

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, May 15, 2018

4:00

Location: The Dalles Public Library

- 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
April 17, 2018
Location: Dufur

MINUTES SUBJECT TO APPROVAL

Board members present: Dick Stentz, Carolyn Wood, Carol Jones, and Rita Rathkey

Staff present: Jeff Wavrunek, Rani McPhearson, Sara Tierney

Called to order: at 4:05 pm by Carolyn Wood

Corrections to minutes: none, Dick Stentz moved to approve, seconded by Rita Rathkey, and the minutes were approved.

Recognition of visitors and interested parties: none

Additions to agenda: none

Shared Concerns: none

Library Directors' Reports:

Dufur – Food Bank starts April 27. The school board got matching funds from the state. They will use the funds to improve the outside of the school and library. There will be improved sidewalks, lights, school entrance, food bank and athletic trainer's room. Dufur hosted another soup night on April 5th from 6-8 pm. 45 people attended as it was very successful. The Missoula Children's Theater will be at the school 16th-20th. They will be in town for a performance of Robin Hood. The Dufur Library will be celebrating National Library Week April 23rd -27th with the theme of Jumbo Games. Dufur will have Connect 4, Memory, Guess Who, Jenga, Kerplunk, and Bingo. The kids will also compete in a reading contest with other individuals and classroom prizes will be awarded. The library has ordered a projector and it should be installed by the end of April.

Maupin – Rani has been trying to get story-time going but there has not been much interest in it from the community. They got a screen so they can show movies. They are going to try showing them bi-weekly. The first movie night was Friday for a showing of Jumanji in the American Legion Hall. There were some problems with the film projector. Maupin Days is May 19th and the library will sponsor face painting, rock painting and have a book sale. The City of Maupin has chosen Griffin Construction to build the new Civic Center/Library.

The Dalles – Rita Squires (Children's Librarian) and Megan Hoak (Teen Librarian) will be in Salem for the Oregon Library Association's annual library conference. They will be exposed to many professional development programs that will facilitate the library's service to its community. The summer reading program is being planned out for the coming summer vacation period. A discussion ensued about options for a summer reading party wrap-up celebration. The circulation numbers keep going up as the community is finding many things to charge out from the library to enjoy or learn from.

Old Business: Volunteer policy - The volunteer policy was reviewed. Library Board members agreed to its content and signed it. Grant writing – Carolyn Wood reported on the results of her research regarding CGCC and School District 21 and their relationships with their respective foundations. Since the Library Foundation’s sole purpose is to support the library and its service to the community, a similar foundation/parent organization relationship that they have seems workable between the library and its foundation.

New Business: none.

Financial Review: Enterprise Zone funds – Dick Stentz moved to approve and Rita Rathkey seconded a motion to support the dispersal of Enterprise Zone funds in proportion to each taxing district’s tax rate. The motion was approved unanimously by the Library Board.

Updates: Bob will be starting a nonfiction book club.

The next Library Board meeting will be held May 15th in The Dalles. The June meeting will be June 19th in Maupin

Meeting adjourned at 5:36 pm.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Carolyn Wood, Chair

Carol Jones, Vice-Chair

Rita Rathkey, Board Member

Margaret Brewer, Board Member

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
VISITOR COUNT	12,291	13,077	11,395	12,050	10,476	12,674	11,613	11,286	12,436	8,455		
INTERNET USERS	1,510	1,822	1,523	1,667	1,388	1,250	1,358	1,382	1,783	1,474		
Overdrive Read	49	56	39	52	22	14	11	14	10	9		
Open EPUB ebook	5	5	4	5	6	3	0	2	2	3		
overdrive video	0	0	0	0	0	0	0	0	0	0		
adobe PDF ebook	1	2	1	0	0	0	0	0	0	0		
kindle book	138	149	177	149	198	174	151	195	181	196		
adobe EPUB ebook	119	174	97	143	134	136	101	73	83	80		
overdrive MP3 audio	420	414	455	541	386	407	399	360	416	359		
Open PDF ebook	0	0	0	0	0	0	0	0	0	0		
Pending (ebook)	48	64	49	65	75	49	60	49	70	81		
Pending (audiobook)	38	52	48	76	65	56	70	40	49	71		
overdrive Listens	15	31	20	22	23	16	19	21	18	9		
Kobo ebook	0	0	0	0	0	0	0	0	0	0		
LIBRARY2Go total	833	947	890	1,053	909	855	811	754	829	808		
TUMBLEBOOKS	7	3	112	78	39	444	242	131	34	350		
PATRONS ADDED	101	157	125	104	80	81	86	74	111	97		
ILL'S SENT	897	969	945	1,041	1,021	1,023	1,220	1,120	1,269	1,114		
ILL'S RECEIVED	746	752	709	728	636	554	827	749	769	408		
MONTHLY CIRC	18,281	18,734	16,941	18,344	17,591	17,106	19,554	17,655	20,386	18,824		
LIBRARY2GO	833	947	890	1,053	909	855	811	754	829	808		
TOTAL CIRC	19,114	19,681	17,831	19,397	18,500	17,961	20,365	18,409	21,215	19,632		

