convenient for some, rather than equally inconvenient for almost everyone. Goettling said that the conference would be in Yakima in 2003 because the contract is signed a year in advance, but next time it could be held somewhere else.

Goettling thanked the Board for their input and said she'd be in touch. She encouraged those present to contact her if they have questions.

Koplan asked how the State Library salvaged their funding. Goettling said that they haven't fully salvaged it. They received a 21% cut in funding and lost a number of employees. Goettling is hoping citizens will continue to write to their legislators, media and others because that was one of the most helpful things, and their struggle is not over yet. They have been working on building their Friends group for support. The State Library has moved into the Secretary of State's office and has received a lot of support from officials there.

VIII. BUSINESS

A. Expenditure Approval

MOTION: Marilyn Breckel moved and Ellis Dunn 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: Marilyn Breckel moved and Jerry King seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.

C. Access to Electronic Information Policy

A revised draft policy was included in the Board's packet. Breckel asked for comments from Board members about the revised policy.

King said that the revised draft policy reflects the last board vote, but he still plans to vote against it. He explained that part of his opposition to mandatory Internet filtering comes from his traditional libertarian viewpoint of the role of public libraries in providing free access to information for all. About 20 years ago, King said that he and his wife were co-founders of a support group for the gay and lesbian community. They had as many as 40 members in the club and he explained that the club has done a lot of good in the community. One of the things citizens came to them with was their concern about the isolation many young gay people experience. These young people have said that the Internet was one of the lifesavers for them, as they searched for information to help them. Internet filters would stop them from getting to many of the sites they want. They could go to a librarian and ask for special help and get it but many of the young adults might not want to be identified. King said that in his viewpoint, if we made filters mandatory for everyone, it could do far more harm than good for these young adults. King said that the compromise of making the age for filtered access 12 and under relieves a lot of his concern. However, there are many 11 and 12 year olds who are dealing with some of these issues. King said he did not think he would be

able to persuade the Board to lower the age to 10. He added that this is a very serious, complicated issue and that there's not a very good answer to it. King said that he does not think that there is a very big problem with porn being viewed in the library when you compare how many are using the library's Internet computers to the small number of incidents we've had.

Dunn said that he intends to vote no to reflect his earlier vote; he hasn't changed his mind. He served on the policy committee and helped with the draft policy. He added that should the revised draft policy pass, he will follow it.

Koplan said that this issue is something we've all struggled with. If we were living in an ideal world and if everyone followed our Rules of Conduct—and we knew that they were all following it—we wouldn't need filtering. She said that she doesn't see that we have much choice.

Smith said that she plans to vote against it again as well. She is not convinced that the draft policy addresses the concerns of the people who stood up and voiced their opinion in support of filtering at the hearings. She said that not many of those citizens mentioned a concern for children viewing inappropriate things. Smith did not think the policy addressed the concern about inadvertent viewing very well. She said she is all for filtering, but not for default filtering. Many citizens spoke in support of the current Internet policy, and Smith said she is listening to those people by voting against the proposed new policy.

Koplan asked if there were any questions about the wording in the draft policy. King said that the part in the preamble where it mentions "very young children" does not reflect that the age goes to 12. It was agreed that the word "very" would be struck.

MOTION: Shirley Morgan moved and Karen Peterson seconded approval of the revised Access to Electronic Information Policy as presented, with the removal of the word "very" from the second paragraph of the preamble. The motion passed with four Yeas (Merle Koplan, Marilyn Breckel, Karen Peterson and Shirley Morgan) and three Noes (Ellis Dunn, Elena Smith and Jerry King).

IX. REPORTS

- A. Community Library Services
Candy Morgan's written report is attached.

Stevenson Community Librarian Mara Reynolds was introduced. It was noted that on display in the library's gallery was the Artist of Gorge exhibit. C. Morgan asked Board members to mark Tuesday, October 7, 2003 as an event they won't want to miss: the opening reception for the next Artists of the Gorge exhibit. She noted that the opening reception is

one of the best ways to experience the role of this library in the community, not just in Stevenson but also in the Columbia Gorge area.

Stevenson library staff serves all of Skamania County and a portion of Klickitat County with branch libraries in Stevenson and North Bonneville and a bookmobile. Many programs are offered to the community.

