

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Airdustrial Way S.W., Olympia, WA 98501

February 28, 1996

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AGENDA ITEM

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February 28, 1996

M I N U T E S

BOARD MEMBERS PRESENT: Helen Timm, President; Art Blauvelt; Jean Davies; Carolyn Dobbs; Bill Lawrence; Amory Peck; Janelle Williams

STAFF PRESENT: Liane Bascou; Judy Covell; Margo Eytinge; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Dianne Loomis; Jim Morgan; Tina Roose; Bill Scherr; Elaine Schiller; Kitty Schiltz; Sandra Sebbas; Mary Strohl; Barbara Winfree

GUESTS PRESENT: Jim Dameron, Montesano Library Board; Lucile Luhr, Opal McClintick, and Anna Spilseth, Service Center Volunteers

President Timm called the meeting to order at 7:10 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments

Ms. Timm read a letter for her signature to the Olympia Mayor and City Council. The letter regards the bequest from the estate of Randolph M. Rebe in the amount of \$222,000, which has been deposited in TRL's Major Gift Fund. It is an invitation from the TRL Board to the Olympia Library Board to provide input on how this bequest can best be used to benefit library users in the City of Olympia. Mr. Morgan advised the board that TRL may receive additional money from Mr. Rebe's estate once the estate has been settled.

The Board has received an invitation from the Hoodsport Friends to have dinner with them prior to the March 20 board meeting which will be held in Hoodsport. Ms. Timm showed a cookbook which the Oakville Friends are selling.

Ms. Schiller presented a plaque to Lucile Luhr who is a volunteer at the Service Center. Ms. Luhr was featured as Volunteer of the Week in The Olympian. The volunteers who work in Ms. Schiller's department have mended 16,000 volumes since 1991. Ms. Luhr began in May 1994 and is appreciated for her readiness, sense of humor and graciousness. Ms. Luhr said Ms. Schiller is a joy to work for and makes volunteering a good experience because she appreciates what the volunteers do.

Certificates of Appreciation were presented to local library board members who have completed terms on their respective boards: Sally Conrad, Centralia; Debi Olson, McCleary; Suzette Birdsell and Richard Wilder, Montesano; JoAnne Pearson, Oakville; Laurie Sargent, South Bend; Amory Peck, Tumwater; and Carol Johnson, Winlock.

- 3 Approval of Minutes

96-09 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 18, 1996, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. CAROLYN DOBBS, BILL LAWRENCE, JANELLE WILLIAMS AND AMORY PECK VOTED IN FAVOR OF THE MOTION; HELEN TIMM, JEAN DAVIES, AND ART BLAUVELT ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE JANUARY 18, 1996, MEETING. MOTION CARRIED.

96-10 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JANUARY 24, 1996, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for January 1996 amounted to \$520,119.54.

- 96-11 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 45825 THROUGH NO. 46049 FOR FEBRUARY 1996 IN THE AMOUNT OF \$442,600.37; AMORY PECK SECONDED THE MOTION.

Mr. Morgan mentioned voucher #45982 (\$5,354.26) to Tumwater Collision. One of the couriers had an weather-related accident in Pacific County. There have been a number of rerouting of the courier runs in the past several months due to snow, icy conditions and floods. TRL will be reimbursed for all but \$500 of this repair. There is included in the books and materials voucher #46027 (\$214,483.20) to Information Access Co. which is payment for the Magazine Index for one year for the entire library district.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Committee Appointments

TRL Board representatives on the Foundation Committee are Art Blauvelt, Carolyn Dobbs and Janelle Williams. This committee will develop a Timberland foundation. TRL Board representatives on the committee which will revise the administrative guidelines in TRL's Partnership Program for Library Facilities are Art Blauvelt, Bill Lawrence and Helen Timm.

6 New Business

A. Contract for Legal Services

The contract with Craig W. Hanson of Lane Powell Spears Lubersky for Personal Services under which he represents TRL is due for consideration. A rate of \$800.00 for legal fees per calendar month is proposed with any hours in excess of 96 during the term of the agreement at the attorney's established hourly rate.

