

**WASCO COUNTY LIBRARY SERVICE DISTRICT
AGENDA
WEDNESDAY, August 21, 2013
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, Oregon**

NOTE: This Agenda is subject to last minute changes. **Meetings are ADA accessible.** For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900. Wasco County does not discriminate against individuals with disabilities.

10:30 a.m. **CALL TO ORDER**

10:30 a.m. [Ready to Read Grant](#)

10:40 a.m. [6.5.2013 Minutes Approval](#)

**NEW / OLD BUSINESS
ADJOURN**



WASCO COUNTY BOARD OF COMMISSIONERS
GOVERNING BODY OF
WASCO COUNTY LIBRARY SERVICE DISTRICT
AUGUST 21, 2013

PRESENT: Rod L. Runyon, Chair of Commission
Scott C. Hege, County Commissioner
Steve Kramer, County Commissioner
Sheila Dooley, Library Service District Administrator
Tyler Stone, County Administrator
Kathy White, Executive Assistant

At 10:31 a.m. Chair Runyon called the Wasco County Library Service District Meeting to order.

Agenda Item – Ready to Read Grant Application

Ms. Dooley came forward and explained that the grant application is to access money designated by the State for libraries. The Wasco County Library system uses the funding for summer reading programs encouraging children to become lifetime library users and to help them retain their reading skills over the summer school break. This grant will fund the 2014 summer reading programs.

Senior Library Technician Suzy Goolsby came forward and outlined the 2013 summer reading programs which included Reptile Man and the Opera Sisters. She said that the Dufur Library had ten summer reading programs which focused on preschool through 6th grade. The Maupin Library continued their preschool story program along with three larger events attended by children from all over Tygh Valley. She announced that next year's summer theme will be science related; they have already begun planning for Fizz, Boom, Read.

{{{Commissioner Kramer moved to approve the 2013-2014 Ready to Read Grant Application. Commissioner Hege seconded the motion which passed unanimously.}}}

Agenda Item – 6.5.2013 Budget Hearing Minutes

Ms. White explained that in the 6.5.2013 Library Service District Budget Hearing minutes included in the Board Packet there was an error; one of the motions was listed as having been made and seconded by the same Commissioner. She reported that she has made the correction, but the minutes in the packet do not reflect that correction.

{{{Commissioner Hege moved to approve the 6.5.2013 Library Service District Budget Hearing minutes with the correction. Commissioner Kramer seconded the motion which passed unanimously.}}}

Ms. Dooley reported that Maupin continues to hold meetings about a new or expanded space for their library.

Commissioner Hege asked for a status report on the fund-raising efforts for The Dalles Library expansion. Ms. Dooley stated that they have received \$10,000 from PUD and are still waiting to hear back from Google regarding a donation. Chair Runyon asked if they are on schedule for fund-raising. Ms. Dooley replied that they had hoped to have all the money by October; she does not feel they will meet that timeline but is confident that the money will be raised.

Chair Runyon asked if there were any planned fund-raisers. Ms. Dooley said the Book Lover's Ball is coming up; one-half of the proceeds go to local causes.

Ms. Dooley closed by saying that the City of The Dalles would soon be going out for an RFP to set the Library up with a radio frequency identification system.

Chair Runyon adjourned the Library Service District Session at 10:42 a.m.

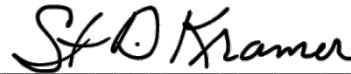
WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the
Wasco County Library Service District*



Rod L. Runyon, Chair of Commission



Scott Hege, County Commissioner



Steve Kramer, County Commissioner



Oregon

John A. Kitzhaber, MD, Governor

State Library
250 Winter St. NE
Salem, OR 97301-3950
(503) 378-2528
FAX (503) 378-6439

Ready to Read Grant Application 2013-2014

The purpose of the Ready to Read Grant program is to “establish, develop or improve public library early literacy services for children from birth to six years of age and to provide the statewide summer reading program for children from birth to 14 years of age.” Any legally established public library in Oregon is eligible to apply for this grant.

Attached is the “Proposed Ready to Read Grants for 2013-2014” showing the grants that will be made for 2013-2014 grant cycle, assuming all eligible libraries apply for a grant. As the table indicates, a total of \$711,588 is available.

