

BOARD MEETING AGENDA, March 16, 2010

Mission Statement: “To support, promote and augment the operations of the Olympia Library”

- 1. Call to Order**
 - 2. CONGRATULATIONS to EMMETT O’CONNELL on his appointment to the Timberland Regional Library Board of Trustees**
 - 3. Minutes of the February 2010 Meeting – Elaine Nelson**
 - 4. Treasurer’s Report - Beth Dubey**
 - 5. Library Manager’s Report – Cheryl Heywood**
 - 6. Volunteer’s, Procedures Manual and Historian’s Reports – Lila Sjodin**
 - 7. Communications Report – Emmett O’Connell**
 - 8. New and Old Business Discussion - Mary Belz**
 - 9. Book Sale Report – Irene Osborn**
 - 10. Outreach Report - Mary Applen**
 - 11. Membership Report – Gayle Newsom**
 - 12. Adjourn**
- 1:00 p.m.**

April 19, 2010 Board Meeting at the Olympia Library, noon to 1 p.m.

BALANCE SHEET 04-09 - As of 3/9/2010:6

(Includes unrealized gains)

As of 3/9/2010

3/9/2010

Page 1

Account	10/31/2009 Balance	11/30/2009 Balance	12/31/2009 Balance	1/31/2010 Balance	2/28/2010 Balance	3/9/2010 Balance
ASSETS						
Cash and Bank Accounts						
CD #3	15,096.75	15,096.75	15,172.85	15,172.85	15,172.85	15,172.85
OFS Checking	5,476.95	5,191.26	8,221.85	7,126.63	9,571.12	9,327.27
TOTAL Cash and Bank Accounts	20,573.70	20,288.01	23,394.70	22,299.48	24,743.97	24,500.12
TOTAL ASSETS	20,573.70	20,288.01	23,394.70	22,299.48	24,743.97	24,500.12
LIABILITIES & EQUITY						
LIABILITIES	0.00	0.00	0.00	0.00	0.00	0.00
EQUITY	20,573.70	20,288.01	23,394.70	22,299.48	24,743.97	24,500.12
TOTAL LIABILITIES & EQUITY	20,573.70	20,288.01	23,394.70	22,299.48	24,743.97	24,500.12

REGISTER REPORT 04-09:4

2/11/2010 through 3/9/2010

3/9/2010

Page 1

Date	Num	Description	Memo	Tag	Amount
Adult					-146.16
2/16/2010	1305	Orca Books	GC	Adult	-25.00
2/16/2010	1306	Fireside Bookstore	GC	Adult	-25.00
2/16/2010	1308	Browsers Book Store	GC	Adult	-25.00
2/16/2010	EFT	Storman's Inc.	Page Turners	Adult	-30.31
3/9/2010	EFT	SHaggen Inc	Page Turners	Adult	-40.85
Community					-300.00
2/16/2010	1307	Creative Artistry	Rubber stamps	Community	-150.00
3/4/2010	1315	First Christian Church	Paul Grudis Reception	Community	-150.00
Equipment					-454.14
2/27/2010	1314	Timb. Reg. Lib.	Sandwich boards	Equipment	-454.14
Interest					2.01
2/28/2010		Interest Earned		Interest	2.01
Membership					10.00
2/16/2010	DEP	Deposit		Membership	10.00
P&P					-117.34
2/12/2010	EFT	Olympia Copy & Print...	Book sale flyers & bookmarks	P&P	-117.34
Rent					-250.00
2/12/2010	EFT	Quality Self Storage	Mar (payable 2/24)	Rent	-250.00
Shelves					460.50
2/12/2010	DEP	Deposit		Shelves	155.50
2/19/2010	DEP	Deposit		Shelves	137.00
2/26/2010	DEP	Deposit		Shelves	168.00
Staff					-103.25
2/27/2010	1312	Cheryl Heywood	meeting	Staff	-41.21
2/27/2010	EFT	SSafeway	Circ appreciation brunch	Staff	-62.04
Youth					-811.09
2/16/2010	1309	Carrie Dye	Diecut	Youth	-40.50
2/27/2010	1310	Keeth Apgar	Read Aloud	Youth	-375.00
2/27/2010	1311	Slieveloughane Irish ...		Youth	-150.00
2/27/2010	1313	Kristi Selby	Pizza & Paperbacks	Youth	-32.27
2/27/2010	EFT	Fireside Bookstore	Teen Book Group	Youth	-131.67
2/27/2010	EFT	SSafeway		Youth	-28.65
3/9/2010	EFT	SHaggen Inc	Teen program	Youth	-22.76
			Reading Exp, Guessing Jar	Youth	-30.24
OVERALL TOTAL					-1,709.47