- 96-12 BILL LAWRENCE MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON OF LANE POWELL SPEARS LUBERSKY FOR LABOR RELATIONS, COLLECTIVE BARGAINING AND OTHER GENERAL LEGAL MATTERS EFFECTIVE APRIL 1, 1996, THROUGH MARCH 31, 1997; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Blauvelt commented that Mr. Hanson's rate is very reasonable for the type of work he does for Timberland. He appreciates the fact that the firm Mr. Hanson is associated with is very supportive of the community. Ms. Kruse said a comparison study was conducted last year and found that TRL receives very good legal service at a very reasonable rate. The Board requested that Ms. Kruse send a letter to Mr. Hanson expressing its appreciation for the work he has done the past year and for his quick response to questions.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. State of the Library Report

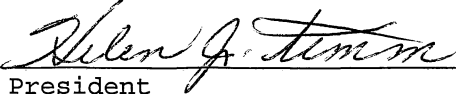
Ms. Kruse presented the first of Timberland's State of the Library Report which makes a comparison of the district between 1985 and 1995. A copy of the report is attached to these minutes.

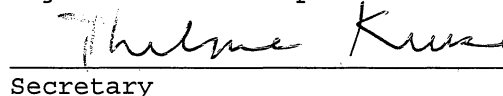
- 7A Board members suggested that Ms. Kruse present this report at rotary, chamber of commerce, and city council meetings, as well as a presentation through Thurston Community Television. Ms. Kruse expressed appreciation to the managers who provided her with the information in the report and to Ms. Sebbas who helped put the report together and provided the graphics.

B. Director

Mr. Morgan presented the January 1996 Revenues and Expenditures report. He referred to the Major Gift Fund which shows the two major gifts to the Lacey and Olympia libraries. At the end of 1995, the funds received for small gifts were transferred from the general fund into the Major Gift Fund. TRL has received the Washington State Audit Report for fiscal years 1992, 1993 and 1994, copies of which were sent to the board members. The report indicates that the library has complied with applicable laws and regulations. Mr. Morgan reported that the Management Council has undertaken a project to review all of the forms in use in the district. A determination will be made as to the usefulness of the forms and to make sure that staff are using the correct forms. In conjunction with that, there will also be a review of all publications produced by TRL, such as book marks and flyers, and a list of materials which can be ordered will be made available to staff. Ms. Kruse referred to her memo to staff and the board summarizing the process followed in reexamining TRL's Internet Policy. Mr. Blauvelt recommended that the Director continue to summarize the thought processes of the board when discussing these types of issues. It will be helpful for the board in remembering how they come to conclusions. Ms. Dobbs said Internet is a hot topic. She suggested this memo may be helpful to other organizations. It was also suggested that an article on the process could be written for library publications. Ms. Kruse said she will be attending the Leadership Institute on Thursday and Friday, which is a continuation of the seminar she attended two years ago. She is to prepare a leadership problem she has faced and she has chosen the Internet issue. Building Projects: Ilwaco was renovated this past year to provide additional space. An architect has been hired to do some schematic drawings. Ilwaco is interested in working with TRL and in the partnership program for library facilities. The North Mason building committee held a public presentation of the proposed plans for remodeling and expanding that library. We are still looking for temporary space for the library while this remodeling takes place. An architect has been selected for the Olympia library. This architect will be involved in the bond campaign, public presentations, and site selection. The same architect may design the building. Tenino is very close to its goal to expand that library to provide more seating space and more room for programs. The city has donated \$40,000 to the project. The TRL Board should expect a request from the city for funds through TRL's partnership program. Yelm is in the process of raising funds for a new library. Ms. Timm reminded the board that the Friends Forum will be held at the Ilwaco library on March 23. Ms. Kruse reported she attended the ALA Midwinter Conference. She is on the Public Policy for Public Libraries Section committee which is focusing on fees for service, the Internet, and government involvement with libraries. Ms. Roose presented the January 1996 Statistics. The statistics now include the figures for the electronic holds and renewals.

There was no further business and the meeting adjourned at 9:00 p.m.


President


Secretary

TIMBERLAND REGIONAL LIBRARY

STATE OF THE LIBRARY

FEBRUARY 1996

Thelma Kruse, Library Director

Tina Roose, Deputy Director for Public Services

Timberland Regional Library Board of Trustees:

Helen Timm, President, Mason County

Janelle Williams, Vice President, Member-at-Large, Lewis County

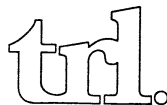
Arthur A. Blauvelt III, Grays Harbor County

William H. Lawrence, Lewis County

Jean Davies, Pacific County

Amory Peck, Thurston County

Carolyn Dobbs, Member-at-Large, Thurston County



Timberland Regional Library
Olympia, WA

TIMBERLAND REGIONAL LIBRARY
FEBRUARY 1996
STATE OF THE LIBRARY

INTRODUCTION


This is the first State of the Library report. It is good to be able to report to you that financially and in just about every other respect, Timberland Regional Library is in excellent shape. Timber revenues continue to be higher than we have predicted, which is allowing us to add new equipment and contribute to building projects throughout the district.

