

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: February 19, 2019
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
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board Meeting
January 15, 2019
Location: The Dalles

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Rita Squires, Rani McPhearson

Called to order: 4:03 by Dick Stentz

Recognition of visitors and interested parties: Rich Mays, new mayor of The Dalles; Darcy Long-Curtis, councilwoman of The Dalles; Kathy Ritchey, representing the newly formed Library Advisory Board for Southern Wasco County Library.

Jeff Wavrunek gave an overview on the Library District, how the money is shared, responsibilities, who is in charge. Carolyn Wood explained areas covered in the county (within city limits of Mosier is not covered, as they opted not to be part of the Library District; the town of Antelope, as well as a part of the Warm Springs Reservation which are served by a closer library district).

Rich Mays introduced himself, and gave some background on how he came to be in The Dalles. Darcy Long-Curtis also introduced herself, as did Kathy Ritchey.

Corrections to minutes: None. Rita Rathkey moved to approve, seconded by Carol Jones, and the minutes were approved

Director's Reports:

Dufur – (Sarah Tierney was not here, her report was sent via email, which was read aloud by Dick Stentz.) Dufur is getting ready for the book fair. February 4th-8th, last year was one of the biggest fundraising book fairs. I am hoping I can repeat that success again. Plans for National Library Week in April are underway and summer reading program plans are progressing. The Ready to Read grant was approved and I am working on spending that money. One of the items I am purchasing is a story time chair. I haven't found the perfect one yet, but I am looking.

Books ordered from Ingram have been coming cataloged and processed. This has been a HUGE time saver and is very convenient. We had a cookie exchange on December 20th with 13 people in attendance. I am looking at my schedule and have a soup night tentatively scheduled for February 21st.

Maupin – Their book sale, held in December, raised \$62. Movie night is going well. Bronte is a new staff member, replacing Kyle, who left to work for the Chamber of Commerce. They hope to put a computer in the Canyon Rim Assisted Living facility, for ease of patron use. Kathy Ritchey, a volunteer, will be providing outreach library services to them. (After a brief discussion, it was realized that because this is a private facility, not something open to the general public, the Service District cannot support a computer there. However, donated computers could possibly be used there. The Service District would not be responsible for their upkeep.) Rani is taking a seminar on homelessness and libraries. Summer Reading planning is coming along. The Library Advisory Board (LAB) is coming along. It was set up to help recommend and give advice in fostering diversity in programs, events and the collection. They are going to set up a committee to help with interior design of the new library.

The Dalles – The new book shelves, allowing more face out display of books, has resulted in higher circulation of those books. The second annual Soup Night will be tomorrow night, all of the soups are made by volunteers (staff and board members). Safeway, once again, donated French bread to go with the soup.

There is a Winter Reading program going on, the first time it has been offered. We have partnered with Burgerville, who is giving all elementary school-aged kids a free kid's meal for reading 5 books.

Lights are being changed, with LEDs being installed, and the project should be done soon.

The City of The Dalles is doing a Citizen Academy for those interested in learning how city government works. They are hoping to offer this every year; there are currently 15 people signed up.

Old Business:

Dufur Library hours during school breaks? Since Sarah Tierney was not here, there was no answer. The new drinking fountain has been ordered. It was nice to see that the dead leaves have been cleaned up.

New Business:

Maupin LAB held a very productive meeting, lots of people are involved. The reason behind the formation of the LAB is the Collins Grant (for helping furnish the new library); they were told that the programming and materials did not offer enough diversity.

Carol Jones' term will be up in July, and she reminded the Board that they will need to find someone to fill her spot.

Financial Review:

A library service district audit had been conducted by Wasco County and the results sent to the Board. Carolyn Woods moved to accept the audit results, with Rita Rathkey seconding. It was unanimously accepted.

The next meeting will be February 19th, at 4:00 in The Dalles.

Meeting was adjourned at 5:12 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Dick Stentz, Chair

Carol Jones, Vice-Chair

Rita Rathkey, Board Member

Carolyn Wood, Board Member

Tina Coleman, Board Member

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,596,044.51	1,270,713.00	(325,331.51)	125.6
TOTAL SOURCE 300	.00	1,596,044.51	1,270,713.00	(325,331.51)	125.6
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	6,445.00	37,776.00	31,331.00	17.1
TOTAL GRANTS	.00	6,445.00	37,776.00	31,331.00	17.1
<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	1,273.03	9,620.35	12,900.00	3,279.65	74.6
TOTAL FINES	1,273.03	9,620.35	12,900.00	3,279.65	74.6
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,077.30	16,208.86	12,575.00	(3,633.86)	128.9
TOTAL INTEREST REVENUES	2,077.30	16,208.86	12,575.00	(3,633.86)	128.9
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	174.98	400.00	225.02	43.8
TOTAL GIFTS AND DONATIONS	.00	174.98	400.00	225.02	43.8
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	73.54	100.00	26.46	73.5
TOTAL OTHER MISC REVENUES	.00	73.54	100.00	26.46	73.5