Library Manager's Report
Friends' Meeting
Olympia Timberland Library
March 16, 2010

Service Story:

Several weeks ago, we were approached by two graduate students, who are in the Masters in Public Administration program at The Evergreen State College. They wanted to know if they could work on a community study based on our needs for their capstone project. So last week, Ellen Duffy, Carrie Dye and I met with the students. We talked about the increase in homeless children and families in our communities and the recent findings from the Thurston County Housing Task Force annual homeless census: this census found 1,082 homeless people in the county, the most ever counted in nearly a decade of the annual count. As Phil Owen of the Family Support Center (an Olympia nonprofit group that helps house homeless families) said, "we're seeing a lot of indicators that the bulk of that growth has been families with children." We asked the students, one works for Headstart at the Department of Early Learning, and the other is a state policy writer, to communicate directly with homeless families and children to find out how the library can serve them and what services they need. If they have the time, the students will also speak to the main service providers. The students will be working on this project from April-June and then share their findings with us. We look forward to learning the results and we will share them with you in July.

-Cheryl

Olympia Timberland Library News:

1. Through the Community Youth Services program, CareerTREK, we have Jesse, a student, shelving materials 12 hours per week for 3 months; he will be paid from a federal grant. We are very grateful we are able to seek "out-of-the-box" funding.
2. This month's adult book display theme is (book), "Award Winners."
3. Cheryl spoke to the Senior Services for South Sound Board on February 18th, and to the residents of Capital Place Retirement Home about the love of reading. Cheryl and Kelsey taught two classes about market research to students from Enterprise for Equity. Cheryl will be speaking to social workers about youth programs and other library services at Child Protective Services.
4. Cheryl will be attending a community event, "It's About the Kids," honoring Paul Grudis for his work at Evergreen Vista on Friday, March 12.
5. Upcoming adult programs (programs sponsored by the Friends):

1. Erin McKittrick - A Long Trek Home: 4,000 Miles by Boot, Raft, and Ski
<http://villagebooks.com/event/erin-mckittrick-long-trek-home-4000-miles-boot-raft-and-ski>

Thursday, March 18 6:00-7:30

2. Melissa Febos <http://www.melissafebos.com/>

The book:

http://books.google.com/books?id=vH5ICmT1rzEC&dq=melissa+febos+whip+smart&source=gbs_navlinks_s

Monday, March 29 from 6:30-7:45 p.m., program intended for adults

3. **Microcosm Skillshare 2010 @ Northern**, April 5, 7:30-10:30 p.m.

LOCATION: Northern, 321 4th Avenue E, Olympia. The Olympia Timberland Library is teaming up with Northern/the Olympia All Ages Project to bring you Microcosm Publishing's 2010 Skillshare tour! Vegan chef and author Joshua Ploeg shares cooking techniques, Microcosm publisher Joe Biel presents short films and talks about zine culture, and Mia Partlow and Michael Hoerger discuss their new book "Edible Secrets: A Food Tour of Classified US History." Doors will open at 7. Sponsored by the Friends of the Olympia Timberland Library and Northern|the Olympia All Ages Project.

