

City of Rainier Library Board Meeting

Minutes

2024-04-12 — 9:00 am

COUNCIL CHAMBERS, RAINIER CITY HALL

106 W B ST., FL 2

RAINIER, OR 97048

To provide diverse learning opportunities to the Rainier community.

Board Members present:

- **Marcia Roberts, Board Chair**
- **Jasmin Elwood**
- **Tonya Higgins**
- **Rosemary Scandale**
- **R. Allen Snider, Board Secretary / Library Director**

Board Members absent:

- **Sharon Erdman**
- **Erika Ladage**

City Representatives present:

- **Connie Budge, City Councilor / Library Liaison**

Community members present:

- **none**

Visitor Comments

None

Consider Approval of Previous Minutes

Rosemary Scandale moved to approve the minutes. Jasmin Elwood seconded the motion, and it passed unanimously.

Discussion

4. Old Business

a. Goal Setting

Marcia Roberts gave an overview of her meeting with the Rainier Senior Center, which included beginning to plan a joint “Mystery Tea” for next year, as well as co-hosting an inter-generational Grandparents Day event. The Senior Center also offered donations from their own small library as a source for future RCL book-sales.

After a review of the “Working Together: Roles and Responsibilities” [attachment](#) — with particular recommendations by Connie Budge for a Rainier-focused version, adding columns for the roles of City Council and Administration, and City Library Liaison — it was mutually agreed to cycle the foundation of a Friends non-profit to the “back-burner” for now, while we collectively stay attuned to any potentially passionate candidates.

b. Policies

Marcia Roberts discussed the overall emphasis on prioritizing policy and process refinements, following the lead of the City Council and Administration, and generally getting administrative items in order as much as possible.

Connie Budge refreshed the Board on Rainier Municipal Code 2.20 (as [attached](#)), clarifying that the Board has its “full slate” of 5 members plus an alternate.

Marcia and Connie concluded by asking members to read and study 3 key attachments: (1) the “Working Together” Roles [tables](#), (2) the United for Libraries “Public Library Trustee Ethics Statement” [agreement](#), and (3) the “Board Evaluates Itself” [questionnaire](#) — with plans to review these documents in particular at a Board Work Session, which, after general discussion and mutual deliberation, was scheduled for Friday, April 26th at 9:00, in the Library.

c. Volunteer Updates

Rosemary Scandale gave an update on her recent chat with folks at the Rainier Senior Center, to connect and share ideas on Rosemary's book delivery project — including lending policies, registration processes, and circulation of media.

d. Booksale Planning

After brief prefatory remarks / general discussion, it was mutually agreed to table this item for fuller discussion in the future.

5. New Business

e. Board Process and Policies

Item was discussed above under § 4.b.

f. Financials

Connie Budge highlighted items on the City's budget and ledger documents, including offering contemporary context with the 2012–13 budget summary [attachment](#).

Marcia Roberts and Connie gave some impressions of the City's last audit, as recently reported to the Council. Marcia and Connie also urged us all to look for opportunities to deepen our own understanding of the local budget, to clarify the Library's own compliance and best practices, and to share the Library's value in the larger community.

Allen Snider, Marcia, and Connie discussed the need for scheduling a set day each month for counting on-site revenue, and mutually agreed to include regular financial reporting in our Board Meeting packets moving forward.

g. Summer Reading 2024

After brief prefatory remarks / general discussion, it was mutually agreed to table this item for fuller discussion in the future.

The next meeting was scheduled for 2024-05-10 at 9:00 am in City Hall.

The meeting adjourned around 10:40 am.

Signed:

Marcia Roberts, Chair

R. Allen Snider, Secretary / Library Director

*

* Public Records Note: The above is a more-or-less-detailed outline of the proceedings based on notes taken contemporaneously. All applicable portions of Rainier City Library Board meetings generally will be made available in full as publicly-shared digital audio recordings shortly after each meeting concludes.

Please contact the [Library Director](library@mirroredlamp.com) for links and more information.

