

City of Rainier Library Board Meeting

Minutes

2022-08-12 — 9:00 am

COUNCIL CHAMBERS, RAINIER CITY HALL

106 W B ST., FL 2

RAINIER, OR 97048

Board Members present:

- Marcia Roberts, Board Chair
- Brandy Blackburn
- Jasmin Elwood
- Sharon Erdman
- Tonya Higgins
- Kim Worrall
- R. Allen Snider, Board Secretary / Library Director

Board Members absent:

- [none]

Staff present:

- Connie Budge, City Councilor / Library Liaison
- W. Scott Jorgensen, City Administrator

Community members present:

- Aimee Blackburn
- Allie Blackburn
- Brian U. Garrison
- Lyle Roberts
- Rosemary Scandale

Visitor Comments

- Rosemary Scandale noted her current applications, both for Library volunteering and Board membership, as well as her book review writing and past work experience at the Longview Public Library, alongside her other community service and activities.
- Brian Garrison outlined his involvement in local literary programs (including the recent poetry contest) and grant funding, with a bigger goal to help explore a nonprofit Friends of the Library group.

Consider Approval of Consent Agenda

- Approval of the July 18, 2022 Library Board Meeting Minutes:

Tonya Higgins moved to approve the consent agenda. That motion was seconded by Kim Worrall, and adopted unanimously.

Old Business

a. Library Website Update:

Scott Jorgensen outlined the ongoing process and noted that he will follow-up with Dr. Hatrick of Rainier SD and with the City's website admin where necessary.

Brandy Blackburn and Jasmin Elwood discussed the Library's current domain name and search engine ranking, URL forwarding, and required links.

There was a general discussion among all present regarding the website. Marcia Roberts called the meeting to order at 9:18 am.

b. Member Terms:

There was a general discussion among all present regarding term lengths and the full composition of the Board plus alternate(s), and the members' individual term preferences.

Sharon Erdman expressed her strong interest in the Friends group. Rosemary Scandale, on the other hand, expressed a greater preference for serving on the Board rather than being heavily involved in the nonprofit group. Scott Jorgensen emphasized that those interested can transition to Friends group eventually. Jorgensen also noted the general excitement and support for Friends groups in their communities.

Tonya Higgins asked a question about whether current term lengths should be considered retroactively (from their original appointments on 2021-09-13) or moving forward from today.

The Board unanimously agreed to consider July 2022 as the start date of the current member terms (i.e., to coincide with the retirement of previous Librarian Colette Nordstrom, the dissolution of the City's IGA with Rainier SD, Allen Snider of Mirrored Lamp LLC's contract as director, and after generally "rebuilding" Library programs and services following recent disruptions and uncertainty). Connie Budge and Scott Jorgensen clarified that there are no definite *maximum* number of Board members.

The Board unanimously agreed to the following term preferences (understanding that all future terms will be 4 years in duration, with staggered start dates, as per Rainier municipal code):

- 1 Year Term: Tonya Higgins
- 2 Year Term: Jasmine Elwood
- 3 Year Term: Rosemary Scandale (not yet officially on the Board, but membership is in process)
- 3 Year Term: Sharon Erdman
- 4 Year Term: Marcia Roberts
- 4 Year Term: Brandy Blackburn
- Alternate: Kim Worrall

c. **Community Needs Survey:**

Marcia Roberts noted her recent experience in a class on survey design. Allen Snider outlined the current draft based on Roberts's original version and created in SurveyMonkey.

Jasmin Elwood asked about how the surveys will be distributed and returned. Scott Jorgensen noted that an online option is good for reaching the community outside of city limits. Marcia Roberts outlined her research into the community's demographics and population distribution.

Jasmin Elwood asked about the Library's Large Print collection. Scott Jorgensen expressed a desire to define areas within the Library more clearly. Allen Snider noted that his ongoing inventory project is helping to organize the Library's collection digitally. Snider also shared various ideas for the Large Print section.

