

NOTICE OF PUBLIC MEETING

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY BOARD  
Tuesday, February 26, 2013  
5:00 p.m.



1) CALL TO ORDER

2) ROLL CALL

3) APPROVAL OF January 22, 2013, MINUTES

4) PUBLIC FORUM

5) MANELA INVOICES

6) ALBANY PUBLIC LIBRARY FOUNDATION

7) LIBRARIAN'S REPORT

8) OLD BUSINESS

9) NEW BUSINESS

10) NEXT MEETING DATE: March 26, 2013

11) ADJOURNMENT

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The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, please notify the Human Resources Department in advance by calling 541-917-7501.

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[www.cityofalbany.net](http://www.cityofalbany.net)

APPROVED: \_\_\_\_\_

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD  
January 22, 2013  
MINUTES

Board members present: Rosemary Bennett, Heather Huzefka, Randy Peckham, and Georgiam Wheeler

Board members absent: Kim Brown, Christine Dunn, and Arwen McGilvra

Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

Other: Nancy Powell, Friends of the Library

CALL TO ORDER

Vice Chair Heather Huzefka called the meeting to order at 5:19 p.m.

APPROVAL OF NOVEMBER 27, 2012, MINUTES

Member Georgiam Wheeler moved to approve the minutes as written. Member Randy Peckham seconded it. The motion passed 4-0.

PUBLIC FORUM

Nancy Powell, from the Friends of the Library (FOL), handed out a brochure (Exhibit A) inviting the board to become members.

The FOL would like to have a mid-year book sale in the Library's meeting room, starting May 17 through May 18, 2013. In order to have enough books for the sale the FOL need 120 boxes, equaling a couple of thousand books. The plan is to sell fiction, mystery, children's, paperback, and possibly audio visual (AV). There are currently 20 boxes. The FOL will make a final decision at their March meeting. All donations should be brought to the book store.

Wheeler will check her school for any book donations.

The FOL recently gave Encyclopedias to Sunrise Elementary School.

The FOL February program included the Confederated Tribes of Grande Ronde. The meeting will be February 8, 2013.

The FOL January program had the largest attendance so far, with 115 people. The Greater Salem Area Veterans' Organization brought uniforms from WWI, WWII, and Vietnam. The audience shared many stories. The FOL programs usually have 80-90 participants. Because all the chairs were used for the January meeting, the FOL has decided to buy more chairs for the Library meeting room to accommodate larger groups.

The FOL has received a grant request from Young Adult Librarian Doris Hicks for a youth workshop for summer. This workshop would include partnering with Parks and Recreation and was not a request for funding.

Powell gave the financial report of the FOL. During the last 8 months the two book stores have made \$8,611.42, approximately \$1,000 a month. After the \$15,000 pledge to the Library there will be \$9,000 left for the Summer Reading Program, and other needs of the Library. The net from the fall book sale was \$6,190.37. There have been many small donations.

The Library Board members expressed their appreciation for all the FOL does for the Library.

Library Director Ed Gallagher asked about the FOL volunteer staffing. Powell responded that currently there are 25 volunteers. There is a continual search for dependable volunteers. One need is for someone to open up the bookstore on Thursdays. She has requested that Library staff inform her of what days of the week have the highest gate (patron) count. Gallagher replied that the highest gate count usually centers on the children's story times and other program times.

Powell stated that the FOL staffed two school libraries last summer; Cloverridge Elementary and Sunrise Elementary. The FOL requested that the Albany School District let them know which schools are Title I programs and which have summer lunch programs. Huzefka shared that Tonja Everest, Elementary Curriculum Director at the district office, has been communicating this information to the school libraries.

The FOL did an evaluation after last year's summer school library program and found it would be best if the schools didn't hire extra people to assist with the program, as the FOL members want to volunteer. The FOL are considering including Tangent School for this next summer's program. The FOL want to involve more FOL members in the summer program but will need to plan early due to the background checks needed.

Gallagher asked if it was possible for the bookstore to create a moveable cart with children's materials to take to the meeting room area before and after story time. Powell affirmed.

Member Rosemary Bennett asked how many members were involved in the FOL. Powell responded there were 200 members.

