

DESCHUTES PUBLIC LIBRARY DISTRICT

Board Meeting

September 20, 2006

Sisters Public Library

ATTENDEES

Present were Board Members George Riser, Beth Pearl-Gent, Pat Lawrence. Ray Miao and Ann Evensen were traveling an unable to attend.

CALL TO ORDER

George Riser called the meeting to order at noon.

MINUTES

The minutes from the August 16th meeting were approved by consensus with one grammatical correction.

PUBLIC COMMENTS

The new Friends of the Sunriver Area Library President Sara Farina introduced herself.

RESULTS POLICIES

Trends at the Sisters Library

Sisters Branch Manager Peg Bermel presented an overview of trends at the Sisters Branch Library:

- Self check is currently at 93%.
- Sisters circulates approximately 110,000 items annually, 8% of the total circulation of the District.
- There has been a 50% increase in library cards issued over last year.
- Nine teen programs have been added.
- A Toddler Time program has been added.
- Increased library usage can be attributed to the new building, broadening library/community involvement, wireless Internet access, more internet stations, and partnering on events such as the Sisters Quilt Show.

Peg thanked the Board members, Sisters Library Advisory Council members, Friends of the Library, and staff for all the support for the new building.

Presentation by Sisters Library Advisory Council

Paul Bennett of the Sisters Library Advisory Council discussed community trends:

- Sisters is an active community – significant community events to occur weekly over a 20 week period
- 400 new units are being built near the high school
- 85 new units are being built near the elementary school
- 35 lots are now available in the Industrial Park for mixed use development
- Ray's grocery store is expanding

- Traffic is congested in Sisters – various solutions are under consideration
- There is a small but increasing Hispanic population – an increase from 7 students in the elementary school last year to 10 this year
- Housing prices are increasing
- 40% of the local work force commutes to the Bend/Redmond area
- The Sisters visioning process has identified support for maintaining a “small town feel,” the need for a second grocery store, and opposition to chain stores and franchises

GOVERNANCE PROCESS

The Board agreed by consensus to move the April Board meeting date to April 11th to avoid a conflict with the Oregon Library Association.

EXECUTIVE LIMITATIONS POLICIES

Executive Limitations Monitoring Report: Treatment of Library Users

The Board discussed the Monitoring Report on the Executive Limitations Treatment of Library Users Policy. Beth Pearl-Gent moved that the Board finds that the District in compliance with the policy. Pat Lawrence seconded the motion, which passed unanimously. (Miao and Evensen absent.)

The Board agreed to form a committee to recommend edits to the policy. The committee will present its recommendations at the March, 2007 Board meeting. The committee will consist of Beth Pearl-Gent, Pat Lawrence, and Ray Miao. Should Miao decline, George Riser will serve on the committee.

Copier Contract

The Board reviewed a recommendation that that the District enter into a four-year contract to lease copiers at a cost of \$24,720 annually. The District will post a legal notice in the Bend Bulletin of its intention to obtain the lease using pricing available through the US Communities Purchasing Alliance in order to meet legal requirements. The proposal would result in an annual savings of \$4,476.

The lease requires Board approval as the total obligation exceeds the \$25,000 fiscal authority delegated to the Director. Pat Lawrence moved to authorize the Director to contract for copier services for a four-year period using pricing available through the US Communities Purchasing Alliance. Beth-Pearl Gent seconded the motion, which passed unanimously. (Miao and Evensen absent.)

Tax Revenue & Expenditure Projections

The Board discussed the tax revenue and expenditure projections presented at the August 16th Board meeting.

Growth in tax revenue reflects an annual 2.8% inflationary adjustment plus additional tax revenue generated by new construction. The annual increase will vary between an estimated 4.5% and 8.5%, depending on new construction. A 5.5% annual increase is required to maintain current operations. A short-term decline in new construction resulting in less than a 5.5% increase in tax revenue could be offset by using reserves and/or reducing discretionary materials and services and capital expenses. A long-term decline in new construction would require reductions in staffing costs. Increased revenue in excess of 5.5% will be reserved for Board targeted enhancements identified in the ongoing “Master Plan” planning process. The planning process is scheduled for completion in June, 2007.

Board members agreed that developing the projections was useful. Board members expressed appreciation that the projections consider various options, ranging from continued increases to a slowing construction market.

Library Director Michael Gaston stated that the 2007/2008 Budget proposal will reflect the findings of the report.

Jefferson County Library District

The Board reviewed the financial transactions necessary to implement a contract to provide automation services to the Jefferson County Library District.

The Deschutes Public Library District (DPLD) is currently working with the Jefferson County Library District (JCLD) to implement automated computer services for JCLD, as outlined in the contract approved by both Boards. A \$50,000 “pass through” payment will be made within the next few weeks to secure licensing for JCLD. The payment will not be made until funds are received from JCLD. Funds were budgeted to be received from JCLD, but were left in contingency. The Board will need to move the funds from contingency to capital outlay at the October Board meeting.

ATTEST:

Michael Gaston
Library Director