

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Service Center
415 Airdustrial Way S.W., Olympia, WA 98501

January 24, 1990

I N D E X

AGENDA ITEM NO.		Page	No.
1	Approval of Minutes		1
2	Vouchers		1
3	Reports		
	A. Library Director - Lon Dickerson		2
4	Correspondence and Public Comments		
	A. Certificate of Appreciation		6
5	Unfinished Business		7
6	New Business		
	A. Resolution relating to per diem, mileage & subsistence payment		7
	B. Proof of insurance		7
7	Other Agenda Items		
	A. Board Highlights		7
	B. Board training		7

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Service Center
415 Airdustrial Way S.W., Olympia, WA 98501

January 24, 1990

M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, Chair, Member-at-Large
Jean Davies, Pacific County
Jean Haakenson, Member-at-Large
Karen Herrell, Grays Harbor County
William H. Lawrence, Lewis County

BOARD MEMBERS EXCUSED:

Doris Fourre, Thurston County
Helen Timm, Mason County

STAFF PRESENT:

Lon R. Dickerson, Director
Michael A. Crose, Assistant Director, Management Services
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Diane Johnson, Community Information Coordinator
Sandra Kersley, Community Library Coordinator, Centralia
Dianne Loomis, Central Services Specialist

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Suzette Birdsell, Montesano Library Board
Garth Getty, Shelton
Helen Hepp, Montesano Library Board
Laurel Nelson, Arcadia

Chair Carolyn Dobbs called the meeting to order at 7:40 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes

90-01 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 20, 1989, AS DISTRIBUTED; JEAN HAAKENS ON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Vouchers

Ms. Dobbs said payroll and payroll related vouchers for December 1989 amounted to \$276,194.50.

2
90-02

KAREN HERRELL MOVED TO APPROVE VOUCHERS NO. 29932 THROUGH NO. 30099 FOR JANUARY 1990 IN THE AMOUNT OF \$141,558.36; BILL LAWRENCE SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 29967 (\$13,926.40) to the Department of Revenue is for compensating tax to the state for materials and equipment which are purchased outside of the state. TRL must reimburse the state for sales tax on those items.

No. 30023 (\$2,423.50) to Omnifax is annual maintenance on existing telefax machines in several libraries.

No. 30031 (\$9,570.82) to Computerland is for annual maintenance on all of the PC's in the EJIC locations, PC's and related equipment in the local area network at the Service Center, and printers associated with the Dynix system.

No. 30044 (\$1,030.50) to Caere Corporation is for maintenance on Caere light wands.

No. 30099 (\$5,000) to Lacey Library Building Fund is the contribution from TCI Cablevision which was earmarked for the Lacey Library building project.

MOTION CARRIED UNANIMOUSLY.

3
Reports

A. Library Director - Lon R. Dickerson

December 1989 revenues and expenditures

TRL received property taxes in 1989 totaling \$4,526,247, which exceeded the budgeted amount by 3%. Mr. Crose said he budgets 97% for property taxes because of the possibility of delinquent taxes. Forest taxes received in 1989 totaled \$1,721,286 which is a record yield in forest tax dollars for TRL. Mr. Crose said he originally budgeted \$709,000 in forest taxes. That figure was revised upward to almost \$1.7 million and the amount received even exceeded that amount.

In operating expenditures, the original budgeted amount was \$5.6 million. During the course of the year that amount was modified to just over \$5.8 million. TRL actually underspent that budget for a total of \$5,643,778.

TRL had originally budgeted a transfer of \$990,000 from the general operating fund into reserve. That amount was modified to \$1,232,000. The additional \$242,000 was transferred into the building and site acquisition fund.

In expenditures by object, TRL did not modify salaries, wages and benefits. TRL spent 96% of the budgeted amount due to savings in positions which remained vacant for a portion of the year. Mr. Crose said he budgets carefully in salaries, wages and benefits and is pleased to see TRL has underspent in that area.

Mr. Crose said he did not modify the supplies budget and that category was

- 3A underspent by about \$27,000. He had anticipated purchasing new library cards, but those won't be purchased until this year.

Other services and charges was reduced by \$55,000 and TRL still underspent that category by \$50,000. Part of the reason for that is that there were some savings in professional services. Ms. Loken also had very tight control on the WLN budget for which she should be commended.

The materials budget was increased by \$100,000. The non-book portion of capital expenditures was increased by a significant amount in anticipation of some computer requirements in some of the buildings.

TRL ended the year with a balance of \$2,711,000 which is approximately \$214,000 more than Mr. Crose anticipated. The Executive Committee will bring specific recommendations to the Board at its next meeting.

Mr. Lawrence recalled funds being set aside mid-year for Dynix. Ms. Loken said money was set aside for additional purchases of equipment. For example, TRL will need to purchase additional public access terminals and staff terminals for the new Lacey library, and one each additional public access terminal and staff terminal for the new Amanda Park and Naselle libraries. In addition light wands and printers will need to be purchased for the additional terminals. There will also be a data line upgrade in Lacey.

