

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

November 12, 2013

3:30 p.m.

Location: Maupin Grade School Library  
308 Deschutes Ave., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of October 15, 2013 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. DISCUSSION
  - A. Library Board Bylaw and Library Policy Review Process
- VII. OLD BUSINESS
  - A. Maupin Library Building Project
  - B. Branding Project
- VIII. NEW BUSINESS
  - A. FY 2014-2015 Budget Goals
- IX. REPORTS
  - A. Library Mobile App Usage

B. RFID (Radio Frequency Identification) and Self-Checkout System

C. Friends of the Library Activities

D. Library Expansion Committee

E. Materials Expenditures Report

F. Library District Financial Report

G. The Dalles-Wasco County Library Financial Report

X. ADJOURNMENT

A. Set Next Meeting Date and Location

B. Adjourn

MINUTES SUBJECT TO  
COMMISSION APPROVAL  
AT ITS NEXT REGULAR  
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

October 15, 2013

COMMISSION PRESENT: Mary Beechler, Margaret Brewer, Diane Bungum, and Rita Rathkey

COMMISSION ABSENT: Corliss Marsh

STAFF PRESENT: District Librarian Sheila Dooley, Dufur School/Community Librarian Louise Walkowiak, and Library Clerk II Maggie Pando

GUESTS PRESENT: None

The meeting of the Wasco County Library Service District Board was called to order at 4:08 p.m. by Vice Chairman Mary Beechler.

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MINUTES

Rita Rathkey made a motion to approve the minutes of the Library Board meeting of September 10th. Diane Bungum seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

The written monthly report for The Dalles-Wasco County Library was presented for information. Sheila Dooley reported that the part-time clerks would be working additional hours due to a staff leave of absence.

SHARED CONCERNS OF THE BOARD

There was a discussion regarding conducting background checks for library volunteers. Sheila Dooley will discuss this with the City Attorney.

Mary Beechler suggested holding an educational workshop for the benefit of the new Board members. Sheila Dooley will talk to Chairman Corliss Marsh about scheduling a workshop to discuss the role of the Library Board and conduct a review of library policies.

Maggie Pando reported that in regards to the library mobile app usage, there have been 209 mobile app users and more than 18,000 inquiries.

## OLD BUSINESS

### A. Maupin Library Building Project

Mary Beechler reported that the Maupin City Council approved using the existing library site as the site for a new library building. Construction of a new City Hall on the same property is not planned at this time. The fundraising committee is moving ahead with plans to raise the matching funds needed.

### B. Branding Project

Mary Beechler reported that the branding committee held its first meeting. The outcome included a one question survey of library patrons regarding the importance of the library in the community. The survey will be conducted at each library during October.

## REPORTS

### A. RFID (Radio Frequency Identification) and Self-Checkout System

The draft of an RFP (Request for Proposals) for the RFID system is being reviewed by the Oregon State Library with feedback expected by the end of the week.

### B. Friends of the Library Activities

Sheila Dooley updated the Board regarding recent Friends of the Library activities including the annual membership meeting held in September. A used book sale is planned for November 2<sup>nd</sup>.

### C. Library Expansion Committee

Sheila Dooley reported that funds raised for the expansion project totaled \$75,959 (not including the \$100,000 match from a local family). Proceeds from the Book Lovers' Ball sponsored by Half the Gorge Sky are not included in this total.

The Library After Dark event held at the library the same night as the Book Lovers' Ball had more than 50 children and 16 volunteers in attendance.

### D. Materials Expenditure Report

The materials budget was 16.5% expended as of 25% of the year.

### E. Library District Financial Report

The report was not yet available.

### F. The Dalles-Wasco County Library Financial Report

The budget (excluding the contingency and unappropriated ending balance) was 23% expended as of 25% of the year.

There was a discussion regarding providing a drive-up book drop for the library's patrons. Issues involving drive-up book drops will be investigated.

At 5:05 p.m. the meeting was adjourned by Vice Chairman Mary Beechler. The next Board meeting is scheduled for Tuesday, November 12th, at 3:30 p.m. at the Maupin Grade School Library.

APPROVED by the Wasco County Library District Board of Directors on the 12th day of November 2013.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Corliss Marsh, Chair

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Mary Beechler, Vice-Chair

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Margaret Brewer, Board Member

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Diane Bungum, Board Member

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Rita Rathkey, Board Member

## Wasco County Library Service District

### Library Director's Report

November 1, 2013

#### **Library Expansion Project**

The Book Lover's Ball held during October raised a total of \$2,771 for the expansion project. With donations received during the month, the total raised for the project is now \$81,012, not including the pledge from a local family to match funds raised up to \$100,000.

There is a currently a total of \$120,000 in grant applications pending. On November 4<sup>th</sup>, a regional representative of the USDA will be meeting with Foundation Board members to discuss Rural Development grant possibilities.