Huzefka shared that McMinnville has a program that mails books to the home during summer for kindergartners that will be entering first grade in the fall. This has helped the kindergartners stay at their level rather than "starting over" with the basics when they return to school for first grade. Gallagher mentioned that the State Library may have funding for this project. The State Library has been focusing on early literacy. The new State Librarian is MaryKay Dahlgreen.

Huzefka praised Gallagher for meeting with Jason Hofferd-Hay about opening all libraries to the students. Gallagher thought Greater Albany Public Schools (GAPS) could be part of the open source system. A question to ask is: "How can the Albany Public Library (APL) assist with some of the behind the scene mechanics and logistics for school libraries?" The APL children are the same children that are in the schools.

## MANELA INVOICES

Wheeler moved to accept the Manela invoices as written. Bennett seconded it. The motion passed 4-0.

Bennett reported that the Foundation met last week. The Foundation did not replace their administrative assistant but the duties have been divided between the members.

The Foundation will be a sponsor of the Flash Mob taking place at the Carnegie Library on February 18, 2013. Library Board member Arwen McGilvra will be leading it.

The Foundation is in the process of rewriting their bylaws.

There is still an ongoing need regarding handicap access at the Carnegie Library. Since there is one library that is accessible the City says that the Library is in compliance.

Librarian Jason Darling, who attended the Foundation meeting, thanked the Foundation for sponsoring the afterschool program this past year. The Foundation will continue to sponsor an afterschool program. It will be called Wonderful Wednesdays. Amy Berry is the person in charge. Wonderful Wednesdays will take place once a month; the next one will be fish printing.

The Foundation had a discussion regarding the Carnegie Library doors. Bennett explained that five years ago a carpenter was hired to build the doors. The objections to installing the doors are that the doors are warped, are solid oak, and it is still unknown what the original doors looked like. Gallagher shared that the doors were built because of a historic grant for \$4,000 and the City added \$3,000. Other concerns are that the doors do not have crash bars and may be too heavy for the frame. The Foundation will pay for a consultant to evaluate if the doors are usable and if the panels can be removed and glass can be added. Peckham recommended looking at other Carnegie buildings for the design of the door.

Bennett stated that Foundation Member Scott Givens supports doing fundraising. Discussion followed regarding if the Foundation fundraising would focus on the entire Albany Public Library or only just Carnegie Library. Gallagher shared that the Foundation has given the Library almost \$100,000 the past few years for the operation of the Library.

#### LIBRARIAN'S REPORT

Staff will have an in-service day on February 18, 2013. Staff usually tries to have an in-service once a year. There will be a person from GAPS to share about the curriculum for early literacy, some team building exercises, and internal staff training, etc.

Gallagher shared that 15 chairs were picked up on Friday to be reupholstered.

#### OLD BUSINESS

- a. Meeting room deposit - Administrative Assistant Sheena Dickerman explained that she had talked with the City's Finance Department about implementing a refundable deposit for the meeting room and after that discussion staff found that it was more cost effective to not require a deposit but to keep the existing policy wording of charging the violators. The Board agreed.

#### NEW BUSINESS

Peckham shared that the City has Channel 28 back. He asked if there were any ideas on how the Library could use it. The City will broadcast live City Council meetings.

Peckham mentioned that the State Library is encouraging libraries to see the State Senator in Salem on April 4, 2013, in support of libraries.

Gallagher stated that the Oregon Library Passport Program (OLPP) has begun. The first patron was from the Lebanon Library. Lebanon will have the most participants until Corvallis and Salem libraries begin to participate. The website is [librariessoforegon.org](http://librariessoforegon.org).

The board picked a date and time for the meeting with the Foundation and FOL. The three board meeting will be February 5, 2013, at 7:00 p.m. at the Carnegie Library.

NEXT MEETING DATE: A joint meeting on February 5, 2013, with the Foundation and FOL; and the regular meeting on February 26, 2013.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 6:24 p.m.