Circulation statistics broken down by shelving location:

2018-04	The Dalles Wasco County Li ARCHIVAL	7
2018-04	The Dalles Wasco County Li ASK AT DESK	69
2018-04	The Dalles Wasco County Li AUDIO BOOKS	545
2018-04	The Dalles Wasco County Li Adult Graphic Novel	28
2018-04	The Dalles Wasco County Li BIOGRAPHIES	50
2018-04	The Dalles Wasco County Li BOOKS	2
2018-04	The Dalles Wasco County Li Board Games	2
2018-04	The Dalles Wasco County Li CHILDREN'S AUDIOS	62
2018-04	The Dalles Wasco County Li CHILDREN'S BIOGRAPHIES	8
2018-04	The Dalles Wasco County Li CHILDREN'S BOARD BOOKS	104
2018-04	The Dalles Wasco County Li CHILDREN'S FICTION	368
2018-04	The Dalles Wasco County Li CHILDREN'S NON FICTION	141
2018-04	The Dalles Wasco County Li CHILDREN'S PAPERBACKS	12
2018-04	The Dalles Wasco County Li CHILDREN'S TINY BOOKS	4
2018-04	The Dalles Wasco County Li CHILDREN'S BIOGRAPHY	4
2018-04	The Dalles Wasco County Li CHRISTIAN FICTION	100
2018-04	The Dalles Wasco County Li EARLY READER	506
2018-04	The Dalles Wasco County Li FICTION	990
2018-04	The Dalles Wasco County Li J Graphic Novel	198
2018-04	The Dalles Wasco County Li JUVENILE SERIES	212
2018-04	The Dalles Wasco County Li LARGE PRINT	363
2018-04	The Dalles Wasco County Li LIBROS EN ESPANOL	47
2018-04	The Dalles Wasco County Li LUCKY DAY VIDEOS	6
2018-04	The Dalles Wasco County Li MAGAZINES	27
2018-04	The Dalles Wasco County Li MANGA COLLECTION	198
2018-04	The Dalles Wasco County Li Music CD's	43
2018-04	The Dalles Wasco County Li NEW BOOKS	1248
2018-04	The Dalles Wasco County Li NON-FICTION	671
2018-04	The Dalles Wasco County Li OREGON BATTLE OF THE BOOKS	22
2018-04	The Dalles Wasco County Li OVERSIZE COLLECTION	11
2018-04	The Dalles Wasco County Li PICTURE BOOKS	1518
2018-04	The Dalles Wasco County Li Parenting	2
2018-04	The Dalles Wasco County Li STAFF WORKROOM	4
2018-04	The Dalles Wasco County Li Stacks	1
2018-04	The Dalles Wasco County Li VIDEO RACK	10011
2018-04	The Dalles Wasco County Li Wifi Hotspots	46
2018-04	The Dalles Wasco County Li YA Graphic Novel	30
2018-04	The Dalles Wasco County Li YOUNG ADULT AUDIOBOOK	4
2018-04	The Dalles Wasco County Li YOUNG ADULT FICTION	151
2018-04	The Dalles Wasco County Li YOUNG ADULT NON-FICTION	21

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 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	308,328.75	924,986.25	1,233,315.00	308,328.75	75.0
TOTAL LOCAL GOVERNMENT REVENUES	308,328.75	924,986.25	1,233,315.00	308,328.75	75.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,579.16	11,657.18	12,500.00	842.82	93.3
TOTAL FINES	1,579.16	11,657.18	12,500.00	842.82	93.3
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,533.42	13,599.65	7,000.00	(6,599.65)	194.3
TOTAL INTEREST REVENUES	2,533.42	13,599.65	7,000.00	(6,599.65)	194.3
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	228.43	1,000.00	771.57	22.8
TOTAL GIFTS AND DONATIONS	.00	228.43	1,000.00	771.57	22.8
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	1,765.92	100.00	(1,665.92)	1765.9
TOTAL OTHER MISC REVENUES	.00	1,765.92	100.00	(1,665.92)	1765.9

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

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	312,441.33	2,444,572.40	2,393,031.00	(51,541.40)	102.2

