

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: April 16, 2019
4:00
Location: Dufur School/Community Library

- 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
March 19, 2019
Location: The Dalles

SUBJECT TO APPROVAL

Board members present: Dick Stentz, Rita Rathkey, Carol Jones, and Carolyn Wood (Tina Coleman absent)

Staff present: Jeff Wavrunek, Rita Squires, Sarah Tierney, Amy Pallari

Called to order: 4:05 by Dick Stentz

Corrections to minutes: None

Carol Jones moved to approve the minutes, Carolyn Wood seconded, and the minutes were passed.

Recognition of visitors and interested parties: Kathy Ritchey, a member of LAB from Maupin.

Director's Reports:

Dufur – Last Friday Dufur received a bid for new carpeting, but Sarah has not yet seen the bid. It is very exciting, getting quotes for carpet tiles and carpet rolls. Tiles would be better, it is easier to replace a tile than pieces of carpeting. Next month for National Library Week they are doing Camp Reads' More. The Teen Advisory Committee is smaller than in the past; everyone is busy with other activities. Summer Reading will be June 28th through August 1st, plans are coming along.

Maupin – Movie nights have not been well attended due to weather, but the impromptu movies are very well attended. LAB is going well, working on structure. There was a meeting conflict at the time of the last meeting. Maupin is hoping for more diversity on board. They are sending a letter to the community asking them to join. Mary Beechler, a former school librarian, is on the board. Next meeting is in April, and they will try to figure out what to do for Collins Grant. Could they get someone from Canyon Rim to join?

Canyon Rim - Kathy Ritchey goes once a week; she is asking for a donation of a computer so residents can place books on hold. The MacBooks could possibly be used. They are hoping to visit more locations, such as Shaniko and Wamic.

The extended hours are going well on Saturday, but not the longer weekday hours. Beginning in April the new hours will be 12-4 Monday, 11 to 5 Tuesday – Thursday, and 11-4 on Fridays, with Saturday hours remaining 12-4.

Maupin is doing a reading challenge in April to read a certain amount of time during the month. The after-school program has many reluctant readers, reading below grade level. They are using more audio read-alongs, or reading to someone, etc., to help encourage reluctant readers. For Spring Break they will have a movie matinee and ventriloquist, Steve Chaney, will visit. There will also be the adult movie night.

The Dalles – First week in March was Teen Tech Week, which went well. There were lots of programs, with great prizes. One of the prizes didn't work, but Amazon is sending a replacement. The Teen Librarians were on Coffee Talk, with Al Wynn today, talking about all the teen programs happening. There is a cool event coming March 27th, it will be a Patsy Cline/Hank Williams tribute. The library has ordered many copies of Green Book, the winner of the Best Picture Academy Award, they should be here soon. This movie is based on a true story. The library also ordered a real "green book."

The library has gotten many new workbench desks for staff, which has created more flexible work spaces. Some of the old desks went to the Restore. Through the SAIF money, the library was able to purchase new chairs for staff.

The new Maker Space is coming along with more maker technology in there such as, the vinyl cutter, 3D printers, and other tools. The Sewing Class is held in the Maker Space on Monday nights.

The new Tea Club is amazing, features a different country each month. Bev Egge, who owned the Anzac Tea Parlor, donated her tea service for the library to use.

Old Business: Mosier Library – last year they wanted to establish a relationship. Last summer one of their volunteers had been in discussions with Jeff about library service to Mosier. Apparently the owners of the Mosier library building (VFW?) did not want our library using it until their members had a chance to vote on it, which was supposed to have happened in the fall when they were all back from vacation. Recently a woman called asking if there was still time for this library service possibility. Jeff stated it was still possible, as there are no hard deadlines. The Dalles Library servicing Mosier was always seen as a courtesy service, and as such, could start at any time. Mosier has not gotten back to The Dalles Library regarding the possibility of library service.

Regarding the water fountain and safety lights – Jeff states it’s on Terry’s agenda. It was pointed out that this reflects poorly on the Library District, as the public doesn’t know that the building and property are actually owned by the City. Jerry and Terry say that the new water fountain will be installed next week.

New Business: none. Carolyn Wood said that the seed exchange was well attended, and very helpful.

