

# City of Rainier

## Library Board Meeting

Minutes

2022-10-14 — 9:00 am

COUNCIL CHAMBERS, RAINIER CITY HALL

106 W B ST., FL 2

RAINIER, OR 97048

*To provide diverse learning opportunities to the Rainier community.*

### Board Members present:

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

### Board Members absent:

- Kim Worrall

### City Representatives present:

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

### Community members present:

- Lyle Roberts

## Visitor Comments

Lyle Roberts addressed the lack of parking around City Hall as an accessibility issue.

Scott Jorgensen noted other considerations and stakeholders, including the recent expansion of Bell Imaging and their busy season.

## Survey

Allen Snider gave updates on question writing and design considerations.

Connie Budge and Scott Jorgensen discussed theoretical logo changes.

There was a general discussion on graphic design ideas for the Library.

After some minutes, this open design discussion was then called to order by Marcia Roberts

The survey was scheduled to be attached with the next City water bill, going out on 2022-11-15.

There was further general discussion on the wording and design of the survey.

Tonya Higgins provided a copy of the recent Parks and Rec. survey.

Tonya Higgins moved to delegate final wording decisions to Allen Snider. The motion was seconded by Rosemary Scandale and passed unanimously.

Marcia Roberts suggested some revisions for a question tangled in particularly tricky wording.

## YA Lounge

There was a general discussion on the design of the new reading space, including ideas for furniture, bean bags, and pillows. Jasmin Elwood noted a particularly comfortable 'giant cat bed' of interest.

Allen Snider clarified the timeline will be ongoing into 2023, with Ready to Read grant funds earmarked for the Lounge next year.

Tonya Higgins moved to delegate the design and furnishing of the YA Reading Lounge area to the team of Jasmin Elwood, Scott Jorgensen, and Allen Snider. The motion was seconded by Rosemary Scandale and passed unanimously.

## Friends Group

Allen Snider provided a brief update on ordering the *Oregon Nonprofit Corporation Handbook*.

Connie Budge noted the state processes, including filing fees.

There was a general discussion on holding a brainstorming session / workshop for non-profit planning. Marcia Roberts mentioned we should set a date for this, with Tonya Higgins suggesting some alternate Friday morning, and others floating an afternoon option.

Jasmin Elwood outlined the current School schedule, with Winter Break from 2022-12-17 to 2023-01-01.

Sharon Erdman asked about helpful resources for understanding how to form a Friends group, with Allen Snider noting the forthcoming *Handbook*.

Connie Budge and Sharon Erdman discussed some organizational challenges and relevant public records laws.

Jasmin Elwood mentioned an example of similar work being done at the School by their Friends of Music group.

There was further general discussion of scheduling a workshop session. Marcia Roberts then suggested we table the determination of workshop dates and times until the November meeting.

### Volunteer Updates

Allen Snider noted the continuing overall excitement and enthusiasm of our potential volunteers.

Scott Jorgensen gave an update on the City's background check process, with Tonya Higgins noting that many organizations are encountering long delays with background checks as well.

### Programs and Planning

Allen Snider mentioned forming a "Program Planning Committee", with Scott Jorgensen offering to step forward as a resource there.

Jasmin Elwood outlined the idea of a student book club and the logistics involved.

Brandy Blackburn noted that hosting clubs, etc. on-site would be preferable, as one main goal is to bring visitors into the Library space.

Marcia Roberts and Connie Budge discussed coordinating with the School Librarian on potential crossover programming.

Brandy Blackburn and Connie Budge wondered about eBook access for students.

Sharon Erdman suggested adding a question to the survey about interest in book clubs.

There was general discussion and agreement to move forward with planning a Mardi Gras Mystery Tea event.

Connie Budge concluded by praising the excitement and energy of the Board and our collective care for the Library. The sentiment was shared unanimously.

The next meeting was scheduled for 2022-11-04 at 9:00 am.

