

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
August 26, 2015
4:00 p.m.
Location: The Dalles Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. Approval of June 17, 2015 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
- V. SHARED CONCERNS OF THE BOARD
- VI. LIBRARY DIRECTOR REPORTS
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
 - Policy Review: Public Meeting Room Policy
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

SCHEDULE FOR POLICIES TO BE REVIEWED

March 2015 -- Materials Loan Policy

April 2015 -- Proctoring Exams Policy

May 2015 -- Wireless Internet Access Policy

June 2015 -- Internet Computer Use Policy

July 2015 -- Policy Establishing Behavior Rules for Use of Library

August 2015 -- Public Meeting Room Policy

September 2015 -- Materials Retention Policy

October 2015 -- Displays and Exhibits Policy

November 2015 -- Materials Selection Policy

FUND	BA EBF OBJ	SUB	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	PERP	BUDGET	ACTUAL	PERP	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	\$ BSGT
					DEPT/DIV 2100 LIBRARY/*****CURRENT*****			YEAR-NO-DATE*****						
45			455	CULTURE AND RECREATION LIBRARY										
01			11 00	PERSONNEL SERVICE	28740	.00	0	344836	329582.38	96	.00	344836	15253.62	96
12 00			00	REGULAR SALARIES	8554	.00	0	102560	90146.92	88	.00	102560	12413.08	88
13 00			00	PARTTIME/TEMP SALARIES	212	.00	0	2500	752.92	30	.00	2500	1747.08	30
21 10			00	OVERTIME SALARIES	8033	147.79-	2-	96254	93159.46	97	.00	96254	3094.54	97
20 1-T			00	DISABILITY INSURANCE	24	89.38-	38	2720	2399.33	88	.00	2720	320.67	88
40			00	WORKERS COMP INSURANCE	46	12.83-	27-	453	481.95	106	.00	453	28.95-	106
22 00-			00	FICA	235	100.83-	43-	2710	2804.36	104	.00	2710	94.36-	104
23 00			00	RETIREMENT CONTRIBUTIONS	2899	.00	0	34417	31064.68	90	.00	34417	3352.32	90
28 00			00	VEBA CONTRIBUTIONS	4858	.00	0	58285	44266.95	76	.00	58285	14818.05	76
29 00			00	OTHER EMPLOYER BENEFITS	637	1077.31	172	7458	2812.14	38	.00	7458	4646.86	38
01 **				PERSONNEL SERVICE	54418	905.64	2	652433	597530.09	92	.00	652433	54902.91	92
02				MATERIALS & SERVICES										
31 10			00	CONTRACTUAL SERVICES	4291	406.69	10	51481	41479.77	81	1060.00	51481	8941.23	83
32 20			00	SPECIAL LEGAL SERVICES	36	.00	0	399	800.49	0	.00	399	399.00	0
41 10			00	WATER & SEWER	232	74.00	29	2903	3205.19	110	.00	2903	302.19-	110
20			00	GARBAGE SERVICES	89	175.58	197	1057	1071.24	101	.00	1057	14.24-	101
40			00	ELECTRICITY	2208	.00	0	26441	19545.43	74	.00	26441	6895.57	74
43 10			00	BUILDINGS AND GROUNDS	1390	40.00	3	15774	13761.16	87	.00	15774	2012.84	87
40			00	OFFICE EQUIPMENT	624	175.01	28	7389	4542.63	62	.00	7389	2846.37	62
45			00	JOINT USE OF LABOR/EQUIP	24	.00	0	200	.00	0	.00	200	200.00	0
51			00	GAS/OIL/LIBRICANTS	0	.00	0	0	109.85	0	.00	0	109.85-	0
52			00	LIBRARY VEHICLE	209	.00	0	2398	800.49	0	.00	2398	1597.51	33
77			00	HVAC SYSTEMS	347	555.00	160	4076	723.32	16	.00	4076	3352.68	18
52 10			00	LIABILITY	258	.00	0	2998	3094.63	103	.00	2998	96.63-	103
30			00	PROPERTY	452	.00	0	5413	5095.63	94	.00	5413	317.37	94
50			00	AUTOMOTIVE	37	.00	0	345	394.55	114	.00	345	49.55-	114
53 20			00	POSTAGE	300	1.20	0	3545	1076.37	30	.00	3545	2468.63	30
30			00	TELEPHONE	610	796.11	131	7298	7127.36	98	.00	7298	170.64	98
58 10			00	TRAVEL, FOOD & LODGING	499	.00	0	5922	4341.61	73	.00	5922	1580.39	73
50			00	TRAINING AND CONFERENCES	633	199.00	34	6995	1652.00	24	.00	6995	5343.00	24
70			00	MEMBERSHIPS/DUES/SUBSCRIP	142	.00	0	1671	1127.50	68	.00	1671	543.50	68
60 10			00	OFFICE SUPPLIES	2142	.00	0	25649	16048.02	63	.00	25649	9600.98	63
20			00	JANITORIAL SUPPLIES	203	.00	0	2370	1297.00	55	.00	2370	1073.00	55
85			00	SPECIAL DEPT SUPPLIES	371	.00	0	4430	8143.63	184	.00	4430	3713.63-	184
64 20			00	LIBRARY BOOKS AND BINDING	8494	259.36	70	101829	98249.81	97	.00	101829	3579.19	97
30			00	LIBRARY PERIODICALS	409	888.35	11	4831	3950.18	82	.00	4831	880.82	82
40			00	AUDIO/VISUAL MATERIALS	1355	.00	0	16238	20189.74	124	.00	16238	3951.74-	124
80			00	COMPUTER SOFTWARE	922	.00	0	11064	9140.57	83	.00	11064	1923.43	83
69 50			00	MISCELLANEOUS EXPENSES	68	296.76	436	750	1269.76	169	.00	750	519.76-	169
80			00	ASSETS < \$5000	674	510.00	76	8000	7077.14	89	.00	8000	922.86	89
02 **				MATERIALS & SERVICES	26950	7537.80	28	321466	274514.58	85	1060.00	321466	45891.42	86
03				CAPITAL OUTLAY										
72 20				BUILDINGS	113857	2028.67	2	688130	76902.53	11	.00	688130	611227.47	11