Mr. Crose said he believes TRL should have a baseline requirement of about \$1.25 million to be fiscally sound and to maintain an adequate cash flow for the district. He is very conservative in projecting forest tax revenues and only uses historical averages based on 20 year cycles so the district doesn't find itself short in that category. About \$200,000 of forest tax revenues in 1989 were unanticipated. It is TRL's practice to budget only what can be counted on in forest taxes and then transfer unanticipated funds into the building fund. We have budgeted \$948,133 in timber revenue for 1990 but Mr. Crose thinks timber receipts will be about \$1.1 million.

TRL has about \$741,000 available in the cooperative building program for the Lacey, Amanda Park, and Naselle projects. TRL will end the year with \$662,000 in the building fund if no additional projects are taken on, but that amount is tentatively budgeted for a new building in Salkum which could begin this year, if desired.

Mr. Crose said he will be changing the format of his reports to the Board to provide comparative financial data between 1989 and 1990. He thinks this will fit in with the philosophy of planning for the next five years and help people recognize changes in the district. Mr. Crose said the value of this may not be apparent the first year but as more annual cycles go by, the Board will become more conversant with revenue and expenditure patterns.

Preliminary 1989 statistics

Mr. Dickerson referred to several statistical reports which show some of the types of reports the Dynix system is able to produce. The reports cover July through December 1989.

- 3A Circulation reports showing the individual library and district monthly circulation July through December for 1988 and 1989 with percentage changes were reviewed. The circulation increase during those six months is 4.69%. Mr. Dickerson said it is felt the Dynix system is not completely reporting the number of paperback circulations. There are several libraries which show a decrease in circulation and that may be due to incorrect paperback counts. Those libraries showing increases are the ones that typically have been leaders in increased usage. TRL is still missing circulation reports for May and June when the backup system was used. Mr. Dickerson doesn't think TRL will ever have totally accurate circulation figures for 1989. Ms. Dobbs noted the high increase at the Service Center. Mr. Dickerson explained that under the ALIS system the library to which the item was assigned received credit for the circulation. In the Dynix system, the library which does the actual circulation work receives the credit. A lot of items are circulated from the Service Center, including interlibrary loan which has increased.

Mr. Dickerson referred to the report on circulation sessions which provides information on how many face-to-face contacts the public has with circulation staff. Mr. Dickerson said all libraries will have people counters installed in 1990. Comparing the number of people who borrow items with the number of people who come in to use the library without checking items out will provide useful information. Mr. Dickerson said the average circulation per customer was 4.32 during the six-month period. Mr. Lawrence asked if these types of statistics will help administration determine staffing levels. Mr. Dickerson said he is sure the statistics will give them a much better idea of what is going on in each library. It may also tell them that a collection is not meeting the needs of a community. Ms. Johnson said at the small libraries group training session at the end of February, staff will learn about marketing and merchandising materials. It will be interesting to see if circulation picks up after staff begin using these techniques. Mr. Lawrence suggested using Friends groups to search the needs of communities. He said generating statistics is great but he hopes they will not be deluged with them. Ms. Davies said she thinks it is good to see the potential of the new Dynix system.

Another report shows the number of holds placed in each library. This is the number of requests made in the libraries for items not available at the time the patron was in the library.

The final report shows the number of patrons registered during the six month period.

Dynix update

Mr. Dickerson reported Dynix is making good progress. The most significant progress has been in building the indexes. Ms. Loken said patrons seem to be having good luck with the subject keyword index. One index she is very excited about is one which librarians refer to as contents notes, which will open up the collection in exciting ways. This index will be especially helpful to reference staff because it will help them search for story titles, titles of plays, songs on an album, etc. Mr. Dickerson said Dynix is one of the few systems which has the capability for this type of index and one of the reasons why Dynix was chosen.

3A Mr. Dickerson said Dynix is making progress in other areas, too, but not as rapidly. He cannot say yet when the system will be completely implemented. Dynix has sold its system to five more libraries using the Sequoia computer. Dynix did a test in Massachusetts using TRL's database. There were 800 terminals used which is the largest benchmark test ever attempted and it passed. Ms. Loken added that the low points in the implementation are unexplained things which happen frequently enough in circulation to concern her. CALS has not yet received the software release it has been expecting since August. It is being distributed to some Dynix sites but Ms. Loken said she has not heard when the version which runs on the Sequoia will be distributed. Ms. Loken said many of the items in the contract hinge on that release. She said it is important to note how much faster the response time is on Dynix than it was on ALIS.

Ms. Loken reported TRL has had several visitors from other libraries looking at the Dynix system. Pierce County Library staff visited the Olympia library. There were also visitors from the Bethel School in Spanaway. Next Friday, TRL expects several staff from the King County Library.

Mr. Lawrence suggested that someone from Dynix come and speak to the TRL Board to help them better understand the problems and progress being made and the expected completion date. Ms. Dobbs agreed that would be a good idea. She said Dynix should know that the TRL Board is interested and concerned. It was suggested that staff from WSL and TESC also be invited. Mr. Dickerson said Dynix will be contacted to see if it will be possible to arrange this meeting.

