

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, October 16, 2018
4:00
Location: Dufur

- 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
September 18, 2018
Location: Maupin

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Rani McPhearson and Sarah Tierney

Called to order: at 4:02 by Dick Stentz

Corrections to minutes: none, Carolyn Wood moved to approve, seconded by Carol Jones, and the minutes were approved.

Recognition of visitors and interested parties: none

Additions to agenda: Dollar limit for family fines (moved to New Business)

Shared Concerns: Carolyn Wood said that the fair exhibit was very nice. It was a joint effort, with Sarah Tierney, from Dufur, and Jeannie Glaspy, from The Dalles, putting it together.

Library Directors' Reports:

Maupin – The Adult Summer Reading program winner will receive an etched glass, book shaped trophy. The adult portion of the program was so popular, that it will be repeated next year, with the prize again being a trophy. There will probably be one for the children's winner too. They have posted two job openings for library assistants, and are hoping to eventually have one that will be on-call. The book sale at the ground breaking brought in \$153. There is a new school librarian, who is very nice. The Collins Foundation (a grant has been submitted to them) will be there on Friday, October 5th. Maupin is trying to find programing, especially for people of color. Black Caucus of ALA can help with programing resources, the yearly fee is \$60 (the Board voted to help). These programs would also appeal to other people.

Dufur – School has started. There are plans to replace the carpet, hopefully over Christmas break. They have gotten rid of some excess shelving. Because magazines have not circulated in the last three years, they have gotten rid of that collection, as well as the shelving. State statistics and the Ready2Read grant have been submitted. Dufur is making arrangements for Maggie Pando to come and upgrade the computers. Dufur is also gathering information from Ingram about having books shelf ready (cataloged and all processing done). The cost is approximately \$1.40 extra for hardback books, less than that for the paperbacks. (Having volunteers do the processing has not worked out.) There are three teens, plus two more interested, for the Teen Advisory Council. The library is partnering with the school for bikes from the Masonic Lodge.

The Dalles –The Teen Librarian has resigned. The position had been posted and selected applicants were asked to submit audition videos. There were some excellent candidates; unfortunately a couple of them backed out before the interview process started (one didn't want to make a move at this time and the other accepted a similar position elsewhere). Jeff and Dylan did interview three people, including two internal applicants. They are now waiting for the City Manager for the final decision. Hopefully, we will know by the end of the week. If it is someone from within, it would create another Clerk 1 opening. The new hire, Mema, is going great, she doesn't get flustered. She brought a wealth of knowledge about the library system with her from her previous job (she had been at another Sage library).

In the Children's Room, the new tube exhibit was installed in June; now that that is in place, other scheduled educational exhibits have been put in place. The Dalles Library ended up hiring an outside person to install the exhibits. He was able to get most things up already (he is working on the Lego wall elsewhere, and will bring it in and install it once it is ready). There is now a giant Light Bright and a magnetic wall (with half-tubes, gears and balls). Families are making special trips to the library to see what we have. The library has become a destination for families. Children are enjoying playing with all the educational, interactive things.

Today someone from the alarm company came, talking about installing additional security cameras in the kid's room and the teen space.

Old Business: What about the water fountain? Jeff talked to Terry, the maintenance worker, about this. One option is to supply bottled water and paper cups like the staff uses (water cooler). There was much discussion about the effect of excess plastic on the environment; and why not just get a new water fountain since the space already has the plumbing from the existing fountain.

What about the grounds? Jeff has had a volunteer coming in for the last 3 weeks, cleaning up the grounds. He is doing an excellent job. The library pays 15% of the salary of the maintenance workers, which equates to 12 hours a week or 48 hours a month that the maintenance crew should be working at the library.

The hotspot policy is not ready yet, as Jeff wants to make some changes to the wording, plus there could be some upcoming changes.

New Business: A book club participant approached Dick Stentz and suggested that the library provide pizza and pop (as an example) once a year at group. Light refreshments are usually provided (because of the time of the groups, it is assumed that most people have already had dinner) for most of the clubs. After a short discussion, it was decided that staff would continue just supplying the light refreshments.

Dollar limits for families with fines was discussed. There are some families where a member has maximum fines, and instead of paying it off, they just get a library card for another family member. In one particular family, after Jeff had talked to the mother and a small portion of fines for one family member had been paid (getting it under the \$10 maximum limit), they were allowed to only check out books. There was a discussion of what other libraries do, and what other options are available.