PREPARED 08/20/2015, 13:49:24
 PROGRAM: GM267C
 City of the Dalles

DETAIL BUDGET REPORT BY CATEGORY
 100% OF YEAR LAPSED

PAGE 3
 ACCOUNTING PERIOD 13/2015

FUND	BA	FLR	OBJ	SUB	DESCRIPTION	DEPT/DIV	CURRENT	ACTUAL	EXP	BUDGET	ACTUAL	EXP	ENCUMBR.	ANNUAL	UNENCUMBR.	BOST
004	LIBRARY	FUND				2100								BUDGET	BALANCE	
455					CULTURE AND RECREATION											
					LIBRARY											
					CAPITAL OUTLAY											
					74 20 VEHICLES		0	.00	0	0	.00	0	.00	0	.00	0
					30 FURNITURE AND FIXTURES		0	.00	0	0	.00	0	.00	0	.00	0
					40 OFFICE EQUIPMENT		0	.00	0	0	.00	0	.00	0	.00	0
					50 COMPUTER EQUIPMENT		0	.00	0	0	.00	0	.00	0	.00	0
					03 ** CAPITAL OUTLAY		113857	2028.67	2	688130	76902.53	11	.00	688130	611227.47	11
					LIBRARY		135205	10472.11	5	1662029	948947.20	57	1060.00	1662029	712021.80	57
					CULTURE AND RECREATION		135205	10472.11	5	1662029	948947.20	57	1060.00	1662029	712021.80	57
					DIV 2100 TOTAL *****		135205	10472.11	5	1662029	948947.20	57	1060.00	1662029	712021.80	57
					DEPT 21 TOTAL *****		135205	10472.11	5	1662029	948947.20	57	1060.00	1662029	712021.80	57

Jul-15 Aug-15 Sep-15 Oct-15 Nov-15 Dec-15 Jan-16 Feb-16 Mar-16 Apr-16 May-16 Jun-16

VISITOR COUNT 12,763

INTERNET USERS 2,291

Overdrive Read 61

Open EPUB ebook 2

overdrive video 0

adobe PDF ebook 1

kindle book 127

adobe EPUB ebook 112

overdrive MP3 audiob. 300

overdrive WMA audiob. 0

Open PDF ebook 0

Pending (ebook) 44

Pending (audiobook) 31

Pending (video) 0

OverdriveListens 18

LIBRARY2G total 696

TUMBLEBOOKS 8

PATRONS ADDED 143

ILL'S SENT 740

ILL'S RECEIVED 623

MONTHLY CIRC 16,756

PB'S COUNT 0

AUDIO COUNT 0

LIBRARY2GO 696

VHS COUNT 0

TOTAL CIRC 17,452

YOUTH SERVICES

Date	Event	# Youth	#Teen	# Adult	Total #
7/1/2015	Toddler Time	10		6	16
7/2/2015	Babies & Books	2		3	5
7/2/2015	Family Fun Day: Samuel Becerra	19		12	31
7/2/2015	Samuel Becerra: Mask Making Class	13		6	19
7/1/2015	TLAB		9		9
7/2/2015	Yu-gi-oh		2		2
7/14/2015	Youth Knitting Club		2		2
7/15/2015	Teen Craft		4		4
7/16/2015	Yu-gi-oh		6		6
7/17/2015	Cosplay Class		9		9
7/22/2015	Teen Costume Contest		11		11
7/28/2015	Teen Knitting Club		2		2
7/29/2015	Comic Creation Class		2		2
7/9/2015	Leapin' Louie				100
7/16/2015	Greta Pederson				30

