

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

February 11, 2014

3:30 p.m.

Location: Dufur School/Community Library
805 NE 5th St, Dufur, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of January 7, 2014 Library Board Goal Setting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. OLD BUSINESS
 - A. Maupin Library Building Project
 - B. Branding Project
- VII. NEW BUSINESS
 - A. Vision/Master Plan Update
 - B. Goal Objectives for 2014
 - C. Proposed FY 2014-2015 Library District Budget
- VIII. REPORTS
 - A. RFID (Radio Frequency Identification) and Self-Checkout System

- B. Friends of the Library Activities
- C. Library Expansion Committee
- D. Materials Expenditures Report
- E. Library District Financial Report
- F. The Dalles-Wasco County Library Financial Report

IX. ADJOURNMENT

- A. Set Next Meeting Date and Location
- B. Adjourn

WASCO COUNTY LIBRARY SERVICE DISTRICT

GOAL SETTING MEETING MINUTES

January 7, 2014

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

COMMISSION ABSENT: None

STAFF PRESENT: District Librarian Sheila Dooley, Senior Library Technician Suzy Goolsby, and Library Clerk I Jayne Guidinger.

GUESTS PRESENT: None

The meeting of the Wasco County Library Service District Board was called to order at 4:02 p.m. by Chairman Corliss Marsh.

MINUTES

Margaret Brewer made a motion to approve the minutes of the November 12th meeting. Rita Rathkey seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles-Wasco County Library was presented for information. Sheila Dooley reported on the status of the request for proposals for the RFID (radio frequency identification) and Self-Checkout System, Branding Project, and Design Drawing Project.

Mary Beechler updated the Board regarding the Maupin Library Building Project. A final visioning meeting with the architect will be followed by the preparation of drawings to be used for promotional literature.

GOAL SETTING

A. Review of Vision/Master Plan and Goals.

There was a discussion of the Vision/Master Plan. It was agreed that the Vision/Master Plan should contain general statements with the annual goals being more specific. Currently there is an overlap between the annual goals and those in the Vision/MasterPlan. Sheila Dooley will rewrite the Vision/Master Plan document and eliminate the specific examples, and remove goals and objectives that have already been achieved. She will also update the 2013 goals.

A brainstorming session was held to gather ideas for 2014 goals resulting in the following list:

1. Conduct an interior facelift of The Dalles-Wasco County Library entryway, removing clutter, and making it visually appealing and welcoming.
2. Develop a Technology Petting Zoo with devices available for public use both inside and outside of the library.
3. Provide an online book club and book discussion website.
4. Host nationally known authors for multi-events in the community.
5. Complete transition to a more visually attractive, dynamic website and customize it to meet patron needs.
6. Provide community education on using social media.
7. Develop District marketing and public relations plan, and apply for marketing award.
8. Promote community building through use of staff nametags.
9. Instigate a “Lucky Day” program with new bestsellers available on a first-come, first-served basis.
10. Provide a staff development day that is unique to our District.
11. Develop a District brochure that provides information on both the Sage System and the District.
12. Maintain state of the art technology support and services.
13. Achieve a welcoming feel at the library.
14. Promote use of library as a “third place” and community center.
15. Maximize library collection to meet diverse community needs.
16. Purge clutter on an ongoing basis.
17. Provide amphitheater for library programs.
18. Create uninterrupted training time.

Sheila Dooley will email the list of potential goals to the Board. She will also update the 2013 goals and eliminate goals that have already been achieved. The Board will develop additional goals at a later date.

When the Board members were asked about their vision of the library in 5 years from now, the following answers were given:

Having a more modern facility
Providing more community center rooms and classrooms.
Working with other community groups
Budget stability
Public library as a happening place

ADJOURNMENT

At 6:12 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is tentatively scheduled for Tuesday, February 11th, at 3:30 p.m. at the Dufur School/Community Library.

