

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, January 16, 2018

4:00 p.m.

Location: The Dalles

- 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
November 14, 2017
Location: Dufur

MINUTES SUBJECT TO APPROVAL

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

Staff present: Sarah Tierney, Jeff Wavrunek, Valerie Stephenson

Called to order: at 3:59 by Carolyn Wood

Corrections to minutes: None, Dick Stentz moved to approve, Carol Jones seconded, and the minutes were approved.

Recognition of visitors and interested parties: None

Additions to agenda: none

Shared Concerns: There was a brief discussion as to whether the third Tuesday was the best day for the Board meetings, or would another day be better. The consensus was to leave it on the third Tuesday.

Library Directors' Reports:

Dufur – There was a Veteran's Day assembly, with about 25 people attending. They had a coffee hour after, with goodies and cards made by the students. A weeding project is currently underway. The library received tables and chairs from the Petersburg School.

Maupin – Moving forward with progress on fundraising. The mayor went and talked to the State Legislature regarding the new library building and asked for \$500,000 in support, and was asked why so little. They are going back in January with a new proposal, asking for \$1,000,000. Grant writing is going well; they are working on the vision statement for the library. They are trying to bring author Cat Winters in for a program (OBOB author). The cost would be \$750 split between Maupin and The Dalles, for the end of January or first part of February. This would be their first author event. Valerie is working on a Family Craft Night. The Youth Advisory Council met, they are really excited. She is hoping to restart story-time at the Library. The Library had about a dozen people attend the Christopher Leebrick program.

The Dalles – The Humans vs Zombies Halloween event went great, had one minor injury. This year there was a lot more space for the kids to use (they spread out into the children's wing). The Christopher Leebrick event was held at The Mint and was very well attended – about 60 people. The Library had a Books & Brew book club, but the City asked us to cease because of liability issues. So, the Library will no longer be involved, but the book group will continue, led by individuals and hopefully meeting at The Mint. Library staff have been busy weeding non-fiction and fiction, the shelves are overly full. We are trying to keep classics (in fiction) even if they are not circulating. Discussed selling books on eBay, it is very time consuming, and requires a lot of storage space. It is not feasible for the Friends of the Library group at this time. The City will hold their annual employee appreciation event at the Library. We need to get a copy of the report from Corliss Marsh on the history of the Library given to the Kiwanis.

Old Business: nothing

New Business: nothing

Financial Review: Too many pages were printed out, only need to look at the first 4 pages.

Updates: Regarding a possible reciprocal agreement with Fort Vancouver Regional Library, Jeff has been in contact with them. It would be convenient for Lyle, Wishram and Goldendale residents, as they already come here for shopping needs and employment. Our residents don't usually have a reason to go to those locations, so it would be inconvenient for our residents to get library cards in-person at those locations. Jeff had suggested that we could take applications from our patrons and send to FVRL for processing library cards for our patrons. There has been no response yet on that proposal. Charges for databases are usually based on usage. If they added patrons from Wasco County, it could impact their budget. Consequently, there might not be an incentive for them to offer reciprocal borrowing privileges, as it wouldn't benefit them to let us use their services.

The next meeting will be held at 4 pm, January 16, 2018, in The Dalles.

Meeting adjourned at 4:58

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

	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 12,050 10,476 12,674

INTERNET USERS 1,510 1,822 1,523 1,667 1,388 1,250

Overdrive Read 49 56 39 52 22 14
 Open EPUB ebook 5 5 4 5 6 3
 overdrive video 0 0 0 0 0 0
 adobe PDF ebook 1 2 1 0 0 0
 kindle book 138 149 177 149 198 174
 adobe EPUB ebook 119 174 97 143 134 136
 overdrive MP3 audio 420 414 455 541 386 407
 Open PDF ebook 0 0 0 0 0 0
 Pending (ebook) 48 64 49 65 75 49
 Pending (audiobook) 38 52 48 76 65 56
 overdrive Listens 15 31 20 22 23 16
 Kobo ebook 0 0 0 0 0 0

LIBRARY2GO total 833 947 890 1,053 909 855

TUMBLEBOOKS 7 3 112 78 39 444

PATRONS ADDED 101 157 125 104 80 81

ILL'S SENT 897 969 945 1,041 1,021 1,023
ILL'S RECEIVED 746 752 709 728 636 554

MONTHLY CIRC 18,281 18,734 16,941 18,344 17,591 17,106

LIBRARY2GO 833 947 890 1,053 909 855

TOTAL CIRC 19,114 19,681 17,831 19,397 18,500 17,961

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,493,357.22	1,135,852.00	(357,505.22)	131.5
TOTAL SOURCE 300	.00	1,493,357.22	1,135,852.00	(357,505.22)	131.5
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	.00	3,264.00	3,264.00	.0
TOTAL GRANTS	.00	.00	3,264.00	3,264.00	.0
<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	308,328.75	1,233,315.00	924,986.25	25.0
TOTAL LOCAL GOVERNMENT REVENUES	308,328.75	308,328.75	1,233,315.00	924,986.25	25.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,301.10	6,981.18	12,500.00	5,518.82	55.9
TOTAL FINES	1,301.10	6,981.18	12,500.00	5,518.82	55.9
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	1,555.46	7,014.75	7,000.00	(14.75)	100.2
TOTAL INTEREST REVENUES	1,555.46	7,014.75	7,000.00	(14.75)	100.2
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	.00	1,000.00	1,000.00	.0
TOTAL GIFTS AND DONATIONS	.00	.00	1,000.00	1,000.00	.0
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	1,500.00	100.00	(1,400.00)	1500.0
TOTAL OTHER MISC REVENUES	.00	1,500.00	100.00	(1,400.00)	1500.0