YOUTH OUTREACH

Date	Event
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STORY TIME OUTREACH

7/6/2015	Happy Hands	6			6
7/20/2015	Happy Hands	8			8
7/9/2015	Great and Small	43			43
7/23/2015	Great and Small	25			25
7/10/2015	Wonderworks	20			20
7/24/2015	Wonderworks	25			25
7/30/2015	Older Great and Small Summer Kids	20			20
7/4/2015	Kiwanis Float on 4th of July Parade				
7/29/2015	OCDC/Childcare Partners Celebration				

They have awarded us 100 books, primarily Spanish and bilingual.

ADULT EVENT AND OUTREACH

Date	Event	
7/10/2015	Movie Classics: To Kill a Mockingbird	9
7/1/2015	Dufur Potlach	14
7/7/2015	Oregon Veteran's Home	9
7/7/2015	Flagstone Assisted Living	10
7/23/2015	Tygh Valley Community Meal	5
7/14/2015	Springs at Mill Creek	7
7/23/2015	Canyon Rim	7
7/7/2015	Family Craft Night	8
7/14/2015	Adult Coloring Night	10
7/15/2015	Good Reads (Christian Fiction)	1
7/16/2015	Third Thursday Book Group	6
TOTAL		481

WASCO COUNTY LIBRARY SERVICE DISTRICT

PUBLIC MEETING ROOM POLICY

The library offers meeting room space to the public for educational, cultural, civic and recreational purposes. Meetings and programs held in the meeting room must be free, open and of potential interest to the general public.

The library has adopted as official policy the American Library Association's *Library Bill of Rights*, which states that "Libraries which maintain meeting spaces, exhibit spaces or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board, or the Wasco County Court.

Meeting Room Use Rules

1. Reservations for using the room may be made either by telephone or at the circulation desk and include the name of the group, time period desired, and the name and telephone number of the person responsible.
2. Use of the meeting room is granted on a first-come, first-served basis. Library programs and sponsored events have priority in the use of the meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library sponsored programs and events.
3. The meeting room is not available on days that the library is closed. Use of the meeting room by any group on Saturday during library hours is limited to one meeting per month to enable the library to schedule library programs.
4. All meetings must be open to the public.
5. No admission fee may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services, products, merchandise, materials or other items are allowed.
6. Sales of services, products, merchandise, materials or items, or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or the Library Foundation, are permitted.

7. Although commercial use of the meeting room is generally not permitted, a commercial entity or practitioner may use the meeting room to provide an educational program open to the general public related to his or her field of expertise. During such a program, no attempt may be made to sell any service or product offered by the presenter.
8. In publicizing a meeting to be held in the library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
9. In the event that a meeting is scheduled to begin before the library opens or after the library closes, the key to the room must be obtained in advance during regular library hours. After the meeting the key should be placed in the library book drop or returned to the circulation desk.
10. Tables, chairs and kitchen facilities are available in the room. Media equipment may be reserved at the circulation desk for use in the room. Groups are responsible for setting up and taking down tables and chairs, cleaning up after the meeting, and returning media equipment to the circulation desk. The room should be left in the same condition as found with the doors locked and lights turned off.
11. Groups using the meeting room are asked to park in the upper parking lot east of the library.
12. The Fire Marshall has limited the use of the room to 45 occupants. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy.
13. Smoking in the room is not permitted.
14. The library is not responsible for theft of or damage to property brought into the meeting room.
15. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using the room in the future.

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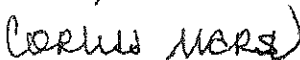
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ADOPTED by the Wasco County Library Service District Board of Directors on the 8th day of April, 2008.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS



Mary Beechler, Chair



Corliss Marsh, Vice-Chair



CeeCee Anderson, Board Member



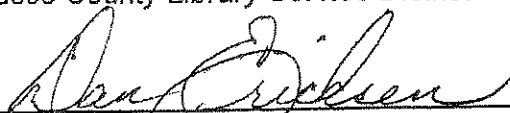
Cindy Johnson, Board Member



Diana McElheran, Board Member

ADOPTED by the Wasco County Court, Governing Body of the Wasco County Library Service District, on the 26th day of November, 2008

WASCO COUNTY COURT
Governing Body of the
Wasco County Library Service District



Dan Ericksen, County Judge



Sherry Holliday, County Commissioner



Bill Lennox, County Commissioner

Wasco County Library Service District
Board Meeting
June 17, 2015

Location: The Dalles Library

Board Members present: Rita Rathkey, Carolyn Wood, Carol Jones, Corliss Marsh

Staff present: Valerie Stephenson, Sarah Tierney, Jeff Wavrunek

Jeff handed out copies of Hood River's Internet policy, as the wording seems clearer and more up-to-date than The Dalles Library's policy.

