

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: March 17, 2020
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
 - a. Meeting in Maupin April 19, 2020
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board Meeting
January 21, 2020
Location: The Dalles

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Bronte Dodd, Sarah Tierney

Called to order: 4:01 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 – Maupin has received a grant for children's books. The shelving has been installed and the furniture is due to be received in late February. The author of *Whiskey When We're Dry*, John Larison, will be coming to the Maupin Library for an author visit as part of a Wasco County Cultural Trust grant. The summer reading program performers have all been booked and the library is still fundraising. April 19 is the target date for the Library's grand opening.

Dufur – Pajama story-time has started on Tuesday evenings and is off to a promising start. The BLT Teen Advisory Board kicked-off recently and generated some good interest from the teens. There will be a Scholastic Book Fair in February that always seems to raise a lot of money for the school and library. There was a discussion revolving around the principal pulling a substitute out of the library when Sarah had jury duty. In the future the principal has agreed to close the library and to post the closing to the general public.

The Dalles – Suzanne Murray has been hired to fill a second Library Page position that had gone unfilled until now. She has 19 years of library experience from the Sandy Public Library and her help has been warmly accepted by the rest of the staff during busy times. The self-checkout is broke again. If the fix is too expensive, it was suggested that new self-checkout options be explored. The Soup Night was cancelled for lack of volunteers to make the soup. The library will be offering a skateboard construction and design program for teens that will take place over three Saturdays. Also, two Saturday SAT preparation workshops will be held at the library to help high school students do well on their college entrance exams.

Old Business: Maintenance has assured the library they will start the water fountain project in the hallway before the end of January. The Library District is getting close to providing the Kanopy video streaming platform to the county's residents.

New Business: The Library District's consortium membership fees could almost double next year. Many libraries in the Sage System, especially the smaller ones, are unhappy with the current cost structure. The bigger libraries will probably end up paying more money. Because The Dalles Library pays the Sage membership fee for Maupin and Dufur, as well as The Dalles, the additional cost will be budgeted into the FY20/21 budget for The Dalles Library. Also, the cost of the Kanopy video streaming service will be built into the FY20/21 budget of The Dalles Library, as The Dalles will be paying for the streaming service for the whole Library District.

Financial Review: Nothing seemed amiss.

The next Library Board meeting will be February 18, 4 pm, at The Dalles Library.

Meeting was adjourned at 5:34 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 8 MONTHS ENDING FEBRUARY 29, 2020

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	3,612.00	3,445.00	(167.00)	104.9
TOTAL GRANTS	.00	3,612.00	3,445.00	(167.00)	104.9
<u>SOURCE 336</u>					
004-0000-336.10-0 PRIVATE SECTOR GRANTS	.00	77,755.00	77,755.00	.00	100.0
TOTAL SOURCE 336	.00	77,755.00	77,755.00	.00	100.0
<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	654,211.50	1,308,423.00	654,211.50	50.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	654,211.50	1,308,423.00	654,211.50	50.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,765.10	13,136.80	14,300.00	1,163.20	91.9
TOTAL FINES	1,765.10	13,136.80	14,300.00	1,163.20	91.9
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,800.07	23,917.63	21,500.00	(2,417.63)	111.2
TOTAL INTEREST REVENUES	2,800.07	23,917.63	21,500.00	(2,417.63)	111.2
<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 8 MONTHS ENDING FEBRUARY 29, 2020

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	 4,565.17	 2,495,134.69	 2,812,113.00	 316,978.31	 88.7