Timberland News:

1. On the TRL homepage there is information about "Your Money." If you click on this title, the following page offers the following information:

"Your Money: A Guide to Reaching Your Financial Goals" is available to TRL patrons under a grant to 13 libraries across the United States. It is funded by the [American Library Association](#) (ALA) and the [Financial Industry Regulatory Authority](#) (FINRA) as part of the "Smart investing @ your library" program.

[Your Money: A Guide to Reaching Your Financial Goals](#) -

This online Guide introduces the world of investing and provides direction for learning basic financial investment skills for making short, medium and long term financial decisions.

[Online resources from FINRA](#)

- [Investor Alerts](#)
- [Investor Tools](#)
- [Education Resources](#)

[More investment information resources](#)

- TRL Podcast - [Saving Money](#) **NEW!**
 - [Podcasts from FINRA](#)

[Services for Hard Times](#)

3 more podcasts on money matters will be coming out in the next few months as well as another video. Please share this information!

2. Family Read-Aloud Month:

Library's early learning program offers family fun

TRL annual Family Read-Aloud program begins March 2

Timberland Regional Library (TRL) announces its 2010 annual districtwide Family Read-Aloud program, connecting reading and early learning with family fun. Two nationwide reading initiatives bookend the program: March 2, which is Dr. Seuss's Birthday and Read Across America Day, and April 12, which is Beverly Cleary's Birthday and D.E.A.R. Day (Drop Everything and Read). Each Timberland library in Grays Harbor, Lewis, Mason, Pacific and Thurston counties will provide free Read-Aloud kits and most will also host one or more free related events.

“Reading aloud together is one of the most important gifts that a parent can give a child,” said Ellen Duffy, TRL Youth Services Coordinator. “Children learn best when they’re having fun and interacting with loving parents and other caring adults. Reading together nurtures family relationships and sends children a strong positive message about the value and fun of reading,” said Duffy.

Based on early learning research, the TRL Family Read-Aloud program promotes the educational, developmental and social value of families reading aloud together every day from the time children are babies. The program focuses on families, childcare groups and classrooms with children from infancy through grade three, but all ages are encouraged to join in the fun. One of the most entertaining aspects of the program involves families and classes reading aloud together in every room in the home—yes—that includes the basement, bathroom, kitchen, laundry space...

Make your house a read-aloud house

Families and childcare groups can pick up a free Family Read-Aloud House kit at any of the 27 Timberland libraries beginning March 1. Kits include:

- A new original drawing of a house and its rooms to color—this year’s house is a spaceship!
- A free paperback copy of *Read to Your Bunny*, by Rosemary Wells, compliments of the TRL Foundation, that charmingly depicts the special gift of reading aloud to a child
- Stickers to place on the drawing as the family reads together in rooms of their own home
- Program information and a reading log in English and Spanish
- A colorful Read-Aloud House door hanger
- A list of books that are especially good for reading aloud

- A prize drawing entry form

Online read-aloud materials and tips

Busy families, childcare providers and teachers who can't make it into their Timberland libraries in early March can begin participating online at www.TRL.org. By the end of February, the Family Read-Aloud webpage will include program information, printable materials and booklists. Then, when participants visit their Timberland libraries in person, they can enter prize drawings, check out children's books and talk with library staff about the whats, hows and whys of sharing books with children.

Finding Read-Aloud Books

Look for these booklists at your Timberland Library or online or ask a friendly library staff person to recommend a book that your family will enjoy reading together.

- 100 Books Every Child Should Hear Before Starting School
- 100 Favorite Children's Books
- Books to Read Aloud

Favorite Books ABOUT Reading Aloud

- *Reading Magic: Why Reading Aloud to Our Children Will Change Their Lives Forever*, by Mem Fox, (2008 Revised Edition)
- *Reid's Read-Alouds: Selections for Children and Teens*, by Rob Reid, 2009
- *The Read-Aloud Handbook*, the classic, by Jim Trelease, 6th edition, 2006 and earlier editions

Prizes

- The Big One: Everyone wins good times, lifelong educational benefits and family bonding.
- Five grand prizes: A backpack or suitcase packed with books will be awarded to one family in each of TRL's five counties.
- Hundreds of books and other prizes provided by local reading foundations, Friends of the Library groups and businesses will be given away to children at local library branches at various times during the program.