Reynolds thanked the board for budgeting for a staff room for the Stevenson branch, which has been completed. Prior to having an enclosed staff room, staff shared space with the bookmobile in the garage. C. Morgan noted that there was an area used for storage that they cleaned out as well, which can now be used for program staging.

C. Morgan reported that citizens in the Yale precinct of Cowlitz County want to vote on forming a rural partial-county library district. If the measure passes, the citizens would ask the library board that would be appointed by the Cowlitz County Commissioners to approach Fort Vancouver Regional Library about a contract for library services. The Yale precinct is bounded on the south by Clark County and the east by Skamania County. While the area is geographically large, its population is rural with about 450 registered voters. Citizens there understand that contracting for library services from FVRL would result in free library service from all FVRL branches, obtaining bookmobile services and the ability to get a Multnomah County Library card. Currently, people in this area have to pay a non-resident fee to get service from FVRL. C. Morgan noted that FVRL would only have to add a few staff hours to the bookmobile to provide them with service.

The Yale group has approached the Cowlitz County Commissioner who represents them about their plans and he is supportive. Although they do not plan to vote on it until November 2003, they will eventually need a letter from the FVRL Board of Trustees stating that if the measure passes they would be willing to enter into negotiations for a contract for library services. C. Morgan suggested that a good time to take action on this would be at the Board's December 2002 meeting in Woodland, since that's the closest branch and would make it convenient for Yale precinct citizens to attend.

S. Morgan noted that the Yale and rural Cowlitz County area have a very close-knit, informed community. C. Morgan added that citizens there are working on a community action plan and intend to ask those working on the plan to include their desire for library services.

Koplan reminded the group that the expense in expanding services to new areas would not just be to the bookmobile, but also in mailing books and Web access.

C. Morgan shared some good reasons to support providing library services to the Yale precinct, including: the area made good use of the grant funded bookmobile service that was provided by FVRL in the past; it is a relatively small population; providing service to unincorporated southern Cowlitz County has been a concern to the district because many Woodland School District school children there do not have public library access; the area is somewhat remote; and bookmobile service would also serve the western Skamania County residents who live just east of the Cowlitz County border.

B. Vancouver Activities

Doreen Turpen was not able to attend the meeting.

C. Greater Vancouver Building Project

DiCesare provided an update on the project. Consultant Joan Frye-Williams recently presented a 4-hour workshop to staff about library service trends for the future. DiCesare noted that one of the interesting things that came out of the workshop is that service industries are where to look for new ideas for libraries. Citizens develop expectations based on what they get other places.

The district has begun working with the FVRL Foundation to coordinate messaging. The Foundation has agreed to fund this effort and “AHA!” (Alling Henning Associates) has been hired to develop coordinated messages.

The design symposium for the new Cascade Park Community Library was conducted last Friday and Saturday at Pacific Middle School. About 50 people attended, including representatives from the City of Vancouver, school district, Friends of the Library, business and many citizens at large. DiCesare explained the format for the symposium. Invitations are being sent out for the next symposium, which will focus on Vancouver Community Library.

Koplan said she attended part of the symposium and found it exciting to watch the process and hear what people want in their new library. She said it was worth the time she spent. Attendees expressed a desire for a really good coffee shop or stand in the library, such as a Starbucks or Java House. People also said that they didn’t want rows of computers in the library; instead computers should be conveniently placed throughout the library. A number of other useful technology tools were mentioned as important in the new library, but the emphasis was that the technology should not drive the building design.

Ziegman mentioned a phrase that consultant Joan Frye-Williams shared: “Patrons sit, staff move.” Having staff assisting patrons on the floor would make it more convenient for patrons who are looking for materials or working online.

DiCesare noted another concept Williams presented. Williams had suggested that we begin experimenting with changes to our services now, rather than when we get a new building. This would allow modifications to be made before the building is complete. Koplan said that the library board needs to encourage this kind of thinking.

Ziegman said that the beauty of some of the new technology is that it's wireless and doesn't require ripping up carpet or walls to put it in. Koplan shared other ideas from the symposium, including drive-up window service where patrons can get their books without having to come in.

DiCesare acknowledged the FVRL Foundation for paying for the design symposium's catering and the blue glass mugs, which were given as gifts to all attendees.