GUIDELINES

1. All projects must adhere to the intent of the Ready to Read Grant which is to “establish, develop or improve public library early literacy services for children from birth to six years of age and to provide the statewide summer reading program for children from birth to 14 years of age.” (ORS 357.750).
2. We encourage you to develop a project that relates to the mission and activities of your library, and will benefit your community.
3. Grant funds may not be used to replace funds already appropriated by local governments.
4. Applications must be postmarked by **August 31, 2013**. Late applications will not be accepted. Faxed or emailed applications will not be accepted.

A final report on your library’s grant project is required and will be due at the Oregon State Library **December 31, 2014**.

Contact Katie Anderson at 503-378-2528 or katie.anderson@state.or.us with questions.

(Intentionally blank for filing purposes.)

Library's LEGAL name: Wasco County Library Service District	County in which library resides: Wasco
Alternate library name:	
Library's MAILING address: 511 Washington St., Suite 302, The Dalles, Oregon 97058	

Library director's name: Sheila Dooley
Email address: sdooley@ci.the-dalles.or.us
Phone number: 541-506-2042

Key contact's name (if not director): Suzanne Goolsby
Key contact's position/job title: Senior Library Technician
Email address: sgoolsby@ci.the-dalles.or.us
Phone number: 541-296-2815

All library directors and key contacts will be subscribed to the Ready to Read Grant email list to receive grant deadline reminders and other information regarding the grant. If you would like additional members of your staff who are involved in your library's Ready to Read project to be subscribed to this email list, please provide their full names and email addresses.

Name:
Position/job title:
Email address:

Name:
Position/job title:
Email address:

<p>STATE LIBRARY USE ONLY</p> <p>Received:</p> <p>Approved:</p>
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EARLY LITERACY PROJECT PROPOSAL

(Don't fill out this section if you are only doing a summer reading project.)

1. Please check the box in front of at least one outcome your library plans to achieve with your early literacy Ready to Read Grant project.
 - Parents and caregivers will increase the amount of time they read, talk, sing, write, and play with their young children.
 - Young children will increase their print motivation, vocabulary, print awareness, narrative skills, letter knowledge, phonological awareness, and writing/drawing skills.
 - Preschoolers will increase their letter knowledge, phonological awareness, writing letters, drawing pictures recognizable to others, and ability to independently complete tasks (such as crafts!) involving two or more steps so they are ready for kindergarten.
 - More families with young children will access early literacy services and participate in early literacy programs together as a family.
 - Childcare providers, Head Start teachers, Healthy Start home visitors, and other community partners will increase their partnerships with the library to coordinate early literacy service delivery community-wide.
 - More high risk children will access early literacy materials, resources, services, and programs. (High risk children are minorities, English language learners, immigrants, children with special needs, children in poverty, and children in families dealing with abuse, neglect, substance abuse, and other traumatic situations.)
 - Families with high risk children will increase meaningful engagement around library early literacy services. (i.e. libraries will update materials, services, and programs so they are culturally appropriate and relevant to high risk children and their families.)
 - Libraries will improve collection of early literacy-related data and increase use of the data for continuous improvement of library materials, resources, services, and programs to achieve outcomes.

2. Describe the early literacy activities your library plans to implement to achieve these outcomes. (Only describe activities funded in part or in whole by your Ready to Read Grant.)

3. Do these activities include conducting training for parents, childcare providers, or preschool teachers in a research-based early literacy curriculum such as *Every Child Ready to Read* or Baby Signs classes?
_____ Yes
_____ No
4. Do these activities include bringing library services, resources, or programs out of the library to young children, parents, child care providers, or other groups to other locations?
_____ Yes
_____ No
5. How will you evaluate whether or not these activities achieve your desired outcome(s)?
6. If you are partnering with any daycares, schools, businesses, or other organizations to make this project happen, list them here.
7. If you are providing programs in and/or out of the library, how many people *total* do you expect will attend these programs? (No need to verify age, just use your best judgment.)
_____ Youth ages 0-14
_____ Adults ages 15 and older
8. Do you anticipate this will be an ongoing project?
_____ Yes
_____ No
9. If yes, and the project is successful, how will you continue to fund this project?
_____ Local funds
_____ Other grant funds
_____ Ready to Read funds

EARLY LITERACY PROJECT BUDGET

(Don't fill out this section if you are only doing a summer reading project.)

	List things necessary for implementing your Ready to Read Grant Project	Amount of <u>Ready to Read</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs					
Incentives					
Other					
TOTAL					

STATEWIDE SUMMER READING PROGRAM PROJECT PROPSAL

(Don't fill out this section if you are only doing an early literacy project.)

