

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: June 18, 2019
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
May 21, 2019
Location: Maupin

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Rita Squires, Bronte Dodd

Called to order: 4:05 by Dick Stentz

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

Recognition of visitors and interested parties: Kathie Richey, a member of LAB from Maupin; Mary Beechler, who is involved with choosing colors and furniture for the new Maupin library, and Lynn Ewing, the Mayor of Maupin

Director's Reports:

Dufur – (via email) The school construction has started, the construction won't impact the inside of the library too much. I have been told to keep my summer reading program flexible (we do a lot of outside crafts). The carpet will be installed this summer (probably in August). The meeting with Greta and Ross was great. I came away with some new ideas for advertising and reassurance that I am doing okay. The Library is working with the summer school program to help encourage kids to read and use the library over the summer. The school and the library had to come up with a policy that fit the unique position we are in due to a person violating parole by being on school grounds and in the library. We finally agreed that yes, the library is a public library, but it is on school grounds and we need to treat it like a school building. This keeps both the students and the staff safe, and creates a clear boundary for this individual. This policy can be flexible as other circumstances arise. The teen advisory council has been very helpful in coming up with ideas for summer reading bulletin boards. The Library will be closed June 18th and 20th and again when the carpet is being installed. Summer hours start on June 6th (Tuesdays and Thursdays from 10-2 and 6-8) and will continue through August 22nd.

Maupin – Rani McPhearson has resigned. The City Council will discuss options for filling her position at their meeting tomorrow night. The new library is a big focus, they want good staff for the opening. For the Summer Reading Program they will partner with the school library. The library's hours will remain the same. The Little Free Library has been installed at the store in Wamic.

The Dalles – Rita and the teen librarians have busy been planning the Summer Reading program. Greta Bergquist and Ross Fuqua from the State Library visited all three libraries in the library district recently. It is hoped that the state public library directors meeting will be held at The Dalles Library. (During a brief discussion, Carolyn Wood, suggested using either the Neon Museum, or the Civic Center, both facilities are big enough to accommodate a meeting of that size and/or space for the luncheon.)

Columbia Gorge Community College wrote a NEA Big Read grant, which they got. However, the two employees of their library; who had been an integral part of the grant, resigned. They have asked us to administer the grant, but the City Manager has said no. Dan Spatz, from CGCC, will talk to her; and is still working on options for the Gorge Community Read event. There was a discussion about options, a lot of interest by the board members. They think they should talk to Corliss Marsh about the Library Foundation getting involved.

Jeff met with the county budget committee, things went well. He meets with the commissioners on June 5th for their county budget approval.

The Maker Space is going well. The library had a Mother's Day program making personalized cutting boards using the laser cutter. Staff is working on something for Father's Day. There has been someone in from the STEM Hub every Wednesday night to do a STEM program. Alan Root, a blacksmith, is donating a 2-question mark sculpture to the library.

The third Friday of every month is the Tea Club, which is very well attended. Someone kicked off the protective cover on an outside electrical box outlet, which has now been replaced with a special cover.

Financial Review: Dufur got their library tax money. Jeff's original email to the County authorizing release of funds apparently was never received. All three libraries were affected; plans are now in place so that this will not happen again.

Budget – there is a line item for Special Legal Services, with a budget of \$500. There was a question of what would it be used for and why. There was a brief discussion, with Jeff explaining that it has been there since he started working, and is not used often. However, under the previous library director that line item was used for court costs.

Old Business: The budget committee passed the new budget, though it has not gone to the County yet.

New Business: Jeff's evaluation is due, the city manager likes board input and general feedback.

The next meeting will be at 4:00 on June 18th in The Dalles

Meeting was adjourned at 4:50, so the Board could tour the site of the new Maupin Library building.