Valerie asked, on behalf of Maupin's mayor, how the Service District's funds are divided.

Meeting was called to order at 4:13 by Rita Rathkey.

Carolyn Wood moved to approve the minutes of the previous meeting, Corliss Marsh seconded, and they were approved

Recognition of visitors: Carol Jones is the new Board Member, representing South Wasco County

Additions to agenda – None

Shared concerns –None

Library Director's Report: There was a site visit yesterday by contractors interested in bidding on the new addition. There were some questions that came up about the plumbing. In a later phone call, FFA was able to answer most of the questions. They will be creating an addendum that will be more explicit. (Will the plumbing be going around the building, or through, and who is responsible for making sure that the carpeting matches up). July 14th is the cut-off date for contractor bids, but then the sub-contractors have an extra 2 hours to get their bids in.

Rita Rathkey asked how the open house on June 4th went. Jeff reported that it went very well. He was able to meet and speak with several different community members and public figures.

Youth Services are gearing up for the Summer Learning Club. There was a well-attended teen craft today and there will be a juggler tomorrow.

The Brian Doyle program was great, he was very entertaining. Not only was he life affirming, but enriching as well.

Corliss Marsh reported on the Roland Smith Community Reads program. Apparently, Roland was so impressed with the support by the community for the 12-Authors program, that he wants to launch his newest book, *The Edge*, in The Dalles on October 6th. The Friends of the Library are soliciting donations to purchase 500 copies of his previous book *The Peak*, for the Community Read. It is better if people donate money, as the Friends will be able to purchase at a discount (approximately \$5 will pay for a book). Jim Tindall has arranged for use of the High School auditorium for a school tie-in. Outlying schools will be busing in students to participate. Klindt's will have an evening program, location yet to be decided.

Dufur: Sarah reported that the migrant education program is being held at Dufur for the next three weeks. Sarah is doing 5 story-times a day, in addition to checking out 120 books to the students each day. There was an entertainer last week, which was attended by 28 people. Summer Reading starts on Thursday.

Maupin: Valerie reported that they are still fundraising, selling engraved bricks, doing a mass mailing. They are also using Crowd Rise, an on-line fundraising site. There is a goal to raise \$50,000, which will help cover construction and furnishings (not covered in the grants). Story time keeps getting busier, from zero to a dozen or more. Summer Reading is coming up, and they are connecting with Summer Slam Program at the school. Valerie has also hired a new assistant, so that there will always be a backup available.

Old Business:

Carolyn Wood asked if the building fund still needs more money. Corliss says they want to raise another \$50,000 to cover any contingencies.

New business:

Computer Internet use policy. Jeff and IT specialist, Maggie, liked parts of the Hood River Library's policy.

Some County Commissioners think that 5 cents a copy for photocopies and print jobs is too low. Corliss asked what the copier service contract costs and pointed out that we should be charging enough to recover the cost.

Computers at one time had a computer use policy on the screen that patrons accepted.

Maggie is working on getting that back in place.

Wording about minor's computer use from The Dalles Library policy will be kept in the new policy

Financial review:

To Maupin and Dufur – get orders in before end of fiscal year.

Carolyn Wood had a comment about the building and grounds. During the walk through when Jeff was originally interviewed, they noticed a dead tree to the north of the library. Is that on our property or someone else's? Nolan Young was going to check on this and have it taken care of.

Corliss Marsh noticed that only 53% of the budget is spent, is that correct? Yes, but this unspent money for the children's addition will roll-over into the reserve fund. Sarah asked why Dufur's money doesn't roll-over, when apparently everybody else's does. Jeff will help her, so next time if it is not all spent, it will roll-over.

Carolyn Wood asks why only 53% of the budget has been spent. Jeff said most of the unspent construction funds will be spent next fiscal year. It will be different next year. Corliss asked about board meetings and public noticing in the newspaper. Jeff will check with Izetta regarding this matter.

New officers:

Rita Rathkey asked if new officers can be voted on at this meeting, or wait until the new board is in place. Carolyn Wood said that the old board should do the nominations to provide continuity, as new members won't know what has been happening.

Corliss Marsh moved to elect Rita Rathkey as Chairman, and Margaret Brewer as Vice-Chairman. Carolyn Wood seconded, and the new officers were approved

The next meeting was scheduled for Wednesday, August 26th at 4 p.m. in The Dalles.

Meeting was adjourned at 5:17

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Mary Beechler, Chair

Margaret Brewer, Vice-Chair

Rita Rathkey, Board Member

Carolyn Wood, Board Member

Carol Jones, Board Member

Corliss Marsh, Board Member