According to ORS 357.750, libraries using Ready to Read funds on summer reading must provide the statewide summer reading program which is defined by OAR 543-040-0010 as "the Collaborative Summer Library Program Annual Summer Reading Program funded by the State Library for Oregon public Libraries". The 2014 statewide summer reading theme will be *science* and the slogans are "**Fizz, Boom, Read**" for children, "**Spark A Reaction**" for teens, and "**Literary Elements**" for adults.

10. Please check the box in front of at least one outcome your library plans to achieve with your summer reading Ready to Read Grant project.

- Parents and guardians will increase the amount they read, talk, write, and do activities with their youth.
- Youth will increase their reading/listening comprehension and ability to effectively communicate their understanding of and opinions about what they are reading/listening.
- More youth will create responses to their reading/listening with technology, arts and crafts, and other mediums.
- More families with youth will participate in the summer reading programs together as a family.
- Schools, childcare providers, summer lunch sites, out-of-school-time programs (e.g. Boys & Girls Club, Park and Rec, YMCA), and other community partners will increase their partnerships with the library to coordinate the summer reading program community-wide.
- More high risk youth will participate in the summer reading program. (High risk youth are minorities, English language learners, immigrants, children with special needs, children in poverty, and children in families dealing with abuse, neglect, and substance abuse.)
- Families with high risk youth will increase meaningful engagement in the summer reading program. (i.e. libraries will update materials, activities, and programs so they are culturally appropriate and relevant to high risk youth and their families.)
- Libraries will improve collection of summer reading data and increase use of the data for continuous improvement of library materials, resources, services, and programs to achieve outcomes.

11. Describe the summer reading activities your library plans to implement to achieve these outcomes. (Only describe activities funded in part or in whole by your Ready to Read Grant.)

The Ready to Read Grant will fund eight guest performer programs. Six of these programs will be held at non-library sites in order to increase their partnerships with the Library District and promote summer reading and summer reading programs District-wide. Three programs will be held in central Wasco County and three programs will be held in south Wasco County. The remaining two programs will be held at a library location in north Wasco County.

The District is partnering with a community center in south Wasco County to present three art and literature programs during the summer. The guest performer programs will be a means of promoting these programs.

12. Do these activities include bringing library services, resources, or programs out of the library to children, teens, parents, child care providers, or other groups to other locations?

Yes
 No

13. How will you evaluate whether or not these activities achieve your desired outcome(s)?

An increase in the number of summer reading program participants should be the result of these increased community partnerships.

14. If you are partnering with any schools, out-of-school-time programs (e.g. Boys & Girls Club, Park and Rec, YMCA), businesses, or other organizations to make this project happen, list them here.

Maupin Grade School, Maupin Head Start, Dufur Grade School, and Tygh School Community Center will be the community partners.

15. If you are providing programs in and/or out of the library, how many people *total* do you expect will attend these programs? (No need to verify age, just use your best judgment.)

540 Youth ages 0-14
60 Adults ages 15 and older

16. Do you anticipate this will be an ongoing project?

Yes
 No

17. If yes, and the project is successful, how will you continue to fund this project?

Local funds
 Other grant funds
 Ready to Read funds

STATEWIDE SUMMER READING PROGRAM PROJECT BUDGET

(Don't fill out this section if you are only doing an early literacy project.)

	List things necessary for implementing your Ready to Read Grant Project	Amount of <u>Ready to Read</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff	Regular staff to plan and assist with programs (32 hours)	0	\$1171	0	\$1171
Materials for Circulating Collection	Will use materials from library collection	0	0	0	0
Equipment, Furniture, and/or Fixtures	None	0	0	0	0
Contracted Programs	Performers for eight programs	\$2941	\$259	0	\$3200
Incentives	Reading prizes	0	\$30	0	\$30
Other	Refreshments	0	\$30	0	\$30
TOTAL		\$2941	\$1490	0	\$4431

DATES TO REMEMBER

August 31, 2013	Date proposals must be postmarked and sent to the State Library.
October 2013	Revised Ready to Read Grants for 2011-2012 mailed to libraries.
October 2013	Deadline for libraries to appeal the proposed grant awards.
December 2013	Grant awards mailed to libraries.
December 31, 2014	Date final report must be postmarked and sent to the State Library.