Financial Review: Nothing unusual. Dick Stentz had previously talked to Jeff about full staffing, questions he had were clarified. The library is now fully staffed, and there are no plans at this time to add more staff. Maybe at some point in the future the library might consider adding a part-time, front-desk clerk position. The administrative fee increased by about 30% from last year. It looks like fees for most departments went up. There was a discussion of fees, would we pay the same amount in the private sector, etc. How is the percentage arrived at? Jeff doesn’t see the library using much legal, why not drop that for this coming fiscal year or next? What legal actions could be brought against the Service District? We could possibly hire an attorney if needed. Is there a desire for board members to talk to the City about dropping the legal fees? Find out how Parks and Rec handle their legal stuff. It is thought that a discussion with the mayor, giving him the history of the Service District, would be a good idea.

The next meeting will be at 4:00 in Dufur, the following one will be on May 21st in Maupin, and then June 18th in The Dalles.

Meeting was adjourned at 5:15 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Dick Stentz, Chair

Carol Jones, Vice-Chair

Rita Rathkey, Board Member

Carolyn Wood, Board Member

Tina Coleman, Board Member

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,596,044.51	1,270,713.00	(325,331.51)	125.6
TOTAL SOURCE 300	.00	1,596,044.51	1,270,713.00	(325,331.51)	125.6
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	6,445.00	37,776.00	31,331.00	17.1
TOTAL GRANTS	.00	6,445.00	37,776.00	31,331.00	17.1
<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	.00	1,270,314.00	1,270,314.00	.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,270,314.00	1,270,314.00	.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,216.46	13,368.10	12,900.00	(468.10)	103.6
TOTAL FINES	1,216.46	13,368.10	12,900.00	(468.10)	103.6
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	1,927.55	19,890.46	12,575.00	(7,315.46)	158.2
TOTAL INTEREST REVENUES	1,927.55	19,890.46	12,575.00	(7,315.46)	158.2
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	174.98	400.00	225.02	43.8
TOTAL GIFTS AND DONATIONS	.00	174.98	400.00	225.02	43.8
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	73.54	100.00	26.46	73.5
TOTAL OTHER MISC REVENUES	.00	73.54	100.00	26.46	73.5

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<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	3,144.01	1,635,996.59	2,604,778.00	968,781.41	62.8