We are checking out more books and cassettes, registering more people for cards, and answering more questions than ever before.

We have just completed development of a new Long Range Plan through a very open and public process. This includes an ambitious and detailed action plan for 1996.

Ten years ago the library district was in a very different situation. 1985 was the low point year, a year that is still sharp in the memories of everyone who worked for Timberland at that time. Because the contrast is so great, and ten years is a reasonable comparison period, in many cases I have used 1985 as a benchmark figure.

We were providing service out of 25 facilities and 2 bookmobiles at the beginning of 1985 and during the year closed three of those buildings. We provide service in 27 buildings at this time.

 Financial State Of The Library	
>\$5,839,597 1985	>\$10,970,292 1995
>Borrowed to meet expenses	>Operating cash reserve of 20%
>\$42,000 In interest expenses	>\$27,000 In interest income

We have almost doubled our budget in ten years--from \$5,839,597 to \$10,970,292.

In 1985 we had to borrow to meet expenses and as a result had to pay \$42,000 in interest.

In 1995 we were able to set aside a cash reserve equal to 20% of our operating budget.

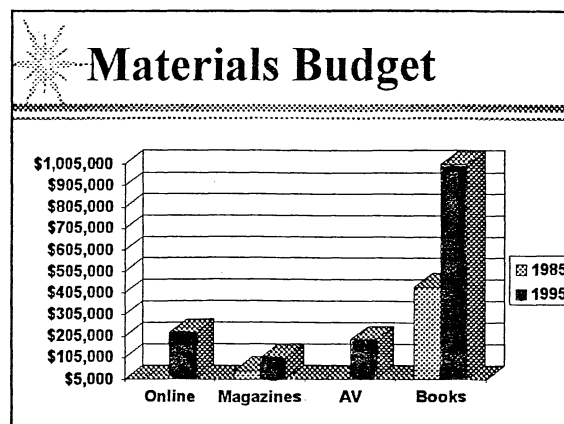
Financial State Of The Library	
> 1985	> 1995
> Combined Building and Circulation Fund Balance at \$1,303	> Combined Building and Circulation Fund Balance at \$3,772,664
> Fighting For Survival	> Building For The Future

In 1985 the combined building and automated circulation fund had a balance of \$1,303.

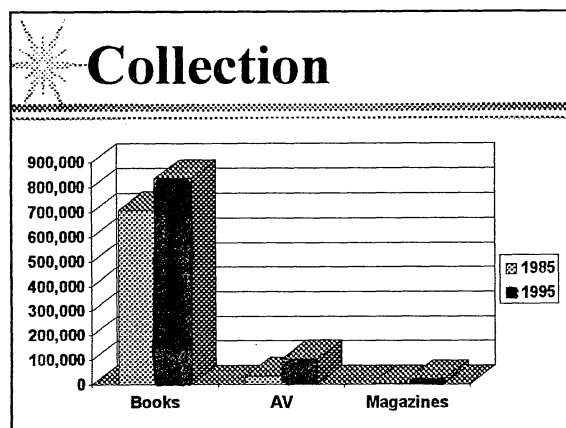
In 1995 the balance for these two funds was \$3,772,664

In 1985 the library was forced to cut services and hours and lay off staff.

We now have planned growth. Over the past few years we have been adding staff prudently.



