

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: February 18, 2020

4:00

Location: The Dalles

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board Meeting
January 21, 2020
Location: The Dalles

SUBJECT TO APPROVAL

Board members present: Carolyn Wood, Dick Stentz, Rita Rathkey, Mary Beechler, and Tina Coleman

Staff present: Jeff Wavrunek, Bronte Dodd, Sarah Tierney

Called to order: 4:01 by Dick Stentz

Corrections to minutes: none; Carolyn Wood moved to approve the minutes, Rita Rathkey seconded, and the minutes were passed.

Recognition of visitors and interested parties: none

Director's Reports:

Maupin – Maupin has received a grant for children's books. The shelving has been installed and the furniture is due to be received in late February. The author of *Whiskey When We're Dry*, John Larison, will be coming to the Maupin Library for an author visit as part of a Wasco County Cultural Trust grant. The summer reading program performers have all been booked and the library is still fundraising. April 19 is the target date for the Library's grand opening.

Dufur – Pajama story-time has started on Tuesday evenings and is off to a promising start. The BLT Teen Advisory Board kicked-off recently and generated some good interest from the teens. There will be a Scholastic Book Fair in February that always seems to raise a lot of money for the school and library. There was a discussion revolving around the principal pulling a substitute out of the library when Sarah had jury duty. In the future the principal has agreed to close the library and to post the closing to the general public.

The Dalles – Suzanne Murray has been hired to fill a second Library Page position that had gone unfilled until now. She has 19 years of library experience from the Sandy Public Library and her help has been warmly accepted by the rest of the staff during busy times. The self-checkout is broke again. If the fix is too expensive, it was suggested that new self-checkout options be explored. The Soup Night was cancelled for lack of volunteers to make the soup. The library will be offering a skateboard construction and design program for teens that will take place over three Saturdays. Also, two Saturday SAT preparation workshops will be held at the library to help high school students do well on their college entrance exams.

Old Business: Maintenance has assured the library they will start the water fountain project in the hallway before the end of January. The Library District is getting close to providing the Kanopy video streaming platform to the county's residents.

New Business: The Library District's consortium membership fees could almost double next year. Many libraries in the Sage System, especially the smaller ones, are unhappy with the current cost structure. The bigger libraries will probably end up paying more money. Because The Dalles Library pays the Sage membership fee for Maupin and Dufur, as well as The Dalles, the additional cost will be budgeted into the FY20/21 budget for The Dalles Library. Also, the cost of the Kanopy video streaming service will be built into the FY20/21 budget of The Dalles Library, as The Dalles will be paying for the streaming service for the whole Library District.

Financial Review: Nothing seemed amiss.

The next Library Board meeting will be February 18, 4 pm, at The Dalles Library.

Meeting was adjourned at 5:34 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Dick Stentz, Chair

Tina Coleman, Vice Chair

Rita Rathkey, Board Member

Carolyn Wood, Board Member

Mary Beechler, Board Member

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,722,501.76	1,386,290.00	(336,211.76)	124.3
TOTAL SOURCE 300	.00	1,722,501.76	1,386,290.00	(336,211.76)	124.3
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	3,612.00	3,612.00	3,445.00	(167.00)	104.9
TOTAL GRANTS	3,612.00	3,612.00	3,445.00	(167.00)	104.9
<u>SOURCE 336</u>					
004-0000-336.10-0 PRIVATE SECTOR GRANTS	.00	77,755.00	77,755.00	.00	100.0
TOTAL SOURCE 336	.00	77,755.00	77,755.00	.00	100.0
<u>LOCAL GOVERNMENT REVENUES</u>					
004-0000-337.10-0 URBAN RENEWAL	.00	.00	.00	.00	.0
004-0000-337.20-0 SHARE OF LIBRARY TAXES	.00	654,211.50	1,308,423.00	654,211.50	50.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	654,211.50	1,308,423.00	654,211.50	50.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,917.14	11,371.70	14,300.00	2,928.30	79.5
TOTAL FINES	1,917.14	11,371.70	14,300.00	2,928.30	79.5
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	3,141.63	21,186.50	21,500.00	313.50	98.5
TOTAL INTEREST REVENUES	3,141.63	21,186.50	21,500.00	313.50	98.5
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	.00	300.00	300.00	.0
TOTAL GIFTS AND DONATIONS	.00	.00	300.00	300.00	.0

