

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, August 21, 2018

4:00

Location: The Dalles Public Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
 - a. New board member application
 - b. Additional policies (Maker Space, and Wifi Hotspot circulation)
- 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
May 15, 2018
Location: The Dalles

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek and Sara Tierney

Called to order: at 4:05 pm by Carolyn Wood

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: Evaluation (under new business); administrative fees (under old business)

Shared Concerns: There was an article in The Dalles Chronicle about not replacing Jim Tindall, the librarian for the school district. Instead, they will use that money to hire more classroom aides. The article implied that they are working with the county library to fill the gap. Jeff had not been contacted by anyone in the school district regarding this, but of course the library district will support the school district in whatever way it can.

Library Directors' Reports:

Dufur – During Library Week the kindergarten through fifth grade read for a total of 27,328 minutes. The Food Bank has been very well received. In July there will be a Salad Night, like the soup night held previously. They will be showing movies every Tuesday night during the summer. Summer Reading will be June 27th through August 2nd. They have a rock band coming, there will be a rock tumbler, and other fun programs.

Maupin – Did not receive a report.

The Dalles – Jeff worked all weekend prepping for the budget meeting with the county. He handed out the proposed budget from the county. The auditor for the district budget has not renewed contract. The county will be looking for a new auditor. The Teen Librarian has gone on Family Medical Leave of Absence (FMLA). The Dalles Library is down two people and it can get rather stressful for staff. Summer Reading is coming up. Megan Hoak had done a lot of prep work for the teens. Dick Stentz asked if some of the low-attended teen programs could be dropped to save staff time since the Teen Librarian is on FMLA. Volunteers will be taking care of the bulletin board in the young adult area, and Jeff will handle collection development for teens. The library was approved as a site for the free lunch program. Each week day through July 13th the school district will bring sack lunches in, free, for any child between the ages of 0-18. There is an educational wind exhibit for the kid's room coming next month. It will be installed in early June.

Old Business: The administrative fees the city charges the library district will amount to \$80,391 next fiscal year, which is down just a little from last year. Another new fee the city is charging the library district is for a service that archives the library's Facebook page.

The possibility of the library district being independent was brought up again. However, maintenance was never figured into the tax fees. All three libraries would need money for that. Also, the district would have to go to the voters to ask for the tax rate to be increased, which is not likely to happen. Rita Rathkey asked about the value of the services we are receiving; is the \$80,000 fair? If we didn't have that administrative service, what would we do and at what cost?

New Business: It is time for Jeff's evaluation, he will send an email to the board members with the city manager's contact information. Julie Krueger wants input from the Board. The Board can send information to Julie prior to the evaluation.

Rani, the librarian for Maupin had an unattended child issue. Jeff has talked to the Maupin mayor regarding our policy, and what Oregon law states.

Margaret Brewer is resigning her position. Personal duties are keeping her busy. Someone will need to be appointed to fill the remainder of her term (1 year). Kathy White will be contacted to find out procedure for replacing Margaret.

Financial Review: The City of The Dalles Library budget for next year shows a slight 3% increase, as do the libraries in Maupin and Dufur.

Updates: The Netflix Wasco County Rajneesh program, Wild Wild Country, can be accessed by patrons checking out the Rokus the library circulates.

The next Library Board meeting will be held August 21st at 4:00 in The Dalles. There is no meeting in June or July.