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

2019-05	The Dalles Wasco County Library	ARCHIVAL	7
2019-05	The Dalles Wasco County Library	ASK AT DESK	45
2019-05	The Dalles Wasco County Library	AUDIO BOOKS	435
2019-05	The Dalles Wasco County Library	AUDIO VISUAL	4
2019-05	The Dalles Wasco County Library	Adult Graphic Novel	18
2019-05	The Dalles Wasco County Library	BIOGRAPHIES	41
2019-05	The Dalles Wasco County Library	BOOKS	1
2019-05	The Dalles Wasco County Library	Board Games	3
2019-05	The Dalles Wasco County Library	CHILDREN'S AUDIOS	43
2019-05	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHIES	15
2019-05	The Dalles Wasco County Library	CHILDREN'S BOARD BOOKS	130
2019-05	The Dalles Wasco County Library	CHILDREN'S FICTION	398
2019-05	The Dalles Wasco County Library	CHILDREN'S NON FICTION	319
2019-05	The Dalles Wasco County Library	CHILDREN'S PAPERBACKS	6
2019-05	The Dalles Wasco County Library	CHILDREN'S TINY BOOKS	3
2019-05	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHY	6
2019-05	The Dalles Wasco County Library	CHRISTIAN FICTION	70
2019-05	The Dalles Wasco County Library	EARLY READER	557
2019-05	The Dalles Wasco County Library	FICTION	932
2019-05	The Dalles Wasco County Library	Game Center	7
2019-05	The Dalles Wasco County Library	J Graphic Novel	323
2019-05	The Dalles Wasco County Library	JUVENILE SERIES	189
2019-05	The Dalles Wasco County Library	LARGE PRINT	413
2019-05	The Dalles Wasco County Library	LIBROS EN ESPANOL	52
2019-05	The Dalles Wasco County Library	LUCKY DAY VIDEOS	1
2019-05	The Dalles Wasco County Library	MAGAZINES	33
2019-05	The Dalles Wasco County Library	MANGA COLLECTION	78
2019-05	The Dalles Wasco County Library	Middle School	1
2019-05	The Dalles Wasco County Library	Music CD's	39
2019-05	The Dalles Wasco County Library	NEW BOOKS	1688
2019-05	The Dalles Wasco County Library	NON-FICTION	688
2019-05	The Dalles Wasco County Library	OREGON BATTLE OF THE BOOKS	13
2019-05	The Dalles Wasco County Library	OVERSIZE COLLECTION	6
2019-05	The Dalles Wasco County Library	PICTURE BOOKS	1670
2019-05	The Dalles Wasco County Library	Parenting	1
2019-05	The Dalles Wasco County Library	REFERENCE COLLECTION	1
2019-05	The Dalles Wasco County Library	Stacks	16
2019-05	The Dalles Wasco County Library	VIDEO RACK	9229
2019-05	The Dalles Wasco County Library	Wifi Hotspots	96
2019-05	The Dalles Wasco County Library	YA Graphic Novel	15
2019-05	The Dalles Wasco County Library	YOUNG ADULT AUDIOBOOK	5
2019-05	The Dalles Wasco County Library	YOUNG ADULT FICTION	139
2019-05	The Dalles Wasco County Library	YOUNG ADULT NON-FICTION	18

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
--	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

VISITOR COUNT	14,267	12,520	10,409	12,614	10,729	10,790	12,466	9,971	13,629	11,375	11,760	
INTERNET USERS	1,663	1,806	1,351	1,458	1,169	1,075	1,232	1,035	1,433	1,300	1,250	

Overdrive Read	31	39	47	78	64	71	80	82	85	93	135	
Open EPUB ebook	3	0	2	2	1	0	1	0	2	3	1	
overdrive video	0	0	0	0	0	0	0	0	0	0	0	
adobe PDF ebook	0	0	1	0	0	0	0	0	0	0	0	
kindle book	272	276	256	174	183	215	266	257	262	212	209	
adobe EPUB ebook	93	99	89	104	111	89	109	91	102	82	68	
overdrive MP3 audio	429	393	365	310	307	287	283	367	359	346	349	
Open PDF ebook	0	0	0	0	0	0	0	0	0	0	0	
Pending (ebook)	43	35	45	35	43	29	40	45	32	43	39	
Pending (audiobook)	39	54	40	40	33	33	38	17	30	23	40	
overdrive Listens	117	192	181	199	191	224	246	210	248	227	236	
Kobo ebook	0	0	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	1,038	1,077	
------------------	-------	-------	-------	-----	-----	-----	-------	-------	-------	-------	-------	--

TUMBLEBOOKS	0	4	0	48	341	9	43	55	92	19	83	
-------------	---	---	---	----	-----	---	----	----	----	----	----	--

PATRONS ADDED	81	106	199	120	76	99	108	66	89	57	76	
---------------	----	-----	-----	-----	----	----	-----	----	----	----	----	--

IL'S SENT	1,080	1,136	1,032	1,231	1,065	1,024	1,451	1,162	1,178	1,038	1,171	
IL'S RECEIVED	661	772	729	651	693	616	904	667	791	646	711	

MONTHLY CIRC	20,200	20,129	18,139	20,339	19,241	19,798	21,483	19,454	21,279	16,478	18,639	
LIBRARY2Go	1,027	1,088	1,026	942	933	948	1,063	1,069	1,120	1,038	1,077	

TOTAL CIRC	21,227	21,217	19,165	21,281	20,174	20,746	22,546	20,523	22,399	17,516	19,716	
------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--

PROGRAMMING STATISTICS FOR MAY 2019

Children's programs:

Baby/Toddler Storytime (5x)	89
Toddler Storytime (5x)	61
Pre-school Storytime (5x)	145
Playgroup (5x)	129
Fun Fridays (5x)	98
Spanish Storytime	05
Head Start outreach (6 classes)	113
Elementary schools outreach (10 classes)	195
Early Head Start here	21
Tygh Valley Head Start here	20
Col. Wright 2 nd grade here	29
Mother's Day card making	30
Impromptu craft program	20
Children's Fair outreach	350
Rhythm of The Dalles outreach	45

TOTAL: 1371

Teen programs:

Yu-gi-oh	03
Origami flowers	03
Coding Club (4x)	18
Teen Book Club	05
Teen LGBTQ book club	06
DIY patches	09
LARP swords	10
xBox club	10
Craft cart	03
Spring cleaning	12
Paper airplanes	06
TDHS Japan club (5x)	67
Animanga	28
Snacks & Stories	42
Sewing Club (3x)	28
Mother's Day cards	30

