

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, September 18, 2018
4:00
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
August 21, 2018
Location: The Dalles

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek

Called to order: at 4:10 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: Water fountain; condition of outside appearance, grounds are not well maintained (see New Business)

Library Directors' Reports:

Dufur – (submitted via email) I had to close for 2 days due to fire camps being set up at the school and that slowed down the number of patrons that visited later in the summer. I averaged 25 people per summer reading program and 20 people per day. The library has seen a huge growth in the numbers of visitors in the past year. My summer reading was a great success and the kids had a lot of fun. Sadly the end of the season party was delayed and then canceled due to fires. The Ready to Read Grant has been submitted. Plans for the school year are underway.

Maupin – (submitted via email) Our SRP ended on Friday with a Build Your Own Sundae event that went well. Ice Cream was devoured before it melted because there is no AC in the Legion Hall. We didn't do any movies for most of the summer because of the heat and no fans to accommodate the patrons and community. We will be starting back up in September with Movie Night and adding an adult movie night to that. We aren't open on Saturdays anymore, but I am thinking of opening the library for a few hours in the late afternoon on Mondays. Like from 4-7 to give access to those that work bank hours. I am planning on a gun safety presentation and Jiu Jitsu demonstration from Donnie Pickard and Erin Haines from Salvos in The Dalles. The ground breaking ceremony is scheduled for the 8th of September. I have been enlisted to do a book sale. Which I am always excited about.

The Dalles – The Anime Club is very popular. We lost the teen librarian, who went on FML, then resigned. The position has been advertised; there were 49 applicants and they all look good. Semi-finalists have been selected to submit videos and the best ones will be given interviews. A new employee, Zulema Martinez, a Clerk I, just began working on Monday. Rita has taken over the children's position and she facilitated a very good end of Summer Reading party. Bob Shonbrun replaced Rita in her previous Clerk II position, and Zulema replaced him. New shelving for the new books has been put into the budget for FY18/19.

Old Business: The picnic was fun.

New Business: Election of officers: Rita Rathkey nominated Dick Stentz as Chair and Carol Jones as vice chair, with Carolyn Wood seconding. The election was unanimous, congratulations to the new officers. The water fountain looks bad. It was suggested that a new water fountain be purchased. Jeff will look into it and report back. The smell in the Library was caused by hot weather and water drying up. With the lack of water, the float never rises and the sewage does not get pumped to the city sewer. Smell is sucked into vent and dispersed throughout the Library. This happened several times over the summer. A plumber is going to move the vent to the other side of the children's library to prevent this problem from happening in the future. The library grounds need to be better maintained. Jeff needs to talk to Julie Krueger about it; if no satisfaction, it needs to go to City Council. The appearance reflects poorly on the library and staff. Jeff let the board know that currently there is only one maintenance person trying to do everything. The application was submitted for the new board member, Kristina Coleman, to replace Margaret Brewer (Dufur representative). Dick Stentz moved to approve, with Rita Rathkey seconding; the application will now be forwarded to the County for final approval. Two additional policies had been submitted for approval, the Maker Space policy, and the Hotspot checkout policy. Rita Rathkey moved to approve, with Dick Stentz seconding, the new Maker Space policy as presented. The Hotspot policy was discussed at length, with the Board recommending some changes before approving.

Financial Review: We are close to the beginning of the new budget year. The administrative fees are slightly less this year than the previous year. Rita Rathkey asked about the underused funds last year, such as training/conferences. Jeff pointed out that this money rolls over into the reserve fund if not used, and that it is probably better to over-budget than to come up short.

Updates: none

The next Library Board meeting will be held September 18th at 4:00 in Maupin. The October meeting will be held in Dufur on October 16th.

Meeting adjourned at 5:35 pm.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Dick Stentz, Chair

Carol Jones, Vice-Chair

Rita Rathkey, Board Member

Carolyn Wood, Board Member

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

INTERNET USERS 1,663 1,806

Overdrive Read 31 39
 Open EPUB ebook 3 0
 overdrive video 0 0
 adobe PDF ebook 0 0
 kindle book 272 276
 adobe EPUB ebook 93 99
 overdrive MP3 audio 429 393
 Open PDF ebook 0 0
 Pending (ebook) 43 35
 Pending (audiobook) 39 54
 overdrive Listens 117 192
 Kobo ebook 0 0