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	.00	100.00	100.00	.0
TOTAL OTHER MISC REVENUES	.00	.00	100.00	100.00	.0
<u>OPERATING TRANSFERS IN</u>					
004-0000-391.37-0 FROM CAPITAL PROJECT FUND	.00	.00	.00	.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	.00	.00	.0
 TOTAL FUND REVENUE	 8,670.77	 2,490,638.46	 2,812,113.00	 321,474.54	 88.6

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	40,606.04	273,185.14	478,993.00	205,807.86 57.0
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,776.75	15,395.04	37,606.00	22,270.96 40.8
004-2100-000.13-00	OVERTIME SALARIES	76.33	525.00	6,000.00	5,475.00 8.8
004-2100-000.21-10	MEDICAL INSURANCE	12,661.44	86,794.08	169,227.00	82,432.92 51.3
004-2100-000.21-20	L-T DISABILITY INSURANCE	277.04	1,880.16	3,134.00	1,253.84 60.0
004-2100-000.21-30	LIFE INSURANCE	41.84	298.68	528.00	231.32 56.2
004-2100-000.21-40	WORKERS COMP INSURANCE	21.85	1,326.89	1,853.00	326.11 80.3
004-2100-000.22-00	FICA	3,244.83	21,573.03	36,871.00	15,297.84 58.6
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,106.40	24,988.13	62,923.00	37,904.87 39.7
004-2100-000.28-00	VEBA CONTRIBUTIONS	644.61	2,780.69	4,655.00	1,874.31 59.7
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	20.00	125.00	120.00 (5.00)	104.2
004-2100-000.31-10	CONTRACTUAL SERVICES	6,447.43	55,160.99	178,952.00	123,791.01 30.8
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	211.27	1,334.39	4,980.00	3,645.61 26.8
004-2100-000.41-20	GARBAGE SERVICES	95.00	570.00	1,587.00	1,017.00 35.9
004-2100-000.41-40	ELECTRICITY	2,627.17	12,241.67	29,650.00	17,408.33 41.3
004-2100-000.43-10	BUILDINGS AND GROUNDS	589.22	7,354.04	33,900.00	26,545.66 21.7
004-2100-000.43-40	OFFICE EQUIPMENT	.00	.00	23,771.00	23,771.00 .0
004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	400.00	400.00 .0
004-2100-000.43-51	GAS/OIL/LUBRICANTS	.00	14.00	.00 (14.00)	.0
004-2100-000.43-52	LIBRARY VEHICLE	.00	309.72	3,650.00	3,340.28 8.5
004-2100-000.43-77	HVAC SYSTEMS	466.50	726.30	6,246.00	5,519.70 11.6
004-2100-000.52-10	LIABILITY	.00	3,945.19	4,630.00	684.81 85.2
004-2100-000.52-30	PROPERTY	.00	5,482.57	7,289.00	1,806.43 75.2
004-2100-000.52-50	AUTOMOTIVE	.00	427.84	625.00	197.36 68.4
004-2100-000.53-20	POSTAGE	5.71	109.89	2,300.00	2,190.11 4.8
004-2100-000.53-30	TELEPHONE	807.59	5,253.62	12,031.00	6,777.38 43.7
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	622.31	14,062.00	13,439.69 4.4
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	145.00	10,789.00	10,644.00 1.3
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	554.00	4,259.00	3,705.00 13.0
004-2100-000.60-10	OFFICE SUPPLIES	267.05	2,351.35	36,576.00	34,224.65 6.4
004-2100-000.60-20	JANITORIAL SUPPLIES	536.03	2,540.15	5,900.00	3,359.85 43.1
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	4,043.39	15,601.17	135,838.00	120,236.83 11.5
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	8,773.90	66,032.48	111,500.00	55,467.52 50.3
004-2100-000.64-30	LIBRARY PERIODICALS	184.84	1,504.48	5,073.00	3,568.52 29.7
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,576.00	10,255.41	38,749.00	28,493.59 26.5
004-2100-000.64-80	COMPUTER SOFTWARE	.00	1,411.24	33,697.00	32,286.76 4.2
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,500.00	1,500.00 .0
004-2100-000.69-80	ASSETS < \$5000	.00	34,839.51	56,815.00	21,975.49 61.3
004-2100-000.72-20	BUILDINGS	.00	4,278.50	33,600.00	29,321.50 12.7
004-2100-000.74-20	VEHICLES	.00	.00	.00	.00 .0
004-2100-000.74-30	FURNITURE AND FIXTURES	.00	.00	.00	.00 .0
004-2100-000.74-40	OFFICE EQUIPMENT	.00	.00	.00	.00 .0
004-2100-000.74-50	COMPUTER EQUIPMENT	.00	.00	.00	.00 .0
TOTAL LIBRARY		91,107.83	651,845.49	1,600,829.00	948,983.51 40.7