TOTAL: 280

Adult programs:

Mother's Day craft	30
Book clubs (3x)	04
Senior outreach (3x)	62
Writer's Club (2x)	09
Critique Club	12
Tea Club	00 (no stats reported for this month)

TOTAL: 155

Meeting room use by outside groups:

3 groups reported 34

GRAND TOTAL: 1840

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	317,578.50	1,270,314.00	1,270,314.00	.00	100.0
TOTAL LOCAL GOVERNMENT REVENUES	317,578.50	1,270,314.00	1,270,314.00	.00	100.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,394.22	17,015.56	12,900.00	(4,115.56)	131.9
TOTAL FINES	1,394.22	17,015.56	12,900.00	(4,115.56)	131.9
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	3,969.00	27,293.12	12,575.00	(14,718.12)	217.0
TOTAL INTEREST REVENUES	3,969.00	27,293.12	12,575.00	(14,718.12)	217.0
<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	878.78	100.00	(778.78)	878.8
TOTAL OTHER MISC REVENUES	.00	878.78	100.00	(778.78)	878.8

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	322,941.72	2,918,165.95	2,604,778.00	(313,387.95)	112.0

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	39,567.70	416,790.01	438,261.00	21,470.99 95.1
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,227.86	26,598.20	95,080.00	68,481.80 28.0
004-2100-000.13-00	OVERTIME SALARIES	.00	150.44	3,500.00	3,349.56 4.3
004-2100-000.21-10	MEDICAL INSURANCE	12,778.39	137,800.31	181,646.00	43,845.69 75.9
004-2100-000.21-20	L-T DISABILITY INSURANCE	281.25	2,836.50	3,122.00	285.50 90.9
004-2100-000.21-30	LIFE INSURANCE	45.81	486.25	528.00	41.75 92.1
004-2100-000.21-40	WORKERS COMP INSURANCE	24.30	1,831.58	3,047.00	1,215.42 60.1
004-2100-000.22-00	FICA	3,099.44	32,835.07	41,068.00	8,232.93 80.0
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,545.90	46,947.45	59,166.00	12,218.55 79.4
004-2100-000.28-00	VEBA CONTRIBUTIONS	34.26	2,057.33	4,107.00	2,049.67 50.1
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	10.00	115.00	180.00	65.00 63.9
004-2100-000.31-10	CONTRACTUAL SERVICES	2,117.60	50,768.80	89,845.00	39,076.20 56.5
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00 .0
004-2100-000.41-10	WATER & SEWER	220.72	2,556.18	4,770.00	2,213.82 53.6
004-2100-000.41-20	GARBAGE SERVICES	95.00	930.68	1,122.00	191.32 83.0
004-2100-000.41-40	ELECTRICITY	1,657.08	20,464.70	29,151.00	8,686.30 70.2
004-2100-000.43-10	BUILDINGS AND GROUNDS	2,868.40	11,581.92	32,388.00	20,806.08 35.8
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	78.92	1,142.16	3,200.00	2,057.84 35.7
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	136.16 74.7
004-2100-000.53-20	POSTAGE	2.61	233.46	2,000.00	1,766.54 11.7
004-2100-000.53-30	TELEPHONE	278.17	7,574.47	9,868.00	2,293.53 76.8
004-2100-000.56-10	TRAVEL, FOOD & LODGING	81.30	1,854.00	12,133.00	10,279.00 15.3
004-2100-000.56-50	TRAINING AND CONFERENCES	.00	1,064.94	10,494.00	9,429.06 10.2
004-2100-000.56-70	MEMBERSHIPS/DUES/SUBSCRIP	119.00	1,431.05	2,799.00	1,367.95 51.1
004-2100-000.60-10	OFFICE SUPPLIES	464.67	4,938.46	32,223.00	27,284.54 15.3
004-2100-000.60-20	JANITORIAL SUPPLIES	280.74	3,482.02	5,100.00	1,617.98 68.3
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	5,164.34	20,276.06	35,983.00	15,706.94 56.4
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	7,653.01	99,438.64	143,227.00	43,788.36 66.4
004-2100-000.64-30	LIBRARY PERIODICALS	10.00	2,144.13	5,073.00	2,928.87 42.3
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,740.07	19,542.01	25,821.00	6,278.99 75.7
004-2100-000.64-80	COMPUTER SOFTWARE	.00	3,942.28	30,084.00	26,141.72 13.1
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	523.00	1,000.00	477.00 52.3
004-2100-000.69-80	ASSETS < \$5000	.00	13,303.21	126,043.00	112,739.79 10.6
004-2100-000.72-20	BUILDINGS	7,527.00	16,500.93	20,400.00	3,899.07 80.9
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		92,973.44	988,620.25	1,490,046.00	501,427.75 66.4

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,309.00	80,391.00	80,391.00	.00	100.0
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
004-9500-000.89-01 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	7,309.00	80,391.00	1,114,730.00	1,034,339.00	7.2
TOTAL FUND EXPENDITURES	100,282.44	1,069,011.25	2,604,776.00	1,535,766.75	41.0