

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Thursday, March 15, 2018  
11:00  
**Location:** Tygh Valley Community Center

- I. CALL TO ORDER
- II. APPROVAL OF 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
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT

- a. Set Next Meeting Date and Location
- b. Adjourn

Wasco County Library Service District  
Board Meeting  
February 20, 2018  
Location: The Dalles

**MINUTES SUBJECT TO APPROVAL**

**Board members present:** Margaret Brewer, Carolyn Wood, Carol Jones, and Rita Rathkey

**Staff present:** Jeff Wavrunek, Sarah Tierney, Rani McPhearson

**Called to order:** at 4:04 pm by Carolyn Wood

**Corrections to minutes:** none, Rita Rathkey moved to approve, seconded by Margaret Brewer, and the minutes were approved.

**Recognition of visitors and interested parties:** none

**Additions to agenda:** Mosier – Jeff has been contacted by County Commissioners Scott Hege and Rod Runyon. They attended a city council meeting in Mosier where they heard that Mosier wants to investigate getting some level of library service. (There followed a discussion about why the City of Mosier residents do not have library service from the District.) Mosier now has a volunteer staffed library. The Dalles Library could supply two laptops, as well as two barcode scanners. According to Sage, adding Mosier as a transfer point would cost almost nothing. There could be weekly courier service to pick up and drop off books. The Dalles Library could give the Mosier Library a Wi-Fi hotspot for Internet access to accommodate the laptops (would charge them a monthly fee). Mosier residents being able to pick up library items right in Mosier would be extremely convenient as they would not have to travel to The Dalles Library. The convenience would be great for adults and children alike. The idea would be to have a pilot program for a year and then evaluate the results. Mosier is hoping to eventually build a community center that might include a library.

Lights – According to maintenance, it is in the plans to put a light on the stairs leading to the upper parking lot.

Tygh Valley – This has been talked about previously, do we want to hold a Board meeting in Tygh Valley? The decision was yes, and it will be on March 15<sup>th</sup> at 11:00 (note: this is a special day and time).

Social media – The police department often gets crime tips via Facebook and they need to be able to archive that information, and have it searchable. The City has decided that all departments will use this service for their Facebook accounts, and share the cost. The library's portion of the cost will be about \$800 per year.

Volunteer policy – There had not been a formal volunteer policy but the Library Board will discuss one at the next meeting.

**Shared Concerns:** There is a continued concern regarding library staff writing grants from The City of The Dalles. Carolyn Wood and Corliss Marsh discussed the issue with City Manager, Julie Krueger. The Library Board decided to investigate the relationship between CGCC and its Foundation to see if a similar agreement between the Library District, City, County and Library Foundation could work.

**Library Directors' Reports:**

**Dufur** – Had a book fair, which was the biggest ever. They brought in \$4,900. They held a soup night on the 15<sup>th</sup>, which was a success. The Dufur Library is setting up for Read across America and getting ready for National Library Week in April. Summer Reading plans are under way.

**Maupin** – There is a lot of rearranging and gathering of information by Maupin's new librarian. There will be new hours beginning in April; they will be open part of the day on Saturdays. They are going to start using high school volunteers to help out with story-times. The Mayor went to Salem and it is looking good for them to get about \$1.5 million for their Civic Center project. (A motion was made by Rita Rathkey, seconded by Carol Jones, to have the Library Board send a letter of endorsement for the project.)

**The Dalles** – The teens had a cool Valentine’s Day program, an Anti-Valentine’s Day, which was well attended by teens. Samantha put out a passive Valentine Day’s program in which she set out supplies and the public could make cards. It was very successful. The horror movie “It” had 19 teens attending. There were no protests, although next time parental permission slips will be gathered. The Children’s position has closed and interviews will start in two weeks. In addition to circulating Wi-Fi hotspots, The Dalles Library now circulates Rokus.

**Old Business:** The Dalles Library had an issue with a “comfort dog” where another patron felt threatened. In the future library staff will ask for a copy of the letter confirming that the dog is indeed a comfort dog.

**New Business:** None

**Financial Review:** The yearly budget for FY18/19 has increased by 3% for all three libraries.

**Stats:** A circulation record for January was set with about 20,400 library items being checked out to library patrons at The Dalles Library.