Meeting adjourned at 5:26 pm.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Carolyn Wood, Chair

Carol Jones, Vice-Chair

Rita Rathkey, Board Member

Margaret Brewer, Board Member

Dick Stentz, Board Member

End of fiscal year 2017-2018 stats

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
VISITOR COUNT	12,291	13,077	11,395	12,050	10,476	12,674	11,613	11,286	12,436	8,455	11,143	12,781
INTERNET USERS	1,510	1,822	1,523	1,667	1,388	1,250	1,358	1,382	1,783	1,474	1,646	1,734
Overdrive Read	49	56	39	52	22	14	11	14	10	9	31	40
Open EPUB ebook	5	5	4	5	6	3	0	2	2	3	3	2
overdrive video	0	0	0	0	0	0	0	0	0	0	0	0
adobe PDF ebook	1	2	1	0	0	0	0	0	0	0	0	2
kindle book	138	149	177	149	198	174	151	195	181	196	172	224
adobe EPUB ebook	119	174	97	143	134	136	101	73	83	80	99	106
overdrive MP3 audio	420	414	455	541	386	407	399	360	416	359	432	405
Open PDF ebook	0	0	0	0	0	0	0	0	0	0	0	0
Pending (ebook)	48	64	49	65	75	49	60	49	70	81	43	44
Pending (audiobook)	38	52	48	76	65	56	70	40	49	71	37	30
overdrive Listens	15	31	20	22	23	16	19	21	18	9	51	69
Kobo ebook	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARY2Go total	833	947	890	1,053	909	855	811	754	829	808	868	922
TUMBLEBOOKS	7	3	112	78	39	444	242	131	34	350	201	121
PATRONS ADDED	101	157	125	104	80	81	86	74	111	97	54	122
ILL'S SENT	897	969	945	1,041	1,021	1,023	1,220	1,120	1,269	1,114	1,126	1,074
ILL'S RECEIVED	746	752	709	728	636	554	827	749	769	408	754	594
MONTHLY CIRC	18,281	18,734	16,941	18,344	17,591	17,106	19,554	17,655	20,386	18,824	18,206	19,369
LIBRARY2GO	833	947	890	1,053	909	855	811	754	829	808	868	922
TOTAL CIRC	19,114	19,681	17,831	19,397	18,500	17,961	20,365	18,409	21,215	19,632	19,074	20,291

Start of Fiscal Year 2018-2019

	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											
INTERNET USERS	1,663											
Overdrive Read Open EPUB ebook overdrive video adobe PDF ebook kindle book adobe EPUB ebook overdrive MP3 audio Open PDF ebook Pending (ebook) Pending (audiobook) overdrive listens Kobo ebook	31 3 0 0 272 93 429 0 43 39 117 0											
LIBRARY2Go total	1,027											
TUMBLEBOOKS	0											
PATRONS ADDED	81											
ILL'S SENT ILL'S RECEIVED	1,080 661											
MONTHLY CIRC LIBRARY2GO	20,200 1,027											
TOTAL CIRC	21,227											

