

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: October 15, 2019
4:00
Location: Maupin

- 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
September 17, 2019
Location: Dufur

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Rita Squires, Bronte Dodd, and Sarah Tierney

Called to order: 4:00 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 – Funding and construction update – the project is 86% paid for. Maupin received the Ford Family Foundation grant. They are looking at a mid-November move in date. The library is planning a ribbon cutting ceremony for early December, with a grand opening in early spring. Furniture will come later as they are working on getting things in order. The Bug Chicks are coming in October for a program about bugs and insects. The Teen Advisory group is temporarily disbanded.

Dufur – The new carpet is in and looks marvelous. Using Ready to Read funds, they purchased a new story-time chair, and two more chairs are coming. Trying to get books back on the shelves after the carpet installation has been a slow process. The summer reading program went very well with about 35 people attending each program. The library had 104 attendees for the reptile guy. It was awesome!

The Dalles – Summer reading went well. The Library Foundation was contacted by Ingrid Dankmeyer to facilitate grant writing for Maupin, as they needed a 501c3. They are working on several small grants for Maupin. The City got a \$100,000 Connectivity Grant from Google. The city will use the money for better video conferencing. \$56,000 is going to the Library for 100 hotspots. 25 are earmarked for CGCC and the other 75 for The Dalles Library. Jeff will be ordering 100 new cases for the hotspots. Because this money was given to the City of The Dalles, the hotspots will stay in The Dalles.

The library got money for Virtual Reality (VR) technology from a Google grant. The library will get five VR computer/kits. The teen librarians recently had a meeting with a technology consultant in White Salmon and got some good ideas for use and programs with VR.

The NEA Big Read event happens in October. Staff have been very busy working on this. They are having trouble getting responses from people, which impedes the library's planning efforts.

The annual statistics have been reported to the Oregon State Library. Circulation is up quite a bit.

Old Business: The parking lot got restriped recently. There was a discussion about how the new drinking fountain needs to be ADA compliant. Maintenance is planning on a November installation date.

New Business: There was a discussion about whether to hold quarterly Library Board meetings and the majority thought it was not a good idea. It is better to continue the monthly meetings. Dick Stentz talked about how other businesses offer a courtesy wheelchair. He has observed firsthand how some of our patrons could benefit from the library providing this service. Jeff will look into getting one.

Jeff explained how the library currently offers free Wifi service, and whether it should be turned off when the library is closed (some staff members are concerned about people hanging out in the parking lot after hours to access the Wifi). There was a brief discussion, with the consensus being that it is a great service to offer our community, and to visitors who might be passing through town.

Election of officers: Carolyn Wood moved to keep Dick Stentz as Chair, and elect Tina Coleman as Vice Chair, seconded by Rita Rathkey. The vote was unanimous.

Financial Review: There is nothing unusual to report. We are just a little way into this fiscal year. There was a brief discussion about enterprise zone funds, and the consensus was that by state law it is up to the City and County to divide how the money would be dispersed.

The next meeting will be October 15th in Maupin at 4 pm.

Meeting was adjourned at 5:07 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 3 MONTHS ENDING SEPTEMBER 30, 2019

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	.00	.00	3,445.00	3,445.00	.0
TOTAL GRANTS	.00	.00	3,445.00	3,445.00	.0
<u>SOURCE 336</u>					
004-0000-336.10-0 PRIVATE SECTOR GRANTS	22,490.00	77,755.00	55,265.00	(22,490.00)	140.7
TOTAL SOURCE 336	22,490.00	77,755.00	55,265.00	(22,490.00)	140.7
<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	1,308,423.00	1,308,423.00	.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,308,423.00	1,308,423.00	.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,566.63	4,942.48	14,300.00	9,357.52	34.6
TOTAL FINES	1,566.63	4,942.48	14,300.00	9,357.52	34.6
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,908.61	9,772.91	21,500.00	11,727.09	45.5
TOTAL INTEREST REVENUES	2,908.61	9,772.91	21,500.00	11,727.09	45.5
<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 3 MONTHS ENDING SEPTEMBER 30, 2019

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	 26,965.24	 1,814,972.15	 2,789,623.00	 974,650.85	 65.1