#### **Security Cameras**

New security cameras installed at the library enable staff and police to better monitor the library building and grounds. Additional cameras have been installed in problem areas, including the upper parking lot and front walkway. The improved playback ability will aid in the investigation of future incidents.

#### **Staff Training**

Kathy Viemeister attended the Oregon Library Association's Children's Service Division fall meeting in Tigard. The program included a presentation on "Language, Literacy, and Early Brain Development" and the 2014 Statewide Summer Reading Program.

#### **Library District Website**

Plinkit, the Library District's website, has been hosted by the State Library as part of a service that the State Library provides to local libraries. It was developed with State Library staff assistance using a template-based website creation toolkit that utilizes open source software.

The library was recently notified that the State Library is undergoing a reorganization and will no longer be providing technical support for the website. State Library staff is in the process of investigating alternatives for website hosting and developing a transition plan to ensure that Oregon libraries continue to have websites that are affordable and easy to maintain.

#### **Oregon Passport Program Expanded**

During October, Multnomah County Library joined the list of libraries of more than 100 libraries taking part in Oregon's Library Passport Program. This program allows library cardholders throughout the state to use other member libraries without having to pay a non-resident fee. The passport program's only requirement is that participants possess a library card from a participating library and bring it to the library in the town being

visited. The Oregon Passport Program is a pilot program which started in January 2013 and will run for three years before organizers decide whether to make it permanent.

**After Hours Library Event**

“Library After Dark”, an event for children ages 5 to 12 only, was held on October 11<sup>th</sup> from 6:00 to 10:00 p.m. Activities included craft projects, storytimes, and a scavenger hunt. The event was attended by 45 children and 10 volunteers. The Kiwanis Key Club provided most of the volunteer help. The library has received positive feedback from parents expressing an interest in having this type of program again.

**October Library Programs**

Please refer to accompanying spreadsheet for program details.

	No. of programs:	Program attendance:
Toddler		
Time	5	78
Preschool Storytime	4	162
Happy Hands Daycare	1	7
Hodges Preschool	2	25
Proffitt Daycare	1	6
Maupin Head Start	2	31
Great and Small	5	56
Pequenos Childcare	<u>1</u>	<u>10</u>
	21	275

**Other Library Use During October**

Number of Users/Items:

Public Internet users	2732
Website users	1666
Library2Go users	569
Library2Go Ebook users	249
Tumblebooks database users	1497
Patrons registered	113
Library visits	10156
ILLS to Sage libraries	772
ILLS from Sage libraries	496
Materials circulated	15244

Outreach Van:	12/12	1/13	2/13	3/13	4/13	5/13	6/13	7/13	8/13	9/13	10/13
No. of stops	7	10	19	21	16	14	18	19	19	18	17
Items circulated	149	121	132	169	114	110	160	150	134	115	71
No. of storyhours	10	10	11	13	10	14	10	11	11	10	12
No. of adult programs	3	6	3	3	3	3	3	3	6	3	1
No. of guest programs	---	---	---	---	---	---	---	1	1	---	---

(children's)

Outreach during October included one visit to Mill Creek Point, Tygh Valley Community Meal, Canyon Rim Assisted Living Center, and Dufur Pioneer Potlatch, and two visits to Canyon Rim Assisted Living Center. Jayne Guidinger visited The Dalles Middle School and met with teens during three lunch periods. "The Noise Guy" (Charlie Williams) presented programs at three library locations in the District.

Events in the library included four Teen Time programs, a Third Thursday Book Group meeting, eight Family Game Days, a Family Craft Night, and a YuGioh tournament for teens. Other events included the annual Stuffed Animal Sleepover, "Explore Wildlife in the Gorge" with Bill Weiler, a Gorge Paranormal Society program sponsored by Libraries of Eastern Oregon (LEO), and "Fun with Amplified Sound" presented by "The Noise Guy", Charlie Williams.

A video of the Stuffed Animal Sleepover can be viewed on YouTube and the library's Facebook page.

### **Tygh Valley Station**

There is no news to report this month.

### **Shaniko Station**

There is no news to report this month.

### **Upcoming Events**

Friday, November 1<sup>st</sup>, 10:30 a.m.: Magician Angel Ocasio will be performing at the library on this no-school day.

Tuesdays, November 5 through 26th, from 2:00 to 3:00 p.m.: Northern Wasco County Parks and Recreation District will be presenting a science lab for preschoolers in the library meeting room.