D. Support Services

Patty Duitman's written report is attached. Duitman noted that the auditors have come and gone. They were here for about 10 days. An exit interview is still to come.

Duitman also mentioned that the Internet management request for proposals has gone out. She has reviewed a number of them and at least 2 should be able to implement the Board's new Internet policy.

E. Communications

Sue Vanlaanen's written report is attached.

Vanlaanen also shared an article that was in Sunday's *Columbian*. The article described how the library selects books.

Peterson said that she's seen the teen focus "It's *your* library!" signs that are currently on a number of C-TRAN busses, and she thinks they are great. C. Morgan commended Vanlaanen for the time she spent with teens in her effort to get ideas for how to reach teens in the community. Koplan said that the teen focus ad transcends to other ages, too.

F. FVRL Foundation

Smithrud's written report is attached.

Smithrud also noted that the Friends of the Battle Ground Community Library will host a raffle on November 2. The FVRL Foundation helped them with the raffle tickets and tickets are selling well. He also said that the FVRL Foundation was glad to help with the design symposium.

The major sponsor for the upcoming Bookmark Contest backed out and so new sponsors are being sought. Westfield Shoppingtown agreed to be a sponsor, thanks to contacts made by Candy Morgan.

The Foundation received an extraordinary stamp collection as a donation. It will take some time for volunteers to go through the collection and identify the value of the stamps.

Breckel asked how the CD collection donation campaign is going. Smithrud said it's been very successful, as nearly 90 responses have been received and over \$5,500 has been raised. Several Friends of the Library groups have designated funds to the collection as well. A follow-up letter will be sent to donors soon. The letter will come from the same teen who wrote the original letter. Koplan said that having the letter come from a teen rather than an adult was wonderful. Smithrud said that this was her senior project and that he's very proud of her for thinking of the library and doing this good work.

C. Morgan mentioned that there continues to be ongoing donor support in White Salmon, thanks to the successful building campaign they had there.

X. DIRECTOR'S REPORT

Ziegman reported that Jan Oliva has been identified as the chairperson for the Citizens for Better Libraries Political Action Campaign. Oliva is already active and anxious to start raising funds. Oliva's family owns Hi-School Pharmacy. They are also very respected members of the community. Nancy Miller, a local attorney, has agreed to be the treasurer.

Several staff went to Seattle Public Library to meet with their director, Deborah Jacobs. Jacobs shared information about how they conducted their very successful bond measure a few years ago. Jacobs said that they did a lot of polling and spent a great deal of time at community meetings.

The district's Staff Development Conference was held September 18 at Clark College. Ziegman said that it was a successful conference with good seminars. Smith said that she attended the conference and enjoyed it. She said that it's a great chance to see the staff and spend some time around them. Smith found the sessions enjoyable and interesting. She also noted that staff morale seems to be really good. She did suggest that the lunches could be improved upon, however. She recommended Board attendance at future Staff Development Conferences.

Ziegman shared that the Washington Association of Library Employees (WALE) conference was hosted at the Red Lion Inn at the Quay recently. Ziegman helped with the opening ceremonies on the first night. Overall, the conference was quite successful. FVRL Training Coordinator Holly Blosser chaired the WALE conference and also arranged the Staff Development Conference. Both events were scheduled close together and so it was a lot of work for her to complete all at once.

Ziegman has allowed his name to be put in for nomination for the Community Choices 2010 board. CC2010 serves as a catalyst on health issues and publishes a

“community report card” on the health of the community every year. He has also been in discussion with PORTALS, a consortium of Portland/Vancouver area libraries, to see if FVRL might join their group.

Ziegman sent a letter to candidates for legislative offices representing our area, inviting them to put their campaign materials out in our libraries and to take a tour of the library of their choice. Although only a few candidates responded to the invitation, Ziegman said that this gives him a basis for follow-up after the elections are over. Reynolds noted that she sent similar letters to local candidates and has received a response. C. Morgan sent similar letters to candidates for Klickitat County offices. She stressed the importance of making sure all the candidates know that they can put their literature out in the library, as the library is a public forum. Smith said that the candidates’ night events that the library has hosted also provide a good opportunity for candidates to get their messages out.