Check out stats

2018-07	The Dalles Wasco County Library	ARCHIVAL	6
2018-07	The Dalles Wasco County Library	ASK AT DESK	60
2018-07	The Dalles Wasco County Library	AUDIO BOOKS	438
2018-07	The Dalles Wasco County Library	AUDIO VISUAL	1
2018-07	The Dalles Wasco County Library	Adult Graphic Novel	30
2018-07	The Dalles Wasco County Library	BIOGRAPHIES	54
2018-07	The Dalles Wasco County Library	Board Games	12
2018-07	The Dalles Wasco County Library	CHILDREN'S AUDIOS	83
2018-07	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHIES	6
2018-07	The Dalles Wasco County Library	CHILDREN'S BOARD BOOKS	134
2018-07	The Dalles Wasco County Library	CHILDREN'S CASTLE	1
2018-07	The Dalles Wasco County Library	CHILDREN'S FICTION	563
2018-07	The Dalles Wasco County Library	CHILDREN'S NON FICTION	319
2018-07	The Dalles Wasco County Library	CHILDREN'S PAPERBACKS	11
2018-07	The Dalles Wasco County Library	CHILDREN'S TINY BOOKS	2
2018-07	The Dalles Wasco County Library	CHILDREN'S BIOGRAPHY	1
2018-07	The Dalles Wasco County Library	CHRISTIAN FICTION	114
2018-07	The Dalles Wasco County Library	EARLY READER	599
2018-07	The Dalles Wasco County Library	FICTION	1018
2018-07	The Dalles Wasco County Library	J Graphic Novel	440
2018-07	The Dalles Wasco County Library	JUVENILE SERIES	313
2018-07	The Dalles Wasco County Library	LARGE PRINT	418
2018-07	The Dalles Wasco County Library	LIBROS EN ESPANOL	74
2018-07	The Dalles Wasco County Library	LUCKY DAY VIDEOS	8
2018-07	The Dalles Wasco County Library	MAGAZINES	34
2018-07	The Dalles Wasco County Library	MANGA COLLECTION	183
2018-07	The Dalles Wasco County Library	Music CD's	67
2018-07	The Dalles Wasco County Library	NEW BOOKS	1349
2018-07	The Dalles Wasco County Library	NON-FICTION	752
2018-07	The Dalles Wasco County Library	OREGON BATTLE OF THE B	51
2018-07	The Dalles Wasco County Library	OVERSIZE COLLECTION	4
2018-07	The Dalles Wasco County Library	PICTURE BOOKS	1768
2018-07	The Dalles Wasco County Library	STAFF WORKROOM	4
2018-07	The Dalles Wasco County Library	Stacks	2
2018-07	The Dalles Wasco County Library	VIDEO RACK	10032
2018-07	The Dalles Wasco County Library	Wifi Hotspots	118
2018-07	The Dalles Wasco County Library	YA Graphic Novel	36
2018-07	The Dalles Wasco County Library	YOUNG ADULT AUDIOBOOKS	4
2018-07	The Dalles Wasco County Library	YOUNG ADULT FICTION	249
2018-07	The Dalles Wasco County Library	YOUNG ADULT NON-FICTION	41

Budget report for end of fiscal year 2017-2018

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,488,865.97	1,135,852.00	(353,013.97)	131.1
TOTAL SOURCE 300	.00	1,488,865.97	1,135,852.00	(353,013.97)	131.1
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	3,469.00	3,264.00	(205.00)	106.3
TOTAL GRANTS	.00	3,469.00	3,264.00	(205.00)	106.3
<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	308,328.75	1,233,315.00	1,233,315.00	.00	100.0
TOTAL LOCAL GOVERNMENT REVENUES	308,328.75	1,233,315.00	1,233,315.00	.00	100.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,532.44	16,579.73	12,500.00	(4,079.73)	132.6
TOTAL FINES	1,532.44	16,579.73	12,500.00	(4,079.73)	132.6
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,676.30	21,467.48	7,000.00	(14,467.48)	306.7
TOTAL INTEREST REVENUES	2,676.30	21,467.48	7,000.00	(14,467.48)	306.7
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	228.43	1,000.00	771.57	22.8
TOTAL GIFTS AND DONATIONS	.00	228.43	1,000.00	771.57	22.8
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	(.20)	1,765.72	100.00	(1,665.72)	1765.7
TOTAL OTHER MISC REVENUES	(.20)	1,765.72	100.00	(1,665.72)	1765.7

Budget report for end of fiscal year 2017-2018

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 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	 312,537.29	 2,765,691.33	 2,393,031.00	 (372,660.33)	 115.6

