

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

May 19, 2015

4:00 p.m.

Location: The Dalles Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. Approval of April 14, 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: Wireless Internet Access Policy
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

SCHEDULE FOR POLICIES TO BE REVIEWED

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

Wasco County Library Service District
Board Meeting
April 14, 2015

Location: The Dalles Library

Board Members Present: Corliss Marsh, Margaret Brewer, Rita Rathkey, Carolyn Wood

Staff Present:

The Dalles: Jeff Wavrunek

Dufur: Louise Walkowiak

Maupin: Valerie Stephenson

Visitors: Nolan Young, City Manager of The Dalles

Nolan Young explained the reasoning on the more than doubling increase of the City Administrative Fee that the City charges the library to almost \$87,000. A formula was used, taking into consideration things such as budget, number of full-time equivalent employees, purchase orders (for payment of items ordered), and items on the agenda.

This Administrative Fee includes a percentage to the:

Fellow Program: He has done some work on the expansion project; in addition, his salary is going to increase if the position becomes a regular, full-time position.

Technology position - based on number of computers, servers, amount of work

City Attorney - based in part on number of employees, various contracts related to the library

City Manager - based in part on number of employees, amount of time spent working with library related business

There will be a public hearing of the budget committee on May 4th

Nolan also mentioned that the City Council goals regarding the library include assisting with the children's addition; possible non-ownership of library building; current make-up (employees, etc.). Should City still be providing these services, or should district?

Nolan then left, and the rest of the meeting followed the agenda.

Minutes: Corliss M. moved to approve the March minutes, Rita R. seconded, motion carried unanimously.

There was a brief discussion on the proposed increase of the City Administrative Fees.

Directors' Reports:

The Dalles. Jeff included his monthly report in the packet, there were no questions.

Dufur: Louise shared the picture of her that was in The Dalles Chronicle. They are starting to do an inventory; and there are plans underway for programs for next year.

Maupin: Valerie reported that they are celebrating poetry month, they will be holding a poetry night, as well as a poetry workshop. Fundraising for a new library is going strong.

Old Business: None

New Business: There was a request made by a patron to Margaret Brewer for library services, perhaps a satellite library, on the west side. It was brought to the attention of the Board that Brian Goodwin, principal at the Wahntonka Community School Campus, is trying to get a library going in that school. This library would also be available to the public. It was suggested that the patron get in touch with Brian.

Outreach services: It was requested that the van services to Dufur Potlatch, Tygh Valley Community Meal, and Canyon Rim (an assisted living facility in Maupin) be resumed. These were all places visited by Suzy Goolsby before her retirement. Jeff reported that plans are in the works for this, as well as other outreach services.

There was a review of the budget

Updates: Corliss reported that the building fund has almost reached its goal, and the Foundation will have an Over-the-Top Celebration on May 29th at 6:30 p.m. at the Columbia Gorge Community College.

Meeting adjourned at 5:03 p.m. Next meeting: The next meeting is scheduled for the third Tuesday in May, rather than the second Tuesday. The date for the meeting is May 19th, at 4:00 p.m. in The Dalles.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Mary Beechler, Chair