XI. CITIZEN COMMENTS

None.

XI. BOARD COMMENTS

None.

XII. NEXT MEETING

The next meeting will be on Monday, November 4, 2002 at 6 p.m. at the First and Clark Building, located at 606 NE First Street in Battle Ground. An executive session will begin at 5 p.m.

XIII. ADJOURNMENT

The meeting adjourned at 8:02 p.m.

These minutes were approved at the November 4, 2002 meeting.

**COMMUNITY LIBRARY SERVICES
REPORT TO THE LIBRARY BOARD
October 14, 2002
Submitted by Candace Morgan**

Some September highlights from branches and other Community Library Services Departments:

Yale Precinct (Cowlitz County)

A group of residents of the Yale Precinct are exploring the possibility of placing a proposition on the November 2003 ballot to establish a partial-county rural library district for their precinct. Yale is located on the southeastern end of southwest Cowlitz County. It is bordered by Skamania County on the east and Clark County on the south. This precinct has achieved a majority yes vote on previous propositions to establish public library service for unincorporated Cowlitz County and in the unincorporated areas of the Woodland School District. Woodland Community Librarian Geraldine Veenstra and I met with this group on September 17th. They expressed a wish to contract with Fort Vancouver Regional Library for library services if the election is successful. They indicated that a free library card and bookmobile service would be a satisfactory level of service. The new revenue that we would receive would be adequate to provide this service. Since that time they have talked with Cowlitz County Commissioner Bill Lehning. He expressed support for their efforts. As they have in the past, the group will be asking for a letter from the Library Board indicating that if the proposition passes and if the Library Board appointed by the Cowlitz County Commissioners requests a contract for services and is willing to tax at the same rate as FVRL residents pay, that the FVRL Library Board would be willing to enter into negotiations for a contract for library services. They will need this letter to assure the Commissioners that there is a way for Yale Precinct to get library services.

Stevenson, North Bonneville and Skamania / Klickitat Bookmobile

As is typical for the Stevenson Community Library, September featured a variety of programs:

A quilt stretched on a quilting frame, ready to quilt, was on display in the library during the last two weeks of the month as a part of an "all over town" quilt show participation display in advance of a quilt show at the Fairgrounds. Genealogy workshops were held in the library for the three days as a part of the quilt show, featuring Mary E.V. Hill from Salt Lake City. In return for the library promoting the quilting event, the quilters helped promote *Live @ the Library: Piecing Together the Fabric of the Community*. Mara Reynolds (Community Librarian) reports that Stevenson's first *Live @ the Library* program, featuring author Jane Kirkpatrick, was successful with over 40 attending. Joanna Grammon, *Pioneer* editor, was in attendance. The following week's paper included a positive editorial and a photo of Jane autographing her books.

Janine Williams, a volunteer who presented a series of programs featuring dancing and singing as a part of Stevenson's Summer Reading Program, is now providing a program entitled "*Learning Jamboree*" on Monday mornings and Wednesday afternoons

through December 11th. She is combining music and language. Community members with foreign language skills have been invited to share songs and beginning level conversations.

The Friends of the Stevenson Library sponsored a discussion of Internet access issues, with me as the speaker. At that meeting the Friends voted to purchase a brick for the La Center Library.

Judy Larson participated in the White Salmon / Bingen Huckleberry Festival by driving the bookmobile in the parade and providing bookmobile service afterwards.

The 23rd Annual Artists of the Gorge Exhibition opened with a gala reception on October 1st.

A series of programs will be offered throughout the month to complement the exhibit.

The 100-year-old oak tree in front of the library has been added to the Underwood Conservation District's "Big and Unique Tree Registry."

Battle Ground

The adult literacy program co-sponsored by the Friends and the Library in memory of Pat Redjou is underway. Five tutors have been trained and most have been assigned students by Clark College and have begun tutoring. Additional tutor training has been scheduled.

Jackie Spurlock (Community Librarian) reports that Whitney Otto was an extremely lively and entertaining speaker at Battle Ground's first *Live @ the Library* program. The event was co-sponsored by the Library, Friends and Cotton's, a local business. Deb Coates, owner of Cottons and Friends members Anna Cross and Jan McGary provided about twenty quilts that were hung in the former sanctuary of the 1st & Clark building where the program was held. The Friends are raffling a quilt made by Anna and Jan. The winner will be drawn at the Dan Ing author lecture on November 2. The quilt features humorous book titles created by Ute Gensler (Library Assistant) using the Internet.