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	39,102.54	337,650.27	438,261.00	100,610.73 77.0
004-2100-000.12-00	PARTTIME/TEMP SALARIES	1,967.01	22,403.33	95,080.00	72,676.67 23.6
004-2100-000.13-00	OVERTIME SALARIES	.00	.00	3,500.00	3,500.00 .0
004-2100-000.21-10	MEDICAL INSURANCE	12,778.39	112,243.53	181,646.00	69,402.47 61.8
004-2100-000.21-20	L-T DISABILITY INSURANCE	281.25	2,274.00	3,122.00	848.00 72.8
004-2100-000.21-30	LIFE INSURANCE	45.81	394.63	528.00	133.37 74.7
004-2100-000.21-40	WORKERS COMP INSURANCE	24.20	1,782.18	3,047.00	1,284.82 58.5
004-2100-000.22-00	FICA	3,044.49	26,644.30	41,068.00	14,423.70 64.9
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,143.89	37,853.67	59,166.00	21,312.33 64.0
004-2100-000.28-00	VEBA CONTRIBUTIONS	34.26	1,988.81	4,107.00	2,118.19 48.4
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	10.00	95.00	180.00	85.00 52.8
004-2100-000.31-10	CONTRACTUAL SERVICES	1,776.61	45,773.65	89,845.00	44,071.35 51.0
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00 .0
004-2100-000.41-10	WATER & SEWER	221.47	2,137.79	4,770.00	2,632.21 44.8
004-2100-000.41-20	GARBAGE SERVICES	95.00	740.68	1,122.00	381.32 66.0
004-2100-000.41-40	ELECTRICITY	4,953.53	18,974.85	29,151.00	10,176.15 65.1
004-2100-000.43-10	BUILDINGS AND GROUNDS	1,572.29	7,226.66	32,388.00	25,161.34 22.3
004-2100-000.43-40	OFFICE EQUIPMENT	.00	805.17	19,654.00	18,848.83 4.1
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	.00	.00	.00 .0
004-2100-000.43-52	LIBRARY VEHICLE	375.57	1,013.38	3,200.00	2,186.62 31.7
004-2100-000.43-77	HVAC SYSTEMS	.00	292.48	5,271.00	4,978.52 5.6
004-2100-000.52-10	LIABILITY	.00	3,949.82	4,530.00	580.18 87.2
004-2100-000.52-30	PROPERTY	.00	5,023.70	6,718.00	1,694.30 74.8
004-2100-000.52-50	AUTOMOTIVE	.00	407.84	546.00	138.16 74.7
004-2100-000.53-20	POSTAGE	14.03	208.85	2,000.00	1,793.15 10.3
004-2100-000.53-30	TELEPHONE	709.58	6,591.13	9,888.00	3,276.87 68.8
004-2100-000.58-10	TRAVEL, FOOD & LODGING	636.40	1,772.70	12,133.00	10,360.30 14.6
004-2100-000.58-50	TRAINING AND CONFERENCES	855.00	1,064.94	10,494.00	9,429.06 10.2
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	60.00	1,217.05	2,799.00	1,531.95 43.5
004-2100-000.60-10	OFFICE SUPPLIES	368.20	3,945.21	32,223.00	28,277.79 12.2
004-2100-000.60-20	JANITORIAL SUPPLIES	280.74	2,796.24	5,100.00	2,303.76 54.8
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	2,083.00	13,580.05	35,983.00	22,422.95 37.7
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	7,584.61	77,774.04	143,227.00	65,452.96 54.3
004-2100-000.64-30	LIBRARY PERIODICALS	49.95	2,074.14	5,073.00	2,998.86 40.9
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	2,552.47	15,713.72	25,821.00	10,107.28 60.9
004-2100-000.64-80	COMPUTER SOFTWARE	681.36	3,862.38	30,084.00	26,221.52 12.8
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	523.00	1,000.00	477.00 52.3
004-2100-000.69-80	ASSETS < \$5000	3,938.11	13,303.21	126,043.00	112,739.79 10.6
004-2100-000.72-20	BUILDINGS	.00	8,973.93	20,400.00	11,426.07 44.0
004-2100-000.74-20	VEHICLES	.00	.00	.00	.00 .0
004-2100-000.74-30	FURNITURE AND FIXTURES	.00	26,000.00	.00	(26,000.00) .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	90,199.82	809,054.33	1,490,048.00	680,993.67 54.3

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,308.20	65,773.90	80,391.00	14,617.20	81.8
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	217,346.00	217,346.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	177,342.00	177,342.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	639,651.00	639,651.00	.0
TOTAL OTHER	7,308.20	65,773.90	1,114,730.00	1,048,956.20	5.9
TOTAL FUND EXPENDITURES	97,508.02	874,828.13	2,604,778.00	1,729,949.87	33.6

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	Jun-19
VISITOR COUNT	14,267	12,520	10,409	12,614	10,729	10,790	12,466	9,971	13,629		
INTERNET USERS	1,663	1,806	1,351	1,458	1,169	1,075	1,232	1,035	1,433		
Overdrive Read	31	39	47	78	64	71	80	82	85		
Open EPUB ebook	3	0	2	2	1	0	1	0	2		
overdrive video	0	0	0	0	0	0	0	0	0		
adobe PDF ebook	0	0	1	0	0	0	0	0	0		
kindle book	272	276	256	174	183	215	266	257	262		
adobe EPUB ebook	93	99	89	104	111	89	109	91	102		
overdrive MP3 audio	429	393	365	310	307	287	283	367	359		
Open PDF ebook	0	0	0	0	0	0	0	0	0		
Pending (ebook)	43	35	45	35	43	29	40	45	32		
Pending (audiobook)	39	54	40	40	33	33	38	17	30		
overdrive Listens	117	192	181	199	191	224	246	210	248		
Kobo ebook	0	0	0	0	0	0	0	0	0		
LIBRARY2Go total	1,027	1,088	1,026	942	933	948	1,063	1,069	1,120		
TUMBLEBOOKS	0	4	0	48	341	9	43	55	92		
PATRONS ADDED	81	106	199	120	76	99	108	66	89		
ILL'S SENT	1,080	1,136	1,032	1,231	1,065	1,024	1,451	1,162	1,178		
ILL'S RECEIVED	661	772	729	651	693	616	904	667	791		
MONTHLY CIRC	20,200	20,129	18,139	20,339	19,241	19,798	21,483	19,454	21,279		
LIBRARY2GO	1,027	1,088	1,026	942	933	948	1,063	1,069	1,120		
TOTAL CIRC	21,227	21,217	19,165	21,281	20,174	20,746	22,546	20,523	22,399		