APPROVED by the Wasco County Library District Board of Directors on the 11th day of February 2014.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chair

Mary Beechler, Vice-Chair

Margaret Brewer, Board Member

Diane Bungum, Board Member

Rita Rathkey, Board Member

Wasco County Library Service District

Library Director's Report

February 4, 2014

RFID and Self-Checkout System

During January, Sheila Dooley and Jayne Guidinger visited several Portland area libraries with self-checkout systems to view the equipment being used. The decision was made to purchase a freestanding kiosk self-checkout unit with a DVD security case release station. Retagging the library collection with RFID (radio frequency identification) barcodes for use with the self-checkout system will take place over the next 3 months. Several volunteers have been recruited to assist with the process.

Library Expansion Project

Donations received during January brought the total raised for the project to \$89,565 not including the pledge from a local family to match funds raised up to \$100,000. Since then we received notice that the Union Pacific Foundation Board has approved a grant in the amount of \$25,000, which brings the total raised to \$214,565.

A grant application for construction funding was submitted to the Oregon Community Foundation during January. Stage two applications for expansion project funds were sent to both the Ford Family Foundation and Meyer Memorial Trust. There are a total of 5 grant applications pending at this time for a total of \$520,000 in grant requests.

An RFP for 30% design services was issued on January 26th. The 30% level of design will be needed for grant writing purposes.

In other Foundation news, a \$1,000 anonymous donation for children's programming was received.

Branding Project

An RFP for Library District logo development services was sent to Gorge area graphic designers on January 6th. One response was received and will be reviewed at the February 11th Library Board meeting.

Friends of the Library

The Friends of the Library provided funding for supplies for the Family Craft Nights at the library. A used book sale in the library's "Book Barn" is planned for Saturday, March 8th, from 9:00 a.m. to 1:00 p.m.

Read Across America

Held in honor of author Dr. Seuss's birthday, Read Across America is an annual reading motivation and awareness program in which community volunteers visit elementary school classrooms to read to students. This year's event will be held on Monday, March

3rd. Anyone interested in being a volunteer reader should contact Anya Kawka, who is coordinating this year's schedule. Locally Read Across America is sponsored by the library and *The Dalles Chronicle*.

January Library Programs

Please refer to accompanying spreadsheet for program details.

	No. of programs:	Program attendance:
Toddler Time	4	93
Preschool Storytime	5	118
Happy Hands Daycare	1	7
Hodges Preschool	1	14
Proffitt Daycare	1	7
The Dalles Head Start	3	48
Maupin Head Start	1	16
Great and Small	5	39
Pequenos Childcare	<u>1</u>	<u>8</u>
	22	352

Other Library Use During January

Number of Users/Items:

Public Internet users	2613
Website users	1766
Library2Go users	684
Library2Go Ebook users	285
Tumblebooks database users	2110
Patrons registered	88
Library visits	10035
ILLS to Sage libraries	720
ILLS from Sage libraries	815
Materials circulated	13511

Outreach Van:	3/13	4/13	5/13	6/13	7/13	8/13	9/13	10/13	11/13	12/13	1/14
No. of stops	21	16	14	18	19	19	18	17	20	14	20
Items circulated	169	114	110	160	150	134	115	71	170	183	172
No. of storyhours	13	10	14	10	11	11	10	12	17	6	13
No. of adult programs	3	3	3	3	3	6	3	1	3	3	3
No. of guest programs (children's)	---	---	---	---	---	1	1	---	---	---	---

Outreach during January included one visit to Mill Creek Point, two visits to Canyon Rim Assisted Living Center, Dufur Pioneer Potlatch, and Tygh Valley Community Meal. Rita Squires reported on library services and programs as a guest on the KODL Coffee Break.

Events in the library included four Teen Time programs, a Third Thursday Book Group meeting, seven Family Game Days, and one Family Craft Night. Two high school history classes visited the library and did research during January. Preschoolers from a local daycare cooperative visited the library for a tour and storyhour.

Tygh Valley Station

There is no news to report this month.

Shaniko Station

Debra Holbrook reported that the library is being used, “possibly too much.” Volunteers have been busy sorting and organizing book donations.

Upcoming Events

A four-panel display about William Stafford produced by Oregon Reads 2014 will be on exhibit at the library during February. This display was produced in conjunction with the William Stafford Centennial Celebration being held throughout 2014.