Connie Budge suggested we add a survey question on internet accessibility / computer proficiency. Budge also recommended that we look into distributing the survey via the Senior Center's newsletter.

There was a general discussion among all present regarding survey distribution, with the basic goal of distributing it as widely as possible. It was suggested that we add a survey question on interest in a Friends group.

Marcia Roberts noted that drafting a survey is a process of continual revision.

New Business

a. **Library Programs:**

Brandy Blackburn emphasized that her list of ideas as initially distributed is a work-in-progress, to which we're all can contribute and add ideas. Allen Snider noted that the View-Masters have been a big hit with young visitors.

Marcia Roberts and Tonya Higgins discussed the Columbia County Reads program.

Scott Jorgensen mentioned he had recently been in contact with Claire Catt of the United Way Columbia County regarding the Dolly Parton Imagination Library program. Brandy Blackburn and Connie Budge discussed previous, and considered potential future, funding from the local Masonic Lodge for Library programs. There was a general discussion among all present regarding genealogy and a potential subscription to genealogical website(s). It was suggested that we add a survey question on genealogy.

Jasmin Elwood outlined her considerations for new student programs and campus engagement.

Connie Budge noted that strategic planning helps anchor stakeholders in and organize ideas around a shared community vision. Budge also clarified that board meetings and work sessions are indeed volunteer hours and should be logged as such.

Marcia Roberts and Brandy Blackburn discussed the process and timeline for enrolling the Library in various cultural pass programs. Blackburn clarified that there's a limited, cyclical enrollment window. It was generally agreed to plan on that application being added to the Board's future agenda when relevant.

b. *Hours of Operation:*

Tonya Higgins asked Allen Snider about service hours. A brief general discussion followed and Snider noted that moving forward he would be keeping the Library open for service one hour later, until 3:30pm on Saturdays, to implement a 32-hour schedule as contracted (given the existing weekly Library schedule had only summed to 31 open service hours).

There was a general discussion among all present regarding the schedule for future Library Board meetings.

Kim Worrall moved to set a regular schedule for Board meetings. That motion was seconded by Jasmin Elwood, and adopted unanimously, viz.:

- to schedule upcoming meetings for the second Friday of each month, at 9:00am, in the Council Chambers on the 2nd floor of Rainier City Hall.

Jasmin Elwood noted that a student tutoring group meets after school on Tuesdays and Thursdays.

Tonya Higgins and Allen Snider discussed the Librarian, or a volunteer representative, meeting and greeting the community *outside* the Library space. Scott Jorgensen invited the Librarian to join him at the Senior Center on one of his next visits. Connie Budge expressed interest in a "guest pass" Library Card service. Sharon Erdman noted her experience with previous story-time events at the Senior Center. Budge summarized the general role of the Center as a space intended for interactions *across generations*.

Marcia Roberts tabled for Old Business the following items:

- programs, discussion and planning
- volunteers, process and updates

Brandy Blackburn moved to adjourn the meeting. That motion was seconded by Tonya Higgins, and adopted unanimously.

The meeting was adjourned at approximately 10:25 am.

Signed:

Marcia Roberts, Chair

R. Allen Snider, Secretary / Library Director

Library Director's Statement

August/September 2022

This year's Summer Reading Program helped motivate more than 40 registered young readers to record nearly 300 hours of reading across 7 weeks!

Looking ahead, the Library has also submitted its Ready to Read grant application for 2023. This annual funding from the State Library of Oregon will allow us to take the lessons learned during this transitional summer to facilitate even greater engagement next year.

Progress has also been made on spending the Library's remaining ARPA grant funds for 2022. When ordering is complete by the end of this year, we will have substantially upgraded our technology services and expanded our collection to include board games!

After meeting with Claire Catt of the local United Way, I can also confirm that we continue to be part of the Dolly Parton Imagination Library program. Parents of readers ages 0-5 are encouraged to sign up.