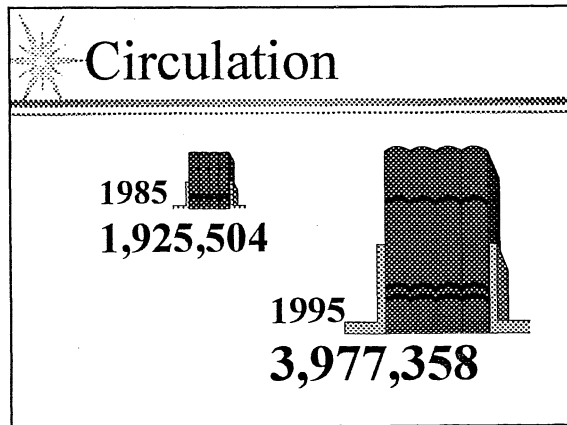
In 1985 the materials budget was \$484,660 and in 1995 \$1.63 million. That is a 236% increase. Considering that the cost of purchasing a book has increased only about 23%, that amounts to considerably more buying power. If we were only buying books, we could surely be buying many more of them. However, as you know, the materials budget has to stretch much further than it had to in the past. This is a comparison of how we are spending the materials budget today compared with 1985. Our book budget has more than doubled. We had no online resources in 1985. Today we are spending more for online resources than for audiovisual materials.



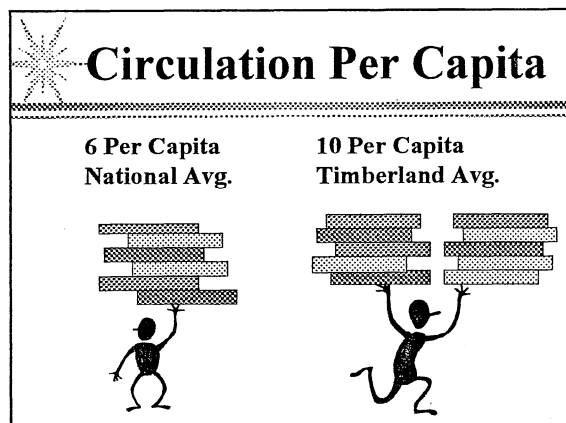
The book collection has increased by more than a third, but just as importantly, it has also improved in quality. We continuously replace out-of-date resources with current material. It takes a long time and money to build a strong, viable collection and it can never be neglected or let slide for a year without losing ground. We have been working for the past ten years to upgrade our collection as well as add to it. The children's collection in particular has received a face lift. We have made a concerted effort to replace worn copies of standard titles so that we can provide clean, attractive books for children throughout the system.

The audiovisual collection has tripled in size, and the fastest growing component of that collection is the books on tape. Several of the collections that were counted in the total for the audiovisual collection in 1985 are not even collections that we maintain any more--art prints and 16mm films for example.

In 1985 our holdings per capita were 2.4, below the national average of 2.5 items per capita. We are now at 2.6 books per capita; we are getting closer to the 3 per capita that is often held as a standard.



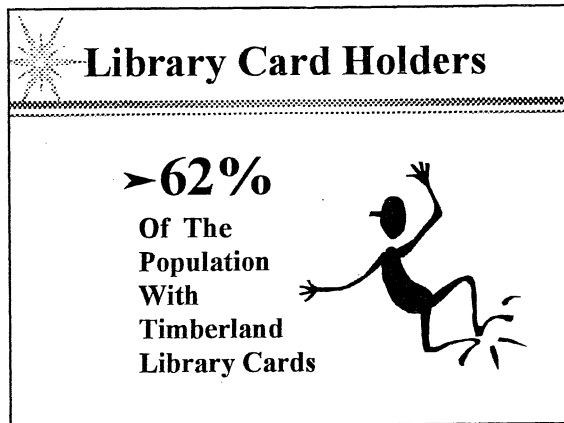
Circulation of material has more than doubled over the past ten years.



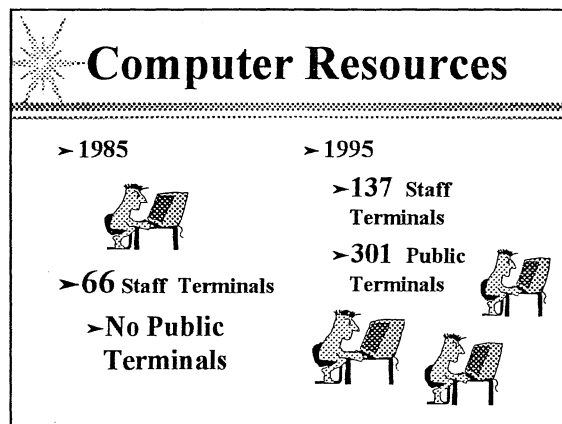
The average number of items checked out per person in the district has increased significantly. In 1985 it was just about at the national average of 6 items per capita. In 1995 it rose to over ten items circulated per capita. A good deal of this increase is undoubtedly due to the online catalog and our policy of encouraging people to place holds and borrow items from all around the district.