City of The Dalles

FUND 004 LIBRARY FUND		***** CURRENT *****		***** YEAR-TO-DATE *****		***** ANNUAL ESTIMATE *****		UNREALIZED		
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	BALANCE		
300	00 00	BEGINNING BALANCE	73,989	.00	517,923	963,561.62	186	887,868	75,693.62-	
300	**		73,989	.00	517,923	963,561.62	186	887,868	75,693.62-	
300	***	BEGINNING BALANCE	73,989	.00	517,923	963,561.62		887,868	75,693.62-	
330	20 00	INTERGOVERNMENTAL REVENUE								
334	**	STATE GRANTS	351	4,904.00	1397	2,457	4,904.00	200	4,217	687.00-
337	20 00	LOCAL GOVERNMENT REVENUES								
337	**	SHARE OF LIBRARY TAXES	87,106	.00	609,742	261,318.50	43	1,045,274	783,955.50	
337	**	LOCAL GOVERNMENT REVENUES	87,106	.00	609,742	261,318.50	43	1,045,274	783,955.50	
330	***	INTERGOVERNMENTAL REVENUE	87,457	4,904.00	612,199	266,222.50		1,049,491	783,268.50	
350	50 00	FINES AND FORFEITURES								
351	**	LIBRARY FINES	809	1,455.54	180	5,663	6,930.63	122	9,716	2,785.37
351	**	FINES	809	1,455.54	180	5,663	6,930.63	122	9,716	2,785.37
350	***	FINES AND FORFEITURES	809	1,455.54	5,663	6,930.63		9,716	2,785.37	
360	00 00	OTHER REVENUES								
361	**	INTEREST REVENUES	279	318.92	114	1,953	2,221.33	114	3,349	1,127.67
361	**	INTEREST REVENUES	279	318.92	114	1,953	2,221.33	114	3,349	1,127.67
365	00 00	GIFTS AND DONATIONS								
365	**	GIFTS AND DONATIONS	7,367	288.15	4	11,567	5,322.18	46	48,406	43,083.82
365	**	GIFTS AND DONATIONS	7,367	288.15	4	11,567	5,322.18	46	48,406	43,083.82
369	00 00	OTHER MISC REVENUES								
369	**	OTHER MISC REVENUES	8	.00	56	348.00	621	100	248.00-	
369	**	OTHER MISC REVENUES	8	.00	56	348.00	621	100	248.00-	
360	***	OTHER REVENUES	7,654	607.07	13,576	7,891.51		51,855	43,963.49	
360	***	OTHER REVENUES	7,654	607.07	13,576	7,891.51		51,855	43,963.49	
FUND TOTAL LIBRARY FUND			169,909	6,966.61	1,149,361	1,244,606.26		1,998,930	754,323.74	

FUND	BA	EL	OBJ	ACCOUNT	DEPT/DIV	LIBRARY/	YEAR-TO-DATE	ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB			DESCRIPTION	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDDT
45	04			LIBRARY FUND							
455				LIBRARY							
	03			CAPITAL OUTLAY							
	72	20		BUILDINGS	6667	.00	0	.00	40000	40000.00	0
	74	20		VEHICLES	0	.00	0	.00	0	.00	0
	30			FURNITURE AND FIXTURES	0	.00	0	.00	0	.00	0
	40			OFFICE EQUIPMENT	0	.00	0	.00	0	.00	0
	50			COMPUTER EQUIPMENT	6748	.00	0	.00	69789	14855.00	79
	03	**		CAPITAL OUTLAY	13415	.00	0	.00	109789	54855.00	50
455	**	**		LIBRARY	92498	70492.16	76	43267.00	1070200	505811.16	53
45	**	**		CULTURE AND RECREATION	92498	70492.16	76	43267.00	1070200	505811.16	53
				DIV 2100 TOTAL *****	92498	70492.16	76	43267.00	1070200	505811.16	53
DEPT	21			TOTAL *****	92498	70492.16	76	43267.00	1070200	505811.16	53
				LIBRARY							