Reading aloud is key in reading success

Research shows that young children who are read to each day subsequently perform better in school in all areas of learning. "Reading aloud together is one of the most important gifts that a parent can give a child. And the zany fun of reading in unusual spaces in the home motivates participation and reinforces the joy of reading," said Duffy.

For further details about the family Read-Aloud program, call or visit your local Timberland library or go to www.TRL.org.

TRL Foundation News:

1. New, revised *Circle of Friends* newsletter available at www.trlfoundation.org. Cheryl will also have copies available at the meeting.

Financial Requests:

1. For the past three years, we have given \$20.00 gift certificates to the Pages and Aides at the Olympia library to show appreciation from the Friends of the Library and the Olympia Staff. The Pages at Olympia work in a very physically demanding job earning minimum wage. They are expected to work quickly and accurately while interacting with patrons as the face of the library out on the floor. Aides at the library have the challenging job of working on the physically demanding Page tasks as well as the detailed and customer service oriented work of a Circulation Assistant. This year has been especially challenging for our Aides with the switch to lower holds, checkout limits and overdue fines. All of our Pages and Aides work part-time and lost a considerable number of hours last year when we cut Sunday hours and the substitute budget.

Please consider spending \$260.00 (\$20.00 for our current 13 Pages and Aides) to give our Pages and Aides a gift card to a local grocery store to show the appreciation of the Friends and staff for their hard work. In years past, they have received gift cards on Valentine’s Day, this year we would like to give them on March 17. Thank-you.

\$260

2. Earbuds:

The previous earbuds were too cheap and broke easily (they have been sold). We would like to order another 50 in another, better model at \$1.27 apiece (the unit price is \$1.47 for lesser quantities).

\$63.50

3. P.A. sound system for programs

Approx. \$500

4. After much discussion, the City would like to have a welder create the **cigarette butt bin** instead of using the \$30 bin you recently purchased. This ashtray will be all steel pipe. We could keep the \$30 bin once the other ashtray no longer works.

\$271.25

5. Family Read Aloud program

- | | |
|--|-------|
| \$20 gift certificate to Fireside Bookstore for a contest | \$20 |
| 6. Laminator – replacement – our’s broke | \$200 |
| 7. Adult program - The CastIron Carousel Marionette Troupe, Inc. presents... | |

Meeses Peeces

An adaptation of the classic Novel, “Of Mice and Men” by John Steinbeck.

This play combines the talents of The CastIron Carousel with those of Bruce Orr, Director of The Mudeye Puppet Company, for an original take on a dark and beautiful story. This show includes Marionettes, Hand and Rod puppets as well as Shadow puppets. A touching and troubling story of a man out of his element and unable to find affection in an incomprehensible world. Love and friendship war with duty and sacrifice against the gray backdrop of the Great Depression.

\$400

Total= \$1,714.75

Respectfully submitted,
Cheryl Heywood

NEW and OLD BUSINESS for DISCUSSION

March 16, 2010

- 2009 accomplishments – I'll pass out a list to everyone
- Current Board Members – I'll pass out the list to everyone
- Update from Lila on the status of our Procedures Manual – what still needs to be done
- New Board Members – what skills do we need, suggestions for new members, installation is scheduled to take place at our May meeting. Ross Lasater has volunteered. Should we install him before May in order to get him on board as soon as possible? Publicity Committee is critical.
- Report from FOL By-laws Committee– Elaine, Beth and Gene and Jean. Please be prepared to read the By-Laws online and to vote to pass them prior to our April Meeting. Elaine will then put them on our website.
- Committee Reports by each Chair to Elaine for the Website on the Thursday prior to our Board Meeting
- Chair and Committee for the May Annual Membership Meeting. Program, induct new members, honor Emeritus Members.