CRITERIA FOR APPROVAL

1. Proposal demonstrates how the project will “establish, develop or improve public library early literacy services for children from birth to six years of age and to provide the statewide summer reading program for children from birth to 14 years of age.”
2. Plan includes outcomes for project participants.
3. Proposal includes plan for evaluating outcomes of the project.
4. Summer reading projects use the statewide summer reading program.

CERTIFICATION OF READY TO READ GRANT APPLICATION

To the best of our knowledge and belief, the information in this application is true and correct. We certify that, when the grant is awarded, the Ready to Read Grant will be used to supplement the library's budget from local sources and will be used to “establish, develop or improve public library early literacy services for children from birth to six years of age and to provide the statewide summer reading program for children from birth to 14 years of age.” (ORS 357.750).

Library director's name: Sheila Dooley	
Library director's signature:	Date:
Name of local government official authorized to apply for grants: Rod Runyon	
Local official's title: Chairman of Wasco County Board of Commissioners	
Local official's signature:	Date:



WASCO COUNTY BOARD OF COMMISSIONERS
BUDGET HEARING
WASCO COUNTY LIBRARY SERVICE DISTRICT
June 5, 2013

PRESENT: Rod L. Runyon, Chair of Commission
Scott C. Hege, County Commissioner
Steve Kramer, County Commissioner
Sheila Dooley, Library Service District Administrator
and Budget Officer
Tyler Stone, County Administrator
Kathy White, Executive Assistant

At 10:21 a.m. Chair Runyon opened the Wasco County Library Service District Meeting to order; he then opened the Budget Hearing for the Wasco County Library Service District explaining the process for the hearing in which the Budget Officer will present the budget, the Board will have an opportunity to ask questions, the public will be given the opportunity to speak and finally the budget will be considered for adoption by the Board.

**Agenda Item – Wasco County Library Service District 2013-2014
Proposed Budget**

Library Administrator and Budget Officer Sheila Dooley presented the budget (attached) as approved by the Budget Committee in the amount of \$1,706,277.00. She noted that no changes had been made since the Budget Committee met on May 16, 2013. She added that each of the three libraries would receive a 3% increase in funding.

Chair Runyon asked why there is a 3% increase each year. Ms. Dooley stated that the increase is based on a feasibility study in which 3% was determined to

be the amount needed to maintain services. She said that it is reviewed annually and that it is possible it may be reduced in future budgets.

Chair Runyon asked Ms. Dooley if there are any items that stand out to her. She replied that the RDIF system is a project that will be implemented next year and will streamline the library process, allowing for self check-out. She added that the budget committee had recommended the tax rate to remain at 68¢ per \$1,000 of taxable assessed value.

There being no members of the public in attendance, Chair Runyon closed the Public Hearing and asked the Board to consider adoption of the 2013-2014 Library Service District Budget.

{{{Commissioner Kramer moved to approve Resolution #13-008 in the Matter of the Fiscal Year 2013-2014 Budget, Tax Levy and Appropriations. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – Library Board of Directors Appointment

Ms. Dooley stated that the City of The Dalles has recommended the appointment of Rita Rathkey to the Library Service District Board of Directors. She added that Ms. Rathkey is an experienced fund raiser and long-time library patron who already attends the Board meetings. She feels Ms. Rathkey will make a good addition to the Board.

{{{Commissioner Hege moved to approve Order #13-117 appointing Rita Rathkey to the Wasco County Library Board of Directors. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – 2.20.2013 Minutes

{{{Commissioner Hege moved to approve the February 20, 2013, Library Service District Minutes. Commissioner Kramer seconded the motion which passed unanimously.}}}

Ms. Dooley reported that the Maupin Library will be siting their new library at city hall with a shared meeting room, restroom and entrance lobby.

Commissioner Hege asked if the new library will be more expensive to maintain. Ms. Dooley replied that they are looking at designs that will help to offset maintenance costs – solar panels, lighting, arranging shelves so as to require

WASCO COUNTY LIBRARY SERVICE DISTRICT
BUDGET HEARING
JUNE 5, 2013
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less staff to monitor activity. In addition, she stated that there will be some shared costs with the City. The District pays for their internet and phone.

Chair Runyon adjourned the session at 10:40 a.m.

WASCO COUNTY BOARD
OF COMMISSIONERS

Rod L. Runyon, Chair of Commission

Scott Hege, County Commissioner

Steve Kramer, County Commissioner