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

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	 311,185.31	 1,817,181.90	 2,393,031.00	 575,849.10	 75.9

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00	35,640.75	217,166.82	427,396.00	210,239.18	50.8
004-2100-000.12-00	2,242.98	24,046.06	70,529.00	46,882.94	33.9
004-2100-000.13-00	.00	345.50	2,500.00	2,154.50	13.8
004-2100-000.21-10	12,025.79	84,453.31	168,990.00	84,542.69	50.0
004-2100-000.21-20	283.96	1,819.10	3,038.00	1,418.90	53.3
004-2100-000.21-30	41.24	255.88	503.00	247.32	50.8
004-2100-000.21-40	22.47	2,363.90	3,008.00	644.10	78.6
004-2100-000.22-00	2,881.24	17,742.75	38,313.00	20,570.25	46.3
004-2100-000.23-00	4,190.04	26,290.71	57,120.00	30,829.29	46.0
004-2100-000.28-00	.00	1,156.65	3,178.00	2,021.35	36.4
004-2100-000.29-00	15.00	80.00	180.00	100.00	44.4
004-2100-000.31-10	2,994.18	34,580.50	73,731.00	39,170.50	46.9
004-2100-000.32-20	.00	.00	500.00	500.00	.0
004-2100-000.41-10	125.27	2,123.02	4,727.00	2,603.98	44.9
004-2100-000.41-20	138.04	406.70	1,122.00	715.30	36.3
004-2100-000.41-40	2,251.53	10,715.54	29,151.00	18,435.46	36.8
004-2100-000.43-10	130.79	1,325.79	27,052.00	25,726.21	4.9
004-2100-000.43-40	.00	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	38.97	133.75	.00	(133.75)	.0
004-2100-000.43-52	73.80	341.87	3,200.00	2,858.13	10.7
004-2100-000.43-77	.00	249.92	5,117.00	4,867.08	4.9
004-2100-000.52-10	.00	3,910.02	4,189.00	278.98	93.3
004-2100-000.52-30	.00	5,733.97	6,107.00	373.03	93.9
004-2100-000.52-50	.00	389.55	498.00	106.45	78.5
004-2100-000.53-20	4.36	123.78	2,000.00	1,876.22	6.2
004-2100-000.53-30	151.74	3,779.95	9,215.00	5,435.05	41.0
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	1,091.00	2,305.00	1,215.00	47.3
004-2100-000.60-10	2,171.58	11,985.96	32,223.00	20,237.04	37.2
004-2100-000.60-20	336.80	1,609.78	12,441.00	10,831.22	12.9
004-2100-000.60-85	722.08	2,156.93	21,642.00	19,485.07	10.0
004-2100-000.64-20	5,639.93	37,905.72	108,920.00	71,014.28	34.8
004-2100-000.64-30	745.51	2,195.86	5,073.00	2,877.14	43.3
004-2100-000.64-40	1,216.58	8,840.10	25,821.00	16,980.90	34.2
004-2100-000.64-80	.00	661.60	22,858.00	22,196.40	2.9
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	74,062.62	507,036.96	1,429,937.00	922,900.04	35.5

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PGNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,727.19	46,363.14	85,619.00	39,255.86	54.2
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>46,363.14</u>	<u>963,094.00</u>	<u>916,730.86</u>	<u>4.8</u>
TOTAL FUND EXPENDITURES	<u>81,789.81</u>	<u>553,400.10</u>	<u>2,393,031.00</u>	<u>1,839,830.90</u>	<u>23.1</u>

Youth Services

Date	Name of Event/Outreach	Total includes adults
12/1/2017	Preschool Story Time	17
12/7/2017	Toddler Story Time	15
12/8/2017	Preschool Story Time	20
12/14/2017	Toddler Story Time	15
12/15/2017	Preschool Story Time	15
12/21/2017	Toddler Story Time	19
12/22/2017	Preschool Story Time	10
12/28/2017	Toddler Story Time	8
12/29/2017	Preschool Story Time	14
12/12/2017	Outreach visit to Headstart	40
12/14/2017	Early Headstart here	14
12/6/2017	Family Craft Night	5
12/18/2017	Nextdoor Christmas Storytime	44
12/20/2017	Winter Fun Time (2 movies, crafts & cookies)	45
	TOTAL	281

Teen Services

12/4/2013	Youth Fiber Guild	6
12/4/2013	Teen Craft Night	2
12/5/2013	TLAB	4
12/6/2013	Yu-gi-oh	6
12/12/1017	Teen Game Night	1
12/13/2013	Force Fest	155
12/14/2013	Harry Potter Club	4
12/18/2013	Youth Fiber Guild	6
12/18/2013	Teen Movie Night	4
12/20/2013	Yu-gi-oh	5
DECEMBER	Monthly Make-It (passive)	13
DECEMBER	Maker Tower (passive)	11
DECEMBER	Xbox One (passive)	5
DECEMBER	Board Games (passive)	5
	Total	227

Adult Services

12/5/2017 Outreach - Flagstone	13
12/6/2017 Outreach - Dufur Potlatch	15
12/12/2017 Outreach - Springs @Mill Creek	17
12/21/2017 Outreach - Tygh Valley	10
12/5/2017 First Tuesday Movie Night	5
12/14/2017 Pride Book Club	4
12/21/2017 Third Thursday Book Group	3
12/22/2017 Holiday monster movie marathon	3
12/9/2017 Disaster Preparedness	9
12/14/2017 City EE Appreciation program	107
12/17/2017 Tabletop Club	12
12/9/2017 Outreach - Lego Robotics	60
12/21/2017 Miniature painting	9
Total	267