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2019

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	3,350.33	1,628,567.24	2,604,778.00	976,210.76	62.5

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	39,675.62	258,660.97	438,261.00	179,600.03 59.0
004-2100-000.12-00	PARTTIME/TEMP SALARIES	1,701.91	18,272.61	95,080.00	76,807.39 19.2
004-2100-000.13-00	OVERTIME SALARIES	.00	.00	3,500.00	3,500.00 .0
004-2100-000.21-10	MEDICAL INSURANCE	12,821.82	86,629.25	181,646.00	95,016.75 47.7
004-2100-000.21-20	L-T DISABILITY INSURANCE	280.94	1,711.50	3,122.00	1,410.50 54.8
004-2100-000.21-30	LIFE INSURANCE	45.77	303.01	528.00	224.99 57.4
004-2100-000.21-40	WORKERS COMP INSURANCE	21.16	1,731.53	3,047.00	1,315.47 56.8
004-2100-000.22-00	FICA	3,066.83	20,481.65	41,068.00	20,586.35 49.9
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,143.89	29,565.89	59,166.00	29,600.11 50.0
004-2100-000.28-00	VEBA CONTRIBUTIONS	478.13	1,920.29	4,107.00	2,186.71 46.8
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	10.00	75.00	180.00	105.00 41.7
004-2100-000.31-10	CONTRACTUAL SERVICES	1,592.95	41,886.93	89,845.00	47,958.07 46.6
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00 .0
004-2100-000.41-10	WATER & SEWER	207.57	1,750.40	4,770.00	3,019.60 36.7
004-2100-000.41-20	GARBAGE SERVICES	91.78	550.68	1,122.00	571.32 49.1
004-2100-000.41-40	ELECTRICITY	2,314.25	11,663.34	29,151.00	17,487.66 40.0
004-2100-000.43-10	BUILDINGS AND GROUNDS	(4,802.33)	4,537.37	32,388.00	27,850.63 14.0
004-2100-000.43-40	OFFICE EQUIPMENT	401.80	805.17	19,654.00	18,848.83 4.1
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	86.09	538.61	3,200.00	2,661.39 16.8
004-2100-000.43-77	HVAC SYSTEMS	.00	292.48	5,271.00	4,978.52 5.6
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	9.03	178.66	2,000.00	1,821.34 8.9
004-2100-000.53-30	TELEPHONE	885.68	5,270.86	9,868.00	4,597.14 53.4
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	977.96	12,133.00	11,155.04 8.1
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	209.94	10,494.00	10,284.06 2.0
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	1,157.05	2,799.00	1,641.95 41.3
004-2100-000.60-10	OFFICE SUPPLIES	381.60	2,897.16	32,223.00	29,325.84 9.0
004-2100-000.60-20	JANITORIAL SUPPLIES	437.18	2,296.91	5,100.00	2,803.09 45.0
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	1,295.11	8,748.28	35,983.00	27,234.72 24.3
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	7,504.82	58,221.30	143,227.00	85,005.70 40.7
004-2100-000.64-30	LIBRARY PERIODICALS	30.00	1,424.19	5,073.00	3,648.81 28.1
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,885.75	11,418.87	25,821.00	14,402.13 44.2
004-2100-000.64-80	COMPUTER SOFTWARE	1,152.19	3,181.02	30,084.00	26,902.98 10.6
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	523.00	1,000.00	477.00 52.3
004-2100-000.69-80	ASSETS < \$5000	9,365.10	9,365.10	126,043.00	116,677.90 7.4
004-2100-000.72-20	BUILDINGS	2,268.03	2,268.03	20,400.00	18,131.97 11.1
004-2100-000.74-20	VEHICLES	.00	.00	.00	.00 .0
004-2100-000.74-30	FURNITURE AND FIXTURES	.00	26,000.00	.00	(26,000.00) .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		87,352.67	624,896.37	1,490,048.00	865,151.63 41.9

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2019

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>						
004-9500-000.81-01	TO GENERAL FUND	7,308.20	51,157.40	80,391.00	29,233.60	63.6
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	51,157.40	1,114,730.00	1,063,572.60	4.6
TOTAL FUND EXPENDITURES		94,660.87	676,053.77	2,604,778.00	1,928,724.23	26.0

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
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VISITOR COUNT 14,267 12,520 10,409 12,614 10,729 10,790 12,466

INTERNET USERS 1,663 1,806 1,351 1,458 1,169 1,075 1,232

Overdrive Read 31 39 47 78 64 71 80
 Open EPUB ebook 3 0 2 2 1 0 1
 overdrive video 0 0 0 0 0 0 0
 adobe PDF ebook 0 0 1 0 0 0 0
 kindle book 272 276 256 174 183 215 266
 adobe EPUB ebook 93 99 89 104 111 89 109
 overdrive MP3 audio 429 393 365 310 307 287 283
 Open PDF ebook 0 0 0 0 0 0 0
 Pending (ebook) 43 35 45 35 43 29 40
 Pending (audiobook) 39 54 40 40 33 33 38
 overdrive Listens 117 192 181 199 191 224 246
 Kobo ebook 0 0 0 0 0 0 0