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
FUND 004	LIBRARY FUND								
300	BEGINNING BALANCE								
300	00 00	73,989	.00		295,956	963,561.62	326	887,868	75,693.62-
300	**	73,989	.00		295,956	963,561.62	326	887,868	75,693.62-
300	***	73,989	.00		295,956	963,561.62		887,868	75,693.62-
330	INTERGOVERNMENTAL REVENUE								
334	STATE GRANTS	351	.00		1,404	.00		4,217	4,217.00
334	**	351	.00		1,404	.00		4,217	4,217.00
337	LOCAL GOVERNMENT REVENUES								
337	SHARE OF LIBRARY TAXES	87,106	.00		348,424	.00		1,045,274	1,045,274.00
337	**	87,106	.00		348,424	.00		1,045,274	1,045,274.00
330	***	87,457	.00		349,828	.00		1,049,491	1,049,491.00
350	FINES AND FORFEITURES								
351	LIBRARY FINES	809	802.13	99	3,236	3,689.00	114	9,716	6,027.00
351	**	809	802.13	99	3,236	3,689.00	114	9,716	6,027.00
350	***	809	802.13		3,236	3,689.00		9,716	6,027.00
360	OTHER REVENUES								
361	INTEREST REVENUES	279	276.55	99	1,116	1,308.52	117	3,349	2,040.48
361	**	279	276.55	99	1,116	1,308.52	117	3,349	2,040.48
365	GIFTS AND DONATIONS	700	2,194.58	314	2,800	4,745.88	170	8,406	3,660.12
365	**	700	2,194.58	314	2,800	4,745.88	170	8,406	3,660.12
369	OTHER MISC REVENUES	8	.00		32	.00		100	100.00
369	**	8	.00		32	.00		100	100.00
360	***	987	2,471.13		3,948	6,054.40		11,855	5,800.60
	FUND TOTAL LIBRARY FUND	163,242	3,273.26		652,968	973,305.02		1,958,930	985,624.98



FUND 004 LIBRARY FUND		DEPT/DIV 2100 LIBRARY/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****ENCUMBER*****		ANNUAL BUDGET BALANCE		UNENCUMB. BALANCE	
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER	BUDGET	BALANCE	BUDGET	BALANCE
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER	BUDGET	BALANCE	BUDGET	BALANCE
45		CULTURE AND RECREATION											
455		LIBRARY											
	03	CAPITAL OUTLAY											
		74 20 VEHICLES	0	.00	0	0	.00	0	.00	0	.00	0	.00
		30 FURNITURE AND FIXTURES	0	.00	0	0	.00	0	.00	0	.00	0	.00
		40 OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	.00
		50 COMPUTER EQUIPMENT	4883	.00	0	19532	5225.00	27	5964.00	58500	47411.00	19	47411.00
	03	** CAPITAL OUTLAY	4883	.00	0	19532	5225.00	27	5964.00	58500	47411.00	19	47411.00
455	**	** LIBRARY	85831	63827.42	74	343324	297445.39	87	5964.00	1030200	726790.61	30	726790.61
45	**	** CULTURE AND RECREATION	85831	63827.42	74	343324	297445.39	87	5964.00	1030200	726790.61	30	726790.61
		DIV 2100 TOTAL *****											
		DEPT 21 TOTAL *****											
		LIBRARY	85831	63827.42	74	343324	297445.39	87	5964.00	1030200	726790.61	30	726790.61

PREPARED 11/04/2013, 11:16:39  
 PROGRAM: GM267C  
 City of the Dalles

DETAIL BUDGET REPORT BY CATEGORY  
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2014

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FUND 004 LIBRARY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
SUB	DESCRIPTION	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
41	GENERAL GOVERNMENT									
419	OTHER									
05	OTHER									
81	01 TO GENERAL FUND	3312.00	109	12144	13248.00	109	.00	36432	23184.00	36
182	10 TO UNEMPLOYMENT FUND	199.00	109	728	796.00	109	.00	2189	1393.00	36
05	** OTHER	3511.00	109	12872	14044.00	109	.00	38621	24577.00	36
419	** ** OTHER	3511.00	109	12872	14044.00	109	.00	38621	24577.00	36
41	** ** GENERAL GOVERNMENT	3511.00	109	12872	14044.00	109	.00	38621	24577.00	36
45	CULTURE AND RECREATION									
455	LIBRARY									
06	CONTINGENCY / UAFF									
88	00 CONTINGENCY	.00	0	35548	.00	0	.00	106648	106648.00	0
01	RSRV FUTURE EXPENDITURES	.00	0	82472	.00	0	.00	247422	247422.00	0
89	00 UNAPPROPRIATED ENDING BAL	.00	0	0	.00	0	.00	0	.00	0
06	** CONTINGENCY / UAFF	29505	0	118020	.00	0	.00	354070	354070.00	0
455	** ** LIBRARY	29505	0	118020	.00	0	.00	354070	354070.00	0
45	** ** CULTURE AND RECREATION	29505	0	118020	.00	0	.00	354070	354070.00	0
49	OTHER FINANCING USES									
490	OTHER USES									
06	CONTINGENCY / UAFF									
89	00 UNAPPROPRIATED ENDING BAL	.00	0	178676	.00	0	.00	536039	536039.00	0
06	** CONTINGENCY / UAFF	44669	0	178676	.00	0	.00	536039	536039.00	0
490	** ** OTHER USES	44669	0	178676	.00	0	.00	536039	536039.00	0
49	** ** OTHER FINANCING USES	44669	0	178676	.00	0	.00	536039	536039.00	0
DIV	9500 TOTAL *****	77392	5	309568	14044.00	5	.00	928730	914686.00	2
DEPT	95 TOTAL *****	77392	5	309568	14044.00	5	.00	928730	914686.00	2
FUND	004 TOTAL *****	163223	41	652892	311489.39	48	5364.00	1958930	1641476.61	16