Legislation

Mr. Dickerson discussed possible solutions to prorationing in this legislative session. One of the bills being considered is SB 6465 which is being promoted by fire districts. It would take the fire protection levy outside of the 1% constitutional lid and provide additional revenue for cities and counties to help them meet their pressing needs. This bill also provides for reductions in the hospital and metropolitan park district levies from 75 cents to 50 cents. If there is additional money available, they will receive all or a portion of the 25 cents. This bill would take libraries completely out of the proration picture and provide a more stable base for hospitals and park districts.

The other bill, HB 2330, takes no one outside of the 1% lid. It does increase the \$5.55 available to \$5.90. The additional 35 cents comes from abolishment of the 35 cents districts have the authority to ask voters for to protect them from prorationing. This is the protection TRL currently has. The 35 cents will be provided to the districts which need it. In this bill the hospital and port districts are reduced from 75 cents to 50 cents. It is calculated the statewide impact will be about \$5 million in increased taxes.

Mr. Dickerson said the hope is that both houses will adopt their remedies. This problem has moved beyond the band aid stage and both bills are substantial cures. They provide long term remedies as long as the legislature does not create additional taxing districts or increase the lids various taxing districts can have.

- 3A The House bill takes care of the problem by a vote of the legislature and signature of the governor. The Senate version will take a vote of the people since it would require a constitutional amendment. There is strong support for both bills from everyone. HB 1649 would extend the automatic buydown which is currently provided. If the Senate version of the proration legislation goes through, there is a strong possibility that the buydown language would be included.

HB 2777 and HJR 2247 would give all taxing districts the right to go to the voters for a six year excess levy instead of a one year excess levy, or in the case of school districts instead of a two year excess levy. This would be a cost saving measure because of the high election costs.

Mr. Dickerson said library legislation day is January 25. Over 50 legislators are expected to attend the luncheon. Library legislation day is becoming more successful each year.

Personnel

Ms. Shaffer said TRL is pleased to welcome Sandra Kersley as the new Community Library Coordinator at Centralia. Ms. Kersley is formerly from Los Angeles County and worked as a manager in the library there for several years. She has a good background in children's services and in automation.

Meetings

Mr. Crose said he and Diane Johnson met with members of the Amanda Park community to discuss the new library building. Ms. Johnson added that one of the Grays Harbor County Commissioners has expressed interest in this project and asked to be kept up to date on its progress. She said TRL is receiving good publicity in the local newspaper. Mr. Crose is working closely with the tribal members in the area who are also very interested in the project.

Mr. Dickerson met with people in McCleary regarding the possibility of a new library there.

4 Correspondence and Public Comments

Ms. Dobbs said she received a note from the Tenino Library Board inviting her to attend a board meeting there in September or October. Ms. Fourre, Mr. Dickerson and Ms. Shaffer also received invitations.

Ms. Hepp said the Montesano community is trying to figure out how to get information to newcomers in the area. Packets of information will be available at the city hall, in the schools, doctors and dentists offices. The Chamber of Commerce is setting up a committee and Ms. Hepp said she hopes libraries will be included in the informational packets.

A. Certificate of Appreciation

A Certificate of Appreciation was presented for Robert Biggs, who has completed a term on the Chehalis Library Board. Ms. Haakenson said she will make sure Mr. Biggs receives the certificate.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Resolution relating to per diem, mileage and subsistence payment

Ms. Davies suggested that Mr. Crose look into meal reimbursements authorized by other agencies. She thinks it may be necessary for TRL to raise its meal reimbursement. Ms. Herrell agreed meal prices have gone up since this was last reviewed. Ms. Haakenson said she is not uncomfortable with the current reimbursement prices, but agreed it is a good idea to review what other agencies provide. Mr. Crose will report back to the Board at its February meeting.

B. Proof of insurance

Ms. Davies said the last Director's memo requested that those who request mileage reimbursement for personal vehicle use on TRL business provide proof of insurance. Mr. Crose said TRL's insurance company requires this proof because if someone is driving on company business and is involved in an accident and does not have insurance coverage, then TRL would be liable. TRL's insurance company wants assurance of primary coverage.

7 Other Agenda Items

A. Board Highlights

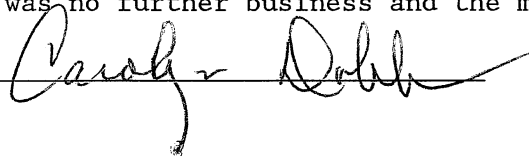
Mr. Lawrence said the Board Highlights is a well prepared document. He suggested the mission statement appear on every publication of the Board Highlights.

B. Board training

Ms. Haakenson asked what progress has been made on Board training sessions. Mr. Dickerson said the Executive Committee will be discussing this issue on January 29. He will report to the TRL Board that discussion so the Board can discuss it at its February meeting.

There was no further business and the meeting adjourned at 9:15 p.m.

CHAIR



SECRETARY