Budget report for end of fiscal year 2017-2018

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00	REGULAR SALARIES	33,724.14	429,608.95	427,396.00 (2,212.95) 100.5
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,598.47	35,836.34	70,929.00	35,092.66 50.5
004-2100-000.13-00	OVERTIME SALARIES	.00	577.41	2,500.00	1,922.59 23.1
004-2100-000.21-10	MEDICAL INSURANCE	11,987.10	153,451.53	168,996.00	15,544.47 90.8
004-2100-000.21-20	L-T DISABILITY INSURANCE	263.48	3,185.21	3,038.00 (147.21) 104.9
004-2100-000.21-30	LIFE INSURANCE	41.25	501.26	503.00	1.74 99.7
004-2100-000.21-40	WORKERS COMP INSURANCE	23.15	2,498.35	3,008.00	509.65 83.1
004-2100-000.22-00	FICA	2,671.93	34,278.14	38,313.00	4,034.86 89.5
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,189.59	51,966.25	57,120.00	5,153.75 91.0
004-2100-000.28-00	VEBA CONTRIBUTIONS	.00	1,560.76	3,178.00	1,617.24 49.1
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	15.00	170.00	180.00	10.00 94.4
004-2100-000.31-10	CONTRACTUAL SERVICES	2,613.03	46,676.89	73,731.00	27,054.11 63.3
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00 .0
004-2100-000.41-10	WATER & SEWER	347.75	3,483.17	4,727.00	1,243.83 73.7
004-2100-000.41-20	GARBAGE SERVICES	184.94	954.74	1,122.00	167.26 85.1
004-2100-000.41-40	ELECTRICITY	1,376.27	22,663.52	29,151.00	6,487.48 77.8
004-2100-000.43-10	BUILDINGS AND GROUNDS	2,722.24	5,437.60	27,052.00	21,614.40 20.1
004-2100-000.43-40	OFFICE EQUIPMENT	.00	2,085.71	17,881.00	15,795.29 11.7
004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	300.00	300.00 .0
004-2100-000.43-51	GAS/OIL/LUBRICANTS	.00	179.75	.00 (179.75) .0
004-2100-000.43-52	LIBRARY VEHICLE	92.47	800.03	3,200.00	2,399.97 25.0
004-2100-000.43-77	HVAC SYSTEMS	.00	1,116.92	5,117.00	4,000.08 21.8
004-2100-000.52-10	LIABILITY	.00	3,910.02	4,189.00	278.98 93.3
004-2100-000.52-30	PROPERTY	.00	5,733.97	6,107.00	373.03 93.9
004-2100-000.52-50	AUTOMOTIVE	.00	389.55	496.00	106.45 78.5
004-2100-000.53-20	POSTAGE	.00	240.04	2,000.00	1,759.96 12.0
004-2100-000.53-30	TELEPHONE	362.86	7,852.73	9,215.00	1,362.27 85.2
004-2100-000.58-10	TRAVEL, FOOD & LODGING	220.18	1,883.51	6,744.00	4,860.49 27.9
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	375.00	10,381.00	10,006.00 3.6
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	1,270.00	2,306.00	1,036.00 55.1
004-2100-000.60-10	OFFICE SUPPLIES	690.62	19,744.92	32,223.00	12,478.08 61.3
004-2100-000.60-20	JANITORIAL SUPPLIES	283.44	3,753.77	12,441.00	8,687.23 30.2
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	1,728.86	7,442.92	21,642.00	14,199.08 34.4
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	13,438.18	86,989.80	108,920.00	21,930.20 79.9
004-2100-000.64-30	LIBRARY PERIODICALS	.00	3,126.80	5,073.00	1,946.20 61.6
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	2,518.34	24,072.44	25,821.00	1,748.56 93.2
004-2100-000.64-80	COMPUTER SOFTWARE	400.00	3,109.04	22,858.00	19,748.96 13.6
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00 .0
004-2100-000.69-80	ASSETS < \$5000	9,550.00	15,175.08	135,579.00	120,403.92 11.2
004-2100-000.72-20	BUILDINGS	41,550.51	81,550.51	85,000.00	3,449.49 95.9
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		133,593.80	1,063,652.63	1,429,937.00	366,284.37 74.4

Budget report for end of fiscal year 2017-2018

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	.00	84,999.00	85,619.00	620.00	99.3
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	184,362.00	184,362.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	23,153.00	23,153.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	669,960.00	669,960.00	.0
TOTAL OTHER	.00	84,999.00	963,094.00	878,095.00	8.8
TOTAL FUND EXPENDITURES	133,593.80	1,148,651.63	2,393,031.00	1,244,379.37	48.0