The meeting was adjourned at 10:45 am.

Signed:

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Marcia Roberts, Chair

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R. Allen Snider, Secretary / Library Director

# Library Director's Brief

October/November 2022

Annual Statistical Report to the State Library of Oregon -

- Around 24 hours to complete
- A lot of good data ...
- ... Also a lot of gaps!
- Next year should yield much more clarity

HPE Grades 2 Field Trip Visit -

- Around 75 kids

Trunk or Treat Off-site Event -

- Around 200 kids
- Around 15 free books given out

Hall (Langner) Display Updates -

- Kira crafted a set of new, eye-catching bookish backgrounds

Rosemary Volunteering -

- Shelving
- Weeding Non-Fiction (furthering inventory progress)
- Learning circulation, etc.

Ordered *Oregon Nonprofit Handbook*

Big Book Order Nearly Done -

- Around 75-100 items!

Planning Rearrangements ...

- (e.g., YA Lounge, highlighting Richardson)

... and Developing Rhythms

- (e.g., Volunteer scheduling)

Interesting Grant Possibilities -

- (e.g., Oregon Humanities for Rural Libraries)
- I always welcome 'intelligence' on other opportunities

Thanks for continuing to learn, work, and dream along with me!,

Allen Snider (Mirrored Lamp LLC)

Director, Rainier City Library

October 2022  
Preliminary Data Sheet

Date	Visitors	PC Usage	Items Returned IN	Items Borrowed OUT	Open Service Hours	Cash Revenue	New Patron Cards	Week No.	Day of Week
2022-10-01	10	0	0	17	5.00	\$2.00	3	40	Saturday
2022-10-02	0	0	0	0	0.00	\$0.00	0	41	Sunday
2022-10-03	0	0	0	0	0.00	\$0.00	0	41	Monday
2022-10-04	6	1	26	16	7.50	\$6.00	0	41	Tuesday
2022-10-05	9	3	5	2	6.00	\$0.50	0	41	Wednesday
2022-10-06	8	3	1	6	7.50	\$6.75	2	41	Thursday
2022-10-07	15	3	16	10	6.00	\$0.00	2	41	Friday
2022-10-08	7	3	17	6	5.00	\$0.00	1	41	Saturday
2022-10-09	0	0	0	0	0.00	\$0.00	0	42	Sunday
2022-10-10	0	0	0	0	0.00	\$0.00	0	42	Monday
2022-10-11	12	6	17	14	7.50	\$4.25	0	42	Tuesday
2022-10-12	6	2	7	5	6.00	\$0.50	0	42	Wednesday
2022-10-13	5	0	4	3	7.50	\$0.00	0	42	Thursday
2022-10-14	12	3	3	4	6.00	\$1.00	1	42	Friday
2022-10-15	9	1	8	10	5.00	\$0.25	0	42	Saturday
2022-10-16	0	0	0	0	0.00	\$0.00	0	43	Sunday
2022-10-17	0	0	0	0	0.00	\$0.00	0	43	Monday
2022-10-18	7	1	4	4	7.50	\$0.00	0	43	Tuesday
2022-10-19	12	0	20	4	6.00	\$1.00	0	43	Wednesday
2022-10-20	7	2	8	4	7.50	\$1.25	1	43	Thursday
2022-10-21	15	1	14	24	6.00	\$0.25	0	43	Friday
2022-10-22	1	0	0	0	5.00	\$0.00	0	43	Saturday
2022-10-23	0	0	0	0	0.00	\$0.00	0	44	Sunday
2022-10-24	0	0	0	0	0.00	\$0.00	0	44	Monday
2022-10-25	17	4	7	10	7.50	\$5.00	1	44	Tuesday
2022-10-26	14	5	0	3	6.00	\$13.00	1	44	Wednesday
2022-10-27	8	3	6	5	7.50	\$1.75	0	44	Thursday
2022-10-28	81	2	7	3	6.00	\$0.00	0	44	Friday
2022-10-29	0	0	0	2	5.00	-\$15.95	1	44	Saturday
2022-10-30	0	0	0	0	0.00	\$0.00	0	45	Sunday
2022-10-31	0	0	0	0	0.00	\$0.00	0	45	Monday
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<b>Week 40</b>	10	0	0	17	5.00	\$2.00	3		
<b>Week 41</b>	45	13	65	40	32.00	\$13.25	5		
<b>Week 42</b>	44	12	39	36	32.00	\$6.00	1		
<b>Week 43</b>	42	4	46	36	32.00	\$2.50	1		
<b>Week 44</b>	120	14	20	23	32.00	\$3.80	3		
<b>Week 45</b>	0	0	0	0	0.00	\$0.00	0		
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<b>October</b>	261	43	170	152	133.00	\$27.55	13		
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<b>Sundays</b>	0	0	0	0	0.00	\$0.00	0		
<b>Mondays</b>	0	0	0	0	0.00	\$0.00	0		
<b>Tuesdays</b>	42	12	54	44	30.00	\$15.25	1		
<b>Wednesdays</b>	41	10	32	14	24.00	\$15.00	1		
<b>Thursdays</b>	28	8	19	18	30.00	\$9.75	3		
<b>Fridays</b>	123	9	40	41	24.00	\$1.25	3		
<b>Saturdays</b>	27	4	25	35	25.00	-\$13.70	5		