Maupin – small town politics, with the election coming up. Rani is being put in an awkward position. It was recommended that she remind people that she cannot take political sides as a public employee of the library. Anyone asking to use the library as a meeting place for discussion should be directed to the Legion Hall, so that it would not look like she was favoring one candidate over another.

Financial Review: A discussion ensued about monies budgeted for specific line items being used by the end of the fiscal year or being carried over to the next fiscal year. Jeff pointed out that staff has been using the training/conference budget. In the past, staff has been sent to conferences such as OLA, and currently Maggie and Samantha are taking coding classes. In addition, Samantha will be taking a book mending class in the near future.

Updates:

The next Library Board meeting will be held October 16th at 4:00 in Dufur. The November meeting will be held in The Dalles on November 20th.

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

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 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	3,000.00	3,000.00	37,776.00	34,776.00	7.9
TOTAL GRANTS	3,000.00	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>					
001-0000-351.50-0 LIBRARY FINES	2,427.15	4,439.30	12,900.00	8,460.70	34.4
TOTAL FINES	2,427.15	4,439.30	12,900.00	8,460.70	34.4
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,411.01	7,531.36	12,575.00	5,043.64	59.9
TOTAL INTEREST REVENUES	2,411.01	7,531.36	12,575.00	5,043.64	59.9
<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 3 MONTHS ENDING SEPTEMBER 30, 2018

LIBRARY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<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	7,838.16	14,970.66	2,604,778.00	2,589,807.34	.6

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	37,556.10	104,772.86	438,261.00	333,488.14	23.9
004-2100-000.12-00	2,534.75	7,743.92	95,080.00	87,336.08	8.1
004-2100-000.13-00	.00	.00	3,500.00	3,500.00	.0
004-2100-000.21-10	11,877.71	35,333.73	181,646.00	146,312.27	19.5
004-2100-000.21-20	259.45	782.02	3,122.00	2,339.98	25.1
004-2100-000.21-30	41.06	123.94	528.00	404.06	23.5
004-2100-000.21-40	23.40	1,640.09	3,047.00	1,406.91	53.8
004-2100-000.22-00	2,966.16	8,301.26	41,068.00	32,766.74	20.2
004-2100-000.23-00	4,237.72	12,822.51	59,166.00	46,343.49	21.7
004-2100-000.28-00	17.13	1,339.38	4,107.00	2,767.62	32.6
004-2100-000.29-00	10.00	35.00	180.00	145.00	19.4
004-2100-000.31-10	4,579.30	16,690.74	89,845.00	73,154.26	18.6
004-2100-000.32-20	.00	.00	500.00	500.00	.0
004-2100-000.41-10	166.92	955.10	4,770.00	3,814.90	20.0
004-2100-000.41-20	91.78	183.56	1,122.00	938.44	16.4
004-2100-000.41-40	1,584.91	4,606.23	29,151.00	24,544.77	15.8
004-2100-000.43-10	815.73	1,256.34	32,388.00	31,131.66	3.9
004-2100-000.43-40	.00	65.95	19,654.00	19,588.05	.3
004-2100-000.43-45	.00	.00	400.00	400.00	.0
004-2100-000.43-51	.00	.00	.00	.00	.0
004-2100-000.43-52	89.62	200.02	3,200.00	2,999.98	6.3
004-2100-000.43-77	.00	.00	5,271.00	5,271.00	.0
004-2100-000.52-10	.00	3,949.82	4,530.00	580.18	87.2
004-2100-000.52-30	.00	5,023.70	6,718.00	1,694.30	74.8
004-2100-000.52-50	.00	407.84	546.00	138.16	74.7
004-2100-000.53-20	.00	23.57	2,000.00	1,976.43	1.2
004-2100-000.53-30	1,020.15	2,385.46	9,868.00	7,482.54	24.2
004-2100-000.58-10	.00	.00	12,133.00	12,133.00	.0
004-2100-000.58-50	.00	.00	10,494.00	10,494.00	.0
004-2100-000.58-70	.00	932.00	2,799.00	1,867.00	33.3
004-2100-000.60-10	737.29	1,388.70	32,223.00	30,834.30	4.3
004-2100-000.60-20	218.59	780.07	5,100.00	4,319.93	15.3
004-2100-000.60-85	489.43	2,740.14	35,983.00	33,242.86	7.6
004-2100-000.64-20	10,433.00	26,049.39	143,227.00	117,177.61	18.2
004-2100-000.64-30	.00	224.79	5,073.00	4,848.21	4.4
004-2100-000.64-40	1,129.80	3,306.81	25,821.00	22,514.19	12.8
004-2100-000.64-80	.00	2,028.83	30,084.00	28,055.17	6.7
004-2100-000.69-50	199.00	523.00	1,000.00	477.00	52.3
004-2100-000.69-80	.00	.00	126,043.00	126,043.00	.0
004-2100-000.72-20	.00	.00	20,400.00	20,400.00	.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	81,079.00	246,616.77	1,490,048.00	1,243,431.23	16.6