April 2024
Preliminary Data Selection

Date	Visitors	Week No.	Day of Week
2024-04-01	0	14	Mon.
2024-04-02	16	14	Tue.
2024-04-03	13	14	Wed.
2024-04-04	13	14	Thu.
2024-04-05	23	14	Fri.
2024-04-06	8	14	Sat.
2024-04-07	0	15	Sun.
2024-04-08	0	15	Mon.
2024-04-09	10	15	Tue.
2024-04-10	17	15	Wed.
2024-04-11	†	15	Thu.
2024-04-12	16	15	Fri.
2024-04-13	8	15	Sat.
2024-04-14	0	16	Sun.
2024-04-15	0	16	Mon.
2024-04-16	10	16	Tue.
2024-04-17	12	16	Wed.
2024-04-18	11	16	Thu.
2024-04-19	9	16	Fri.
2024-04-20	4	16	Sat.
2024-04-21	0	17	Sun.
2024-04-22	0	17	Mon.
2024-04-23	16	17	Tue.
2024-04-24	13	17	Wed.
2024-04-25	10	17	Thu.
2024-04-26	4	17	Fri.
2024-04-27	9	17	Sat.
2024-04-28	0	18	Sun.
2024-04-29	0	18	Mon.
2024-04-30	16	18	Tue.
Total:	238		

Mirrored Lamp LLC (R. Allen Snider)
 Employee Name (Please Print)

Library
 Department

Vendor # 3824
 Rate \$ 37.68

Apr. '24
 Invoice # 23410
 Amnt. \$ 5,225.00

Totals

Week #	14							15							16							17							18			
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Office Use	
Regular Hours	0.00	7.50	6.50	7.90	6.40	5.50	0.00	0.00	7.60	6.40	8.00	8.10	5.10	0.00	0.00	7.40	6.10	7.65	6.50	5.50	0.00	0.00	7.90	6.15	8.10	6.10	5.50	0.00	0.00	7.65	143.55	
																															0.00	
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																															0.00	

 Department Head Signature Date

R. Allen Snider 2024-04-30
 Employee Signature Date



Mirrored Lamp LLC
 2355 State St.
 Suite 101, Salem, OR 97301 United States
 library@mirroredlamp.com | 503-395-5863

Invoice #23410

Issue date
 Apr 30, 2024

City Library Services (Apr. '24)

Thanks! — Allen
 [Rian Allen Snider, Mirrored Lamp LLC (Vendor No. 3824)]
 Additional Recipients: sjorgensen@cityofrainier.com

Customer

City of Rainier attn: Sarah Blodgett,
 Office Manager
 City of Rainier
 sbloodgett@cityofrainier.com
 503-556-7301
 106 W B Street
 PO Box # 100
 Rainier, OR 97048

Invoice Details

PDF created April 30, 2024
 \$5,225.00
 Service date April 30, 2024

Payment

Due May 10, 2024
 \$5,225.00

Items	Quantity	Price	Amount
City Library Service Hours <i>April 2024</i> (2024-04-01 – 2024-04-30) [FY23/Q4a] Cumulative Days: 21 Hours: 143.55 Rate: \$37.68/hr.	1	\$5,225.00	\$5,225.00

Subtotal \$5,225.00

Total Due \$5,225.00



Pay online

To pay your invoice go to <https://squareup.com/u/PQcjcVgP>
 Or open the camera on your mobile device and place the QR code in the camera's view.

May 2024

April 2024							May 2024							June 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6				1	2	3	4								1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

■ Rainier City Library - Shared

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4 - 12:30 May Board Meeting (FY2023n09), Packet Due to Send
5	6	7	8	9	10 - 09:00 May Library Board Board Meeting (FY202324n09)	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Closure, U.S. Holiday/Observation
26	27	28	29	30	31 - 16:30 Square Invoice n.23411 (2024-05), Due to Send - 18:00 Friday Films 24n5 - Star Wars	1

June 2024

May 2024							June 2024							July 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4						1			1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31						
							30															

■ Rainier City Library - Shared

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
					<ul style="list-style-type: none"> 16:30 Square Invoice n.23411 (2024-05), Due to Send 18:00 Friday Films 24n5 - Star Wars 	
2	3	4	5	6	7	8
						<ul style="list-style-type: none"> 12:30 June Board Meeting (FY202324n10), Packet Due to Send
9	10	11	12	13	14	15
					<ul style="list-style-type: none"> 09:00 June Library Board Meeting (FY202324n10) 	
16	17	18	19	20	21	22
			Closure, U.S. Holiday/Observance: Juneteenth			
23	24	25	26	27	28	29
					<ul style="list-style-type: none"> 18:00 Friday Films 24n6 - Jaws 	
30	1	2	3	4	5	6
End of Fiscal Year 2023-24 <ul style="list-style-type: none"> 16:30 Square Invoice n.23412 (2024-06), Due to Send 						