**Updates:** None

The March meeting will be held on Thursday, March 15<sup>th</sup> at 11:00 in Tygh Valley at the Community Meal site. The April 17<sup>th</sup> meeting will be held in Dufur.

Meeting adjourned at 5:20 pm.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Margaret Brewer, Chair

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Carolyn Wood, Vice-Chair

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Rita Rathkey, Board Member

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Carol Jones, Board Member

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Dick Stentz, Board Member

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
<b>VISITOR COUNT</b>	12,291	13,077	11,395	12,050	10,476	12,674	11,613	11,286				
<b>INTERNET USERS</b>	1,510	1,822	1,523	1,667	1,388	1,250	1,358	1,382				
Overdrive Read	49	56	39	52	22	14	11	14				
Open EPUB ebook	5	5	4	5	6	3	0	2				
overdrive video	0	0	0	0	0	0	0	0				
adobe PDF ebook	1	2	1	0	0	0	0	0				
kindle book	138	149	177	149	198	174	151	195				
adobe EPUB ebook	119	174	97	143	134	136	101	73				
overdrive MP3 audio	420	414	455	541	386	407	399	360				
Open PDF ebook	0	0	0	0	0	0	0	0				
Pending (ebook)	48	64	49	65	75	49	60	49				
Pending (audiobook)	38	52	48	76	65	56	70	40				
overdrive Listens	15	31	20	22	23	16	19	21				
Kobo ebook	0	0	0	0	0	0	0	0				
<b>LIBRARY2Go total</b>	833	947	890	1,053	909	855	811	754				
<b>TUMBLEBOOKS</b>	7	3	112	78	39	444	242	131				
<b>PATRONS ADDED</b>	101	157	125	104	80	81	86	74				
<b>ILL'S SENT</b>	897	969	945	1,041	1,021	1,023	1,220	1,120				
<b>ILL'S RECEIVED</b>	746	752	709	728	636	554	827	749				
<b>MONTHLY CIRC</b>	18,281	18,734	16,941	18,344	17,591	17,106	19,554	17,655				
<b>LIBRARY2GO</b>	833	947	890	1,053	909	855	811	754				
<b>TOTAL CIRC</b>	19,114	19,681	17,831	19,397	18,500	17,961	20,365	18,409				

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,488,865.97	1,135,852.00	( 353,013.97)	131.1
TOTAL SOURCE 300	.00	1,488,865.97	1,135,852.00	( 353,013.97)	131.1
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	3,469.00	3,264.00	( 205.00)	106.3
TOTAL GRANTS	.00	3,469.00	3,264.00	( 205.00)	106.3
<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	616,657.50	1,233,315.00	616,657.50	50.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	616,657.50	1,233,315.00	616,657.50	50.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,601.80	10,078.02	12,500.00	2,421.98	80.6
TOTAL FINES	1,601.80	10,078.02	12,500.00	2,421.98	80.6
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,062.10	11,066.23	7,000.00	( 4,066.23)	158.1
TOTAL INTEREST REVENUES	2,062.10	11,066.23	7,000.00	( 4,066.23)	158.1
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	228.43	228.43	1,000.00	771.57	22.8
TOTAL GIFTS AND DONATIONS	228.43	228.43	1,000.00	771.57	22.8
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	265.92	1,765.92	100.00	( 1,665.92)	1765.9
TOTAL OTHER MISC REVENUES	265.92	1,765.92	100.00	( 1,665.92)	1765.9

CITY OF THE DALLES  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2018

LIBRARY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<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	4,158.25	2,132,131.07	2,393,031.00	260,899.93	89.1