Start of fiscal year 2018-2019

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 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	1,264.54	1,264.54	12,900.00	11,635.46	9.8
TOTAL FINES	1,264.54	1,264.54	12,900.00	11,635.46	9.8
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	2,715.56	2,715.56	12,575.00	9,859.44	21.6
TOTAL INTEREST REVENUES	2,715.56	2,715.56	12,575.00	9,859.44	21.6
<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

Start of fiscal year 2018-2019

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 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	3,980.10	3,980.10	2,604,778.00	2,600,797.90	.2

Start of fiscal year 2018-2019

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	33,515.10	33,515.10	438,261.00	404,745.90	7.7
004-2100-000.12-00 PARTTIME/TEMP SALARIES	2,446.66	2,446.66	95,080.00	92,633.34	2.6
004-2100-000.13-00 OVERTIME SALARIES	.00	.00	3,500.00	3,500.00	.0
004-2100-000.21-10 MEDICAL INSURANCE	11,321.77	11,321.77	181,646.00	170,324.23	6.2
004-2100-000.21-20 L-T DISABILITY INSURANCE	263.20	263.20	3,122.00	2,858.80	8.4
004-2100-000.21-30 LIFE INSURANCE	41.20	41.20	528.00	486.80	7.8
004-2100-000.21-40 WORKERS COMP INSURANCE	1,594.90	1,594.90	3,047.00	1,452.10	52.3
004-2100-000.22-00 FICA	2,644.56	2,644.56	41,068.00	38,423.44	6.4
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	4,266.39	4,266.39	59,166.00	54,899.61	7.2
004-2100-000.28-00 VEBA CONTRIBUTIONS	1,305.12	1,305.12	4,107.00	2,801.88	31.8
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	15.00	15.00	180.00	165.00	8.3
004-2100-000.31-10 CONTRACTUAL SERVICES	5,447.96	5,447.96	89,845.00	84,397.04	6.1
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00	.0
004-2100-000.41-10 WATER & SEWER	387.37	387.37	4,770.00	4,382.63	8.1
004-2100-000.41-20 GARBAGE SERVICES	.00	.00	1,122.00	1,122.00	.0
004-2100-000.41-40 ELECTRICITY	1,380.18	1,380.18	29,151.00	27,770.82	4.7
004-2100-000.43-10 BUILDINGS AND GROUNDS	152.12	152.12	32,388.00	32,235.88	.5
004-2100-000.43-40 OFFICE EQUIPMENT	.00	.00	19,654.00	19,654.00	.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	.00	.00	.00	.0
004-2100-000.43-52 LIBRARY VEHICLE	37.32	37.32	3,200.00	3,162.68	1.2
004-2100-000.43-77 HVAC SYSTEMS	.00	.00	5,271.00	5,271.00	.0
004-2100-000.52-10 LIABILITY	3,949.82	3,949.82	4,530.00	580.18	87.2
004-2100-000.52-30 PROPERTY	5,023.70	5,023.70	6,718.00	1,694.30	74.8
004-2100-000.52-50 AUTOMOTIVE	407.84	407.84	546.00	138.16	74.7
004-2100-000.53-20 POSTAGE	.00	.00	2,000.00	2,000.00	.0
004-2100-000.53-30 TELEPHONE	1,111.63	1,111.63	9,868.00	8,756.37	11.3
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	722.00	722.00	2,799.00	2,077.00	25.8
004-2100-000.60-10 OFFICE SUPPLIES	319.35	319.35	32,223.00	31,903.65	1.0
004-2100-000.60-20 JANITORIAL SUPPLIES	280.74	280.74	5,100.00	4,819.26	5.5
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	1,680.00	1,680.00	35,983.00	34,303.00	4.7
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	4,769.41	4,769.41	143,227.00	138,457.59	3.3
004-2100-000.64-30 LIBRARY PERIODICALS	.00	.00	5,073.00	5,073.00	.0
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	228.74	228.74	25,821.00	25,592.26	.9
004-2100-000.64-80 COMPUTER SOFTWARE	2,028.83	2,028.83	30,084.00	28,055.17	6.7
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
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	85,340.91	85,340.91	1,490,048.00	1,404,707.09	5.7