April 2024
Revenue Logs

Page	Line	Date	Name	Item	Qty	Amount	
1	1	2024-04-01	RAS	prints	1	\$ 0.25	
1	2	2024-04-01	RAS	donates	—	\$ 2.50	
1	3	2024-04-01	RAS	prints	4	\$ 1.00	
1	4	2024-04-03	RAS	prints	1	\$ 0.25	
1	5	2024-04-03	RAS	donates	—	\$ 0.75	
1	6	2024-04-03	RAS	prints	1	\$ 0.25	
1	7	2024-04-03	KLF	prints	18	\$ 4.50	
1	8	2024-04-03	KLF	prints	5	\$ 2.25	
1	9	2024-04-04	R.S.	prints	4	\$ 1.00	
1	10	2024-04-04	RAS	prints	1	\$ 0.25	
1	11	2024-04-04	RAS	books	—	\$ 1.00	
1	12	2024-04-04	RAS	prints	44	\$ 11.00	
1	13	2024-04-05	RAS	books	—	\$ 1.00	
1	14	2024-04-05	RAS	prints	1	\$ 0.25	
1	15	2024-04-06	RAS	prints	9	\$ 2.25	
1	16	2024-04-09	RAS	prints	6	\$ 1.50	
1	17	2024-04-09	RAS	prints	10	\$ 2.50	
1	18	2024-04-09	RAS	donates	—	\$ 0.50	
1	19	2024-04-10	RAS	prints	40	\$ 10.00	
1	20	2024-04-10	RAS	prints	8	\$ 2.00	
1	21	2024-04-10	RAS	prints	24	\$ 6.00	
1	22	2024-04-11	R.S.	prints	1	\$ 0.25	
1	23	2024-04-11	RAS	prints	20	\$ 5.00	
1	24	2024-04-12	RAS	prints	1	\$ 0.25	
1	25	2024-04-13	RAS	books	—	\$ 0.50	
1	26	2024-04-16	RAS	prints	6	\$ 1.50	
1	27	2024-04-17	RAS	prints	1	\$ 0.25	
1	28	2024-04-19	RAS	prints	4	\$ 1.00	<u>Σ(p1)</u> \$ 59.75
2	1	2024-04-23	RAS	prints	12	\$ 3.00	
2	2	2024-04-24	RAS	prints	8	\$ 2.00	
2	3	2024-04-25	RAS	prints	9	\$ 2.25	
2	4	2024-04-26	RAS	prints	1	\$ 0.25	
2	5	2024-04-27	RAS	books	—	\$ 1.00	
2	6	2024-04-30	RAS	books	—	\$ 2.00	
2	7	2024-04-30	RAS	prints	2	\$ 0.50	<u>Σ(p2)</u> \$ 14.00
2	8	2024-04-30	RAS	prints	12	\$ 3.00	
Total						\$ 73.75	