One major ongoing project is the Community Survey. A current version is attached and I welcome feedback and suggestions on this communal draft document. Next steps include finalizing the wording and format of the questions, planning distribution of the survey, and going live! Relevant tagging and analysis of the data will follow afterward.

I continue to build a bench of volunteers for the Library and two applications (including background checks through the City) are in process. Further interest and engagement have been expressed as well, with at least two more volunteer applications requested by patrons. In all, the de facto time already given to the Library — particularly including all assistance of the Board over the summer — has been a really big help, and I look forward to meeting and training more folks soon!

Attached along with this statement is a preliminary datasheet for August 2022. While I consider the day-to-day human details of my interactions with visitors — from researching a new book series, to helping print a resume — as the heart of our mission to provide diverse learning opportunities to the Rainier community, this table will give a quick numerical rundown of the past month.

Moving onward into September, the school year, and the fall reading season, I continue to appreciate all your comments and questions.

As always, thanks for reading!,

Allen Snider (Mirrored Lamp LLC)
Director, Rainier City Library

Date	Visitors	PC Usage	Items Returned IN	Items Borrowed OUT	Open Service Hours	Cash Revenue	New Patron Cards	Week No.
2022-08-02	18	1	22	26	7.50	\$ 2.50	2	32
2022-08-03	9	1	5	9	6.00	\$ 1.75	1	32
2022-08-04	7	3	3	7	7.50	\$ 4.00	1	32
2022-08-05	15	1	22	18	6.00	\$ -	3	32
2022-08-06	12	0	4	10	4.00	\$ 1.00	0	32
2022-08-07	0	0	0	0	0.00	\$ -	0	33
2022-08-08	0	0	0	0	0.00	\$ -	0	33
2022-08-09	13	3	19	17	7.50	\$ 0.50	0	33
2022-08-10	9	1	2	13	6.00	\$ -	2	33
2022-08-11	15	2	6	16	7.50	\$ 1.50	4	33
2022-08-12	21		17	5	6.00	\$ 2.00	1	33
2022-08-13	4	0	1	6	5.00	\$ -	0	33
2022-08-14	0	0	0	0	0.00	\$ -	0	34
2022-08-15	0	0	0	0	0.00	\$ -	0	34
2022-08-16	48	1	24	49	7.50	\$ 3.00	2	34
2022-08-17	8	1	10	8	6.00	\$ 1.25	2	34
2022-08-18	14	3	21	24	7.50	\$ 3.00	2	34
2022-08-19	11	3	2	7	6.00	\$ -	2	34
2022-08-20	8	2	11	7	5.00	\$ 0.25	0	34
2022-08-21	0	0	0	0	0.00	\$ -	0	35
2022-08-22	0	0	0	0	0.00	\$ -	0	35
2022-08-23	14	5	15	18	7.50	\$ 11.50	1	35
2022-08-24	11	3	8	4	6.00	\$ 4.00	0	35
2022-08-25	17	2	11	16	7.50	\$ -	0	35
2022-08-26	12	0	5	6	6.00	\$ 1.00	0	35
2022-08-27	4	0	7	4	5.00	\$ -	0	35
2022-08-28	0	0	0	0	0.00	\$ -	0	36
2022-08-29	0	0	0	0	0.00	\$ -	0	36
2022-08-30	21	5	21	20	7.50	\$ 4.25	1	36
2022-08-31	11	0	17	16	6.00	\$ 2.50	1	36
Week 32	61	6	56	70	31.00	\$ 9.25	7	
Week 33	62	6	45	57	32.00	\$ 4.00	7	
Week 34	89	10	68	95	32.00	\$ 7.50	8	
Week 35	58	10	46	48	32.00	\$ 16.50	1	
Week 36	32	5	38	36	13.50	\$ 6.75	2	
August	302	37	253	306	140.50	\$ 44.00	25	