Margaret Brewer, Vice-Chair

Rita Rathkey, Board Member

Corliss Marsh, Board Member

| FUND | OBJ | ACCOUNT | DEPT/DIV | YEAR-NO | DATE | ANNUAL BUDGET | UNENCUMB. BALANCE | % |
|------|-----|---------------------------|----------|---------|----------|---------------|-------------------|-------|
| SUB | OBJ | DESCRIPTION | CURRENT | | | BUDGET | BALANCE | BUDGT |
| 45 | | CULTURE AND RECREATION | | | | | | |
| 455 | | LIBRARY | | | | | | |
| 01 | | PERSONNEL SERVICE | | | | | | |
| 11 | 00 | REGULAR SALARIES | 28736 | 100 | 287360 | 260386.23 | 93 | |
| 12 | 00 | PARTTIME/TEMP SALARIES | 8546 | 76 | 85460 | 75807.60 | 89 | |
| 13 | 00 | OVERTIME SALARIES | 208 | 0 | 2080 | 704.29 | 34 | |
| 21 | 10 | MEDICAL INSURANCE | 8021 | 117 | 80210 | 7464.70 | 93 | |
| 20 | L-T | DISABILITY INSURANCE | 226 | 101 | 2260 | 1836.01 | 81 | |
| 30 | | LIFE INSURANCE | 37 | 130 | 370 | 397.94 | 108 | |
| 40 | | WORKERS COMP INSURANCE | 225 | 17 | 2250 | 2826.73 | 126 | |
| 22 | 00 | PICT | 2868 | 89 | 28680 | 25522.57 | 89 | |
| 23 | 00 | RETIREMENT CONTRIBUTIONS | 4857 | 56 | 48570 | 38795.60 | 80 | |
| 24 | 00 | VEBA CONTRIBUTIONS | 621 | 0 | 6210 | 1733.83 | 28 | |
| 29 | 00 | OTHER EMPLOYEE BENEFITS | 20 | 25 | 200 | 50.00 | 25 | |
| 01 | ** | PERSONNEL SERVICE | 54365 | 92 | 543650 | 490675.50 | 90 | |
| 02 | | MATERIALS & SERVICES | | | | | | |
| 31 | 10 | CONTRACTUAL SERVICES | 4290 | 44 | 42900 | 38041.38 | 89 | |
| 32 | 20 | SPECIAL LEGAL SERVICES | 33 | 0 | 330 | 168.32 | 5 | |
| 41 | 10 | WATER & SEWER | 241 | 71 | 2410 | 2754.77 | 114 | |
| 20 | | GARBAGE SERVICES | 88 | 0 | 880 | 720.08 | 82 | |
| 40 | | ELECTRICITY | 2203 | 78 | 22030 | 16741.18 | 76 | |
| 43 | 10 | BUILDINGS AND GROUNDS | 1314 | 202 | 13140 | 10888.02 | 83 | |
| 40 | | OFFICE EQUIPMENT | 615 | 6 | 6150 | 4219.97 | 69 | |
| 45 | | JOINT USE OF LABOR/EQUIP | 16 | 0 | 160 | 109.85 | 0 | |
| 51 | | GAS/OIL/LUBRICANTS | 199 | 40 | 1990 | 596.55 | 30 | |
| 52 | | LIBRARY VEHICLE | 339 | 0 | 3390 | 168.32 | 5 | |
| 77 | | HVAC SYSTEMS | 249 | 0 | 2490 | 3092.63 | 124 | |
| 30 | | PROPERTY | 451 | 0 | 4510 | 5095.63 | 113 | |
| 50 | | AUTOMOTIVE | 28 | 0 | 280 | 394.55 | 141 | |
| 53 | 20 | POSTAGE | 295 | 9 | 2950 | 1037.72 | 35 | |
| 30 | | TELEPHONE | 608 | 0 | 6080 | 4812.58 | 79 | |
| 58 | 10 | TRAVEL, FOOD & LODGING | 493 | 20 | 4930 | 2993.48 | 61 | |
| 50 | | TRAINING AND CONFERENCES | 582 | 78 | 5820 | 1302.00 | 22 | |
| 70 | | MEMBERSHIPS/DOES/SUBSCRIP | 139 | 0 | 1390 | 947.50 | 68 | |
| 60 | 10 | OFFICE SUPPLIES | 2137 | 58 | 21370 | 13021.47 | 61 | |
| 20 | | JANITORIAL SUPPLIES | 197 | 0 | 1970 | 1041.62 | 53 | |
| 85 | | SPECIAL DEPT SUPPLIES | 369 | 27 | 3690 | 4122.50 | 112 | |
| 64 | 20 | LIBRARY BOOKS AND BINDING | 8465 | 104 | 84650 | 78220.58 | 92 | |
| 30 | | LIBRARY PERIODICALS | 402 | 19 | 4020 | 3875.18 | 96 | |
| 40 | | AUDIO/VISUAL MATERIALS | 1353 | 100 | 13530 | 10756.72 | 80 | |
| 80 | | COMPUTER SOFTWARE | 922 | 9 | 9220 | 8431.19 | 91 | |
| 69 | 50 | MISCELLANEOUS EXPENSES | 62 | 0 | 620 | 503.00 | 81 | |
| 80 | | ASSETS < \$5000 | 666 | 0 | 6660 | 6049.24 | 91 | |
| 02 | ** | MATERIALS & SERVICES | 26776 | 72 | 267760 | 219939.71 | 82 | |
| 03 | | CAPITAL OUTLAY | | | | | | |
| 72 | 20 | BUILDINGS | 113855 | 44 | 460418 | 64873.86 | 14 | |
| | | | 49652.18 | | 64873.86 | | | |
| | | | 23534.20 | | 688130 | 599721.94 | 13 | |
| | | | 1060.00 | | 321466 | 100466.29 | 69 | |