FUND	BA EBL	OBJ	SUB	DESCRIPTION	DEPT/DIV	9500 OTHER USES/	CURRENT	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BDDT
41				GENERAL GOVERNMENT												
419				OTHER												
05				OTHER												
81	01			TO GENERAL FUND			3036	3312.00	109	21252	23184.00	109	.00	36432	13248.00	64
	10			TO UNEMPLOYMENT FUND			182	199.00	109	1274	1393.00	109	.00	2189	796.00	64
05	**			OTHER			3218	3511.00	109	22526	24577.00	109	.00	38621	14044.00	64
419	**			OTHER			3218	3511.00	109	22526	24577.00	109	.00	38621	14044.00	64
41	**			GENERAL GOVERNMENT			3218	3511.00	109	22526	24577.00	109	.00	38621	14044.00	64
45				CULTURE AND RECREATION												
455				LIBRARY												
06	00			CONTINGENCY / UAFB			8887	.00	0	62209	.00	0	.00	106648	106648.00	0
01	RSRV			FTURE EXPENDITURES			20618	.00	0	144326	.00	0	.00	247422	247422.00	0
06	**			UNAPPROPRIATED ENDING BAL			0	.00	0	0	.00	0	.00	0	.00	0
455	**			LIBRARY			29505	.00	0	206535	.00	0	.00	354070	354070.00	0
45	**			CULTURE AND RECREATION			29505	.00	0	206535	.00	0	.00	354070	354070.00	0
49				OTHER FINANCING USES												
490				OTHER USES												
06	00			CONTINGENCY / UAFB			44669	.00	0	312683	.00	0	.00	536039	536039.00	0
06	**			CONTINGENCY / UAFB			44669	.00	0	312683	.00	0	.00	536039	536039.00	0
490	**			OTHER USES			44669	.00	0	312683	.00	0	.00	536039	536039.00	0
49	**			OTHER FINANCING USES			44669	.00	0	312683	.00	0	.00	536039	536039.00	0
DIV	9500			TOTAL			77392	3511.00	5	541744	24577.00	5	.00	928730	904153.00	3
DEPT	95			TOTAL			77392	3511.00	5	541744	24577.00	5	.00	928730	904153.00	3
FUND	004			TOTAL			169890	74003.16	44	1149228	545698.84	48	43267.00	1998930	1409964.16	30

Library usage data								
	june.13	july.13	aug. 13	sep.13	oct.13	nov.13	dec.13	jan.14
Toddler Time	62	92	47	89	78	69	88	93
Preschool Story.	169	69	82	91	162	157	157	118
Hodges Daycare	27	20	20	21	25	25	10	14
Proffitt Daycare	9	8	9	8	6	7	7	7
TD Head Start						65		48
Maupin Head St.				16	31	26	34	16
Happy Hands DC	8	8	7	8	7	7	9	7
Great and Small	89	60	82	55	56	47		39
Planetree Story.	124							
Pequenos Childc.	11	12	10	12	10	9	8	8
Summer Reading	439	295	351					
Child. prog.above	938	564	608	300	275	412	313	352
Guest prog.child.	434		234		520	60	60	
Total prog.child	29	26	29	18	25	25	13	22
Prog.attendanc	938	564	608	300	795	412	313	352
Adult programs	10;181	9;111	6;63	10;75	16;127	9;95	12;173	12;90
Teen programs	7;61	9;48	4;39	4;35	6;64	3;27	7;116	4;26
# of users/items								
Internet users	2520	2445	2788	2269	2732	2483	2321	2613
Website users	1402	1510	1408	1465	1666	1666	1400	1766
Lib2Go users (B)	302	348	330	334	340	324	283	399
Lib2Go users(EB)	85	117	139	146	129	142	141	125
Lib2Go users (K)	75	102	102	103	93	94	100	160
Tumblebook use	34	1	14	555	1497	1476	833	2110
Patrons regist.	114	93	123	78	113	64	46	88
ILLs to Sage	381	351	551	664	772	589	635	720
ILLS from Sage	458	493	548	640	496	703	698	815
Materials circ.	13814	14586	13687	12427	13747	13454	12471	13511
Library visits	9886	10338	9812	8384	10156	8907	8858	10035
Outreach Van								
# of stops	18	19	19	18	17	20	14	20
Items circulated	160	150	134	115	12	170	183	172
Storyhours	10	11	11	10	12	17	6	13
Adult programs	3	3	6	3;23	1;12	3;25	3;34	3;33
Guest progs. C.	1	1	1					
Patrons served	381	309	273	236	220	368	243	301

Vision/Master Plan Update

February 11, 2014

Mission Statement

The Wasco County Library Service District provides high quality library services to its patrons and maintains an organized collection of resources that meet their educational, recreational and informational needs.