# Some Links re. Friends Groups

## Basic Overview:

- [Friends of Libraries](https://en.wikipedia.org/wiki/Friends_of_Libraries)  
[https://en.wikipedia.org/wiki/Friends\\_of\\_Libraries](https://en.wikipedia.org/wiki/Friends_of_Libraries)

## Essentials:

- [United for Libraries Resources for Friends Groups](https://www.ala.org/united/friends)  
<https://www.ala.org/united/friends>
- [Libraries Need Friends: Starting a Friends Group or Revitalizing the One You Have](https://www.ala.org/united/sites/ala.org.united/files/content/friends/orgtools/libraries-need-friends.pdf)  
<https://www.ala.org/united/sites/ala.org.united/files/content/friends/orgtools/libraries-need-friends.pdf>

## See Also:

- [9 Friends Group Best Practices](https://www.librarystrategiesconsulting.org/2016/02/9-friends-group-best-practices)  
<https://www.librarystrategiesconsulting.org/2016/02/9-friends-group-best-practices>
- [Washington Library Friends, Foundations, Trustees, and Advocates \(WLFFTA\) Resources](https://www.wla.org/wlffta-resources)  
<https://www.wla.org/wlffta-resources>
- [Friend Your Library](https://www.ala.org/united/altaff/friends/friend-your-library)  
<https://www.ala.org/united/altaff/friends/friend-your-library>
- [Citizens-Save-Libraries Power Guide](https://www.ala.org/united/powerguide)  
<https://www.ala.org/united/powerguide>
- [How to Join United for Libraries](https://www.ala.org/united/membership/howtojoin)  
<https://www.ala.org/united/membership/howtojoin>
- [Resources for Friends groups](https://www.stls.org/wp-content/uploads/2015/09/Resources-for-Friends-Groups.pdf)  
<https://www.stls.org/wp-content/uploads/2015/09/Resources-for-Friends-Groups.pdf>

## Print Bibliography:

- Dolnick, Sandy - *The Essential Friends of Libraries: Fast Facts, Forms, and Tips*. American Library Association, 2005.
- Dolnick, Sandy (ed.) - *Friends of Libraries Sourcebook* (3rd Edition). American Library Association, 1996.
- Reed, Sally Gardner - *101+ Great Ideas for Libraries and Friends: Marketing, Fundraising, Friends Development, and More*. Neal-Schuman / ALA Editions, 2004.