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	41,001.32	314,186.46	478,993.00	164,806.54 65.6
004-2100-000.12-00	PARTTIME/TEMP SALARIES	3,132.40	18,467.44	37,606.00	19,138.56 49.1
004-2100-000.13-00	OVERTIME SALARIES	11.51	536.51	6,000.00	5,463.49 8.9
004-2100-000.21-10	MEDICAL INSURANCE	12,675.31	99,469.39	169,227.00	69,757.61 58.8
004-2100-000.21-20	L-T DISABILITY INSURANCE	277.33	2,157.49	3,134.00	976.51 68.8
004-2100-000.21-30	LIFE INSURANCE	41.66	338.36	528.00	189.64 64.1
004-2100-000.21-40	WORKERS COMP INSURANCE	27.15	1,354.04	1,853.00	298.96 81.9
004-2100-000.22-00	FICA	3,297.21	24,870.27	36,871.00	12,000.73 67.5
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,155.20	29,113.33	62,923.00	33,809.67 46.3
004-2100-000.28-00	VEBA CONTRIBUTIONS	56.65	2,837.34	4,655.00	1,817.66 61.0
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	20.00	145.00	120.00	(25.00) 120.8
004-2100-000.31-10	CONTRACTUAL SERVICES	6,215.24	61,376.23	178,952.00	117,575.77 34.3
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	191.77	1,526.16	4,980.00	3,453.84 30.7
004-2100-000.41-20	GARBAGE SERVICES	97.04	667.04	1,587.00	919.96 42.0
004-2100-000.41-40	ELECTRICITY	2,291.58	14,533.25	29,650.00	15,116.75 49.0
004-2100-000.43-10	BUILDINGS AND GROUNDS	2,009.26	9,363.30	33,900.00	24,536.70 27.6
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	14.00	.00	(14.00) .0
004-2100-000.43-52	LIBRARY VEHICLE	32.37	342.09	3,650.00	3,307.91 9.4
004-2100-000.43-77	HVAC SYSTEMS	118.00	844.30	6,246.00	5,401.70 13.5
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	17.46	127.35	2,300.00	2,172.65 5.5
004-2100-000.53-30	TELEPHONE	617.58	5,871.20	12,031.00	6,159.80 48.8
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	622.31	14,062.00	13,439.69 4.4
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	.00	554.00	4,259.00	3,705.00 13.0
004-2100-000.60-10	OFFICE SUPPLIES	184.34	2,535.69	36,576.00	34,040.31 6.9
004-2100-000.60-20	JANITORIAL SUPPLIES	361.74	2,901.89	5,900.00	2,998.11 49.2
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	3,856.49	19,257.66	135,838.00	116,580.34 14.2
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	8,651.97	64,684.45	111,500.00	46,815.55 58.0
004-2100-000.64-30	LIBRARY PERIODICALS	600.00	2,104.48	5,073.00	2,966.52 41.5
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,600.28	11,855.69	38,749.00	26,893.31 30.6
004-2100-000.64-80	COMPUTER SOFTWARE	853.86	2,265.10	33,697.00	31,431.90 6.7
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,500.00	1,500.00 .0
004-2100-000.69-80	ASSETS < \$5000	.00	34,839.51	56,815.00	21,975.49 61.3
004-2100-000.72-20	BUILDINGS	.00	4,278.50	33,600.00	29,321.50 12.7
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	92,194.74	744,040.23	1,600,829.00	856,788.77 46.5

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	9,293.55	74,348.40	102,229.00	27,880.60	72.7
004-9500-000.81-10 TO UNEMPLOYMENT FUND	237.55	1,900.40	2,613.00	712.60	72.7
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	 76,248.80	 1,211,284.00	 1,135,035.20	 6.3
 TOTAL FUND EXPENDITURES	 101,725.84	 820,289.03	 2,812,113.00	 1,991,823.97	 29.2

STATS for 2019-2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
VISITOR COUNT	13,091	11,265	11,132	13,333	9,702	10,959	11,300	12,047				
INTERNET USERS	1,418	1,501	1,411	1,169	996	1,006	1,057	1,059				
Overdrive Read	131	137	170	141	152	127	162	155				
Open EPUB ebook	3	2	3	3	0	2	1	4				
overdrive video	0	0	0	0	0	0	0	0				
adobe PDF ebook	0	0	0	0	0	0	0	0				
kindle book	221	192	176	226	180	149	169	128				
adobe EPUB ebook	85	62	81	94	83	82	92	83				
overdrive MP3 audio	372	324	355	300	310	337	356	275				
Open PDF ebook	0	0	0	0	0	0	0	0				
Pending (ebook)	47	37	44	34	33	39	40	34				
Pending (audiobook)	36	25	37	39	33	34	30	23				
overdrive Listens	327	331	308	438	384	421	424	415				
Kobo ebook	0	0	0	0	0	0	0	0				
LIBRARY2Go total	1,222	1,110	1,174	1,275	1,175	1,191	1,274	1,117				
TUMBLEBOOKS	3	1	154	307	34	99	74	12				
PATRONS ADDED	89	82	142	133	48	68	93	56				
ILL'S SENT	1,425	1,377	1,230	1,333	1,290	1,251	1,361	1,286				
ILL'S RECEIVED	748	787	682	775	698	739	851	781				
MONTHLY CIRC LIBRARY2GO	20,765	20,190	18,945	19,188	17,448	18,214	19,548	18,353				
	1,222	1,110	1,174	1,275	1,175	1,191	1,274	1,117				
TOTAL CIRC	21,987	21,300	20,119	20,468	18,623	19,405	20,822	19,470				