Respectfully submitted,

Sheena Dickerman  
Administrative Assistant I

Ed Gallagher  
Library Director

City of Albany, Oregon  
 Revenue/Expenditure Report

Print Date: 02/26/2013  
 Period: 8 - FEBRUARY  
 66.67% of Fiscal Year: 2013

ACCT#	DESCRIPTION	Current	Current	Year to date	Balance	Used
		Month	Month			%
Personnel Services						
51001	Wages & Salaries	81,921.31	81,921.31	643,968.09	371,031.91	63%
52001	Temporary Employees	-	2,568.00	18,711.66	(18,711.66)	-%
53001	Overtime	500	83.80	438.35	61.65	88%
54005	Unemployment Claims	600	-	286.58	313.42	48%
56001	Employer Paid Benefits	590,000	48,080.18	387,700.21	202,299.79	66%
Total Personnel Services		1,606,100	132,653.29	1,051,104.89	554,995.11	65%
Materials & Services						
60101	Contractual Services	115,000	10,466.89	72,520.41	42,479.59	63%
60211	Insurance & Bonds	17,900	-	19,463.45	(1,563.45)	109%
60216	Software License Fees	40,000	-	41,449.01	(1,449.01)	104%
61010	Duplication & Fax	2,500	-	210.75	2,289.25	8%
61011	Education & Training	1,000	-	559.00	441.00	56%
61022	Credit Card Fees	-	-	126.91	(126.91)	-%
61024	Materials & Supplies	55,000	989.18	17,016.59	37,983.41	31%
61026	Meetings & Conferences	1,500	-	151.30	1,348.70	10%
61027	Memberships & Dues	1,000	-	1,023.00	(23.00)	102%
61030	Personal Auto Reimbursement	2,000	129.42	290.86	1,709.14	15%
61032	Postage & Shipping	7,000	10.00	1,795.91	5,204.09	26%
61033	Printing & Binding	2,000	-	-	2,000.00	-%
61375	Reference Media	12,300	492.77	11,746.87	553.13	96%
61376	Library Books	81,000	8,129.65	80,851.34	148.66	100%
61377	Cataloguing: Library	27,000	1,768.92	15,853.87	11,146.13	59%
63006	Power & Light	42,000	4,527.49	32,308.64	9,691.36	77%
63007	Heating & Fuel	7,000	780.04	3,218.31	3,781.69	46%
63009	Telephone	6,100	-	3,410.00	2,690.00	56%
3010	Alarm Line Fees	3,500	-	865.53	2,634.47	25%
63011	Water Service	5,000	-	2,435.28	2,564.72	49%
63012	Sewer Service Charges	2,000	-	913.80	1,086.20	46%
66010	Central Service Charges	120,600	-	70,350.00	50,250.00	58%
66013	GIS System Charges	4,400	-	2,566.41	1,833.59	58%
66014	Information Technology Services	51,900	-	30,275.00	21,625.00	58%
66015	IT Equipment Replacement	20,100	-	14,674.91	5,425.09	73%
66030	Building Maintenance Charges	169,200	-	98,700.00	70,500.00	58%
66511	Flexible Spending Admin Fees	800	45.00	360.00	440.00	45%
Total Materials & Services		797,800	27,339.36	523,137.15	274,662.85	66%
TOTAL EXPENDITURES		2,403,900	159,992.65	1,574,242.04	829,657.96	65%
REVENUES LESS EXPENDITURES		(2,403,900)	(159,992.65)	(1,574,242.04)		