Columbia Kids Preschool began classes on September 23rd in the 1st & Clark building. Thanks to Facilities the building has been cleaned and repaired. One room upstairs is being used by the adult literacy program and another for YAAB, book discussion, Friends and other library related meetings.

Sue Barrows (Assistant Community Librarian) began a lapsit series that will run from September 12 - October 31.

As the Foreign Language selector Jackie Spurlock has begun selecting Spanish language materials to be purchased with the Diversity grant.

Woodland

Storytimes are as popular as ever in Woodland, including the new lapsit. They are experimenting with an evening lapsit because that is the time that the participants in Doreen Tannebaum's programs identified as the best for them.

The Building Committee and its subcommittees continue to work on plans for a new library. Dennis Sword (Facilities Manager) and Brenda Cameron (Circulation and Projects Manager) have been working with them. Brenda has provided them with a draft building program outline.

Ridgefield

The Friends of the Ridgefield Library donated \$250 of the \$500 that they received from the Foundation to the La Center Library building project. In addition they purchased a brick. They have also voted to donate \$350 for books on CD.

Washougal

Washougal began a lapsit storytime in September. One of the participants in the Teen Bookclub attended a Washougal Friends meeting and talked about the club and how important it is. As a result the Friends agreed to help fund the program. A September program on frog jumping was well received. Alice Gabriel (former White Salmon and Washougal Community Librarian) helped Sean McGill (Community Librarian) make origami frogs, which Sean reports jumped quite well.

The program included a storytime and attendees expressed an interest in Saturday storytimes. The Branch plans to experiment with a monthly Saturday storytime beginning in October.

Three Creeks

A variety of quilts were displayed in the meeting room in conjunction with author Steve Barnes' *Live @ the Library* program. Quilts are also hung in the lobby and they have been quite effective in buffering the noise level there. Brenda Cameron has been working with Kelly Ackley (Purchasing Supervisor) to complete the acquisition of items that we delayed ordering until we knew we had adequate funds for them.

Cascade Park

Teresa Torres (Community Librarian) and Ryan Ellis (Circulation Supervisor) met with the Mountain View Key Club to discuss volunteer opportunities. The response has been very positive. For example several teens are helping with the branch's Family Storytime, which is presented by Colleen Lindsay (Library Assistant III). Diane Vinson joined the staff as a Library Assistant II. A new colorful storytime rug is brightening up the children's area of the library.

Goldendale / Klickitat County Bookmobile

Live @ the Library: Piercing Together the Fabric of the Community was a program focus at Goldendale in September. There is a Quilt Show in the meeting room, author Craig Lesley presented a program, and four 2nd grade classes visited the library and contributed drawings that are displayed on a quilt background in the children's area.

Two successive displays in the entry-way case highlighted local diversity. Rachel Gunkel (Circulation Supervisor) and Teddy Cole (former Community Librarian) prepared a display on the pioneer history of the area, with photos of people from a variety of ethnic backgrounds, including Japanese, Chinese, African-American, Native American, English, German and much more. This was followed by a display on the Finns of Centerville. There are still descendants of the original Finnish settlers in the area and Naomi Fisher (Community Librarian) reports that many came into the library specifically to see the display.

The newly revived Georgeville bookmobile stop proved a success throughout the summer with the biggest and most consistent attendance for the bookmobile summer reading programs. The stop will be continued this fall.

Naomi was the speaker at the September Chamber luncheon. She highlighted business resources and also talked about Goldendale's adult literacy program.

White Salmon Valley

Once again the library participated in the Huckleberry Festival. In addition to the Bookmobile presence in the parade and at the fair, Jenine WhiteCastle (Circulation Supervisor) and Jennifer Hull (Community Librarian) provided craft programs, including rock painting and teen and children's canvas painting. As a part of a series of programs on both sides of the River in remembrance of September 11, the Friends of the Library co-sponsored a *Poetry for Peace* program with the Columbia River Fellowship for peace.