Values

1. The library is managed pro-actively to address real community needs with professional and up-to-date services.
2. Library staff members provide effective, informed, welcoming and courteous service.
3. Library staff members and Library Board members are encouraged to develop and maintain broad community involvement and awareness of community issues.
4. Every citizen will have access to a high level of services and facilities at each location, and will receive service designed to address individual needs and differences.
5. Every citizen will have access to the materials purchased with district funds.
6. The library makes optimal use of emergent technologies to improve library services.
7. The library is a forum for diverse opinions and beliefs.
8. The library is a vibrant and well-connected center for community information.
9. The library is a good steward of community resources and is able to sustain the level of services it provides.
10. The library is governed in the most effective and least complicated manner.

Long Range Goals and Objectives grouped by priority level:

Tier I: Top Priorities

Goal: Develop effective library services and events that create relationships with library users and enable the library to meet community needs.

- I. Provide users with a welcoming and supportive environment as they locate and use resources for their personal interests.
 - A. Develop a separate space for Young Adult services **that also functions as a “third place,” an informal gathering place where the youth of our community can interact in a safe and welcoming environment.**
 - B. Provide a zoned children’s area with a story time room where noise is not an issue.
- II. Enable library users of all ages to enjoy the library as a gathering space and cultural center.

- A. Develop a separate space that is designated for library programming.
- B. Provide area with a café for users to meet and interact with others or to sit quietly and read or access virtual spaces that support networking.
- C. Provide adequate space for Friends of the Library bookstore.

III. Expand resources available to help residents meet their needs.

- A. Provide expanded resources for new immigrants in a variety of formats.
- B. Increase space for additional non-book materials **such as audiobooks** for users of all ages.

Goal: Library facilities at each service location shall meet library service goal requirements.

I. Provide adequate space for public services through working towards building improvements at The Dalles.

- A. Plan for an addition that enables the library to meet OLA Standards for facilities and provide additional space for service needs.
- B. Reorganize staff work area to better utilize space.

II. Conduct periodic assessment of service locations.

III. Evaluate outreach program needs throughout District.

IV. Work with City of Maupin to support efforts for new library facility planning and related fundraising.

V. Provide capital improvement planning support at each location.

- A. Research new trends in library building maintenance such as removable carpeting, solar panels, and green principles.

GOAL: Provide improved access to information and library resources through optimal use of emergent technologies.

I. Improve circulation procedures for better customer service.

- A. Install self-checkout (express) station for quicker service and increased privacy for patrons.

B. Use RFID (radio frequency ID) to address item security issues involved with express checkout service.

C. Provide self-service holds shelf in public area with coded labels for patron privacy.

II. Identify and have appropriate staff members attend one training session on emergent technology annually.

III. Enhance staff training and awareness of technology trends and the use of technology and information resources (ongoing).

IV. Keep Board informed of emerging trends in technology.

GOAL: Ensure long-term sustainability of District services.

I. Establish reserve fund to sustain service plan, build capital reserves, and fund libraries until tax money is received each year.

A. Have sufficient revenues to absorb a 5% increase in operating costs over 5 years with no increase in revenue level (i.e., flat revenues), while maintaining a 10% contingency level.

II. Establish and build endowment fund through Library Foundation for future District needs.

Tier II: Second Level Priorities

Goal: Meet adopted standards for public library service Oregon Library Association Standards at the adequate or above level.

I. Meet Oregon Library Association standards at the adequate or above level based on population figure for The Dalles library assigned by the Oregon State Library: 20,877.