| FUND 004 LIBRARY FUND | | DEPT/DIV 2100 LIBRARY/ | | YEAR-TO-DATE***** | | ANNUAL | | UNENCUMB. | | % | | | | |
|-----------------------|-----|------------------------|---------------------------|-------------------|--------------|--------|---------|-----------|--------|----------|----------|-----------|---------|-------|
| BA | BLF | OBJ | ACCOUNT | BUDGET | CURRENT***** | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BUDGT |
| SUB | SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BUDGT | |
| 45 | ** | ** | CULTURE AND RECREATION | | | | | | | | | | | |
| | | | LIBRARY | | | | | | | | | | | |
| | | 03 | CAPITAL OUTLAY | | | | | | | | | | | |
| | | 74 | 20 VEHICLES | 0 | .00 | 0 | 0 | .00 | 0 | 0 | .00 | 0 | .00 | 0 |
| | | 30 | FURNITURE AND FIXTURES | 0 | .00 | 0 | 0 | .00 | 0 | 0 | .00 | 0 | .00 | 0 |
| | | 40 | OFFICE EQUIPMENT | 0 | .00 | 0 | 0 | .00 | 0 | 0 | .00 | 0 | .00 | 0 |
| | | 50 | COMPUTER EQUIPMENT | 0 | .00 | 0 | 0 | .00 | 0 | 0 | .00 | 0 | .00 | 0 |
| | | 03 | ** CAPITAL OUTLAY | 113855 | 49652.18 | 44 | 460418 | 64873.86 | 14 | 23534.20 | 688130 | 599721.94 | 13 | |
| | | 455 | ** LIBRARY | 194996 | 118909.88 | 61 | 1271828 | 775489.07 | 61 | 24594.20 | 1662029 | 861945.73 | 49 | |
| | | 45 | ** CULTURE AND RECREATION | 194996 | 118909.88 | 61 | 1271828 | 775489.07 | 61 | 24594.20 | 1662029 | 861945.73 | 49 | |
| | | DIV | 2100 TOTAL ***** | 194996 | 118909.88 | 61 | 1271828 | 775489.07 | 61 | 24594.20 | 1662029 | 861945.73 | 48 | |
| | | DEPT | 21 TOTAL ***** | 194996 | 118909.88 | 61 | 1271828 | 775489.07 | 61 | 24594.20 | 1662029 | 861945.73 | 48 | |

