

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, November 20, 2018

4:00

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
October 16, 2018
Location: Dufur

SUBJECT TO APPROVAL

Board members present: Dick Stentz, Tina Coleman, Rita Rathkey, Carol Jones

Staff present: Jeff Wavrunek, Rani McPhearson and Sarah Tierney

Called to order: at 4:17 by Dick Stentz

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

Recognition of visitors and interested parties: none

Additions to agenda: None

Shared Concerns: None

Library Directors' Reports:

The Dalles – There is now a job opening for a Clerk I position (as the position for the Teen Librarian was filled from within). Interviews will start on Friday. According to the City, we need to have a manager from another department participate with the interviews, which will be Steve Byers. It is hoped that the new person will be able to start right away. There are 17 applicants, all good. The Teen Librarian position is being shared by Mema and Jeannie. Kathy Viemeister has handed in her resignation, which will open up another half-time position, hopefully that will soon be filled. The Lego wall has been installed, and is very popular. More Legos have been ordered to go with it.

Dufur – Maggie Pando was in recently and updated the computers. Sarah is working with Ingram regarding cataloging books and has lots of questions she needs to find answers to. Dufur is looking for a wall unit similar to the Light Bright. Sarah is working on a Veteran's Day program similar to what they did last year.

Maupin – They just got about 30 Spanish books in (a lot of top sellers). Ed Edmo will do a program on November 14th for Native American Heritage month. Someone else will be making fry bread for them to share. They will be starting story-time up again beginning November 16th. Maupin has hired 3 new library assistants, Kyle Sunega, Nancy Wesson and Amy Pallari. The house at the location for the new library has been leveled, so construction can begin. They did not get the Collins Foundation grant, which would have been used for inside furnishings. Collins wanted to see more outside community involvement from those that would benefit.

Old Business: Water fountain - Jeff has discussed this with Terry, and took into consideration the Board's input. Instead of going with the bottled water, the drinking fountain will be replaced. They will be soliciting quotes.

The grounds - Terry has a new co-worker, so he will not have to do everything himself. The new Safety Director has talked to Terry and Jerry regarding things the library needs fixed.

The lights in the library are being changed out for LED lights. Most of the lights reachable by ladder have been changed, although they are going to have to rent a lift to do the main high-ceiling lights. Some trees have been pruned, and other work is being done.

Hotspot policy - That is going to have to wait, as it needs to be reworded. CGCC wants to get some Hotspots through Google. However, Google prefers to go through our library, since we already have them.

New Business: The dollar limit per family is being handled on a case by case basis. Usually, if multiple family members have maxed out the fine limit, no one can check out, and they cannot get cards for new family members.

Financial Review: Jeff explained, for Tina's benefit, what happens to money in a line item if it is not all spent at the end of the fiscal year.

Statistics: Discussion of Library2Go statistics, it still shows some things that are no longer offered. Jeff will check with Maggie and see if those can be removed from the report. Overall, circulation statistics are going up, especially the Easy and Early Reader books.

The next Library Board meeting will be held November 20th at 4:00 in The Dalles. There will not be a December meeting.

Meeting adjourned at 5:07 pm.

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 4 MONTHS ENDING OCTOBER 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	3,000.00	37,776.00	34,776.00	7.9
TOTAL GRANTS	.00	3,000.00	37,776.00	34,776.00	7.9
<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	966.72	5,406.02	12,900.00	7,493.98	41.9
TOTAL FINES	966.72	5,406.02	12,900.00	7,493.98	41.9
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,379.55	9,910.91	12,575.00	2,664.09	78.8
TOTAL INTEREST REVENUES	2,379.55	9,910.91	12,575.00	2,664.09	78.8
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	174.98	174.98	400.00	225.02	43.8
TOTAL GIFTS AND DONATIONS	174.98	174.98	400.00	225.02	43.8
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	73.54	73.54	100.00	26.46	73.5
TOTAL OTHER MISC REVENUES	73.54	73.54	100.00	26.46	73.5

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 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	3,594.79	18,565.45	2,604,778.00	2,586,212.55	.7

