

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, October 17, 2017
4:00 p.m.
Location: Maupin

- 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
September 19, 2017
Location: September

MINUTES SUBJECT TO APPROVAL

Board members present: Margaret Brewer, Rita Rathkey, Carolyn Wood, Carol Jones (Dick Stentz was absent)

Staff present: Sarah Tierney, Jeff Wavrunek, Valerie Stephenson

Called to order: at 4:04 by Margaret Brewer

Corrections to minutes: None, Rita Rathkey moved to approve, Carolyn Wood seconded, and the minutes were approved.

Recognition of visitors and interested parties: None

Additions to agenda: Reciprocal agreement with Fort Vancouver Regional Library District – Jeff has met with a representative of FVRLD regarding establishing a reciprocal agreement for library cards. Currently, residents on the Washington side of the river pay a yearly fee to have a library card with the Wasco County Library Service District. Under the proposed agreement, those residents could have a free library card, and any residents of Wasco County that wanted a card with FVRLD could get one. This would give our patrons access to the vast array of databases available through FVRLD; including Library2Go. After discussion it was decided to try this for a year. Carolyn Wood moved to have a reciprocal agreement with Fort Vancouver Regional Library District, seconded by Rita Rathkey, and it was approved.

Election of officers: Rita Rathkey nominated Carolyn Wood as Chair, and Carol Jones as vice-chair. There were no other nominations; Carolyn Wood and Carol Jones were elected.

Patron complaint: A complaint was brought to the Board's attention at the City's request. There was a discussion of the patron's various complaints and how they were addressed. It was decided that it was well handled by the library.

As a result of the complaint, it was discovered that the library did not have a formal volunteer policy. Jeff will draft one and bring it to the Board for approval.

Shared Concerns: It was asked who has authority to cancel a Board meeting. There is nothing in the bylaws regarding this. It was decided that if there is an emergency, a Board meeting can be cancelled.

Library Directors' Reports:

Dufur – Summer Reading program was exciting, had an average of 25 kids (elementary age) per program. The Lego wall is still being used. The fair booth was fantastic! School has started; there are teens interested in starting a teen advisory group, which will be held during school hours. She is working on a Veterans Day event for school.

Maupin – Summer Reading was successful, had 42 kids register. There was good attendance at most events; however, a disappointing number of summer reading logs was actually turned in. Maupin participated with the fair booth; which won two ribbons. She is working on Edge assessment. Valerie will be attending the upcoming director's meeting in Tigard. They are hiring a new grant writer, and things are moving along regarding funding for the new library building. The library has hired a new part-time staff member, who is very excited about working at the library. New bookshelves were donated by the county. A magician, Michael Douglas, has been hired for back-to-school night.

The Dalles – It has been busy. Currently have an open position (Tara Severson left to live in Portland and to go back to school to become a librarian); a lot of good candidates have applied. They are looking for someone with fantastic customer service skills, as their primary duty will be working the front desk. They are holding a reception with the candidates on September 26th at 7:00 pm (like a meet-and-greet). The Board is invited to attend and share their thoughts about who would be a good candidate.

Due to the heat, the end of the Summer Reading Program celebration was held in the library. It was very well attended; over 200 participants enjoyed the various activities, including snow cones and popcorn.

It was discovered that the last batch of eclipse glasses ordered may have been counterfeit, even though they were ordered from a seller in the U.S., so the Library did not give them out. We did receive two donations (over 100 pair) of legitimate glasses that we were able to give out instead. More than 1,000 pairs were handed out.

Old Business: nothing

New Business: nothing

Financial Review: City has gone with a new payroll system, which will be used for the first time this week. Carolyn Wood asked what the “contractual services” was on the budget. Jeff explained that this is for various services we contract for, such as belonging to the consortium, data base fees, etc.

Updates: The children’s librarian, Corinne Dichter, has begun maternity leave. Other staff members will be filling in for story times while she is gone.

The next meeting will be held at 4 pm, October 17th, in Maupin. It was decided that because the November meeting would fall during the week of Thanksgiving, to move it to November 14th (the second Tuesday) for that month. That meeting will be held in Dufur.

Meeting adjourned at 5:10

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Margaret Brewer, Chair

Carolyn Wood, Vice-Chair

Rita Rathkey, Board Member

Carol Jones, Board Member

Dick Stentz, Board Member

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-00	.00	.00	1,135,852.00	1,135,852.00	.0
	.00	.00	1,135,852.00	1,135,852.00	.0
<u>GRANTS</u>					
004-0000-334.20-00	.00	.00	3,264.00	3,264.00	.0
	.00	.00	3,264.00	3,264.00	.0
<u>LOCAL GOVERNMENT REVENUES</u>					
004-0000-337.10-00	.00	.00	.00	.00	.0
004-0000-337.20-00	.00	.00	1,233,315.00	1,233,315.00	.0
	.00	.00	1,233,315.00	1,233,315.00	.0
<u>FINES</u>					
004-0000-351.50-00	1,470.42	4,238.44	12,500.00	8,261.56	33.9
	1,470.42	4,238.44	12,500.00	8,261.56	33.9
<u>INTEREST REVENUES</u>					
004-0000-361.00-00	1,427.93	2,968.85	7,000.00	4,031.15	42.4
	1,427.93	2,968.85	7,000.00	4,031.15	42.4
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-00	.00	.00	1,000.00	1,000.00	.0
	.00	.00	1,000.00	1,000.00	.0
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-00	.00	.00	100.00	100.00	.0
	.00	.00	100.00	100.00	.0

