

RECEIVED MAY 12 1986

ABERDEEN TIMBERLAND LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
13 MAY 1986
AGENDA

RL

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Approval of Bills
5. Unfinished Business
6. New Business
A: June TRL Board Meeting/Delegate
B. WILL Workshop
7. Staff Reports: Reynvaan, Windisch, Peck
8. Board Orientation: TRL Revenue and Budget Picture - Lon Dickerson
9. Announcements
10. Adjournment

ANNOUNCEMENTS

1. Tuesday, May 13: ABERDEEN LIBRARY BOARD MEETING, Aber. Lib. 4:00 p.m.
2. Tuesday, May 20: "LET'S TALK ABOUT IT", Aber. Lib., 7:00 p.m.
3. Monday, May 26: MEMORIAL DAY, Library Closed.
4. Wednesday, May 28: TRL BOARD, TRL Service Center, 7:30 p.m.
5. Tuesday, June 3: "LET'S TALK ABOUT IT", Hoq. Lib., 7:00 p.m.
6. Tuesday, June 10: ABERDEEN LIBRARY BOARD, Aber. Lib., 4 p.m.

ABERDEEN TIMBERLAND LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING

13 MAY 1986

CALL TO ORDER The meeting was called to order at 4:10 p.m. by Board Chair Tom Brennan.

MEMBERS PRESENT Other members of the Board present were James Brown, Weedy McCauley, Richard Merrick and Dorothy Vekich.

STAFF PRESENT Christine Peck, Sue Reynvaan, Jay Windisch

GUESTS Lon Dickerson, TRL Director, Mary Ann Shaffer, TRL Assistant Director for Public Service, Rich Patton, Mayor of Aberdeen.

MINUTES Weedy McCauley moved that the minutes of the previous meeting be approved as mailed. Dorothy Vekich seconded the motion, motion passed. The bills were examined by the Board, approved and signed for payment as presented.

BILLS

UNFINISHED BUSINESS

WATERPROOFING Christine reported that she was in the process of investigating costs of waterproofing for the building. Since this is not in the budget this year but important, other "building" projects are on hold until the waterproofing costs are known.

NEW BUSINESS

TRL BOARD MTG. INVITATION Christine noted that it has been some time since the TRL Board has held one of their meetings in the Aberdeen area. Since TRL Board agendas are heavy with budget matters and often need to be at the Service Center for access to records and data, perhaps it might be best to invite the Regional Board to meet in the area during the summer. After some brief discussion on the matter the Aberdeen Board invited the TRL Board to meet in the Aberdeen area for the June 25, 1986, meeting of the TRL Board.

JUNE 25, 1986

AB DELEGATE TO TRL BOARD MTGS. Christine asked the Board how they felt about a "delegate" to attend the TRL Board Meetings. She noted that she often attends, so a member of the Aberdeen Board could ride with her. Tom Brennan suggested that they have a sign-up sheet for members of the Board to note when they would be able to attend the TRL Board meetings and take turns attending. The Aberdeen Board thought that it would be a good idea to have a member attend TRL Board Meetings. Mary Ann Shaffer noted that TRL Board meetings are getting a wider range of local Board representation at the district meetings of the TRL Board, and said that it was an educational opportunity, especially with the budget topics that will be discussed. When Weedy McCauley asked about an opportunity to have dinner with the Board, Mary Ann replied that she was concerned about the time factor. The TRL Board meetings need to be longer, so starting earlier might be a good possibility, as now all TRL Board members are on the budget "committee". Mr. Dickerson expressed a concern that the Aberdeen Library meeting room may not be large enough for the meeting. He also noted that he was going to recommend that the June, July and August meeting of the TRL Board start at 6:00 p.m. instead of 7:30 p.m. There might be two members of the TRL Board that could have a problem with getting together before the meeting if there is an earlier start. Mr. Dickerson suggested that he convey to the TRL Board the Aberdeen Board's interest in a pre-meeting dinner. Richard Merrick moved that Weedy McCauley chair a committee of 1 to work on the matter of dinner. James Brown seconded the motion. Christine said that she would find out the possibilities from the TRL Administration and let Weedy know the situation.

DINNER

WILL WORKSHOP Christine noted that the WILL WORKSHOP would be in October. This is designed to be a leadership development for Trustees. Weedy McCauley asked if this were not aimed at "total control" boards rather than boards of local building which were part of a district governed by a regional board. Christine noted that perhaps the funding of attendance might be set aside for "total control" boards first, but that it was by no means exclusive. A lot of it depends upon attendance demands. Christine said that she wanted to make certain that

the Board had plenty of advance notification on the WILL Workshop. Richard Merrick responded that one of the best workshops for trustees he has attended was the workshop that TRL put on a couple of years ago. Perhaps something similar could be arranged again.