	Currently	Adequate	Excellent
Hours open	57	55	70
Staff (budgeted)	10.25	10.43 (.5FTE/1000)	14.61 (.7/1000)
Holdings	78,271	62,631 (3 per cap.)	83,508 (4 per capita)
Technology (Internet PCs)			
Management	2	1 (1 per 2 FTE)	2 (1 per staff member)
Support Staff	.5	4.5 (Same)	9 (Same)
Facilities (sq. ft.)	14,960	16,827 (minimum)	Not defined

A. Increase hours open to public from 57 to 70 hours per week.

- B. Increase budgeted staff from 10.25 FTE to .7 per 1,000 patrons served (14.6 FTE).
- C. Increase holdings to 4 per capita (83,508 volumes).
- D. Increase number of staff Internet PCs to one per support staff member (currently .5).
- E. Increase square footage from 14,960 square feet to 16,827(addressed in Library Facility goal).

Tier III: Third Level Priorities

GOAL: Establish the most effective governance structure that best serves the District's dispersed rural population.

- I. With support of the local government entities, hire a consultant to develop alternatives and a recommended plan for District governance.
- II. Adopt and implement the structure that enables the District to achieve the most effective service model and a more consolidated District.

TO : Library Board Directors

DATE : February 5, 2014

FROM : Sheila Dooley, District Librarian

RE : Library District Branding Project

On January 6th, a request for quotes (RFQ) for design services was sent to local Gorge area graphic designers. Several inquiries were made and one response received by the January 31st deadline. The proposal was submitted by Sarah Moore, a Hood River based graphic designer.

According to the RFQ, the proposal will be reviewed and presented to the Library Board for their recommendation at the February meeting. The proposal will be evaluated according to quality of work samples, cost estimate, and references.

Both the RFQ and Sarah Moore's proposal will be presented at the meeting.

Library Administrative Fee

January 31, 2014

FY 2012-2013

The Dalles Department	Current Budgeted Expenditures	Library %	Amount
City Manager	296,376	1.5%	4,446
City Attorney	246,435	3%	7,393
Finance Dept.	342,198	3.75%	12,832
Human Resources	<u>10,100</u>	11.5%	<u>1,162</u>
	895,109		25,833
Technology	246,253	4%	<u>9,850</u>
Total	1,141,362		35,683

Explanation:

Most of these percentages were arrived at by taking the percentages for the Street Fund administrative transfers and then comparing the Street Fund's impact on the various departments to the Library's impact.

City Manager Dept.	Impact is 50% that of the Street Fund
City Attorney Dept.	Used same figure as for Street Fund
Finance Dept:	Used 75% of Street Fund impact
Human Resources:	Used number of employees as a percentage of the total employees
Technology:	Estimated

When I discussed the administrative fee with Ruth Metz, her advice was to limit the increase each year to the increase in the Consumer Price Index or to the increase in the tax assessment, using whichever one was less. At their August 17, 2010 Board meeting, the Library Board recommended increasing the administrative fee each year by no more than the increase in the Consumer Price Index.

The budgeted amount for FY 2012-2013 was \$35,465. The FY 2013-2014 amount using the impact above and adding in the increase in the Consumer Price Index for 2012 (\$749) was \$36,432.

Due to the fluctuations in the department budgets from year to year, the proposed increase for FY 2014-2015 uses the FY 2013-2014 level plus the increase in the Consumer Price Index for 2013 (1.4% or \$510) for a total of \$36,942.

The increase in the CPI will be used in future years with a projection of the impact to the departments done every 3 years. At that time, either the average impact or the highest impact during the 3 years will become the basis.

The Maupin City Recorder reported that Maupin's administrative fee is calculated at the City Recorder's hourly salary and benefits amount times 10 hours per month. This is considered the minimal amount to account for the time spent by the Recorder on financial disbursements, accounting, recordkeeping, payroll, and budgeting.