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	9,293.55	65,054.85	102,229.00	37,174.15	63.6
004-9500-000.81-10 TO UNEMPLOYMENT FUND	237.55	1,662.85	2,613.00	950.15	63.6
004-9500-000.88-00 CONTINGENCY	.00	.00	217,455.00	217,455.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	155,504.00	155,504.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	733,483.00	733,483.00	.0
TOTAL OTHER	9,531.10	66,717.70	1,211,284.00	1,144,566.30	5.5
TOTAL FUND EXPENDITURES	100,638.93	718,563.19	2,812,113.00	2,093,549.81	25.6

STATS for 2019-2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
VISITOR COUNT	13,091	11,265	11,132	13,333	9,702	10,959	11,300					
INTERNET USERS	1,418	1,501	1,411	1,169	996	1,006	1,057					
Overdrive Read	131	137	170	141	152	127	162					
Open EPUB ebook	3	2	3	3	0	2	1					
overdrive video	0	0	0	0	0	0	0					
adobe PDF ebook	0	0	0	0	0	0	0					
kindle book	221	192	176	226	180	149	169					
adobe EPUB ebook	85	62	81	94	83	82	92					
overdrive MP3 audio	372	324	355	300	310	337	356					
Open PDF ebook	0	0	0	0	0	0	0					
Pending (ebook)	47	37	44	34	33	39	40					
Pending (audiobook)	36	25	37	39	33	34	30					
overdrive Listens	327	331	308	438	384	421	424					
Kobo ebook	0	0	0	0	0	0	0					
LIBRARY2Go total	1,222	1,110	1,174	1,275	1,175	1,191	1,274					
TUMBLEBOOKS	3	1	154	307	34	99	74					
PATRONS ADDED	89	82	142	133	48	68	93					
ILL'S SENT	1,425	1,377	1,230	1,333	1,290	1,251	1,361					
ILL'S RECEIVED	748	787	682	775	698	739	851					
MONTHLY CIRC	20,765	20,190	18,945	19,188	17,448	18,214	19,548					
LIBRARY2GO	1,222	1,110	1,174	1,275	1,175	1,191	1,274					
TOTAL CIRC	21,987	21,300	20,119	20,468	18,623	19,405	20,822					