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	36,297.06	289,059.19	427,396.00	138,336.81	67.6
004-2100-000.12-00	2,172.50	28,043.85	70,929.00	42,685.15	39.5
004-2100-000.13-00	22.12	367.62	2,500.00	2,132.38	14.7
004-2100-000.21-10	11,720.51	108,181.28	168,996.00	60,814.72	64.0
004-2100-000.21-20	259.75	2,142.51	3,038.00	895.49	70.5
004-2100-000.21-30	40.62	337.50	503.00	165.50	67.1
004-2100-000.21-40	24.38	2,408.39	3,008.00	599.61	80.1
004-2100-000.22-00	2,839.98	23,339.22	38,313.00	14,973.78	60.9
004-2100-000.23-00	4,142.29	34,559.97	57,120.00	22,560.03	60.5
004-2100-000.28-00	19.35	1,502.71	3,178.00	1,675.29	47.3
004-2100-000.29-00	15.00	110.00	180.00	70.00	61.1
004-2100-000.31-10	2,055.01	38,600.71	73,731.00	35,130.29	52.4
004-2100-000.32-20	.00	.00	500.00	500.00	.0
004-2100-000.41-10	125.27	2,373.58	4,727.00	2,353.44	50.2
004-2100-000.41-20	89.77	586.24	1,122.00	535.76	52.3
004-2100-000.41-40	2,441.77	15,577.15	29,151.00	13,573.85	53.4
004-2100-000.43-10	748.29	2,266.36	27,052.00	24,785.64	8.4
004-2100-000.43-40	.00	1,285.17	17,881.00	16,595.83	7.2
004-2100-000.43-45	.00	.00	300.00	300.00	.0
004-2100-000.43-51	.00	133.75	.00	( 133.75)	.0
004-2100-000.43-52	33.18	450.90	3,200.00	2,749.10	14.1
004-2100-000.43-77	724.75	1,022.87	5,117.00	4,094.33	20.0
004-2100-000.52-10	.00	3,910.02	4,189.00	278.98	93.3
004-2100-000.52-30	.00	5,733.97	6,107.00	373.03	93.9
004-2100-000.52-50	.00	369.55	496.00	106.45	78.5
004-2100-000.53-20	.00	144.71	2,000.00	1,855.29	7.2
004-2100-000.53-30	935.18	5,530.30	9,215.00	3,684.70	60.0
004-2100-000.58-10	415.20	415.20	6,744.00	6,328.80	6.2
004-2100-000.58-50	.00	.00	10,381.00	10,381.00	.0
004-2100-000.58-70	80.00	1,171.00	2,308.00	1,135.00	50.8
004-2100-000.60-10	473.36	13,995.44	32,223.00	18,226.56	43.4
004-2100-000.60-20	280.74	2,529.14	12,441.00	9,911.86	20.3
004-2100-000.60-85	739.69	3,259.67	21,642.00	18,382.33	15.1
004-2100-000.64-20	6,766.04	50,868.00	108,920.00	58,052.00	46.7
004-2100-000.64-30	118.00	2,363.81	5,073.00	2,709.19	46.6
004-2100-000.64-40	1,444.23	13,005.65	25,821.00	12,815.35	50.4
004-2100-000.64-80	2,007.44	2,709.04	22,858.00	20,148.96	11.9
004-2100-000.69-50	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80	5,625.08	5,625.08	135,579.00	129,953.92	4.2
004-2100-000.72-20	.00	.00	85,000.00	85,000.00	.0
004-2100-000.74-20	.00	.00	.00	.00	.0
004-2100-000.74-30	.00	.00	.00	.00	.0
004-2100-000.74-40	.00	.00	.00	.00	.0
004-2100-000.74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	82,656.56	664,000.33	1,429,937.00	765,936.67	46.4

CITY OF THE DALLES  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,727.19	61,817.52	85,619.00	23,801.48	72.2
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	184,362.00	184,362.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	23,153.00	23,153.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	669,960.00	669,960.00	.0
 TOTAL OTHER	 7,727.19	 61,817.52	 963,094.00	 901,276.48	 6.4
 TOTAL FUND EXPENDITURES	 90,383.75	 725,817.85	 2,393,031.00	 1,667,213.15	 30.3



PROGRAM STATISTICS  
February 2018

<b>Children's Services</b>	<b>Attendance</b>
Toddler Story Times	68
Preschool Story Times	78
Outreach programs	08
Fun Fridays	<u>151</u>
<b>Totals:</b>	<b>305</b>
<b>Teen Services</b>	
TLAB	2
Teen Fridays	24
4-H Protobot workshop	21
Brave Art workshop	10
Animanga Club	13
Anti-Valentine's Day	25
6 passive programs	<u>130</u>
<b>Totals:</b>	<b>225</b>
<b>Adult Services</b>	
Outreach services	55
Book clubs	23
Adult movie night	<u>17</u>
<b>Totals:</b>	<b>95</b>
<b>Other programs</b>	
Family Nights	20
WCS Ruination	38
Tabletop Club	<u>10</u>
<b>Totals:</b>	<b>68</b>