10 Survey Questions

1. How long have you lived in the 97048 zip code? _____
2. Do you currently have a Rainier City Library card? ☐ yes ☐ no
3. How far do you have to travel to reach Rainier City Library? Check one:
☐ < 1 mile ☐ 1- 5 miles ☐ 5-10 miles ☐ 10-15miles ☐ >15 miles
4. When are you **MOST** likely to visit Rainier City Library? Check all that apply:
☐ 9 a.m.= noon ☐ noon - 4 p.m. ☐ 4p.m.- 7 p.m. ☐ Weekdays ☐ Saturday
5. When are you **LEAST** likely to visit the library? Choose all that apply:
☐ 9 a.m, - noon ☐ noon - 4 p m. ☐ 4p.m. - 7 p.m. ☐ Weekdays ☐ Saturday
6. Name one program or event you would like to see the library host. Tell us why you picked this particular event.
7. Rank the genre in order of your reading preferences. 1 = Most favored

<input type="checkbox"/> Preschool books	<input type="checkbox"/> Non-fiction (biographies, etc.)
<input type="checkbox"/> Elementary (ages 6-10) books	<input type="checkbox"/> History
<input type="checkbox"/> Young Adult Books	<input type="checkbox"/> Sci-Fi /Fantasy
<input type="checkbox"/> Graphic Novels	<input type="checkbox"/> General Fiction
<input type="checkbox"/> Romance	<input type="checkbox"/> DIY/ How To/ Crafts
<input type="checkbox"/> Poetry	<input type="checkbox"/> Paranormal/Metaphysics
<input type="checkbox"/> Science / Nature	<input type="checkbox"/> Travel
8. Did anyone in your household participate in the 2022 Summer Reading Program?
Which activities?
9. How do you usually learn about Library or Community events? Check all that apply:
☐ Radio ☐ Newspaper ☐ Social Media ☐ Newspaper ☐ Ad Boards
10. Rank the availability of materials. Circle best response.
No materials -----Not as much as other libraries-----Average-----Above Average

2 sample Questions for Postcards

(I would also add clip art to the back portions)

<p>What can your Library Board do to help make the library more a part of the Community?</p>	<p>Rainier City Library P. O. Box XXX Rainier, Oregon 97048</p>	<p>Things are changing at Rainier Come see what is new <i>City Library</i> <i>New</i></p>
<p>Have you met the new Library Director? How can they be of service to your family</p>	<p>Rainier City Library P.O. Box XXX Rainier, Oregon 97048</p>	<p>When was the last time you got lost in a book?</p>

DRAFT - 2022-08-16

Rainier City Library - Community Needs

1. How long have you lived in the 97048 Zip Code?

1 Year or less ☐ 75 Years or more ☐

2. Do you currently have a Rainier City Library Card?

☐ No

☐ Yes

3. How far do you have to travel to reach Rainier City Library?

☐ Less than 1 mile

☐ Between 1 and 5 miles

☐ Between 5 and 10 miles

☐ Between 10 and 15 miles

☐ More than 15 miles

4. When are you MOST likely to visit Rainier City Library?
(Check all that apply).

☐ Other (please specify)

☐ Mornings (from 9:00 AM to Noon)

☐ Weekdays

☐ Saturdays

☐ Afternoons (from Noon to 4:00 PM)

☐ Evenings (from 4:00 PM to 7:00 PM)

5. When are you LEAST likely to visit Rainier City Library? (Check all that apply).

☐ Mornings (from 9:00 AM to Noon)

☐ Weekdays

☐ Saturdays

☐ Afternoons (from Noon to 4:00 PM)

☐ Evenings (from 4:00 PM to 7:00 PM)

☐ Other (please specify)

6. Name one program or event that you would like to see the Rainier City Library host. Tell us why you picked this particular event.