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00	REGULAR SALARIES	34,973.92	359,682.90	427,396.00	67,713.10 84.2
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,142.02	31,621.53	70,929.00	39,307.47 44.6
004-2100-000.13-00	OVERTIME SALARIES	.00	367.62	2,500.00	2,132.38 14.7
004-2100-000.21-10	MEDICAL INSURANCE	11,681.81	129,477.33	168,996.00	39,518.67 76.6
004-2100-000.21-20	L-T DISABILITY INSURANCE	259.74	2,661.99	3,038.00	376.01 87.6
004-2100-000.21-30	LIFE INSURANCE	40.63	418.76	503.00	84.24 83.3
004-2100-000.21-40	WORKERS COMP INSURANCE	23.72	2,454.25	3,008.00	553.75 81.6
004-2100-000.22-00	FICA	2,734.73	28,806.36	38,313.00	9,506.64 75.2
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,562.55	43,183.71	57,120.00	13,936.29 75.6
004-2100-000.28-00	VEBA CONTRIBUTIONS	19.35	1,541.41	3,178.00	1,636.59 48.5
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	15.00	140.00	180.00	40.00 77.8
004-2100-000.31-10	CONTRACTUAL SERVICES	1,395.92	41,954.91	73,731.00	31,776.09 56.9
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00 .0
004-2100-000.41-10	WATER & SEWER	181.87	2,831.65	4,727.00	1,895.35 59.9
004-2100-000.41-20	GARBAGE SERVICES	91.78	769.80	1,122.00	352.20 68.6
004-2100-000.41-40	ELECTRICITY	1,950.71	19,683.35	29,151.00	9,467.65 67.5
004-2100-000.43-10	BUILDINGS AND GROUNDS	374.00	2,677.86	27,052.00	24,374.14 9.9
004-2100-000.43-40	OFFICE EQUIPMENT	800.54	2,085.71	17,881.00	15,795.29 11.7
004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	300.00	300.00 .0
004-2100-000.43-51	GAS/OIL/LUBRICANTS	.00	179.75	.00	179.75 .0
004-2100-000.43-52	LIBRARY VEHICLE	43.14	609.74	3,200.00	2,590.26 19.1
004-2100-000.43-77	HVAC SYSTEMS	.00	1,116.92	5,117.00	4,000.08 21.8
004-2100-000.52-10	LIABILITY	.00	3,910.02	4,189.00	278.98 93.3
004-2100-000.52-30	PROPERTY	.00	5,733.97	6,107.00	373.03 93.9
004-2100-000.52-50	AUTOMOTIVE	.00	389.55	498.00	106.45 78.5
004-2100-000.53-20	POSTAGE	.00	207.98	2,000.00	1,792.02 10.4
004-2100-000.53-30	TELEPHONE	497.40	6,916.58	9,215.00	2,298.44 75.1
004-2100-000.58-10	TRAVEL, FOOD & LODGING	441.84	1,323.42	6,744.00	5,420.58 19.6
004-2100-000.58-50	TRAINING AND CONFERENCES	375.00	375.00	10,381.00	10,006.00 3.6
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	1,171.00	2,306.00	1,135.00 50.8
004-2100-000.60-10	OFFICE SUPPLIES	2,174.60	17,418.53	32,223.00	14,804.47 54.1
004-2100-000.60-20	JANITORIAL SUPPLIES	280.74	2,996.33	12,441.00	9,444.67 24.1
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	212.78	5,125.14	21,642.00	16,516.86 23.7
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	7,464.39	67,451.91	108,920.00	41,468.09 61.9
004-2100-000.64-30	LIBRARY PERIODICALS	24.00	3,059.80	5,073.00	2,013.20 60.3
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,922.35	19,410.38	25,821.00	6,410.62 75.2
004-2100-000.64-80	COMPUTER SOFTWARE	.00	2,709.04	22,858.00	20,148.96 11.9
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00 .0
004-2100-000.69-80	ASSETS < \$5000	.00	5,625.08	135,579.00	129,953.92 4.2
004-2100-000.72-20	BUILDINGS	35,000.00	40,000.00	85,000.00	45,000.00 47.1
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		109,684.53	856,089.26	1,429,937.00	573,847.74 59.9

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,727.19	77,271.90	85,619.00	8,347.10	90.3
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	<u>7,727.19</u>	<u>77,271.90</u>	<u>963,094.00</u>	<u>885,822.10</u>	<u>8.0</u>
TOTAL FUND EXPENDITURES	<u>117,411.72</u>	<u>933,361.16</u>	<u>2,393,031.00</u>	<u>1,459,669.84</u>	<u>39.0</u>

The Dalles Public Library
Program Stats for the month of April:

Children's Services

Toddler story time	51
Pre-school story time	96
Fun Fridays	72
Outreach - Dry Hollow	100
Outreach – Early Headstart	14
Family Movie Night	6
TOTAL:	339

Teen Services

Youth Fiber Guild	8
Yu-gi-oh Club	5
Teen Fridays	7
Animanga Club	8
Brave Art for Youth	5
Teen D & D Club	46
Outreach – Snacks & Stories	24
Outreach – Parents Night	36
Passive Program – Make-it	9
Passive Program – Xbox One	6
Passive Program – Post-it Note Haikus	8
Passive Program – Poet-Tree	23
TOTAL:	185

Adult Services

Outreach – Dufur	18
Outreach – Flagstone	13
Outreach – Springs @Mill Creek	17
Outreach – Tygh Valley	12
Pride Book Club	5
3 rd Thursday Book Club	5
Mystery/Crime Book Club	2
First Tuesday Movie	5
TOTAL:	77

PROGRAM ATTENDANCE TOTAL FOR APRIL: 601