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	37,265.74	112,149.27	478,993.00	366,843.73 23.4
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,150.39	6,822.22	37,606.00	30,783.78 18.1
004-2100-000.13-00	OVERTIME SALARIES	164.96	187.98	6,000.00	5,812.02 3.1
004-2100-000.21-10	MEDICAL INSURANCE	11,105.85	33,306.60	169,227.00	135,920.40 19.7
004-2100-000.21-20	L-T DISABILITY INSURANCE	256.15	768.14	3,134.00	2,365.86 24.5
004-2100-000.21-30	LIFE INSURANCE	42.12	130.00	528.00	398.00 24.6
004-2100-000.21-40	WORKERS COMP INSURANCE	22.93	1,235.58	1,653.00	417.42 74.8
004-2100-000.22-00	FICA	2,958.18	8,906.41	36,871.00	27,964.59 24.2
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,077.08	12,407.11	62,923.00	50,515.89 19.7
004-2100-000.28-00	VEBA CONTRIBUTIONS	38.06	1,966.13	4,655.00	2,688.87 42.2
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	15.00	50.00	120.00	70.00 41.7
004-2100-000.31-10	CONTRACTUAL SERVICES	1,738.48	12,342.04	156,462.00	144,119.96 7.9
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	191.77	528.31	4,980.00	4,451.69 10.6
004-2100-000.41-20	GARBAGE SERVICES	95.00	190.00	1,587.00	1,397.00 12.0
004-2100-000.41-40	ELECTRICITY	1,467.33	4,274.31	29,650.00	25,375.69 14.4
004-2100-000.43-10	BUILDINGS AND GROUNDS	129.85	609.63	33,900.00	33,290.37 1.8
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	.00	.00	.00 .0
004-2100-000.43-52	LIBRARY VEHICLE	47.70	130.65	3,650.00	3,519.35 3.6
004-2100-000.43-77	HVAC SYSTEMS	.00	.00	6,246.00	6,246.00 .0
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	427.64	625.00	197.36 68.4
004-2100-000.53-20	POSTAGE	29.34	79.58	2,300.00	2,220.42 3.5
004-2100-000.53-30	TELEPHONE	692.23	2,487.95	12,031.00	9,543.05 20.7
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	160.62	14,062.00	13,901.38 1.1
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	60.00	180.00	4,259.00	4,079.00 4.2
004-2100-000.60-10	OFFICE SUPPLIES	389.42	416.44	36,576.00	36,159.56 1.1
004-2100-000.60-20	JANITORIAL SUPPLIES	280.74	1,043.50	5,900.00	4,856.50 17.7
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	1,254.57	4,791.32	135,838.00	131,046.68 3.5
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	13,104.14	24,124.04	111,500.00	87,375.96 21.6
004-2100-000.64-30	LIBRARY PERIODICALS	1,092.13	1,212.40	5,073.00	3,860.60 23.9
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,967.20	3,383.04	38,749.00	35,365.96 8.7
004-2100-000.64-80	COMPUTER SOFTWARE	.00	.00	33,697.00	33,697.00 .0
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,500.00	1,500.00 .0
004-2100-000.69-80	ASSETS < \$5000	.00	.00	56,815.00	56,815.00 .0
004-2100-000.72-20	BUILDINGS	.00	.00	33,600.00	33,600.00 .0
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	80,636.36	243,883.67	1,578,339.00	1,334,455.33 15.5

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	9,293.55	27,880.65	102,229.00	74,348.35	27.3
004-9500-000.81-10 TO UNEMPLOYMENT FUND	237.55	712.65	2,613.00	1,900.35	27.3
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	 28,593.30	 1,211,284.00	 1,182,690.70	 2.4
 TOTAL FUND EXPENDITURES	 90,167.46	 272,476.97	 2,789,623.00	 2,517,146.03	 9.8

2019-09	The Dalles Wasco County Library	ARCHIVAL	9
2019-09	The Dalles Wasco County Library	ASK AT DESK	41
2019-09	The Dalles Wasco County Library	AUDIO BOOKS	458
2019-09	The Dalles Wasco County Library	AUDIO VISUAL	1
2019-09	The Dalles Wasco County Library	Adult Graphic Novel	38
2019-09	The Dalles Wasco County Library	BIOGRAPHIES	30
2019-09	The Dalles Wasco County Library	Board Games	1
2019-09	The Dalles Wasco County Library	Braille	1
2019-09	The Dalles Wasco County Library	CHILDREN'S AUDIOS	42
2019-09	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHIES	23
2019-09	The Dalles Wasco County Library	CHILDREN'S BOARD BOOKS	151
2019-09	The Dalles Wasco County Library	CHILDREN'S FICTION	405
2019-09	The Dalles Wasco County Library	CHILDREN'S NON FICTION	457
2019-09	The Dalles Wasco County Library	CHILDREN'S PAPERBACKS	8
2019-09	The Dalles Wasco County Library	CHILDREN'S TINY BOOKS	1
2019-09	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHY	8
2019-09	The Dalles Wasco County Library	CHRISTIAN FICTION	86
2019-09	The Dalles Wasco County Library	EARLY READER	758
2019-09	The Dalles Wasco County Library	FICTION	948
2019-09	The Dalles Wasco County Library	Game Center	8
2019-09	The Dalles Wasco County Library	J Graphic Novel	286
2019-09	The Dalles Wasco County Library	JUVENILE SERIES	250
2019-09	The Dalles Wasco County Library	LARGE PRINT	402
2019-09	The Dalles Wasco County Library	LIBROS EN ESPANOL	52
2019-09	The Dalles Wasco County Library	LUCKY DAY VIDEOS	1
2019-09	The Dalles Wasco County Library	MAGAZINES	29
2019-09	The Dalles Wasco County Library	MANGA COLLECTION	167
2019-09	The Dalles Wasco County Library	Magazines	1
2019-09	The Dalles Wasco County Library	Music CD's	33
2019-09	The Dalles Wasco County Library	NEW BOOKS	1616
2019-09	The Dalles Wasco County Library	NON-FICTION	819
2019-09	The Dalles Wasco County Library	OREGON BATTLE OF THE BOOKS	26
2019-09	The Dalles Wasco County Library	OVERSIZE COLLECTION	7
2019-09	The Dalles Wasco County Library	PICTURE BOOKS	1627
2019-09	The Dalles Wasco County Library	Parenting	2
2019-09	The Dalles Wasco County Library	Stacks	2
2019-09	The Dalles Wasco County Library	VIDEO RACK	8965
2019-09	The Dalles Wasco County Library	Wifi Hotspots	82
2019-09	The Dalles Wasco County Library	YA Graphic Novel	36
2019-09	The Dalles Wasco County Library	YOUNG ADULT AUDIOBOOK	1
2019-09	The Dalles Wasco County Library	YOUNG ADULT FICTION	118
2019-09	The Dalles Wasco County Library	YOUNG ADULT NON-FICTION	37