It is an enlightening experience to work behind the circulation desk of any of our libraries. A great deal of staff time goes towards borrowing and lending books between libraries to fulfill patron requests.

Nearly half a million items were placed on hold in 1995. That's 36% more than in 1994--an enormous increase which has had an equally large effect on staff workload.




Of the 370,000 people in the Timberland district, currently over 231,400 of them have cards. That's 62%, which compares very favorably to the 41% average statewide.



Computer systems have revolutionized library services. We see tremendous changes just from year to year. In 1985 we had 66 terminals for the staff to use with the automated circulation system. We had no computers for the public; the catalog was on microfiche.

A couple of times during the past year the Service Center meeting room has been filled with 50 or 60 boxes containing new computers. Right now we have 438 computer terminals in the 27 libraries and the Service Center--301 of those are public terminals.



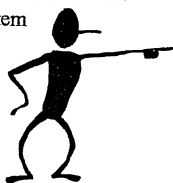
Computer Services

> 1985


- > Online Circulation System

> 1995

- > Online Circulation & Public Catalog
- > Electronic Overdue Notification
- > Internet
- > Periodicals
- > CD ROM Services
- > PCs for Personal Use



We have added many services online. Last year for example, we increased the number of our dialup lines from 3 to 31. People can now not only check their own record and place holds online but can also renew their own material. In January, 9,946 holds were placed through dialup--that is 13% of the total holds placed during the month. This past year we also brought periodicals online. In addition to the 2,884 print subscriptions, there is access in every library and through dialup to 1,620 periodicals in business, health and general interest.



Reference Services

- > **Centralized Service**
- > **Online Resources**
- > **More Questions, More Staff**


We don't have statistics from the past to compare with our current level of reference service.

But over the past few years there are several obvious trends in reference service:

The first is a movement to more centralized service. In 1992, Central Reference was established. Before that time, staff in the Salkum Library would call Chehalis for help, Chehalis would call Centralia and Centralia would call Olympia. Now if Salkum can't answer a question they go directly to Central Reference.

We are constantly adding online resources. In 1992 Timberland began using online services such as DIALOG and BRS. Internet was available to staff in 1994 and to the public in 1995. 8 CD-ROM stations were added in 1995.

With this focus on providing more in-depth reference services, we have needed to add staff in the various reference centers. In 1990 there were 4 reference librarians in Timberland Regional Library; in 1995 there were 14. Staff responded to nearly 400,000 questions in 1995, 20% more than the year before.



Youth Services

- **Focus on Summer Reading,
Targeting Grades 3-6**
- **Increased Collection &
Programming**
- **Greater Use of Volunteers**

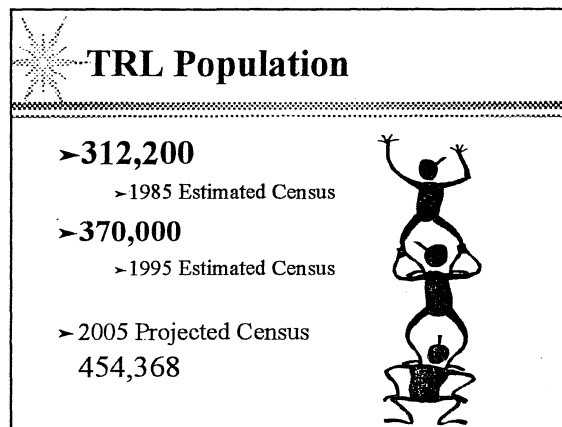
In Children's and Young Adult Services, a major focus has been placed on the summer reading program. In earlier years, this program focused on younger children in kindergarten and grades one through three. Attendance has increased, performers are now hired for major performances in every library and the Communications department has treated summer reading as a major campaign.

Staffing has increased from 3 to 8 children's librarians and we have been looking this past year at ways to meet year round needs of children and young adults, making sure that services are available for preschoolers and school age children throughout the district and that the desks in the regional library centers are staffed.

The children's departments use volunteers year round, including an active volunteer program

in the summer using older kids to help younger children as they graduate from participating in the program themselves.

The children's collection has undergone an amazing transformation. The books on the shelves are current, in good condition and cover a greater breadth than was possible in the past.