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	38,580.27	141,383.13	438,261.00	296,897.87	32.3
004-2100-000.12-00 PARTTIME/TEMP SALARIES	2,249.19	9,993.11	95,080.00	85,086.89	10.5
004-2100-000.13-00 OVERTIME SALARIES	.00	.00	3,500.00	3,500.00	.0
004-2100-000.21-10 MEDICAL INSURANCE	12,073.96	47,407.69	181,646.00	134,238.31	26.1
004-2100-000.21-20 L-T DISABILITY INSURANCE	261.21	1,043.23	3,122.00	2,078.77	33.4
004-2100-000.21-30 LIFE INSURANCE	41.68	165.62	528.00	362.38	31.4
004-2100-000.21-40 WORKERS COMP INSURANCE	23.02	1,663.11	3,047.00	1,383.89	54.6
004-2100-000.22-00 FICA	2,869.66	11,170.92	41,068.00	29,897.08	27.2
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	4,337.71	17,180.22	59,186.00	42,005.78	29.0
004-2100-000.28-00 VEBA CONTRIBUTIONS	17.13	1,356.51	4,107.00	2,750.49	33.0
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	10.00	45.00	180.00	135.00	25.0
004-2100-000.31-10 CONTRACTUAL SERVICES	18,499.75	35,190.49	69,845.00	54,654.51	39.2
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00	.0
004-2100-000.41-10 WATER & SEWER	213.74	1,168.84	4,770.00	3,601.16	24.5
004-2100-000.41-20 GARBAGE SERVICES	91.78	275.34	1,122.00	846.66	24.5
004-2100-000.41-40 ELECTRICITY	1,377.76	5,993.99	29,151.00	23,167.01	20.5
004-2100-000.43-10 BUILDINGS AND GROUNDS	4,837.12	6,093.46	32,388.00	26,294.54	18.8
004-2100-000.43-40 OFFICE EQUIPMENT	337.42	403.37	19,654.00	19,250.63	2.1
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
004-2100-000.43-62 LIBRARY VEHICLE	74.27	274.29	3,200.00	2,925.71	8.6
004-2100-000.43-77 HVAC SYSTEMS	292.48	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
004-2100-000.62-30 PROPERTY	.00	5,023.70	6,718.00	1,694.30	74.8
004-2100-000.62-50 AUTOMOTIVE	.00	407.84	540.00	138.16	74.7
004-2100-000.63-20 POSTAGE	123.96	147.53	2,000.00	1,852.47	7.4
004-2100-000.63-30 TELEPHONE	692.01	3,077.47	9,858.00	6,790.53	31.2
004-2100-000.68-10 TRAVEL, FOOD & LODGING	268.76	268.76	12,133.00	11,864.24	2.2
004-2100-000.68-50 TRAINING AND CONFERENCES	.00	.00	10,494.00	10,494.00	.0
004-2100-000.68-70 MEMBERSHIPS/DUES/SUBSCRIP	225.05	1,157.05	2,799.00	1,641.95	41.3
004-2100-000.60-10 OFFICE SUPPLIES	489.57	1,878.27	32,223.00	30,344.73	5.8
004-2100-000.60-20 JANITORIAL SUPPLIES	342.89	1,122.95	5,100.00	3,977.04	22.0
004-2100-000.60-65 SPECIAL DEPT SUPPLIES	1,255.50	3,995.64	35,983.00	31,987.36	11.1
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	8,149.32	34,198.71	143,227.00	109,028.29	23.9
004-2100-000.64-30 LIBRARY PERIODICALS	32.72	257.51	5,073.00	4,815.49	5.1
004-2100-000.64-40 AUDIOVISUAL MATERIALS	2,611.00	5,917.81	25,821.00	19,903.19	22.9
004-2100-000.64-80 COMPUTER SOFTWARE	.00	2,028.83	30,094.00	28,055.17	6.7
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	523.00	1,000.00	477.00	52.3
004-2100-000.69-60 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	98,389.93	345,005.70	1,490,048.00	1,145,042.30	23.2

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 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	29,232.80	80,391.00	51,158.20	36.4
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
	<u>TOTAL OTHER</u>	<u>7,308.20</u>	<u>29,232.80</u>	<u>1,114,730.00</u>	<u>1,085,497.20</u>	<u>2.6</u>
	 <u>TOTAL FUND EXPENDITURES</u>	 <u>105,697.13</u>	 <u>374,238.50</u>	 <u>2,604,778.00</u>	 <u>2,230,539.50</u>	 <u>14.4</u>

	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	10,409	12,614								
INTERNET USERS	1,663	1,806	1,351	1,458								
Overdrive Read	31	39	47	78								
Open EPUB ebook	3	0	2	2								
adobe PDF ebook	0	0	1	0								
kindle book	272	276	256	174								
adobe EPUB ebook	93	99	89	104								
overdrive MP3 audio	429	393	365	310								
Open PDF ebook	0	0	0	0								
Pending (ebook)	43	35	45	35								
Pending (audiobook)	39	54	40	40								
overdrive Listens	117	192	181	199								
LIBRARY2Go total	1,027	1,088	1,026	942								
TUMBLEBOOKS	0	4	0	48								
PATRONS ADDED	81	106	199	120								
ILL'S SENT	1,080	1,136	1,032	1,231								
ILL'S RECEIVED	661	772	729	651								
MONTHLY CIRC	20,200	20,129	18,139	20,339								
LIBRARY2GO	1,027	1,088	1,026	942								
TOTAL CIRC	21,227	21,217	19,165	21,281								

Program Statistics – The Dalles

Children's Services

Book Babies	40
Toddler story times	45
Pre-school story time	123
Play Group	85
Family Story time	06
Sensory Story time	05
Family Craft Night	05
Family Movie Night	04
Head Start outreach	97
Early Head Start	22
Colonel Wright kindergarten	20
CGESD visit to library	80
Chenoweth ESL Night	100
ESL visit to library	48
Fun Fridays	73

Teen Services

NOTHING REPORTED

Adult Services

First Tuesday Movie	03
Book groups	08
Outreach visits	37
Gorge Happiness programs	55
Oregon Rail History prgm	24
Tell-Tale Heart	54

Other programs

Animanga	24
Miniature Painting	14
Teen Wargame Club	20
WCS Outreach	70

Total	1066
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