The Mary Hoyt Stevenson Foundation made a \$1,000 donation to the Friends. They will combine that donation with one they received last year to commission a mural on the exterior south wall of the library.

Vancouver Mall

In recognition of National Library Card Month, the branch had a colorful display of library cards from around the world. There were over 50 cards from the United States and other countries. Michele Taylor (Assistant Circulation Supervisor) initiated a lapsit storytime.

Collection Development

Jackie Youngblood (Collection Development Manager) trained Holly Blosser (Training Coordinator) in selection so that she can assume responsibility for selection for the Staff Library. The Books on CD collection continues to grow and is proving to be very popular.

Technical Services

Kelly Kovarik is joining the staff as Assistant II. She formerly worked in Vancouver Circulation. We have started the process for migrating from our current acquisitions system – Libris – to Dynix Acquisitions, as recommended by Jeanne Goodrich, a consultant we hired to do a workflow analysis. Jeanne made a number of suggestions concerning things that might increase the efficiency of our operations. We will take her ideas into consideration as we make decisions during the implementation of Dynix Acquisitions. This migration should enable us to eliminate quite a bit of paperwork and streamline our processes.

Children's Services / Family Literacy

The planning of the 2003 Bookmark Contest is completed and the process of printing applications and preparing promotional material will begin soon. The contest will begin in January with the distribution of entry forms to Kindergarten - eighth graders. The winning entries will be announced prior to National Library Week (April 6 - 12) when we will begin distributing the bookmarks. Celebration parties will be held in each branch.

Terry Morin, a Vancouver cartoonist has been selected as the artist for the 2003 children's summer reading program. Jacquelyn Keith reports that his artistic style should have a special appeal for 4 - 6th graders, an age group whose participation in summer reading we would like to increase.

Young Adult Services

Teens are the current focus of the *It's your Library* campaign and Trish Segal has assisted Communications Director Sue Vanlaanen in its development. She was also a

presenter at the WALE (Washington Association of Library Employees) conference. The 4th annual Tales of Terror Short Story contest is being held this month.

Date: October 14, 2002
To: Fort Vancouver Regional Library Board of Trustees
From: Patty Duitman
Subject: Support Services Report

ACCOUNTING

The auditors have been in the office since Oct. 1st. They have completed the audit for 2000 and 2001. We will be meeting with them on Oct. 30 for our exit conference.

INFORMATION TECHNOLOGY (IT)

Internet/Print Management - The responses (6) to the RFP have been received and the evaluating committee will meet on Friday, Oct. 18 to determine which vendors will be invited to demonstrate their products. We received several good responses, all of which will be able to meet our Jan. 15, 2003 implementation deadline.

HUMAN RESOURCES/ADMIN SERVICES

Sub-Finder, continues to be received positively. We have had 1434 requests with 6898 calls made. We are experiencing an 87% average fill rate. We plan on adding upriver branch requests after January 1, 2003.

HR will be testing for an applicant pool next week. We currently have approximately 100 people to test.

The supervisory training, that we contracted with Clark College to administer, starts October 22. There are four segments to the training and we are offering each segment four times. The entire series will complete in June.

FACILITIES

A new drywell and drain pipes for stormwater drainage at Woodland was installed.

Planning continued for the Battle Ground workroom/circulation area renovation. The work is planned for early December and will require several days of closure. Details will be completed in the next two weeks.

The Facilities Assistants completed 48 open work orders for routine repair and preventive maintenance. Scott Tingley performed landscape maintenance at all branches and oversaw the removal of the dead fir tree at Cascade Park.

The new courier van was outfitted with the necessary safety equipment and placed in to service.

FVRL Board Report

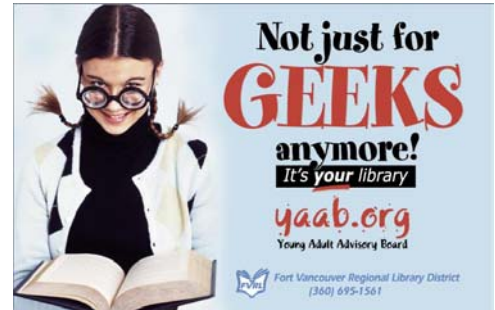
Sue Vanlaanen, Associate Director-Communications

October 14, 2002

"It's *your* library!" campaign

Our advertising focus on teens is underway, using several message vehicles that are new for FVRL:

Transit advertising – Our ads were installed in late September on the sides of six C-Tran busses that will circulate around Clark County through the middle of November. Additionally, 30 busses are displaying posters inside for a minimum of two months.