Today's Date**Youth Services**

Date	Name of Event/Outreach	Total includes adults	NOTE:
9/4/2019	Baby Storytime	8	
9/11/2019	Baby Storytime	6	
9/18/2019	Baby Storytime	12	
9/25/2019	Baby Storytime	16	
9/5/2019	Toddler Storytime	7	
9/12/2019	Toddler Storytime	8	
9/19/2019	Toddler Storytime	6	
9/26/2019	Toddler Storytime	14	
9/6/2019	Pre-school Storytime	21	
9/13/2019	Pre-school Storytime	25	
9/20/2019	Pre-school Storytime	23	
9/27/2019	Pre-school Storytime	30	
9/5/2019	Play & Learn	8	
9/6/2019	Play & Learn	20	
9/12/2019	Play & Learn	6	
9/13/2019	Play & Learn	22	
9/19/2019	Play & Learn	4	
9/20/2019	Play & Learn	18	
9/26/2019	Play & Learn	10	
9/27/2019	Play & Learn	25	
9/21/2019	Leap into Science - Wind	21	There
9/12/2019	Early Headstart here	9	
	Total	319	

Teen Services

9/11/2019	Animanga	19	There
9/7/2019	Esports	0	
9/21/2019	Esports	0	
9/18/2019	Teen Book Club	6	
9/25/2019	Teen LGBTQ Book Club	4	
9/6/2019	Ice Cream Social	23	
9/10/2019	Vinyl pencil pouch	12	
9/13/2019	Smoothie Smash	10	
9/17/2019	Trivia game	3	
9/20/2019	Teen movie: Aladdin	9	
9/24/2019	Banned Books Round Robin	0	
9/25/2019	Bloxels		
9/26/2019	Zine Workshop	6	
9/27/2019	Board Games	0	
9/3/2019	Coding	6	
9/10/2019	Coding	8	
9/17/2019	Coding	4	
9/24/2019	Coding	2	
	Total	112	

ADULT SERVICES

9/2/2019 sewing club	10	There were
9/9/2019 sewing club	9	There were
9/16/2019 sewing club	6	There were
9/23/2019 sewing club		There were
9/30/2019 sewing club		There were
9/10/2019 Flagstone Outreach		
9/12/2019 Springs@Mill Creek Outreach		
Tygh Valley Outreach		
Writer's Club		
9/12/2019 Writer's Club		
9/19/2019 Pride Book Club		
9/20/2019 3rd Thursday Book Club	6	Instead of 1
9/27/2019 Library Tea Club		
	Total	31

MEETING ROOM USE BY OUTSIDE GROUPS

9/2/2019 Primary Purpose	2	
9/4/2019 Primary Purpose	5	
9/6/2019 Primary Purpose	7	
9/7/2019 Primary Purpose	6	
9/9/2019 Wasco GOP	23	
9/10/2019 Columbia Fiber Guild	25	
9/10/2019 Shiu Soz	5	
9/10/2019 Wasco County Democrats	17	
9/11/2019 Primary Purpose	6	
9/11/2019 Friends of the Library	9	
9/13/2019 NA	5	
9/14/2019 Primary Purpose	4	
9/16/2019 Primary Purpose	3	
9/18/2019 Primary Purpose	6	
9/20/2019 Primary Purpose	8	
9/23/2019 Primary Purpose	4	
9/24/2019 Primary Purpose	8	
9/29/2019 Tabletop Gaming	7	
9/30/2019 Primary Purpose	1	
	Total	151