STAFF REPORTS

PARENT RESOURCE
FAIR

Sue Reynvaan, Aberdeen Children's Librarian, reported that she participated in a Parent Resource Fair at the South Shore Mall. She noted that at the booth she received 4 library card applications and 15 requests for parenting information. Sue reported that there was a lot of interest in the booth and that it was well worth the participation. The Summer Reading Club materials were shown to the Board, and Sue noted that she and her assistant, Sandy Bates, were in the process of scheduling school visits to present the Summer Reading Club. When Richard Merrick asked what age group could participate in the program, Sue responded that it was K +. Preschoolers are not excluded if they insist, but the program is designed for reading, school-age children.

Jay noted that there was nothing to add to the written reference report.

CITY BUDGET

Christine referred to her written report and introduced again the topic of budgetary woes. At this point Christine invited Aberdeen Mayor Rich Patton to speak to the City Budget problems. Mayor Patton reported that the monies "over" the TRL Contract fee were actual building costs, so that there was not much to cut. This is not so for the City, and unfortunately it does not look good "down the road". Federal Revenue Sharing will come right off the top. Cities off the I-5 corridor are in a similar situation and are not in very good shape. These cities, including Aberdeen, are cutting "red meat" and not just "fat". Christine interjected parallel comparisons of these cities and TRL, and noted that the cities are just a little behind TRL in facing the now-familiar increasing budgetary constraints. Christine said that Bob Wall and Bob Solum gave a very good presentation at WLA and at the TRL All-Staff Day. They gave her a lot to think about in addressing the problems generated by budget problems and cuts. Bob and Bob are partners in Vision in Action, Inc.

LIBRARY COSTS

FEDERAL REVENUE

VISION IN ACTION

TRL MATERIALS
DISTRIBUTION

The 1986 TRL Materials budget and distribution reports were noted at this point in the meeting.

DRIVE-UP BOOK
DROP

James Brown inquired as to the request for a drive-up book drop in the back alley, and wanted to know if this was a serious request. Christine replied that it was a serious request, and responded that there were others in TRL. Christine also noted there were occasionally other requests for a drive-up book drop. Parking is a problem around the library, and a book drop with a "drive-up" situation would take up present parking space. The book drops we have are emptied about twice a day. Some libraries lock their book drops during open hours. Weedy McCauley noted that this would be like the drive-up boxes at the post office, not a drive-thru "service" like a bank window. Book drops are very expensive and impact staff time. Dorothy Vekich noted that drive-up books drops could be a big help to people in returning library materials, for example, mothers who have children in the car during our often inclement weather. It was noted that there are other problems with leaks and vandalism. Weedy McCauley suggested that a letter be written to the patron explaining the Board discussion and the problems that would need to be overcome. Richard Merrick seconded the motion. Tom Brennan said that he would take care of the letter. Motion passed.

MR. DICKERSON

Tom Brennan thanked Mayor Patton for attending the Aberdeen Library Board meeting. Mr. Brennan welcomed Mr. Dickerson, TRL Director, and invited him to speak. Mr. Dickerson referred to the All Staff Day presentation and noted

CUTS EFFECTS

that changes are painful to staff. Bob Wall and Bob Solum had told Mr. Dickerson that they had never seen such a devastating cut situation as the TRL 28% FTE staff cuts. The cuts affected a large percentage of TRL staff members. Mr. Dickerson noted the hostility, resentment and anger that has been harbored by some staff members for some time. He felt that the All Staff Day presentation was a help to all, as it showed that TRL was not unique in it's "post-cuts" situation. Other organizations have gone through similar stages in the wake of budget cuts. Mr. Dickerson reported to the Aberdeen Board that he had thought there would be no further cuts necessary for next year, but that PRORATION has changed that thought. Realistically, there must be another massive cut for the next fiscal year. TRL must now prepare for a \$400,000.00 cut. The cuts and reductions may not be that bad, but TRL will face "up to" a \$400,000.00 cut. The cut was \$634,000.00 for last year, and it was "out of the blue" and had to be dealt with rapidly. There was not the time for input. This time TRL is inviting input and able to give advance warning and preparation time. For the next several months the TRL Board and Administration will be aggressively pursuing ways to cope. They will try to reconcile thoughts and will invite meetings over the summer. The additional cuts are almost certain. Mr. Dickerson reported that he is recommending that the TRL Board meetings begin earlier, but that this has not been discussed by the TRL Board as of yet. The next meeting will be on May 28, at 7:30 p.m. at the TRL Service Center. The TRL Board will review financial revenue and will discuss philosophy--what are we as a library district. The Board will work toward a definition of what the library district will be and what can realistically be provided in the various areas of TRL. At the June TRL Board meeting, the goal will be to zero in on identifying non-reoccurring expenditures that can be lopped off. As an example, unemployment compensation was being looked at in terms of being a \$14,000.00 payment, but it may not be as likely as it looked if more cuts are coming.