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,308.20	21,924.60	80,391.00	58,466.40	27.3
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	 21,924.60	 1,114,730.00	 1,092,805.40	 2.0
 TOTAL FUND EXPENDITURES	 88,387.20	 268,541.37	 2,604,778.00	 2,336,236.63	 10.3

2018-09	The Dalles Wasco County Library	ARCHIVAL	8
2018-09	The Dalles Wasco County Library	ASK AT DESK	43
2018-09	The Dalles Wasco County Library	AUDIO BOOKS	432
2018-09	The Dalles Wasco County Library	Adult Graphic Novel	30
2018-09	The Dalles Wasco County Library	BIOGRAPHIES	65
2018-09	The Dalles Wasco County Library	BOOKS	1
2018-09	The Dalles Wasco County Library	CHILDREN'S AUDIOS	38
2018-09	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHIES	12
2018-09	The Dalles Wasco County Library	CHILDREN'S BOARD BOOKS	152
2018-09	The Dalles Wasco County Library	CHILDREN'S CASTLE	1
2018-09	The Dalles Wasco County Library	CHILDREN'S FICTION	339
2018-09	The Dalles Wasco County Library	CHILDREN'S NON FICTION	249
2018-09	The Dalles Wasco County Library	CHILDREN'S PAPERBACKS	11
2018-09	The Dalles Wasco County Library	CHILDREN'S TINY BOOKS	3
2018-09	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHY	3
2018-09	The Dalles Wasco County Library	CHRISTIAN FICTION	77
2018-09	The Dalles Wasco County Library	EARLY READER	500
2018-09	The Dalles Wasco County Library	FICTION	946
2018-09	The Dalles Wasco County Library	Game Center	3
2018-09	The Dalles Wasco County Library	J Graphic Novel	210
2018-09	The Dalles Wasco County Library	JUVENILE SERIES	188
2018-09	The Dalles Wasco County Library	LARGE PRINT	350
2018-09	The Dalles Wasco County Library	LIBROS EN ESPANOL	81
2018-09	The Dalles Wasco County Library	LUCKY DAY VIDEOS	4
2018-09	The Dalles Wasco County Library	MAGAZINES	12
2018-09	The Dalles Wasco County Library	MANGA COLLECTION	203
2018-09	The Dalles Wasco County Library	Music CD's	55
2018-09	The Dalles Wasco County Library	NEW BOOKS	1277
2018-09	The Dalles Wasco County Library	NON-FICTION	689
2018-09	The Dalles Wasco County Library	OREGON BATTLE OF THE BOOKS	62
2018-09	The Dalles Wasco County Library	OVERSIZE COLLECTION	5
2018-09	The Dalles Wasco County Library	PICTURE BOOKS	1761
2018-09	The Dalles Wasco County Library	REFERENCE COLLECTION	1
2018-09	The Dalles Wasco County Library	STAFF WORKROOM	3
2018-09	The Dalles Wasco County Library	Stacks	3
2018-09	The Dalles Wasco County Library	VIDEO RACK	9116
2018-09	The Dalles Wasco County Library	Wifi Hotspots	111
2018-09	The Dalles Wasco County Library	YA Graphic Novel	21
2018-09	The Dalles Wasco County Library	YOUNG ADULT AUDIOBOOK	2
2018-09	The Dalles Wasco County Library	YOUNG ADULT FICTION	140
2018-09	The Dalles Wasco County Library	YOUNG ADULT NON-FICTION	33

17,240

Program Statistics – The Dalles

Children’s Services

Toddler story times	62
Pre-school story time	115
Play Group	83
Head Start outreach	70
Mosier Com. School	12

Teen Services

Teen movie	6
Metal Earth 3d models	8

Adult Services

First Tuesday Movie	1
Book groups	8
FOL annual program	28
Outreach visits	41
Real Dirt on Farmer Brown	3

Other programs

Animanga	19
Painting night	15
Wargame Club	10
WCS Outreach	48

Total	529
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