7. Rank these genres in order of your reading preferences. (1 = Most favored).

- Sci-fi / Fantasy / Speculative Fiction
- Graphic Novels / Comics
- Other
- Poetry
- Younger Readers (Preschool, Elementary, Junior, or YA)
- DIY / How-to / Crafts
- Mystery / Romance / Thriller
- General Fiction (incl. Contemporary, Historical, Literary Fiction, etc.)
- Religion / Philosophy / Paranormal / Metaphysics
- General Non-fiction (incl. Biography, History, Travel, Science / Nature, etc.)

8. Did anyone in your household participate in the 2022 Summer Reading Program? Which activities?

9. How do you usually learn about Library or Community events?

☐ Radio

☐ Newspaper

☐ Social Media

☐ Website

☐ Ad Boards

☐ Other (please specify)

10. Rank the availability of materials. (Choose the best response).


☐ No materials

☐ Not as much as other libraries

☐ Average

☐ Above Average



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 **SurveyMonkey**
See how easy it is to [create a survey](#).

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Proposal for delivering library books to the home bound

There are several ways of doing this. I have based this proposal on my experiences observing how it worked at the library where I worked.

There are several steps involved in setting this program up and getting it to function as smoothly as possible. I believe this should be set up on a small population of people and then if necessary tweaked to fit a larger population. The population I suggest we start with consists of the home bound elderly living currently in the senior housing near the Rainier senior center. I suggest this for several reasons including, but not limited to the price of gas and the fact that this population is centered in a small area and therefore are easily contacted.

1. The customers must be found .
In the area suggested this could be done in person or by passing out a flier in the center itself. Permission to do this must first be obtained from the director of the center. There is another way to make contacts. Look up the list of folks with who already have cards and check their ages. Then call the folks in the desired age range to see who is home bound. They might even know friends they could refer you too. Personal contact is important at this point . The best way to do this is to telephone those who reply to the flier and then to make a personal visit to them to explain the program.
2. This personal visit would be the second point of the program. At this visit the library representative would be able to fill out a form with the client, first to learn if they have a card. If not they could fill out the card request form with the client at this time. Once the issue of the card is taken care of, the library representative will ascertain the type of books the client likes to read. This will include, but not be limited to fiction or non fiction: large print or regular print: genre of book ; hardback or paperback; etc.
3. At this point the representative of the library will take this information and enter it into a file of their personal choice.
4. This next step will consist of the representative of the library returning to the library and looking for three books she feels would satisfy the needs of this client. I limit the number of books to keep it as simple as possible at first. This number could also include such things as audio books . To start, I would prefer not to include DVD and compact disc. However this could be modified if the board thinks it is wise. If the contents of the library is on the internet, the library representative could bring along a lap top or tablet and look up special titles for the client.
5. Eventually the books will come due. The time the books are let out to this population may be lengthened to suit the nature of the entire process. The week the books are due the library rep will need to phone each client and learn which of the materials previously delivered they are ready to be returned. The materials not yet ready to be returned can be renewed at this point. The other materials can be picked up at a time and place convenient to the client and the library rep. The schedule for doing the physical deliveries will be worked out when the library rep phones the client.
6. If, at this point, the client is keeping all three materials, then there will not be a delivery of any new materials. However, if the client returns all of the library materials ; and / or a part of the materials, the library rep will ascertain from the client which of the types of materials listed on their list they would like to receive for the next delivery.
7. It will be part of this job for the library rep to spend some time in the library with the client's lists, looking for materials they may offer the client. Some clients will not have any idea of titles or even types of materials they would like. In this case the rep will be familiar enough to make a selection for the client..

This is a basic list of the necessary steps in putting together a program of this type. It is flexible enough to allow for methods of performing the tasks to be adjusted, if necessary, to suit the situation. But, all seven

steps are necessary . It can look daunting but I have learned by experience that it becomes simpler as it is done.

Submitted by Rosemary Scandale