CIRCULATION STATISTICS @ The Dalles Public Library

2020-02	ARCHIVAL	12
2020-02	ASK AT DESK	42
2020-02	AUDIO BOOKS	372
2020-02	Adult Graphic Novel	16
2020-02	BIOGRAPHIES	40
2020-02	Board Games	5
2020-02	Braille	1
2020-02	CHILDREN'S AUDIOS	34
2020-02	CHILDREN'S BIOGRAPHIES	15
2020-02	CHILDREN'S BOARD BOOKS	157
2020-02	CHILDREN'S FICTION	356
2020-02	CHILDREN'S NON FICTION	471
2020-02	CHILDREN'S PAPERBACKS	8
2020-02	CHILDREN'S BIOGRAPHY	3
2020-02	CHRISTIAN FICTION	106
2020-02	DVD	1
2020-02	EARLY READER	748
2020-02	FICTION	850
2020-02	Game Center	7
2020-02	J Graphic Novel	367
2020-02	JUVENILE SERIES	184
2020-02	LARGE PRINT	339
2020-02	LIBROS EN ESPANOL	50
2020-02	LUCKY DAY VIDEOS	3
2020-02	MAGAZINES	20
2020-02	MANGA COLLECTION	143
2020-02	Music CD's	33
2020-02	NEW BOOKS	1768
2020-02	NON-FICTION	803
2020-02	OREGON BATTLE OF THE BOOKS	25
2020-02	OVERSIZE COLLECTION	14
2020-02	PICTURE BOOKS	1834
2020-02	Parenting	1
2020-02	VIDEO RACK	8171
2020-02	Wifi Hotspots	171
2020-02	YA Graphic Novel	19
2020-02	YOUNG ADULT AUDIOBOOK	2
2020-02	YOUNG ADULT FICTION	141
2020-02	YOUNG ADULT NON-FICTION	11

FEBRUARY 2020 PROGRAM STATISTICS

Childrens:

Baby storytime	4 times	=	30	
Toddler storytime	4 times	=	65	
Pre-school storytime	4 times	=	133	
Play & Learn	7 times	=	77	
Fun Friday	4 times	=	76	
Pre-school yoga	4 times	=	51	
Family storytime	1 time	=	0	
Cuentos y Crafts	1 time	=	0	
Family Craft Night	1 time	=	12	
Early Headstart	1 time	=	17	
Headstart	4 classes	=	74	
Outreach @schools	8 classes	=	155	at Chenowith and Colonel Wright
OCDC Outreach	8 times	=	136	
Singing Valentines	1 time	=	53	Colonel Wright second graders
Travel Lantern	1 time	=	52	The Lion, the Witch & the Wardrobe
Stuffed animal breakfast	1 time	=	14	animal sleepover night before
TOTAL			945	

Teens:

Animanga	1 time	=	13	
Coding	4 times	=	08	
Graphic Novel book club	1 time	=	04	
Open gaming/cosplay	5 times	=	22	
Maker Sessions	4 times	=	05	
LGBTQ YA book club	1 time	=	05	
Loteria	1 time	=	00	canceled due to illness
Figurine painting	1 time	=	01	
DIY Nail Polish	1 time	=	04	
Anti-Valentine's Party	1 time	=	28	
DIY Nunchaku	1 time	=	05	
DIY Mardi gras mask	1 time	=	12	
Knowledge is power	1 time	=	01	trivia game
Skateboard Art	3 classes	=	23	
Japan Club outreach	4 times	=	47	
Snacks & Stories	1 time	=	72	@TDMS
D & D	2 times	=	09	
OBOB	1 time	=	48	@TDMS
TOTAL			325	

FEBRUARY 2020 PROGRAM STATISTICS

Adult:

Sewing Club	3 times	=	09
Your-Best-Year-Ever bk club	1 time	=	03
Pride Book Club	1 time	=	04
3 rd Thursday Book Club	1 time	=	03
Writer's Club	2 times	=	08
Tea Club	1 time	=	22
Crochet Club	4 times	=	17
Peter Marbach	1 time	=	03 author talk
Yoga for adults	4 times	=	22
Pour Painting	1 time	=	15
Valentine's cards	1 time	=	05
Heart shaped soap	1 time	=	15
Foam Printmaking	1 time	=	07
New-sew blankets	1 time	=	17
Outreach – Tygh Valley	1 time	=	42
Outreach – Tuesday Books	1 time	=	06
Book raffle	all month	=	79 passive program
TOTAL:			<u>277</u>

Misc. all ages welcome:

Laser cut Valentine postcard	5 times	=	34
TOTAL:			<u>34</u>

TOTAL PROGRAM ATTENDANCE: 1,581

Meeting room use by outside groups:

Primary Purpose	18 times	=	124
The Dalles Toastmasters	1 time	=	16
Columbia Fiber Guild	1 time	=	30
Wasco County Democrats	1 time	=	20
Friends of the Library	1 time	=	08
Yu-gi-oh Club	1 time	=	05
TOTAL:			<u>203</u>