<b>Library usage data</b>								
	<b>mar.13</b>	<b>apr.13</b>	<b>may.13</b>	<b>june.13</b>	<b>july.13</b>	<b>aug. 13</b>	<b>sep.13</b>	<b>oct.13</b>
Toddler Time	74	72	85	62	92	47	89	78
Preschool Story.	133	86	125	169	69	82	91	162
Hodges Daycare	23	21	25	27	20	20	21	25
Proffitt Daycare	7	8	6	9	8	9	8	6
TD Head Start	77	30	26					
Maupin Head St.	16	18	48				16	31
Happy Hands DC	9	9	7	8	8	7	8	7
Sonrise Acad PS	12							
Wonderworks	25		25					
OCDL		60						
Great and Small			56	89	60	82	55	56
Planetree Story.				124				
Pequenos Childc.				11	12	10	12	10
Craft night/aft.								
Summer Reading				439	295	351		
Child. prog.above	393	304	403	938	564	608	300	275
Guest prog.child.	150			434		234		520
<b>Total prog.child</b>	<b>23</b>	<b>18</b>	<b>24</b>	<b>29</b>	<b>26</b>	<b>29</b>	<b>18</b>	<b>25</b>
<b>Prog.attendanc</b>	<b>543</b>	<b>304</b>	<b>404</b>	<b>938</b>	<b>564</b>	<b>608</b>	<b>300</b>	<b>795</b>
<b>Adult programs</b>	<b>9;153</b>	<b>7;83</b>	<b>8;124</b>	<b>10;181</b>	<b>9;111</b>	<b>6;63</b>	<b>10;75</b>	<b>16;127</b>
<b>Teen programs</b>	<b>10;102</b>	<b>9;74</b>	<b>11;106</b>	<b>7;61</b>	<b>9;48</b>	<b>4;39</b>	<b>4;35</b>	<b>6;64</b>
<b># of users/items</b>								
Internet users	2753	2822	2453	2520	2445	2788	2269	2732
Website users	1606	1443	1758	1402	1510	1408	1465	1666
Lib2Go users (B)	277	252	322	302	348	330	334	340
Lib2Go users(EB)	95	70	97	85	117	139	146	129
Lib2Go users (K)	108	104	94	75	102	102	103	93
Tumblebook use	1529	1940	2067	34	1	14	555	1497
Patrons regist.	105	82	87	114	93	123	78	113
ILLs to Sage	460	455	401	381	351	551	664	772
ILLS from Sage	542	664	456	458	493	548	640	496
Materials circ.	14318	12752	13193	13814	14586	13687	12427	13747
Library visits	9331	9833	9653	9886	10338	9812	8384	10156
<b>Outreach Van</b>								
<b># of stops</b>	21	16	21	18	19	19	18	17

Items circulated	169	114	110	160	150	134	115	12
Storyhours	13	10	14	10	11	11	10	12
Adult programs	3;33	3;21	3;28	3	3	6	3;23	1;12
Guest progs. C.				1	1	1		
Patrons served	382	279	325	381	309	273	236	220

Wasco County Library District  
 Financial Report  
 Materials Expenditures  
 11/6/2013

Category	Budgeted Amount	Expended	%	Balance
Dufur	\$9,958.00	\$1,173.94	11.8%	\$8,784.06
Maupin	\$10,573.00	\$1,818.84	17.2%	\$8,754.16
Shaniko	\$0.00	\$0.00		\$0.00
Tygh Valley	\$0.00	\$0.00		\$0.00
TD books	\$84,624.00	\$25,424.68	30.0%	\$59,199.32
TD periodicals	\$4,697.00	\$68.00	1.4%	\$4,629.00
TD audiovisual	\$9,465.00	\$2,715.17	28.7%	\$6,749.83
<b>Total</b>	<b>\$119,317.00</b>	<b>\$31,200.63</b>	<b>26.1%</b>	<b>\$88,116.37</b>