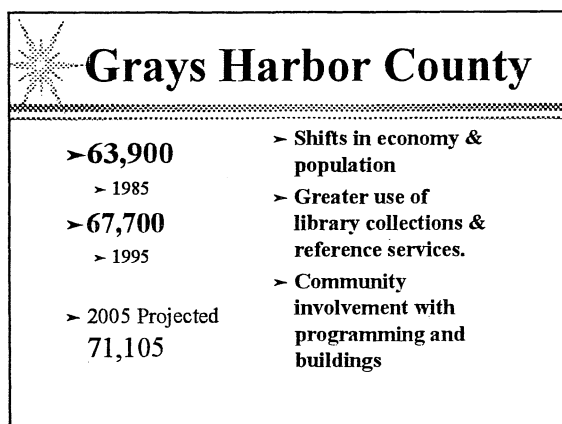
Timberland's population has grown nearly 20% during the past 10 years. The make up of this population has changed in small but significant ways as well.

Timberland's Diversity

> 1980 US. Census	> 1995 Estimate
>94% White	>90% White
>.5% Black	>1% Black
>2% Native American	>2% Native American
>1% Asian	>3% Asian
>2% Hispanic	>3% Hispanic

The infographic includes a stylized sun icon in the top left.

Race and ethnicity are factors that we consider in developing outreach programs and purchasing materials. We also consider age groups and economic factors. These are more meaningful on a county by county basis. I would like to focus now on each of the five counties that Timberland serves and discuss the major forces for change in each of the geographic areas.




Grays Harbor County has experienced the slowest rate of population growth of all the counties over the past ten years, about 6%. During the late 1980's, population actually declined, but it is slowly rising again. Native Americans make up the largest minority. This population and the Hispanics are growing more rapidly than others. Young adults from 20-24 are leaving the area for education and jobs and are not returning. The median age has increased about four years and there has been a decrease in the number of children under age 5. The number of single parent families has increased. The educational level is extremely low. Only 11% of the population have college degrees, compared with 23% statewide. The economy has been depressed but is slowly improving. The median household income in Grays Harbor is \$28,047. The jobless rate is 10.4% compared with the state average of 5.8%. Efforts are underway to improve the economy. The tourist industry, trade and service sectors of the economy have been increasing. Lumber and wood products have declined, of course, but they are still a mainstay in the area, because they were at such a very high level when the decline began.

Library use statistics in most of the Grays Harbor libraries show an increase far in excess of the moderate population growth. In Aberdeen, for example, the number of card holders has increased by 23% since 1985 and circulation has increased by 51%. Aberdeen has developed as a strong reference center as well. They have a good backup collection of periodicals and the staff there handle the 800 line.

The libraries in Grays Harbor have active Friends and Boards and other community support. In Westport and Aberdeen, supporters have been working towards providing better and larger library quarters. The bond issue was a disappointment in Aberdeen this past year.

The challenge to Timberland in Grays Harbor is to respond to the needs of the various sectors in the population. We need to make sure we are providing resources to older citizens and to people who are trying to adjust to the changing job market. People who are in transition and who are in lower income levels often have no other resource that they can afford besides the library. We need to make them aware of our services.

 Lewis County	
> 56,500 > 1985	> Large population growth
> 65,500 > 1995	> Shift in economy from timber to service industries
> 2005 Projected 72,272	> Increased use of local libraries

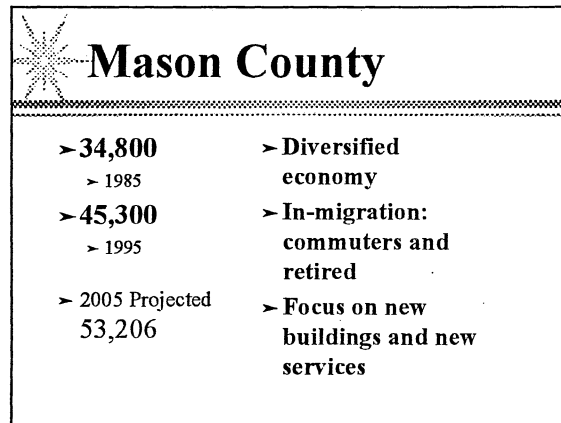
Lewis County experienced about a 10% growth in population between 1990 and 1995.