Start of fiscal year 2018-2019

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 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	7,308.20	80,391.00	73,082.80	9.1
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	7,308.20	1,114,730.00	1,107,421.80	.7
TOTAL FUND EXPENDITURES	92,649.11	92,649.11	2,604,778.00	2,512,128.89	3.6

**APPLICATION FOR APPOINTMENT TO
WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD OF DIRECTORS**

Name Kristina Coleman K
(First) (Last) (M.I.)

Address 520 NE Williams St. Duror, OR 97021

Telephone No. 541-467-2630

Email Address colemankkc@yahoo.com

How long in County? 3 years (grew up in Wasco County)

What is the highest level of education you have attained? Bachelor's Degree

Current Employer Duror School

Address 802 NE 5th St. Duror OR 97021

Telephone Number 541-467-2509

Briefly describe your job duties Preschool head teacher at Celilo Village
also substitute teacher for ~~my~~ grades K-12

Briefly describe your employment history: Have been a stay at home
mom for 15 years. Began working for Duror School
approximately 3 years ago.

State your reasons for applying for appointment to the position: I love the libraries in Wasco County. They are a valuable resource for our community and I hope to have a part in keeping them running and serving our communities in a meaningful way.

Why do you believe you are qualified for appointment to the position? With a Bachelor's degree in English and a literary emphasis, I have always loved libraries and books. I am also the mom of a large family and have a unique perspective on libraries and their importance to the families of our community.

What do you feel are the major concerns today facing the Library Service District?

I am hoping to learn more about this as I get further involved. But, I am concerned about the continued financial viability of our libraries.

Days available: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ depends

Evenings available: Mon _____ Tues X Wed _____ Thurs X Fri X

[Signature]
(Signature)

7/12/18
(Date)

Proposed policy:

GORGE FORGE MAKER SPACE AT THE DALLES WASCO COUNTY PUBLIC LIBRARY

Policy on Firearms, Weapons, and Illegal Items:

The printing of any item that can be determined to be a weapon, or that has been designed with the singular intent of violating a city, state or federal law, will not be allowed on any machine owned or operated by the Wasco County Public Library. These items include but are not limited to items such as firearms, knives, puncture devices, drug paraphernalia, lock picking tools, or other similar items. Any patron caught attempting to manufacture such items will have their access privileges revoked for no shorter than one year from the time of incident.

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Proposed WiFi Hotspot circulation policy:

WIFI HOTSPOT CHECKOUT AND PATRON FINE POLICY

1. Patrons must be in good standing and have a The Dalles - Wasco County Public Library card. Patrons can be from Mosier, or Washington if they have paid for their card and are in good standing. Good standing in this case means zero dollars in fines.
2. Fines for parts on the Hotspots are as follows:
 - Entire kit is \$200.00
 - Charging Cord is \$7.00
 - Wall plug is \$5.00
 - Case is \$10.00
3. There will be an additional charge of \$10.00 on anyone who has a hotspot out that requires us to shut down the Wifi service using the portal. This covers any costs that AT&T may put on our bill for termination of service.
4. Overdue hotspots will reported to a trained staff person by the Library Technical Assistant responsible for monitoring overdue items but only after said staff person has applied the \$10.00 service fee, barred the patron account, and made the hotspot not holdable.
5. Patrons will be put on a 3 month probation from hotspot checkout if they have had service turned off on a hotspot more than 3 times.
6. If a patron has been placed on 3 month probation, and they violate the policy a fourth time they will be placed on 6 month probation from access to hotspot.
7. Patrons will not be allowed to exchange a hotspot for another hotspot in our inventory.

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