LIBRARY2Go total 1,027 1,088

TUMBLEBOOKS 0 4

PATRONS ADDED 81 106

ILL'S SENT 1,080 1,136
 ILL'S RECEIVED 661 772

MONTHLY CIRC 20,200 20,129

2018-08	The Dalles \ ARCHIVAL	13
2018-08	The Dalles \ ASK AT DESK	59
2018-08	The Dalles \ AUDIO BOOKS	512
2018-08	The Dalles \ Adult Graphic Novel	45
2018-08	The Dalles \ BIOGRAPHIES	70
2018-08	The Dalles \ BOOKS	1
2018-08	The Dalles \ Board Games	5
2018-08	The Dalles \ CHILDREN'S AUDIOS	63
2018-08	The Dalles \ CHILDREN'S BIOGRAPHIES	14
2018-08	The Dalles \ CHILDREN'S BOARD BOOKS	144
2018-08	The Dalles \ CHILDREN'S CASTLE	1
2018-08	The Dalles \ CHILDREN'S FICTION	510
2018-08	The Dalles \ CHILDREN'S NON FICTION	271
2018-08	The Dalles \ CHILDREN'S PAPERBACKS	8
2018-08	The Dalles \ CHILDREN'S TINY BOOKS	1
2018-08	The Dalles \ CHILDREN'S BIOGRAPHY	5
2018-08	The Dalles \ CHRISTIAN FICTION	113
2018-08	The Dalles \ EARLY READER	489
2018-08	The Dalles \ FICTION	1143
2018-08	The Dalles \ J Graphic Novel	382
2018-08	The Dalles \ JUVENILE SERIES	276
2018-08	The Dalles \ LARGE PRINT	299
2018-08	The Dalles \ LIBROS EN ESPANOL	117
2018-08	The Dalles \ LUCKY DAY VIDEOS	5
2018-08	The Dalles \ MAGAZINES	35
2018-08	The Dalles \ MANGA COLLECTION	163
2018-08	The Dalles \ Middle School	1
2018-08	The Dalles \ Music CD's	82
2018-08	The Dalles \ NEW BOOKS	1341
2018-08	The Dalles \ NON-FICTION	780
2018-08	The Dalles \ OREGON BATTLE OF THE B	63
2018-08	The Dalles \ OVERSIZE COLLECTION	3
2018-08	The Dalles \ PICTURE BOOKS	1874
2018-08	The Dalles \ STAFF WORKROOM	4
2018-08	The Dalles \ Stacks	1
2018-08	The Dalles \ VIDEO RACK	9960
2018-08	The Dalles \ Wifi Hotspots	121
2018-08	The Dalles \ YA Graphic Novel	52
2018-08	The Dalles \ YOUNG ADULT AUDIOBOC	3
2018-08	The Dalles \ YOUNG ADULT FICTION	164
2018-08	The Dalles \ YOUNG ADULT NON-FICTI	30

Today's Date**Youth Services**

Date	Name of Event/Outreach	Total includes adults
8/2/2018	Toddler Storytime	42
8/9/2018	Toddler Storytime	28
8/16/2018	Toddler Storytime	16
8/23/2018	Toddler Storytime	16
8/30/2018	Toddler Storytime	12
8/3/2018	Preschool Storytime	45
8/10/2018	Preschool Storytime	37
8/17/2018	Preschool Storytime	35
8/24/2018	Preschool Storytime	36
8/31/2018	Preschool Storytime	33
8/1/2018	Tech Gadgets	8
8/3/2018	Summer Reading Finale	180
8/9/2018	Early Headstart visit - here	16
Total		504

Teen Services

8/7/2018	Youth Fiber Guild	
8/21/2018	Youth Fiber Guild	
8/2/2018	Yu-gi-oh Club	
8/16/2018	Yu-gi-oh Club	
Total		0

Adult Services

8/1/2018	Dufur Potlatch	Outreach	18
8/7/2018	Flagstone	Outreach	15
8/16/2018	Tygh Valley	Outreach	10
8/14/2018	Springs @Mill Creek	Outreach	9
8/7/2018	First Tuesday Movie	program	6
8/9/2018	Pride Book Club		3
8/15/2018	Non-fiction Book Club		3
8/16/2018	3rd Thursday Book Club		2
8/23/2018	Mystery Book Club		2
8/8/2018	Animanga Club		11
Total			79

Misc. Programs

8/6/2018	WCS Ruination		10
8/13/2018	WCS Ruination		8
8/20/2018	WCS Ruination		17
8/27/2018	WCS Ruination		13
8/15/2018	Miniature painting		11
8/22/2018	STEAM Learning Library Info session		15
8/22/2018	GOOGLE outreach		11
8/26/2018	Tabletop Club		5
Total			90