2019-03	ARCHIVAL	10
2019-03	ASK AT DESK	45
2019-03	AUDIO BOOKS	418
2019-03	AUDIO VISUAL	4
2019-03	Adult Graphic Novel	28
2019-03	BIOGRAPHIES	44
2019-03	BOOKS	1
2019-03	Board Games	4
2019-03	CHILDREN'S AUDIOS	43
2019-03	CHILDREN'S BIOGRAPHIES	32
2019-03	CHILDREN'S BOARD BOOKS	169
2019-03	CHILDREN'S FICTION	526
2019-03	CHILDREN'S NON FICTION	323
2019-03	CHILDREN'S PAPERBACKS	10
2019-03	CHILDREN'S TINY BOOKS	1
2019-03	CHILDREN'S BIOGRAPHY	22
2019-03	CHRISTIAN FICTION	68
2019-03	EARLY READER	691
2019-03	FICTION	987
2019-03	Game Center	13
2019-03	J Graphic Novel	294
2019-03	JUVENILE SERIES	242
2019-03	LARGE PRINT	372
2019-03	LIBROS EN ESPANOL	55
2019-03	LUCKY DAY VIDEOS	1
2019-03	MAGAZINES	50
2019-03	MANGA COLLECTION	52
2019-03	Music CD's	71
2019-03	NEW BOOKS	1705
2019-03	NON-FICTION	812
2019-03	OREGON BATTLE OF THE BOOKS	56
2019-03	OVERSIZE COLLECTION	3
2019-03	PICTURE BOOKS	1737
2019-03	Stacks	4
2019-03	VIDEO RACK	11005
2019-03	Wifi Hotspots	92
2019-03	YA Graphic Novel	22
2019-03	YOUNG ADULT AUDIOBOOK	1
2019-03	YOUNG ADULT FICTION	181
2019-03	YOUNG ADULT NON-FICTION	40

CHILDREN'S PROGRAMS

Baby/Toddler Storytime	x3	15	
Toddler Storytime	x4	46	
Pre-School Storytime	x5	217	
Playgroup	x5	209	
Family Storytime		07	
Spanish Storytime		03	
Fun Friday	x5	143	
Family Craft Night		05	
Headstart (outreach)	x6	132	
Early Headstart (here)		10	
Chenowith Elem. (outreach)	x6	162	
Mosier Kindergarten (outreach)		19	
Col. Wright Kindergarten (outreach)		25	
Maupin 2 nd & 3 rd Grade (field trip here)		45	
Cowboy Buck & Elizabeth (spring break program)		50	
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TOTAL:		1088	

TEEN PROGRAMS

Fairy Doors		08	
Crafternoon		15	
Teen Book Club		02	
DIY Terrarium		09	
Henna		19	
Nerf Capture the Flag		18	
Dungeons & Dragons		05	
Sewing Club	x3	11	in Maker Space
Youth Fiber Guild		06	
Snacks & Stories (outreach)		60	
4-H Maker Lab		16	in Maker Space
Wahtonka (outreach)	x2	70	
Magic: the Gathering		06	
Yu-gi-oh Club		04	
Animanga		17	
TDHS Japan Club (outreach)	x4	57	
Teen Tech Week programs	x6	67	
Coding Club	x3	07	in Maker Space
Esports	x3	08	
Maker Club	x3	35	
Career Fair (outreach)		66	
xBox		07	
Video Making Lab		23	
Maker in Residence teen opening		28	
WCS		20	
Wargaming		07	
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TOTAL:		591	

ADULT PROGRAMS

Flagstone (outreach)		18
Springs @Mill Creek (outreach)		12
Tygh Valley (outreach)		46
Writer's Club	x2	10
Tea Club		18
Third Thursday Book Club		05
Pride Book Club		03
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	TOTAL:	112

Meeting Room use by outside groups during the month of March: 64

GRAND TOTAL: 1855