Wasco County Library District
 Financial Report
 Materials Expenditures
 5/7/2014

Category	Budgeted Amount	Expended	%	Balance
Dufur	\$9,958.00	\$4,353.92	43.7%	\$5,604.08
Maupin	\$10,573.00	\$2,957.23	28.0%	\$7,615.77
Shaniko	\$0.00	\$0.00		\$0.00
Tygh Valley	\$0.00	\$0.00		\$0.00
TD books	\$84,624.00	\$44,692.25	52.8%	\$39,931.75
TD periodicals	\$4,697.00	\$714.00	15.2%	\$3,983.00
TD audiovisual	\$9,465.00	\$5,429.08	57.4%	\$4,035.92
Total	\$119,317.00	\$58,146.48	48.7%	\$61,170.52

Wasco County Library Service District

Goals 2014

These goals will be reviewed annually:

Goal: Programming/Outreach: To develop and provide **enhanced** programming and outreach services to all demographic groups represented in our County.

Objective 1: To **increase** the variety and types of programming offered to all age groups.

Activity 1: Identify and plan a variety of program types such as lectures, demonstrations, and interactive programs **with emphasis on adult programming.**

Activity 2: Pursue sources of funding including grant opportunities and budgeting within individual branch budgets.

Objective 2: To **increase community** partnerships for collaborative programming.

Goal: Staff Development/Board Development and Relations:

Objective 1: To have the Board serve both the Library District and community as a governing body that reflects the best interest of the citizens of the Wasco County Library Service District.

Activity 1: Provide orientation and continuing education for Library Board, including attendance at conferences and visits to other libraries.

Activity 2: Support development and expansion of Maupin library.

Objective 2: To educate and utilize staff to their fullest potential to best serve the needs of the District.

Activity 1: **Provide uninterrupted training opportunities.**

Activity 2: Cross train staff in **courier services and RFID use.**

Goal: Marketing/Public Relations: To increase community awareness of all library services and programs.

Objective 1: To promote library services and events Districtwide.

Activity 1: Customize and promote District Word Press website.

Activity 2: Promote Sage Library System **and databases** throughout District.

Objective 2: To maintain a library presence in the District.

Activity 1: Maintain Word Press website as a Districtwide website.

Activity 2: Identify and participate in community events.

Goal: Technology: To create and maintain “State of Art” technology that provides support and services to both staff and patrons.

Objective 1: Complete implementation of self-checkout system by June 2014 at The Dalles location.

Objective 2: To increase patron use of website.

Objective 3: To establish reserve fund to meet future technology needs.

Activity 1: Have sufficient funds to meet unforeseen technology needs.

Goal: Collection Development: To develop and maintain a collection that reflects the changing needs of patrons.

Objective 1: To increase funding for other formats as needed.

Goal: Library Services/Quality Control: To maximize library services using allocated resources.

Objective 1: To have well maintained facilities Districtwide that serve patron needs.

Activity 1: Provide input for capital improvement plans at each location.

Activity 2: Provide support for facility improvement planning and fundraising efforts at each location, including new facility planning at Maupin location.

Objective 2: To develop long range plan for improving library services.

Activity 1: Evaluate increasing service levels or adding new services as District becomes financially stable and services sustainable.

Activity 2: Seek alternative sources of funding.

Objective 3: To regularly review and employ emerging technologies to maximize library services to staff and public.

Goal: Endowment Fund: To establish an endowment fund over time with fundraising goals and projects.

Revised 2/11/14

December 13, 2013

Proposed

FISCAL YEAR 2014-2015 BUDGET

WASCO COUNTY LIBRARY SERVICE DISTRICT

REVENUE

Beginning Fund Balance	609,887
Property Tax - Current Year	1,167,447
Property Tax - Prior Year	46,698
Interest	3,861
TOTAL RESOURCES	1,827,893

EXPENDITURES

Contractual Library Services	
City of The Dalles	1,076,632
Dufur School District	19,596
City of Maupin	46,136
Subtotal Library Services	1,142,364
Legal Services	3,000
Audit	3,400
Office Supplies	350
Legal Notices	500
Taxes/Permits/Assessments	550
Total Expenditures	1,150,164
Reserved for Future Expenditure	649,729
Contingency	25,000
Unappropriated	3,000
Total	1,827,893