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING TRANSFERS IN</u>					
004-0000-391.37-00 FROM CAPITAL PROJECT FUND	.00	.00	.00	.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	.00	.00	.0
 TOTAL FUND REVENUE	 2,898.35	 7,207.29	 2,393,031.00	 2,365,823.71	 .3

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	36,142.05	108,039.91	427,396.00	319,356.09	25.3
004-2100-000.12-00	3,508.27	14,765.81	70,929.00	56,163.19	20.8
004-2100-000.13-00	87.40	345.50	2,500.00	2,154.50	13.8
004-2100-000.21-10	14,871.85	44,184.83	168,996.00	124,811.17	26.2
004-2100-000.21-20	266.06	779.85	3,038.00	2,258.15	25.7
004-2100-000.21-30	41.24	123.72	503.00	379.28	24.6
004-2100-000.21-40	25.04	1,748.27	3,008.00	1,259.73	58.1
004-2100-000.22-00	2,900.58	9,001.42	38,313.00	29,311.58	23.6
004-2100-000.23-00	4,342.01	13,657.14	57,120.00	43,462.86	23.9
004-2100-000.28-00	.00	1,117.95	3,178.00	2,060.05	35.2
004-2100-000.29-00	15.00	35.00	180.00	145.00	19.4
004-2100-000.31-10	5,461.46	16,205.02	73,731.00	57,525.98	22.0
004-2100-000.32-20	.00	.00	500.00	500.00	.0
004-2100-000.41-10	1,069.05	1,389.14	4,727.00	3,337.86	29.4
004-2100-000.41-20	.00	182.24	1,122.00	939.76	16.2
004-2100-000.41-40	1,696.01	4,918.24	29,151.00	24,232.76	16.9
004-2100-000.43-10	72.00	739.59	27,052.00	26,312.41	2.7
004-2100-000.43-40	590.80	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	28.93	.00	(28.93)	.0
004-2100-000.43-52	125.88	195.71	3,200.00	3,004.29	6.1
004-2100-000.43-77	.00	.00	5,117.00	5,117.00	.0
004-2100-000.52-10	.00	3,910.02	4,189.00	278.98	93.3
004-2100-000.52-30	.00	5,678.97	6,107.00	428.03	93.0
004-2100-000.52-50	.00	389.55	496.00	106.45	78.5
004-2100-000.53-20	102.00	119.42	2,000.00	1,880.58	6.0
004-2100-000.53-30	1,031.27	2,343.26	9,215.00	6,871.74	25.4
004-2100-000.58-10	.00	.00	6,744.00	6,744.00	.0
004-2100-000.58-50	.00	.00	10,381.00	10,381.00	.0
004-2100-000.58-70	.00	797.00	2,306.00	1,509.00	34.6
004-2100-000.60-10	524.38	6,694.14	32,223.00	25,528.86	20.8
004-2100-000.60-20	.00	.00	12,441.00	12,441.00	.0
004-2100-000.60-85	251.31	1,025.58	21,642.00	20,616.42	4.7
004-2100-000.64-20	6,105.43	17,172.80	108,920.00	91,747.20	15.8
004-2100-000.64-30	5.99	47.94	5,073.00	5,025.06	1.0
004-2100-000.64-40	1,662.21	3,359.79	25,821.00	22,461.21	13.0
004-2100-000.64-80	.00	182.95	22,858.00	22,675.05	.8
004-2100-000.69-50	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80	.00	.00	135,579.00	135,579.00	.0
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	80,697.29	260,464.86	1,429,937.00	1,169,472.14	18.2

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,727.19	23,181.57	85,619.00	62,437.43	27.1
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>23,181.57</u>	<u>963,094.00</u>	<u>939,912.43</u>	<u>2.4</u>
TOTAL FUND EXPENDITURES	<u>88,424.48</u>	<u>283,646.43</u>	<u>2,393,031.00</u>	<u>2,109,384.57</u>	<u>11.9</u>
NET REVENUE OVER EXPENDITURES	<u>(85,526.13)</u>	<u>(276,439.14)</u>	<u>.00</u>	<u>276,439.14</u>	<u>.0</u>

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
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VISITOR COUNT 12,291 13,077 11,395

INTERNET USERS 1,510 1,822 1,523

Overdrive Read 49 56
 Open EPUB ebook 5 5
 overdrive video 0 0
 adobe PDF ebook 1 2
 kindle book 138 149
 adobe EPUB ebook 119 174
 overdrive MP3 audio 420 414
 Open PDF ebook 0 0
 Pending (ebook) 48 64
 Pending (audiobook) 38 52
 overdrive Listens 15 31
 Kobo ebook 0 0

LIBRARY2Go total 833 947 890

TUMBLEBOOKS 7 3 112

PATRONS ADDED 101 157 125

ILL'S SENT 897 969 945

ILL'S RECEIVED 746 752 709

MONTHLY CIRC 18,281 18,734 16,941

LIBRARY2GO 833 947 890

TOTAL CIRC 19,114 19,681 17,831