City of Albany, Oregon  
 Revenue/Expenditure Report

Print Date: 02/26/2013  
 Period: 8 - FEBRUARY  
 66.67% of Fiscal Year: 2013

ACCT#	DESCRIPTION	Current	Budget	Current	Month	Year to date	Balance	Used	%
	General Revenues	500	500	-	-	276.73	223.27	55%	55%
	48010 Interest	500	500	-	-	276.73	223.27	55%	55%
	Total General Revenues	500	500	-	-	276.73	223.27	55%	55%
	Beginning Balance	1,500	1,500	-	-	-	1,500.00	-%	-%
	49905 Beginning Balance	1,500	1,500	-	-	-	1,500.00	-%	-%
	49950 Beginning Balance Held in Trust	69,000	69,000	-	-	70,873.57	(1,873.57)	103%	103%
	Total Beginning Balance	70,500	70,500	-	-	70,873.57	(373.57)	101%	101%
	TOTAL REVENUES	71,000	71,000	-	-	71,150.30	(150.30)	100%	100%
	Materials & Services	1,500	1,500	5.99	222.32	1,277.68	15%	15%	15%
	61376 Library Books	1,500	1,500	5.99	222.32	1,277.68	15%	15%	15%
	Total Materials & Services	1,500	1,500	5.99	222.32	1,277.68	15%	15%	15%
	Unappropriated	69,500	69,500	-	-	69,500.00	-%	-%	-%
	99505 Unappropriated Surplus	69,500	69,500	-	-	69,500.00	-%	-%	-%
	Total Unappropriated	69,500	69,500	-	-	69,500.00	-%	-%	-%
	TOTAL EXPENDITURES	71,000	71,000	5.99	222.32	70,777.68	-%	-%	-%
	REVENUES LESS EXPENDITURES	-	-	(5.99)	70,927.98				

City of Albany, Oregon  
Revenue/Expenditure Report

Print Date: 02/26/2013  
Period: 8 - FEBRUARY  
66.67% of Fiscal Year: 2013

ACCT#	DESCRIPTION	Current Budget	Current Month	Year to date	Balance	Used %
	General Revenues					
42820	Oregon Community Foundation	105,000	-	83,175.00	21,825.00	79%
48010	Interest	500	-	571.27	(71.27)	114%
	Total General Revenues	105,500	-	83,746.27	21,753.73	79%
	Beginning Balance	5,000	-	(1,427.62)	6,427.62	-29%
49905	Beginning Balance	5,000	-	(1,427.62)	6,427.62	-29%
	Total Beginning Balance	5,000	-	(1,427.62)	6,427.62	-29%
	TOTAL REVENUES	110,500	-	82,318.65	28,181.35	74%
	Materials & Services					
61024	Materials & Supplies	6,500	-	1,805.08	4,694.92	28%
61376	Library Books	104,000	4,124.79	4,384.79	99,615.21	4%
	Total Materials & Services	110,500	4,124.79	6,189.87	104,310.13	6%
	TOTAL EXPENDITURES	110,500	4,124.79	6,189.87	104,310.13	6%
	REVENUES LESS EXPENDITURES	-	(4,124.79)	76,128.78		

ACCT#	DESCRIPTION	Current	Budget	Current	Month	Year to date	Balance	Used
								%
	General Revenues	200	200	-	-	226.98	(26.98)	113%
	48010 Interest	200	200	-	-	226.98	(26.98)	113%
	Total General Revenues	200	200	-	-	226.98	(26.98)	113%
	Beginning Balance	47,400	47,400	-	-	47,698.71	(298.71)	101%
	49905 Beginning Balance	47,400	47,400	-	-	47,698.71	(298.71)	101%
	Total Beginning Balance	47,400	47,400	-	-	47,698.71	(298.71)	101%
	TOTAL REVENUES	47,600	47,600	-	-	47,925.69	(325.69)	101%
	Materials & Services	-	-	-	-	573.85	(573.85)	-%
	60101 Contractual Services	-	-	-	-	573.85	(573.85)	-%
	61024 Materials & Supplies	-	-	-	-	616.89	(616.89)	-%
	Total Materials & Services	-	-	-	-	1,190.74	(1,190.74)	-%
	Capital	47,600	47,600	-	-	-	47,600.00	-%
	70006 Building Improvements	47,600	47,600	-	-	-	47,600.00	-%
	Total Capital	47,600	47,600	-	-	-	47,600.00	-%
	TOTAL EXPENDITURES	47,600	47,600	-	-	1,190.74	46,409.26	3%
	REVENUES LESS EXPENDITURES	-	-	-	-	46,734.95		



APPROVED: \_\_\_\_\_  
 Library Foundation

APPROVED: \_\_\_\_\_  
 Friends of the Library

A PPROVED: \_\_\_\_\_  
 Library Advisory Board



CITY OF ALBANY  
 ALBANY PUBLIC LIBRARY FOUNDATION, FRIENDS OF THE LIBRARY,  
 AND ALBANY PUBLIC LIBRARY BOARD,  
 Carnegie Library  
 Tuesday, February 5, 2013  
 7:00 p.m.