Shared Attachments Index, RCL Board Meeting, 2024-05-10

N.	title	filename	extent	filesize	url
1	City of Rainier, Library Board Meeting, Agenda, 2024-05-10, 9:00	1-agenda-20240510.pdf	1 page	403 KB	https://1drv.ms/h/s!AptokYPOv9UghNE3l7CbwtmcovttEg
4	RCL Preliminary Data Selection (April 2024)	4-prelim-data-202404.pdf	1 page	82 KB	https://1drv.ms/b/s!AptokYPOv9UghNEsdhAFF-yT-b3WVQ
5	City Library Timesheet (April 2024)	5-city-timesheet-202404.pdf	1 page	232 KB	https://1drv.ms/b/s!AptokYPOv9UghNEuDr5gu8tocFguHA
6	Square Invoice N.23410, Mirrored Lamp LLC - City of Rainier (as issued, 2024-04-30)	6-square-invoice-23410d.pdf	1 page	52 KB	https://1drv.ms/h/s!AptokYPOv9UghNEFr7hlc7Usi3n5D7g
7a	Rainier City Library - Shared calendar, May 2024	7a-shared-calendar-202405.pdf	1 page	41 KB	https://1drv.ms/b/s!AptokYPOv9UghNIBafsqPxeR2uIg
7b	Rainier City Library - Shared calendar, June 2024	7b-shared-calendar-202406.pdf	1 page	43 KB	https://1drv.ms/b/s!AptokYPOv9UghNIAj_9Zu0WfffxzEw
8	RCL Revenue Log-tables (April 2024)	8-revenue-logs-202404.pdf	1 page	107 KB	https://1drv.ms/h/s!AptokYPOv9UghNEf4qG_F9XeaIyjiQ
900a	Shared Attachments Index, RCL Board Meeting, 2024-05-10	900a-attachments-20240510.pdf	1 page	128 KB	https://1drv.ms/b/s!AptokYPOv9UghNIFr1Y10Cl1WkFFHQ
900b	Shared Directory Index, RCL Board Meeting, 2024-05-10	900b-directories-20240510.pdf	1 page	115 KB	https://1drv.ms/b/s!AptokYPOv9UghNIDZgutJXwCdjjrFg
901	Rainier City Charter	901-amended-charter-of-the-city-of-rainier-1994.pdf	10 pages	351 KB	https://1drv.ms/h/s!AptokYPOv9UghNEQm8JCs1JocctKSEA
902	Local Budgeting in Oregon (Dept. of Revenue, 150-504-400, Rev. 02-14)	902-local-budgeting-oregon-150-504-400-2014.pdf	17 pages	481 KB	https://1drv.ms/b/s!AptokYPOv9UghNEOHzeE3a5UwaZcove
903	Budgeting Basics (League of Oregon Cities, Local Focus, Q1 2022)	903-budgeting-basics-oregon-cities-2022.pdf	5 pages	564 KB	https://1drv.ms/b/s!AptokYPOv9UghNEFwRofJ35A25SszaYA
904	Pre-meeting Topics for Budget Committee Discussions	904-local-budget-committee-premeeting-discussion-topics.pdf	1 page	58 KB	https://1drv.ms/h/s!AptokYPOv9UghNEF7PBuxqmdtzqkFg
905	Oregon Local Budgeting Manual (Dept. of Revenue, 150-504-420)	905-local-budgeting-manual-150-504-420.pdf	115 pages	1.8 MB	https://1drv.ms/b/s!AptokYPOv9UghNEFvPhXTruK0AsJ2N0w
906	A Guide to Nonprofit Board Service in Oregon - Office of the Attorney General	906-guide-nonprofit-board-service-oregon-attorney-general-2022.pdf	16 pages	311 KB	https://1drv.ms/b/s!AptokYPOv9UghNEH-vyFNG6Xp-Peow
907	Public Records and Meetings Manual - Oregon Department of Justice, Attorney General (2019)	907-public-records-and-meetings-manual-oregon-doj-2019.pdf	426 pages	2.9 MB	https://1drv.ms/h/s!AptokYPOv9UghNEFxqEa9fBy008kba
908	Nonprofit Health Check Quick Assessment, Tools, and Resources (Nonprofit Association of Oregon, 2020)	908-nonprofit-health-check-quick-assessment-tools-resources-nao-2020.pdf	11 pages	1.8 MB	https://1drv.ms/b/s!AptokYPOv9UghNEFSznVR-0HJ7R9biw
909	Rainier Public Library Strategic Plan, 2005	909-rainier-public-library-strategic-plan-rdi-2005-scans.pdf	49 pages	4.5 MB	https://1drv.ms/b/s!AptokYPOv9UghNEFYQZiC1EaaBPYGhw