APRIL 2015 LIBRARY DIRECTOR'S REPORT

Programming Numbers

| DATE | EVENT | ATTENDANCE | COSTS | NOTES | | | | |
|-----------|---------------------------|------------|-------|-------------------------------------|--|--|--|--|
| 4/1/2015 | Toddler Time | 21 | | | | | | |
| 4/2/2015 | Yu-Go-Oh Club | 2 | | | | | | |
| 4/4/2015 | Uke Can Do It | 34 | \$400 | Ukelele Workshop for Adults | | | | |
| 4/6/2015 | Game Day Teen | 4 | | | | | | |
| 4/7/2015 | Family Craft Night | 16 | | Windchimes from Old Cutlery | | | | |
| 4/8/2015 | Toddler Time | 15 | | | | | | |
| 4/9/2015 | Yu-Go-Oh Club | 7 | | | | | | |
| 4/10/2015 | Pre-School Storytime | 19 | | Music and Movement | | | | |
| 4/11/2015 | Cultural Performance | 25+ | | <i>Legends of Mexico</i> | | | | |
| 4/13/2015 | Game Day Teen | 5 | | | | | | |
| 4/15/2015 | Toddler Time | 19 | | | | | | |
| 4/16/2015 | Third Thursday Book Group | 4 | | Poetry Workshop Drew From Same Well | | | | |
| 4/16/2015 | Poetry Workshop | 5 | \$200 | Penelope Scambly Schot | | | | |
| 4/18/2015 | Meet the Author | 30+ | \$200 | Molly Gloss | | | | |
| 4/18/2015 | Movies at the Library | 15 | | Annie | | | | |

| | | | | | | | | | |
|-----------|-----------------------------------|------------|-------|-------|--|--|--|--|--|
| 4/20/2015 | Game Day Teen | | 4 | | | | | | |
| 4/22/2015 | Christian Fiction Book Club | | 2 | | | | | | |
| 4/22/2015 | Toddler Time | | 16 | | | | | | |
| 4/23/2015 | Cowboy Poetry Night | | 25 | | | | | | |
| 4/23/2015 | Yu-Go-Oh Club | | 9 | | | | | | |
| 4/24/2015 | Pre-School Story Time | | 9 | | | | | | |
| 4/27/2015 | Game Day Teen | | 6 | | | | | | |
| 4/29/2015 | Toddler Time | | 11 | | | | | | |
| 4/29/2015 | Romance Book Club | | 2 | | | | | | |
| OUTREACH | | | | | | | | | |
| DATE | EVENT | ATTENDANCE | COSTS | NOTES | | | | | |
| 4/25/2015 | Cherry Festical Parade | | \$50 | | | | | | |

| | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| VISITOR COUNT | 11,830 | 11,451 | 10,780 | 10,677 | 9,065 | 9,893 | 10,752 | 10,631 | 10,376 | 10,337 |
| INTERNET USERS | 2,608 | 2,788 | 2321 | 2401 | 1,863 | 1,957 | 2,090 | 2,034 | 2,197 | 2,043 |
| Overdrive Read | 17 | 34 | 36 | 23 | 43 | 53 | 37 | 38 | 72 | 41 |
| Open EPUB ebook | 1 | 0 | 0 | 1 | 1 | 0 | 5 | 1 | 0 | 0 |
| overdrive video | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| adobe PDF ebook | 12 | 16 | 8 | 3 | 1 | 3 | 16 | 7 | 4 | 0 |
| Kindle book | 144 | 84 | 75 | 61 | 84 | 106 | 160 | 110 | 97 | 102 |
| adobe EPUB ebook | 91 | 78 | 79 | 77 | 98 | 94 | 87 | 84 | 83 | 80 |
| overdrive MP3 audiobook | 211 | 191 | 233 | 197 | 232 | 239 | 256 | 206 | 279 | 243 |
| overdrive WMA audiobook | 90 | 101 | 96 | 80 | 52 | 48 | 84 | 96 | 42 | 21 |
| Open PDF ebook | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Pending (ebook) | 18 | 25 | 21 | 25 | 21 | 33 | 17 | 9 | 40 | 45 |
| Pending (audiobook) | 13 | 21 | 22 | 20 | 16 | 23 | 18 | 15 | 41 | 22 |
| Pending (video) | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| LIBRARY2GO total | 598 | 550 | 571 | 487 | 548 | 599 | 681 | 567 | 658 | 555 |
| TUMBLEBOOKS | 11 | 11 | 312 | 548 | 369 | 161 | 883 | 1,694 | 608 | 377 |
| PATRONS ADDED | 87 | 73 | 125 | 77 | 63 | 64 | 97 | 65 | 91 | 70 |
| ILL'S SENT | 488 | 467 | 513 | 637 | 447 | 594 | 646 | 623 | 701 | 637 |
| ILL'S RECEIVED | 517 | 483 | 464 | 561 | 467 | 510 | 702 | 608 | 682 | 725 |