MINUTES

Present:

Jan Huskey	Friends of the Library Board Member
Louis Pankratz	Friends of the Library Board Member
Nancy Powell	Friends of the Library Board President
Sallie Riehl	Friends of the Library Board Member
Amy Berry	Albany Public Library Foundation Member
Jim Hogan	Albany Public Library Foundation Member
Mark Spence	Albany Public Library Foundation Chair
Kim Brown	Albany Public Library Advisory Board Member
Arwen McGilvra	Albany Public Library Advisory Board Member
Randy Peckham	Albany Public Library Advisory Board Member
Georgiann Wheeler	Albany Public Library Advisory Board Member

Staff present:

Ed Gallagher	Library Director
LaRae Bates	Library Resources Coordinator

CALL TO ORDER

Library Director Ed Gallagher called the meeting to order at 7:05 p.m.

WELCOME

Gallagher welcomed everyone. The members introduced themselves.

STATE OF THE LIBRARY

Gallagher informed the members that they could contact staff or the City dashboard in regards to information on budgets and spending.

The Friends of the Library staffed two school libraries last summer.

Albany Public Library Foundation (Foundation) member Amy Berry is sponsoring/conducting no-school day programs and early release Wednesday programs. She started this program last year and is continuing it this year.

Most of the budget cuts over the last three years have been from the book and materials budget. The materials budget is now being supported through fund raising and grants by APLF, FOL, Oregon Community Foundation (OCF) and other donations. The new Inter Library System (ILS) will allow savings to go to the materials budget

Librarian II Scott Keeney is retiring in March and other staff will retire over the next few years. When Keeney retirees Librarian I Doris Hicks will oversee Youth Services and Librarian Barbara Currier will become the Children's Librarian.

Over the last year, with retirements, the Library has lost some full-time equivalent (FTE) staffing. The Library is trying to add back some of the FTE. City Manager, Wes Hare is a great supporter of the Library.

#### BRIEF REPORTS

#### LIBRARY BOARD

Board Member Arwen McGilva shared that the Board is looking at options to increase the endowment, possibly through planned giving.

Friends of the Library President Nancy Powell asked if there was a risk of the City not adding money back to the general fund because of the funding coming from OCF and the others.

Gallagher explained that it was not an either/or situation regarding the budget.

Foundation Chair Mark Spence stated that donations were affirmations and should help the budget committee see the importance of funding the Library.

Gallagher mentioned that the \$7 million donation was the largest donation in the Northwest for a public library.

Board Member Georgiann Wheeler affirmed the Oregon Library Passport Program as a good way to promote libraries in the state.

Board Member Randy Peckham suggested that the three boards meet twice a year to discuss fund raising.

McGilva shared that the Library Board was working on a public relations (PR) program called "Where do you read your Library book?" The Board is collecting photos of where patrons read their library books. She also shared that there would be a second annual reading flash mob at the Carnegie Library on February 18, 2013, from 11:00 a.m. to 12:00 p.m. Last year they raised \$100 and had 60 participants. This year Ciddici's has donated at \$20 gift certificate as a door prize for the event.

Berry asked if the Library Board raises money. Director Gallagher replied that they are an advisory board and that maybe in the future they will be involved with some fundraising.

Gallagher said that the Library Board deals with Library policy.

McGilva replied that they would like to begin a planned giving program.

#### FOUNDATION

Foundation Chair Mark Spence stated that their paid staff person resigned last summer and now the members are doing the responsibilities of the previous staff person. He mentioned that they had moved their money from OCF to somewhere else (Chas Schwab). The mission of the Foundation is focused on the Carnegie Library but there is one Library fund. The Foundation has paid for staffing on Friday's to keep the Carnegie open.

Hogan is the liaison with the Foundation Board and the FOL. Berry has many new ideas to support the library system.

Berry said that historically the Foundation's original money was to keep the Carnegie Library open and the mission statement reflects that. However, they are concerned with how to keep it alive and functional. They may need funding to keep the Carnegie Library open in the future.

Spence added that in the future the Foundation will be supporting both libraries.