Lewis County is in a period of transition from a rural, resource-based, goods-producing economy to an urbanized service-producing economy. Employment in lumber and wood products industries peaked in 1978 and has dwindled to half that level. Manufacturing, other than that connected to timber, has shown impressive growth. It was nearly unchanged until 1985, and since then has tripled in the number of people employed. Unfortunately, most of these new jobs do not pay as well as the old ones. The median income in 1995 was \$30,688 and the unemployment rate was 8.7. Both are right in the middle of the statistics for the five counties.

Lewis County libraries are well-used and very much part of the local communities. Circulation has increased dramatically even though hours open now are in some cases fewer than in 1985. Chehalis was cut from 53 to 40 hours, but circulation has increased and there is much support for a new library. The latest indication is that the city is strongly considering a bond issue this fall.

Several of the libraries have experienced almost unbelievable increases, especially considering that growth in the smaller communities has not been that great. For example, Winlock's circulation has jumped from 29,000 to 71,000.

The challenges immediately facing us in Lewis County are to provide enough resources and access to technology in each of the small libraries to meet the needs of the public, adequate staffing, and enough space in the crowded buildings to meet current needs.




Mason County has suffered from the same economic problems which have affected all of southwest Washington, but other factors have made a difference. People like to live in Mason County. Not only have people been choosing this county as their retirement home, or the place they want to live while commuting to Bremerton or Olympia, but young people have not been leaving the area. Unfortunately, they aren't staying in school either. The dropout rate of 21% is one of the highest in the state. Only 14% of the population have a college degree. That is higher than in Grays Harbor or Pacific Counties, but far below the state average of 23%.

Mason County's economy has been dominated by the timber industry for decades, but it is diversifying. Greatest growth has been in the services, trade and government. The unemployment rate is 6.9, above the state average, but much better than in the other Timberland counties, except for Thurston. The median income is \$32,535.

The challenges facing us in Mason County have to do with responding to the changing needs of the fast growing population. In just about every community we serve, space is a problem. We just dealt with that in Elma last year with the opening of the new library. In the North Mason area, we are in the middle of a new building project which should triple the size of the building. The need for service goes beyond just requiring more space. People want access to online resources, and they are turning to the library expecting us to provide information more

quickly and in more depth than has been provided in the past. We see this especially in the North Mason Library. Some residents are using the Bremerton Library because they need more reference help than we currently offer.


 Pacific County	
> 17,500	> Aging of population
> 1985	
> 20,800	> Shift in natural resource based economy
> 1995	
> 2005 Projected 22,915	> Diverse library needs in south & north areas

Pacific County, with its small population and dependence on the timber and fishing industries, has had a harder time than any of the other counties in the Timberland area in recovering from the setbacks of the last decade.

Over the past five years, it has been one of the few counties in the state to experience an actual natural decrease in population --more deaths than births. This has been offset by a substantial amount of in-migration in the southern part of the county. Many of the people moving into that area are retired. The median age of 40.2 is the oldest in the state. Not only are older people moving in, but younger people are moving out. Pacific County is experiencing a high loss rate not only among 20 to 24 year olds, but also in the 25-29 age group.

The economic outlook obviously is not good. The unemployment rate is 11.4%, highest of all the Timberland Regional Library counties, and the median income also is the lowest, \$24,718. Only 11% of the population has a college degree.

In this county, where the economy is in transition, unemployment is high and incomes are low, we have a special need to provide services and access to resources. We need to make sure that people are aware of what we offer and make an extra effort to reach them. An added difficulty is that we must provide these services in small libraries spread over a relatively large area. We must make sure that staff are well-trained in our new technology and able to pass on that knowledge.


 Thurston County	
<ul style="list-style-type: none"> > 139,500 <ul style="list-style-type: none"> > 1985 > 189,200 <ul style="list-style-type: none"> > 1995 > 2005 Projection 234,870 	<ul style="list-style-type: none"> > Large growth in population - greater pressure for services > Buildings in Tumwater, Olympia, Yelm & Tenino > Strong community use and support

We face a very different situation in Thurston County than anywhere else in the district.

Thurston County has become a regional retail and service center. People come from the other four counties to use business and service establishments and health care centers too. The state government is the principal economic driver in Thurston County. It generates an enormous number of jobs and a correspondingly enormous amount of income.