2020-01	TDWCL	ARCHIVAL	18
2020-01	TDWCL	ASK AT DESK	38
2020-01	TDWCL	AUDIO BOOKS	344
2020-01	TDWCL	Adult Graphic Novel	15
2020-01	TDWCL	BIOGRAPHIES	38
2020-01	TDWCL	Board Games	6
2020-01	TDWCL	CHILDREN'S AUDIOS	34
2020-01	TDWCL	CHILDREN'S BIOGRAPHIES	8
2020-01	TDWCL	CHILDREN'S BOARD BOOKS	171
2020-01	TDWCL	CHILDREN'S FICTION	410
2020-01	TDWCL	CHILDREN'S NON FICTION	454
2020-01	TDWCL	CHILDREN'S PAPERBACKS	3
2020-01	TDWCL	CHILDREN'S TINY BOOKS	5
2020-01	TDWCL	CHILDREN'S BIOGRAPHY	7
2020-01	TDWCL	CHRISTIAN FICTION	106
2020-01	TDWCL	DVD	2
2020-01	TDWCL	EARLY READER	826
2020-01	TDWCL	FICTION	888
2020-01	TDWCL	Game Center	3
2020-01	TDWCL	J Graphic Novel	254
2020-01	TDWCL	JUVENILE SERIES	203
2020-01	TDWCL	LARGE PRINT	369
2020-01	TDWCL	LIBROS EN ESPANOL	64
2020-01	TDWCL	LUCKY DAY VIDEOS	1
2020-01	TDWCL	MAGAZINES	17
2020-01	TDWCL	MANGA COLLECTION	140
2020-01	TDWCL	Music CD's	25
2020-01	TDWCL	NEW BOOKS	1721
2020-01	TDWCL	NON-FICTION	829
2020-01	TDWCL	OREGON BATTLE OF THE BO	30
2020-01	TDWCL	OVERSIZE COLLECTION	7
2020-01	TDWCL	PICTURE BOOKS	1764
2020-01	TDWCL	Stacks	2
2020-01	TDWCL	VIDEO RACK	9449
2020-01	TDWCL	Wifi Hotspots	181
2020-01	TDWCL	YA Graphic Novel	26
2020-01	TDWCL	YOUNG ADULT FICTION	137
2020-01	TDWCL	YOUNG ADULT NON-FICTION	12

Today's Date			
Youth Services			NOTES ABOUT EVENT
Date	Name of Event/Outreach	Total includes adults	
1/8/2020	Baby Storytime	18	
1/15/2020	Baby Storytime	5	
1/22/2020	Baby Storytime	4	
1/29/2020	Baby Storytime	5	
1/2/2020	Toddler Storytime	16	
1/9/2020	Toddler Storytime	15	
1/16/2020	Toddler Storytime	0	bad weather
1/23/2020	Toddler Storytime	13	
1/30/2020	Toddler Storytime	7	
1/10/2020	Pre-School Storytime	27	
1/17/2020	Pre-School Storytime	22	
1/24/2020	Pre-School Storytime	30	
1/31/2020	Pre-School Storytime	31	
1/2/2020	Play & Learn	5	
1/9/2020	Play & Learn	8	
1/10/2020	Play & Learn	20	
1/16/2020	Play & Learn	0	bad weather
1/17/2020	Play & Learn	15	
1/23/2020	Play & Learn	10	
1/24/2020	Play & Learn	23	
1/30/2020	Play & Learn	5	
1/31/2020	Play & Learn	25	
1/8/2020	Early Headstart here	9	
1/3/2020	Fun Friday	10	2 brand new families, none of my regulars
1/10/2020	Fun Friday	16	
1/17/2020	Fun Friday	18	
1/24/2020	Fun Friday	16	
1/31/2020	Fun Friday	23	
1/3/2020	Discovery Center - OWLS	135	
1/4/2020	Family Storytime	3	
1/11/2020	Cuentos y Crafts	4	
1/10/2020	Pre-school Yoga		not reported
1/17/2020	Pre-school Yoga		not reported
1/24/2020	Pre-school Yoga	12	
1/31/2020	Pre-school Yoga	17	
1/31/2020	Stuffed Animal Sleepover	20	this number includes parents, plus 4 fantastic volunteers
1/11/2020	Recycled Art w/Marwan	3	
1/16/2020	Outreach - St Mary's	0	school closed
1/16/2020	Outreach - Col. Wright	0	school closed
1/21/2020	Headstart - 3 classes	60	
1/21/2020	Outreach - Chenowith	18	
1/21/2020	Outreach - Mr. Anthony	19	
1/22/2020	Outreach - Chenowith	17	
1/28/2020	Headstart - 1 class	20	
1/14/2020	Outreach-OCDC	22	
1/15/2020	Outreach-OCDC	22	
1/21/2020	Outreach-OCDC	22	
1/22/2020	Outreach-OCDC	22	
January	Winter Reading	50	not much interest by kids this year
	TOTAL	862	