Library Advisory Board Member Randy Peckham asked if the Foundation was writing new by-laws.

Spence explained that the Foundation was cleaning up the existing by-laws.

Peckham stated that the public think that the Foundation is the main funding body as in other cities. He suggested the Foundation rename their group to indicate their support of the Carnegie Library.

Spence stated that the Foundation would be supporting both libraries in the future. The Foundation can consider putting in the by-laws that request, etc. would go to the library system in general.

Callagher explained a portion of the funding. The libraries receive a percentage of the money that are paid through library fines/lost materials that filters through the general fund. The Library's donations go through the FOL as much as possible in order to process the funds quickly.

Friends of the Library Member Sallie Riehl stated that the public thinks that all Foundation funds go to the Carnegie Library.

Powell asked if the Foundation could handle bequests for the whole library.

McGivra shared that they wanted to build the endowment, can give the tax ID numbers, etc. so that money does go to the right library.

Callagher stated that the ideas have been around for a while but the challenge is to have everything in place and easy for people to know how to make bequests or donations. The Library Advisory Board does not collect funds, the FOL and the Foundation do.

## FRIENDS OF THE LIBRARY

Powell handed out the FOL brochures for all the members to join the FOL membership.

Powell mentioned that Louis Pankratz's ideas and questions are helping the FOL move forward. The question the FOL are addressing is "Who are the Friends and why should I care?"

The FOL fundraising is done through an annual book sale and the bookstore. The FOL are currently trying to spread out jobs to the membership, rather than just having board members doing it all. The FOL are thinking of a spring book sale, but desperately need books.

The FOL are concerned that children outside the City limits are not being able to use the Library. The FOL is working on providing non-resident cards for children in Greater Albany Public Schools (GAPS) that live outside the City limits. The FOL have asked GAPS if they will match any money raised, GAPS has not responded yet.

Last summer the FOL helped keep two school libraries open. This summer the focus is on keeping Tangent Elementary and South Shore Elementary open one day a week, for two hours. There needs to be 20 volunteers in order to do this. This year the FOL are planning on different schools because the schools last summer had staff available to keep them open. The FOL would like to go to the schools that do not have summer staff available for this program.

The Friend's new event is in the implementation stage for next February 8, 2014. "Library Uncorked" will be a gala type wine tasting with food, music, and a local author. We will have the event at the Carnegie Library and sell about 100 tickets. The FOL would like someone from the Foundation to give tours and talk about the Carnegie building and its restoration. This is a great way to kick off the 100-year anniversary. The FOL hopes this will be an annual event, but it may need to move to the main Library building, if it becomes a bigger event with more ticket sales and sponsors.

#### OPEN FORUM

Peckham mentioned that April 4, 2013, is Oregon Library Association (OLA) Legislative Day. He suggested carpooling to Salem for the event and to make an appointment with local Representatives to discuss the needs of the libraries. Library Resources Coordinator LaRae Bates handed out information regarding the event.

Peckham asked if the Library partners with other libraries to bring in special authors, or musical events.

Gallagher stated that the Library works with other libraries and the FOL to bring in authors. There has been music in the Garden Room and other musical events held at the Library. In February, the Oregon State University (OSU) Woodwinds will perform music at the main Library. There will be more of these types of events. It helps the Library's profile to continue using the Library as a community space.

Peckham suggested bringing in business, such as the Red Cross, etc so that the Library is seen as a resource. Library Advisory Board Member Kim Brown asked if he meant for them to give classes. Peckham replied that a brochure for those types of groups needs to be available. Bates stated that informational flyers and brochures are available at both Libraries.

Spence stated that the three boards needed to plan another meeting and not wait for six months. All the boards can work together on securing silent auction items for "Library Uncorked". The boards need to meet to coordinate and share what they are doing in the community. He suggested meeting quarterly. He asked if the boards could meet again in May.

Gallagher said to have one message for both Libraries and the boards. He stated that Bates would be the contact person for inter-board discussions, work and meetings. He would not need to attend everything. Bates would be the person to coordinate and guide the three boards meeting.

NEXT MEETING DATE: TBD

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

LaRae Bates

Ed Gallagher

Library Resources Coordinator

Library Director

SECRET