LIBRARY2Go total 1,027 1,088 1,026 942 933 948 1,063

TUMBLEBOOKS 0 4 0 48 341 9 43

PATRONS ADDED 81 106 199 120 76 99 108

ILL'S SENT 1,080 1,136 1,032 1,231 1,065 1,024 1,451
 ILL'S RECEIVED 661 772 729 651 693 616 904

MONTHLY CIRC 20,200 20,129 18,139 20,339 19,241 19,798 21,483
 LIBRARY2GO 1,027 1,088 1,026 942 933 948 1,063

TOTAL CIRC 21,227 21,217 19,165 21,281 20,174 20,746 22,546

2019-01	The Dalles Wasco County Library	ARCHIVAL
2019-01	The Dalles Wasco County Library	ASK AT DESK
2019-01	The Dalles Wasco County Library	AUDIO BOOKS
2019-01	The Dalles Wasco County Library	AUDIO VISUAL
2019-01	The Dalles Wasco County Library	Adult Graphic Novel
2019-01	The Dalles Wasco County Library	BIOGRAPHIES
2019-01	The Dalles Wasco County Library	Board Games
2019-01	The Dalles Wasco County Library	CHILDREN'S AUDIOS
2019-01	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHIES
2019-01	The Dalles Wasco County Library	CHILDREN'S BOARD BOOKS
2019-01	The Dalles Wasco County Library	CHILDREN'S CASTLE
2019-01	The Dalles Wasco County Library	CHILDREN'S FICTION
2019-01	The Dalles Wasco County Library	CHILDREN'S NON FICTION
2019-01	The Dalles Wasco County Library	CHILDREN'S PAPERBACKS
2019-01	The Dalles Wasco County Library	CHILDREN'S TINY BOOKS
2019-01	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHY
2019-01	The Dalles Wasco County Library	CHRISTIAN FICTION
2019-01	The Dalles Wasco County Library	EARLY READER
2019-01	The Dalles Wasco County Library	FICTION
2019-01	The Dalles Wasco County Library	Game Center
2019-01	The Dalles Wasco County Library	J Graphic Novel
2019-01	The Dalles Wasco County Library	JUVENILE SERIES
2019-01	The Dalles Wasco County Library	LARGE PRINT
2019-01	The Dalles Wasco County Library	LIBROS EN ESPANOL
2019-01	The Dalles Wasco County Library	LUCKY DAY VIDEOS
2019-01	The Dalles Wasco County Library	MAGAZINES
2019-01	The Dalles Wasco County Library	MANGA COLLECTION
2019-01	The Dalles Wasco County Library	Music CD's
2019-01	The Dalles Wasco County Library	NEW BOOKS
2019-01	The Dalles Wasco County Library	NON-FICTION
2019-01	The Dalles Wasco County Library	OREGON BATTLE OF THE BOOKS
2019-01	The Dalles Wasco County Library	OVERSIZE COLLECTION
2019-01	The Dalles Wasco County Library	PICTURE BOOKS
2019-01	The Dalles Wasco County Library	Parenting
2019-01	The Dalles Wasco County Library	STAFF WORKROOM
2019-01	The Dalles Wasco County Library	Stacks
2019-01	The Dalles Wasco County Library	VIDEO RACK
2019-01	The Dalles Wasco County Library	Wifi Hotspots
2019-01	The Dalles Wasco County Library	YA Graphic Novel
2019-01	The Dalles Wasco County Library	YOUNG ADULT AUDIOBOOK
2019-01	The Dalles Wasco County Library	YOUNG ADULT FICTION
2019-01	The Dalles Wasco County Library	YOUNG ADULT NON-FICTION

Children's programming

(totals include adults)

Baby/Toddler Storytime (5x)	35
Toddler Storytime (5x)	69
Preschool Storytime (4x)	125
Playtime w/Next Door (4x)	125
Fun Friday (4x)	68
Family Storytime	05
Sensory Storytime	07
Spanish Storytime (2x)	10
Headstart (4x)	90

Children's stats do not include those that come to play with the MindSplash and other things. This could be between 20-50 (or more) people each day we are open

Teen programming

Teen Fridays (4x)	24
Book Club	02
xBox tournament	08
Acrylic pour painting	10
D and D (9x)	66
Wahtonka Outreach (2x)	50
Board gaming	00
Saturday Art	00
Youth Fiber Guild (2x)	07
Warhammer	09
Yu-gi-oh	03
Maker in Residence	18
Maker in Residence outreach	10
Tabletop gaming	06
Teen Warhammer	07
WCS	30
xBox use	19
TLAB	07
Magic (2x)	10
TDHS Japan Club (4x)	52

Adult programming

Senior outreach (3x)	67
Animanga Club	17
Book Clubs (3x)	09
Movie Night	4

Special programs

Soup Night	100
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Meeting room use

Outside groups (11x)	114
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Total attendance all programs: 1183