TEEN SERVICES

Date	Name of Event/Outreach		
1/8/2020	Animanga	12	There were _0_ adults, and _11_ teens, and _1_ under age 11
1/4/2020	Open Gaming	3	
1/18/2020	Open Gaming	0	
1/25/2020	Open Gaming	3	
1/11/2020	Cosplay Club	0	
1/25/2020	Cosplay Club	1	
1/7/2020	Coding	3	
1/14/2020	Coding	0	cancelled for inclimate weather
1/21/2020	Coding	0	
1/28/2020	Coding	3	
1/8/2020	Maker Sessions	0	There were __ adults, and __ teens, and __ under 11
1/15/2020	Maker Sessions	3	There were __ adults, and _3_ teens, and __ under 11
1/22/2020	Maker Sessions	0	There were __ adults, and __ teens, and __ under 11
1/29/2020	Maker Sessions	2	There were _1_ adults, and _1_ teens, and __ under 11
1/7/2020	Loteria	0	
1/2/2020	Collage w/Marwan	8	
1/3/2020	String Art	6	
1/9/2020	Smash Books	5	
1/10/2020	Paint Night	16	
1/15/2020	Graphic Novel Club	4	
1/16/2020	Giant Twister	0	No school
1/23/2020	Edible Slime	20	
1/24/2020	Mixed Media w/Marwan	10	
1/29/2020	Open Console Play	5	
1/30/2020	Mini Book Jewelry	8	
1/31/2020	Pinata Crafternoon	7	
1/10/2020	Snacks & Stories TDMS	62	
1/24/2020	OBOB TDMS	16	
1/23/2020	Japan Club	15	
1/30/2020	Japan Club	12	
1/30/2020	OBOB TDMS	16	
1/15/2020	LGBTQ YA Book Club	6	
	TOTAL	246	

Adult Services

<i>Date</i>	<i>Name of Event/Outreach</i>		
1/6/2020	Sewing Club	10	
1/13/2020	Sewing Club	6	There were ___ adults, and ___ teens, and ___ under 11
1/27/2020	Sewing Club	0	There were ___ adults, and ___ teens, and ___ under 11
1/7/2020	Your-Best-Year Ever Book Club	3	There were ___ adults, and ___ teens, and ___ under 11
1/9/2020	Pride Book Club	0	
1/16/2020	3rd Thursday Book Club	5	
1/14/2020	Writers Club	0	
1/28/2020	Writers Club	5	
1/8/2020	Paint Night w/Marwan	19	
1/17/2020	Tea Club	26	
1/21/2020	Suminagashi Marbled Paper	8	
1/29/2020	Recycled Art w/Marwan	12	
1/30/2020	Mediterranean Cooking w/Marwan	10	
1/22/2020	3rd Annual Soup Night	0	cancelled
1/8/2020	Crochet Club		
1/15/2020	Crochet Club		
1/22/2020	Crochet Club	5	
1/29/2020	Crochet Club		
January	Book Raffle	89	Passive
January	Dove Board	23	passive
1/18/2020	Gorge Womxn's March-Outreach	165	
January	Winter Reading	179	
Total		376	

Meeting Room

<i>Date</i>	<i>Name of Event/Outreach</i>	
1/3/2020	pp	6
1/6/2020	pp	5
1/7/2020	us census	6
1/8/2020	friends of the library	6
1/9/2020	pp	3
1/10/2020	pp	4
1/13/2020	pp	4
1/14/2020	pp	3
1/15/2020	pp	8
1/16/2020	pp	5
1/16/2020	pp	8
1/20/2020	pp	4
1/21/2020		4
1/22/2020		4
1/23/2020		6
1/27/2020	pp	5
1/28/2020	pp	4
1/29/2020	pp	5
1/30/2020	pp	4
Total		94