1987 CUTS

INPUT FOR CUTS

REVENUE REVIEW

REALISTIC SERVICE

NON-REOCCURRING
EXPENDITURES

INSURANCE COSTS

POSTAGE COSTS

BUDGET SCHEDULE

JULY INPUT MTGS.

ORGANIZATION AS
CHANGED BY CUTS

SCHOOL LEVIES

LIB AS BASIC

Staff and materials comprise 70% of the TRL budget, with 30% of the budget being for costs such as postage, insurance, telecommunications and automation. The TRL Board has reduced liability insurance from \$4 million to \$1 million to cut costs of insurance, but liability insurance rates are going up. The mailing of books and other materials have positive and negative sides. The costs for postage are uncontrollable, and have increased over 200% in less than a 5-year period. TRL may continue mailing, but it must be examined.

In July Mr. Dickerson hopes to have a preliminary preliminary budget in place. This will be worked on in August, and in September the preliminary budget will be adopted. Previously the preliminary budget has been a "pie-in-the-sky" budget. Now a realistic preliminary budget will be adopted. There is no legal requirement to adopt a "pie-in-the-sky" preliminary budget, so now this budget will be very close to the final budget. In July, Mr. Dickerson will recommend that local boards, cities and friends representatives attend a meeting to review all of this and try to mold it, although he is not certain how much molding can be done.

Mr. Dickerson told the Board that you do get through budget cuts, but that the TRL organization will be different than it was 2 years ago. We continue to be optimistic about the future, but proration is a current, tremendous cost. Surely, the legislature will do something. The school levy in the State will reach its maximum next year, then there will be special elections biennially supposedly just for "frills". People will have to vote increased taxes or some services will have to be cut. Mr. Dickerson said that he feels library service is a basic service, and that he will inform, impress and press for its recognition. Tom Brennan asked if there were identified people in

LOCAL GOVERNANCE
STUDY

the legislature who will be carrying this. Mr. Dickerson noted that the Dept. of Revenue is involved in the study of prorationing, and there will also be a special legislative study of Local Governance, with the State Local Governance Committee meeting every two weeks. A report on suggested solutions will be produced at the end of next year, supposedly. The Washington Library Association has had trouble getting "in touch" with individuals in the legislature. Jolene Unsøeld was probably "the" leader in the House of Representatives for the "band-aid" fix. There is not really "a" leader in the Senate, although Arlie deJarnett was instrumental in getting things through the Senate process.

LEVY LID LIMITS

Libraries are in trouble, especially Timberland at this point. But this is really a problem of local governance, and the local governance reaching the legislated maximums of taxation. In 2½ years TRL will reach the 50¢ limit. As for suggestions for a lid-lift levy, Mr. Dickerson is reluctant, because TRL would immediately go into the limit situation like the City of Aberdeen and Grays Harbor and Pacific Counties. It looks as if Thurston County and the I-5 corridor cities will reach proration situations by 1989-90. This is the most prosperous area of TRL, so it is very scary. Weedy McCauley asked if other counties were talking of "breaking up" in terms of library service, and if any areas felt they were "carrying" Timberland, Mr. Dickerson replied that he has heard both sides, and felt as more areas reached their lid limits more might be heard on this subject. Mr. Dickerson noted that the law was terrible, almost silent, on the type of regional library that was envisioned. Mr. Dickerson said that he did not think that Grays Harbor or even Thurston County could fund library services like they were 20 years ago. This was his personal feeling, but he felt it to be true. There are still a lot of people who would say "scuttle libraries", as some people feel they are not needed.

TRL DISTRICT
SITUATION

FUNDING PROBLEMS

James Brown commented that it appears mainly to be a funding problem in terms of local governance. It was noted that different states have different sources of library funding. What is needed is to identify local (Washington State)

STATE AID TO LIB.

lobbyists and support them. For example, Washington is one of five states with no state aid to libraries. Mr. Dickerson noted that it must be remembered that with state aid, some communities get money--it is not a real hefty amount. Mr. Dickerson said that he thinks we have bottomed out on timber tax. There may be a little more revenue from this source this year than anticipated or budgeted, but the future is uncertain. Funding from this source will have to be considered supplemental--you spend it or place in a carry-forward if you receive it. If things stay as they are, this should be okay for about 2½ years. The lower valuations in North Mason areas are frightening. The big uncontrollable cost right now is proration. This cost TRL \$148,000.00 in Grays Harbor and \$35,000.00 in Pacific County this year. Proration will more than likely occur in Lewis County next year, and Mr. Dickerson said that it may be "news" to many officials in that county, as some do not seem to be aware of prorationing. The \$9.15 will probably be exceeded there next year.