Another strong advantage that Thurston County has in drawing businesses and consumers to the area is its comprehensive educational system, from preschool on through higher degrees. The local presence of a skilled and educated labor force reduces the cost of doing business. It also increases the pressure on libraries to provide a sophisticated level of reference and information service as well as a broad and up-to-date collection and well developed services for children and youth of all ages. The median income in Thurston County is \$40,088. The unemployment rate is below the state average, 5.7% as compared with 5.8%

We are pressed for space in our Thurston County libraries, and building projects are at least in the discussion stage in most of them. We just opened the new Tumwater Library last year and Olympia is charging ahead with plans for their project. In Yelm and Tenino, community groups are working hard on projects to build or expand. It is hard to keep up with the growth in Lacey. Use of the children's collection and attendance at children's programs is exceptionally high.



Where are we going?

- >New methods of meeting information needs**
- >New look at facilities and services**
- >Establishment of foundation**

One of our greatest challenges in Timberland is to balance the needs of the busy, fast growing, high demand areas with the needs of those areas where people do not have such high expectations for service or perhaps the experience or knowledge to articulate those needs.

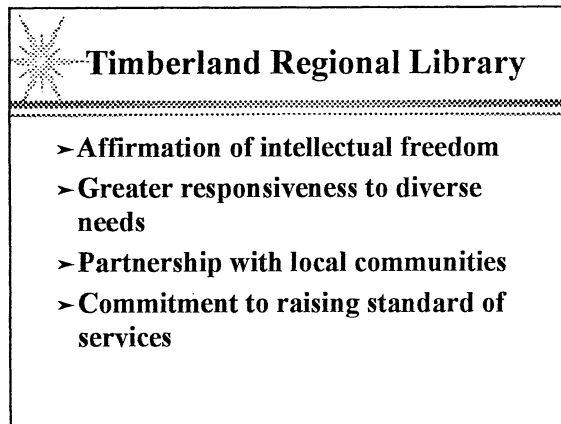
The advantage of a highly computerized library system such as Timberland's is that access to the whole collection and range of services can be made available everywhere. People in every library have access right now to the million items in the catalog. They also have access to the more than 1,600 magazines in the periodical index. We have Netscape--the graphical interface to Internet--in all but three libraries. McCleary will be brought up on Friday and Mountain View and Winlock next week.

But just having the computer terminals in the libraries isn't enough. People have to know that we have it. They have to be helped to learn to use it. Publicity and training are components of every new service that we provide and we have to keep up with the old ones as well. Some people still don't know you can call the library and get an answer to a question, let alone know, or have the means of using, dialup access.

One of the projects that we consider very important this year is the analysis of reference and information services and the development of a plan which will allow us to respond more quickly and effectively to requests for information. We are especially concerned about meeting the needs of people who live in smaller communities.

We also need to look at our facilities throughout the district and work on a plan for growth and development. This is a part of our Long Range Plan which we realized last year could not be defined without much more in-depth study and analysis. In many ways it is tied to our analysis of how we are meeting the informational needs in the district.

We are finally moving on the project to establish a charitable foundation for Timberland. We have gathered much background information, attended training sessions and workshops, and have compiled a list of names for a startup committee. The first meeting is planned for March. A foundation developed with a focus and direction can help us achieve our goals on a scale that is probably greater than many of us can imagine at this point. Other library systems have used their foundations as major means of accomplishing their goals. We can do it too.



We have spent a great deal of time this past year in the long range planning process listening to the people we serve, talking with them about our goals, and discussing with each other the philosophy underlying our service.

The exercise we have just gone through in examining our policy on intellectual freedom, especially as it pertains to the new means of accessing information electronically, was especially valuable. We reaffirmed our commitment to providing free and open access to all library resources and material. The process clarified the issue for staff and Board alike. We moved beyond defense of the policy to promotion of it.

We voiced a strong commitment in the long range plan to serving a population with diverse needs. We set specific objectives to guide us as we make decisions about our collections and services. We recognized that Timberland is made up of many different local communities. The dedication of people to their local community library is a source of strength for Timberland. We are now including local residents on library building committees. We

realize that a local history collection may be very useful and important to people in a particular community.

We are dedicated in Timberland to raising the standard of service we provide. We have set ambitious goals for ourselves in every definable area and we have outlined the steps to get there. We have set them out in great detail in the action plan for this year.

This is where we are now--and during the year we will be keeping you informed about our progress on meeting the goals that we have set for Timberland.