Movie screen ads – We've arranged with Regal Cinemas (for two Vancouver-area theaters -- Highway 99 and Cascade Park) and with the Kiggins Theater in downtown Vancouver for on-screen advertising during the second half of October through the end of November. Three versions of the "geek" ad will be shown, including promotion for participation in Young Adult Advisory Boards and for Vancouver Community Library's weekly "Teen 'Scape."

Other vehicles for promoting library awareness among teens will include in-school video/audio announcements, library display cases (main library currently displays teen-interest material), limited newspaper ads, select school newspaper ads, radio spots, and exterior banners. We're also working on getting large posters up in all branches and providing smaller posters for branches to distribute out in their communities.

"Postal Customer" mailer

We're finalizing a newsletter titled "It's *your* library!" that will be delivered to all households and businesses in the library district in early November. Article topics in the four-page, folded newsletter will include: children's and teen's programs successes; the revised Internet filtering policy; an update on Three Creeks Community Library and the positive impact of its opening; the 2003 bookmark contest; an overview of the "It's *your* library!" campaign; facilities planning in Vancouver and elsewhere; the MIX agreement that made free Multnomah County Library cards possible for FVRL patrons; and a solicitation for e-mail addresses for future library news updates.

District general information + bond measure information video

I'm drafting a script for a 10-minute video that will provide general information about Fort Vancouver Regional Library District. We're also developing a brief add-on segment providing information about the bond measure that will be removed from the core tape after the May 2003 election. The basic information tape replaces an outdated one that was produced in the mid-90s. We plan to have the taping and production wrapped up by the end of the year, with copies of the completed tapes available in early 2003.

FVRL Board Report

Rick Smithrud, Foundation Director

October 14, 2002

SWIFT Grant Interview

On Tuesday, October 15, representatives from the Foundation, Friends of La Center Community Library and the Library District will meet and be interviewed by a SWIFT grant review committee. The Foundation has submitted a request for \$15,000 from SWIFT to help pay for children's picture books for the new La Center Library. The interview will be held in the partially renovated "old hospital building" that is being transformed into the new La Center Community Library.

La Center Casinos Grant

The Foundation has submitted a grant application to the Southwest Washington Community Foundation for funds from the recently created La Center Casinos Charitable Fund. The request is for \$10,175, which will help pay for a reference collection for the future La Center Community Library. Results of this application will be announced in six to eight weeks.

FVRL District Employee Support Campaign

This year, FVRL District employees were offered the opportunity to make a gift to either the United Way or to the Fort Vancouver Regional Library Foundation during the annual charitable giving drive. The deadline for returning forms was last Friday. As of last Friday, the campaign had received 26 contributions or pledges totaling \$7,892. \$2,653 of this total was pledged directly to the FVRL Foundation.

Foundation Retreat

The Foundation Board of Directors held a half-day planning retreat on Thursday, September 26 in downtown Vancouver. The retreat focused on reviewing the relationship between the District, the PAC and the Foundation. As part of the retreat and an abbreviated Foundation board meeting, funding and support was given to conduct a feasibility study. The study will help determine the fundraising climate and potential for a major capital campaign.

Oregon Antiquarian Book Fair

Library Friends in the Portland/Vancouver area are currently preparing for participation in the Oregon Antiquarian Book Fair scheduled November 22nd – 24th at the Oregon Convention Center. Palmer-Wirfs & Associates purchased the rights to the show earlier this year after the death of the previous owner, Len Lanfranco. One stipulation the family made in the contract was that the Friends continue to receive free booth space. The show is in conjunction with the Antique and Collectibles Show that is normally held at that time and is expected to draw more than 10,000. This is an opportunity for the Friends to sell their more collectible books to a market that is more willing to pay an appropriate price. Library Friends from Beaverton, Cascade Park, Lake Oswego, Sandy, Stevenson, Three Creeks and Vancouver will be working jointly to staff the sale.