WASCO COUNTY LIBRARY SERVICE DISTRICT

WIRELESS INTERNET ACCESS POLICY

The Wasco County Library Service District offers free wireless Internet access for the public. Users who have personal electronic devices (laptops, PDAs, hand-held games, etc.) with wireless Internet cards may be able to access a wireless connection from inside and outside the library building. Other public wireless networks may be accessible at the library as well.

Wireless access currently uses the WiFi standards 802.11 a, b and g. Most wireless devices should recognize the library network automatically. If your device does not have wireless built in, you must purchase a WiFi compatible network card.

- The library does not assist users in obtaining a wireless connection.
- Signal strength may vary throughout the library. Please move to a different location within the library if you are having trouble securing a connection or staying online.
- Library staff cannot perform repairs or troubleshoot your equipment.
- Wireless connections are not secure; use caution when transmitting personal information.
- The library is not responsible for damage to software, hardware or files connected to the wireless network.
- Be prepared to use battery power. Do not plug into an outlet where you block aisles, exits or access to materials. The library has limited electrical outlets.
- The library cannot guarantee your equipment will work with the library's network.
- Do not leave your equipment unattended. The library is not responsible for equipment that is lost or stolen.

Rules for Acceptable Use of Wireless Internet Connections

Regardless of the WiFi source, wireless Internet users inside the library or on library premises are subject to the library's Internet Computer Use Policy, with the exception of those rules that apply to library-owned equipment.

Specifically, as a wireless Internet user, you must:

- Stop viewing any site that creates a hostile environment for other library users and staff if a staff member asks you to stop.
- Follow the rules of the websites you visit.
- Never harass others with prints, images or messages.
- View and print only legal material and conduct only legal activity.

- Make appropriate choices about the sites you view when others are present, since the library is a public place that serves children as well as adults.
- Use sound-muffling headphones or mute sound to avoid disturbing others.
- Never block aisles, exits or access to library materials.
- Follow all provisions of the Library's Behavior Policy.

Failure to follow the rules for wireless Internet use may result in the loss of wireless Internet access privileges, potential loss of library privileges, and possible criminal prosecution. Loss of wireless Internet access privileges will occur after one warning is given and the misuse behavior continues. The Library's Behavior Policy describes the circumstances under which the loss of library privileges will also occur.

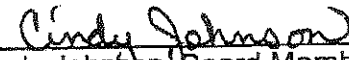
ADOPTED by the Wasco County Library Service District Board of Directors on the 12th day of November, 2008.

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

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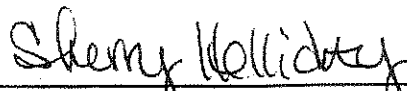
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ADOPTED by the Wasco County Court, Governing Body of the Wasco
County Library Service District, on the 26th day of November, 2008

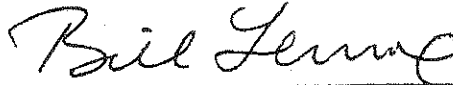
WASCO COUNTY COURT
*Governing Body of the
Wasco County Library Service District*



Dan Ericksen, County Judge



Sherry Holliday, County Commissioner



Bill Lennox, County Commissioner