LEWIS COUNTY

FIRE DISTRICTS

Mr. Dickerson noted that we will have to press the law that the Fire District back down to 50¢, as the law provides. If the Fire Districts have to go from 97¢ to 50¢, the library will be very unpopular, because it would be money out of the pocket. By law the districts are allowed up to \$1.50 if they have a paid staff and up to \$1.00 if they have no paid staff--if there is excess monies not used by Junior Taxing districts. This possible reduction would not be very popular in Montesano, and Lewis County, a real "Fire District" county, had originally actively campaigned against the formation of the library district, which was seen as unnecessary and in competition for funds.

VOLUNTEER BOOK
NOOK

Mr. Dickerson felt that the volunteer library was really not working right, and reported that the new mini-libraries would be open 12 hours per week, and

PAGE 5

MINI-LIBRARIES

would have dial-up access to ALIS rather than be online with dedicated lines. Materials are being considered also at this point, such as how much reference material should be at outlets such as Amanda Park, Westport, etc. There are not a lot of costs attached to the new mini-libraries. Closing Cosmopolis has saved only \$16,000.00, which does not go far to make up \$400,000.00.

BOOK NOOK

Weedy McCauley asked why the volunteer library or "book nook" library was not working, and Mr. Dickerson replied that a need for self-sufficiency and local civic pride were getting in the way of cooperative success. Mr. Dickerson also noted that there was some trouble with this in some local TRL staffs. Trying to do everything on their own negates successful service. In response to another question, Mr. Dickerson replied that the volunteers were very active, and were staffing the library until 9:00 p.m. The TRL budget is near \$4.6 million, which includes the Grays Harbor proration avoidance contract. Carry forward funding has been spent. More savings on unfilled positions and extra timber money will be spent this year. In effect, TRL is spending about \$400,000.00 over budgeted revenue this year, so cuts will have to be made up to this amount for the 1987 budget.

BOARD LETTERS TO
LEGISLATORS

Tom Brennan noted what an unappealing situation this is, judging from the lack of response to Board letters. Mr. Brennan referred to a response from Paul Conner, State Senator from Sequim, thanking the Board for their kind words, but not addressing the long range situation.

Mr. Dickerson said that this situation means more money, and that many of the legislators are not really aware of what is happening and how it all works. There are a tremendous number of various sections, components, etc., to the funding of local governance. They tried to talk to the caucuses to reach both parties. Trevor Thompson was good in walking through what prorationing was and why it was a problem.

SERVICE DEF./
PHILOSOPHY

Weedy McCauley asked about the May TRL Board meeting, which would concern philosophy and revenue. Mr. Dickerson said that it was not a "cuts" type of approach, but rather an attempt to define a philosophy of service so that the basics could be provided within that framework. There was a heavy emphasis in the past on Children's Services. When push comes to shove, how do you compare hours in say Oakville vs hours in Aberdeen, a regional reference center? If it gets into "Children's vs Reference", there is anger. Aberdeen will not be "untouched" in additional cuts, Mr. Dickerson guaranteed that. We need to know this. What should Aberdeen do/be/provide? Christine asked about an approach from different levels, such as defining this at \$100,000.00 cut, \$200,000.00 cut, etc. Will we know by September the full amount of the cut? Mr. Dickerson replied that he hoped we would know by the end of June.

CUTS BY JULY

It was noted that there is a 6-month cancellation clause if a contracting city wanted to renegotiate a contract. Timberland must be notified by July 1

CITY CONTRACTS

Christine noted that she would be going to the May 28 meeting if any members of the Aberdeen Board wished to attend with her. The Board was thanked for

PUBLIC RELATIONS
POSITION

their input, such as the letter concerning a Public Relations position in TRL. Mr. Dickerson said that he feels it is very important to have PR in times like these. Information must get out to people, and explained the situation with the current Public Relations position. Mr. Dickerson said that he would not have time nor the training to do press releases. You must have a specialist in PR, and that person needs to be in touch with the Friends group also. Mr. Dickerson noted that we must have a regional library. What the outlets will be has not been formulated yet. Supplemental funding is looming ahead in 2 years.

JUNE TRL BOARD
MEETING

Tom Brennan asked if there were any further questions of Mr. Dickerson. It was decided that details of the June TRL Board meeting would be worked out

13 MAY 1986

PAGE 6

at a later date with the help of Weedy McCauley and Christine Peck. The Aberdeen Board's intention was to assist TRL and hopes to set up a good situation for the meeting, realizing that holding the meeting in different areas can change the complexion of the Board meetings.

Weedy McCauley expressed her appreciation and thanks to the visitors. Mayor Patton replied that he was "getting to know and getting known".

ADJOURNMENT

There being no further business of the Board, the meeting was adjourned at 5:55 p.m. by motion of Weedy McCauley, second by James Brown.

A handwritten signature in cursive script, reading "Jay R. Hendrick". The signature is written in dark ink and is positioned below the adjournment text.