Total attendance: 673

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	.00	1,270,713.00	1,270,713.00	.0
TOTAL SOURCE 300	.00	.00	1,270,713.00	1,270,713.00	.0
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	.00	37,776.00	37,776.00	.0
TOTAL GRANTS	.00	.00	37,776.00	37,776.00	.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	.00	.00	1,270,314.00	1,270,314.00	.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,270,314.00	1,270,314.00	.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	747.61	2,012.15	12,900.00	10,867.85	15.6
TOTAL FINES	747.61	2,012.15	12,900.00	10,867.85	15.6
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,404.79	5,120.35	12,575.00	7,454.65	40.7
TOTAL INTEREST REVENUES	2,404.79	5,120.35	12,575.00	7,454.65	40.7
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	.00	400.00	400.00	.0
TOTAL GIFTS AND DONATIONS	.00	.00	400.00	400.00	.0
<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

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 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	3,152.40	7,132.50	2,604,778.00	2,597,645.50	.3

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	33,701.66	67,216.76	438,261.00	371,044.24	15.3
004-2100-000.12-00 PARTTIME/TEMP SALARIES	2,762.51	5,209.17	95,080.00	89,870.83	5.5
004-2100-000.13-00 OVERTIME SALARIES	.00	.00	3,500.00	3,500.00	.0
004-2100-000.21-10 MEDICAL INSURANCE	12,134.25	23,456.02	181,646.00	158,189.98	12.9
004-2100-000.21-20 L-T DISABILITY INSURANCE	259.37	522.57	3,122.00	2,599.43	16.7
004-2100-000.21-30 LIFE INSURANCE	41.68	82.88	528.00	445.12	15.7
004-2100-000.21-40 WORKERS COMP INSURANCE	21.79	1,616.69	3,047.00	1,430.31	53.1
004-2100-000.22-00 FICA	2,690.54	5,335.10	41,068.00	35,732.90	13.0
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	4,318.40	8,584.79	59,166.00	50,581.21	14.5
004-2100-000.28-00 VEBA CONTRIBUTIONS	17.13	1,322.25	4,107.00	2,784.75	32.2
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	10.00	25.00	180.00	155.00	13.9
004-2100-000.31-10 CONTRACTUAL SERVICES	6,663.48	12,111.44	89,845.00	77,733.56	13.5
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00	.0
004-2100-000.41-10 WATER & SEWER	400.81	788.18	4,770.00	3,981.82	16.5
004-2100-000.41-20 GARBAGE SERVICES	91.78	91.78	1,122.00	1,030.22	8.2
004-2100-000.41-40 ELECTRICITY	1,641.14	3,021.32	29,151.00	26,129.68	10.4
004-2100-000.43-10 BUILDINGS AND GROUNDS	288.49	440.61	32,388.00	31,947.39	1.4
004-2100-000.43-40 OFFICE EQUIPMENT	65.95	65.95	19,654.00	19,588.05	.3
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	73.08	110.40	3,200.00	3,089.60	3.5
004-2100-000.43-77 HVAC SYSTEMS	.00	.00	5,271.00	5,271.00	.0
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	138.16	74.7
004-2100-000.53-20 POSTAGE	23.57	23.57	2,000.00	1,976.43	1.2
004-2100-000.53-30 TELEPHONE	253.68	1,365.31	9,868.00	8,502.69	13.8
004-2100-000.58-10 TRAVEL, FOOD & LODGING	.00	.00	12,133.00	12,133.00	.0
004-2100-000.58-50 TRAINING AND CONFERENCES	.00	.00	10,494.00	10,494.00	.0
004-2100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	210.00	932.00	2,799.00	1,867.00	33.3
004-2100-000.60-10 OFFICE SUPPLIES	332.06	651.41	32,223.00	31,571.59	2.0
004-2100-000.60-20 JANITORIAL SUPPLIES	280.74	561.48	5,100.00	4,538.52	11.0
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	570.71	2,250.71	35,983.00	33,732.29	6.3
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	10,846.98	15,616.39	143,227.00	127,610.61	10.9
004-2100-000.64-30 LIBRARY PERIODICALS	224.79	224.79	5,073.00	4,848.21	4.4
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,948.27	2,177.01	25,821.00	23,643.99	8.4
004-2100-000.64-80 COMPUTER SOFTWARE	.00	2,028.83	30,084.00	28,055.17	6.7
004-2100-000.69-50 MISCELLANEOUS EXPENSES	324.00	324.00	1,000.00	676.00	32.4
004-2100-000.69-80 ASSETS < \$5000	.00	.00	126,043.00	126,043.00	.0
004-2100-000.72-20 BUILDINGS	.00	.00	20,400.00	20,400.00	.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	80,196.86	165,537.77	1,490,048.00	1,324,510.23	11.1

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,308.20	14,616.40	80,391.00	65,774.60	18.2
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
004-9500-000.88-01 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	 7,308.20	 14,616.40	 1,114,730.00	 1,100,113.60	 1.3
 TOTAL FUND EXPENDITURES	 87,505.06	 180,154.17	 2,604,778.00	 2,424,623.83	 6.9