910	Goal and Strategic Plan Ideas, 2024 (via Marcia Roberts, et al.)	910-rcl-goal-and-strategic-plan-ideas-2024.pdf	3 pages	55 KB	https://1drv.ms/h/s!AptokYPOv9UghNEFTJ0q1DbSdp9f_gw
911	Three Duties and Two Lessons - Deborah Doyle & Kathy Spindel (United for Libraries)	911-three-duties-and-two-lessons-united-for-libraries.pdf	2 pages	41 KB	https://1drv.ms/b/s!AptokYPOv9UghNEFP85-4gr9uWzZaQ
912	Rainier City Library Volunteer Application Form DRAFTS	912-rcl-draft-volunteer-forms.pdf	8 pages	294 KB	https://1drv.ms/b/s!AptokYPOv9UghNEFM5Hsn-FrgqsYdNA
913	City of Rainier General Ledger, Expense vs. Budget reports, 2024-02-14	913-cor-general-ledger-expense-v-budget-20240214.pdf	3 pages	4.1 MB	https://1drv.ms/h/s!AptokYPOv9UghNEF7X4AWJjcc9B-cMg
914	Rainier City Library Revenue Logs, April 2024 (scans of desk folder)	914-rcl-revenue-logs-202404-scans.pdf	2 pages	604 KB	https://1drv.ms/b/s!AptokYPOv9UghNEFTNjfn4n_Rokr0Q
915a	Friday Films 2024 posters, No. 5 - Star Wars (png, standard-quality)	915a-friday-films-n5-1x-solid.png	1 page	523 KB	https://1drv.ms/i/s!AptokYPOv9UghNEl8LcwspxaiWzR5Q
915b	Friday Films 2024 posters, No. 5 - Star Wars (pdf, print-quality)	915b-friday-films-n5-flat-rgb-print.pdf	1 page	1.7 MB	https://1drv.ms/h/s!AptokYPOv9UghNEK4ffyYsT54Ykm9Q
915c	Friday Films 2024, No. 5 ("Star Wars") Poster (jpeg, share-quality)	915c-friday-films-n5-1x-80p.jpg	1 page	265 KB	https://1drv.ms/i/s!AptokYPOv9UghNEFJ1v-rK5uTTL7r0g
916	2024 Rainier City Wide Garage Sale poster	916-rainier-citywide-sale-poster-2024.pdf	1 page	264 KB	https://1drv.ms/b/s!AptokYPOv9UghNEFntz6R8JmZ0GL10A
917	Libraryworld - Standard Renewal, Invoice 14805 (2024)	917-standard-renewal-invoice-14805-libraryworld-2024.pdf	1 page	26 KB	https://1drv.ms/h/s!AptokYPOv9UghNEIlyoG0eylXntMrw
918	DRAFT Template - "City of Rainier, Library Board Meeting, Agenda"	918-rcl-updated-agenda-template-draft.pdf	1 page	316 KB	https://1drv.ms/b/s!AptokYPOv9UghNEFP3vhX6nJzi8o-UQ
919	Selecting a BISAC Code - Book Industry Study Group (2023)	919-selecting-a-bisac-code-book-industry-study-group-2023.pdf	1 page	57 KB	https://1drv.ms/b/s!AptokYPOv9UghNEGPFERwhBs0eXynww
920	BISAC Instructions (Fiction) - Book Industry Study Group (2023)	920-bisac-instructions-fiction-book-industry-study-group-2023.pdf	2 pages	28 KB	https://1drv.ms/h/s!AptokYPOv9UghNEFR5w5F49B6HRRBQ
921	RCL letter, to Rosemary Scandale, accepting her resignation as volunteer, as signed, 2024-05-08	921-letter-to-rosemary-scandale-re-resignation-20240508-signed.pdf	1 page	187 KB	https://1drv.ms/b/s!AptokYPOv9UghNE-sTJHFVvvh-1V0Q
922	Note from Rosemary Scandale, new for Agenda, announcing resignation, received 2024-05-08	922-agenda-card-rosemary-resignation-20240508.pdf	1 page	41 KB	https://1drv.ms/b/s!AptokYPOv9UghNEF90asX2NwxR0_UeQ

Shared Directory Index, RCL Board Meeting, 2024-05-10

host	directory	url
OneDrive (Microsoft)	shared/library-board-meetings/2024-05-10/	https://1drv.ms/f/s!AptokYP0v9UghNB9G8bg2R3qtqEkPg
Google Drive	rcl-shared/library-board-meetings/2024-05-10/	https://drive.google.com/drive/folders/13U51NZ7m8_urM6gUW-DWmHqMrHSQD4zW
Proton Drive	rcl-shared/library-board-meetings/2024-05-10/	https://drive.proton.me/urls/9GSVRBS098#rfhmcBcMuDFx