

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Tuesday, February 20, 2018  
4:00 p.m.  
**Location:** The Dalles

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
  - a. Mosier
  - b. Lights for steps leading to upper parking lot
  - c. Tygh Valley Board
  - d. Social media archiving
- 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  
January 16, 2018  
Location: The Dalles

**SUBJECT TO APPROVAL**

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

**Staff present:** Jeff Wavrunek, Mik’Ael Kurtz

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

**Corrections to minutes:** none, Margaret Brewer moved to approve, seconded by Dick Stentz, and the minutes were approved.

**Recognition of visitors and interested parties:** Introduction of Mik’Ael, who is representing Southern Wasco County Library

**Additions to agenda:** Movies, “It”. Foundation, Corliss Marsh and Carolyn Wood visited City Manager, Julie Krueger.

**Shared Concerns:** none

**Library Directors’ Reports:**

*Dufur* – nothing was received from Dufur for this meeting

*Maupin* – Mik’Ael reported that the search for a new director for Maupin has begun, they are doing interviews Saturday and Monday. They are hoping to have someone hired soon. Regarding the new building, apparently if Oregon Measure 101 passes, this could free up money to help with funding the building.

*The Dalles* – Jeff regaled everyone with an account of his recent train trip to Wisconsin. It was a very cold trip going there, and he was glad to be back in a nice warm Oregon.

He reminded the Board that the Children’s Librarian had been on Family Leave, and then decided not to return to work. That position has been advertised since mid-December, and closes next week. So far there have been about 30 applications, most look promising. As part of the application process, they will be required to submit an audition video of themselves doing a story-time (with or without an audience), and also of them giving a book talk. A lot can be learned by these audition videos, you can see how engaging and enthusiastic applicants are. He doesn’t anticipate anyone being hired before March.

**Old Business:** Lights – the stairs to the upper parking are very dark at this time of year, a potential safety hazard. Jeff will follow-up with the City Manager to see if something can be done. Carolyn Wood, Corliss Marsh and Leo Dorich talked with Julie Krueger about library employees writing grants. Julie told them that she thought Gene Parker was researching the issue. Carolyn Wood told her that other entities (Columbia Gorge Community College) write grants for money to help with funding. Jeff thought, Gene Parker, stated that it was up to the City Manager whether or not staff could write grants. Previously, Jeff had been able to write grants for the children’s wing under the previous City Manager. Carolyn will go back to the City Manager and ask what has been decided. After some discussion, the Board felt that Jeff should be able to have his employees write grants if it is going to benefit the library. The board agreed that Jeff needs something in writing that authorizes grant writing for him and his staff. Carolyn said that there was more talk about the library going independent. The City would give the building and grounds to the library. Jeff said that then the library would be responsible for all the maintenance and upkeep for the building based on a tax rate calculated for providing service only. There are many considerations to ponder as it relates to this matter.

**New Business:** “It”, the movie. The Teen Librarian has been advertising the movie for the teen movie night this evening. The movie was chosen by the Teen Advisory group. There has been a little controversy regarding the library showing an R rated movie to teens. After much discussion, the Library Board stated that our library does not censor and should allow the movie to be shown. We cannot tell people what to read or watch. However, in the future, if something like this came up again, parental permission slips would be required from teens attending the movie.

**Financial Review:** Everything looked ordinary, no concerns. It is almost time for the yearly budget, goal setting is coming up next week, and Jeff has to submit his budget by February 15<sup>th</sup>. He anticipates a 3% increase to each library again, the same as last year. Dick Stentz asked what happens to the Children’s Librarian salary that wasn’t used since she quit. Jeff explained that it cannot be used to buy books. Most of it will roll over into the reserve fund.

**Updates:** Some of our patrons have heard back from Fort Vancouver Regional Library District. Because there is no reciprocal agreement between Wasco County Library Service District and them, our patrons will be charged a fee of \$44 per year (we currently charge their patrons \$25 per year). There is not much benefit for them to give our patrons a card, but our patrons would benefit by having access to all of their online data bases, as well as a bigger selection through Libraries2Go.

Jeff and Dick might go to Tygh Valley when Rita Squires does her outreach visit on February 8<sup>th</sup> (this had been discussed a couple months back).

The next meeting will be held at 4 pm, in The Dalles. There was discussion about holding the March Board meeting at Tygh Valley, following the community meal at that location. If that happens, it will be on March 15<sup>th</sup>. Otherwise it will be held in Maupin on March 20<sup>th</sup>. The April 17<sup>th</sup> meeting will be held in Dufur, and May 15<sup>th</sup> in The Dalles.

Meeting adjourned at 5:11 pm.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Margaret Brewer, Chair

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Carolyn Wood, Vice-Chair

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Rita Rathkey, Board Member

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Carol Jones, Board Member

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Dick Stentz, Board Member

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000 11-00 REGULAR SALARIES	35,605.31	252,752.13	427,396.00	174,633.87	59.1
004-2100-000 12-00 PARTTIME/TEMP SALARIES	1,825.29	25,871.35	70,929.00	45,057.65	36.5
004-2100-000 13-00 OVERTIME SALARIES	.00	345.50	2,500.00	2,154.50	13.8
004-2100-000 21-10 MEDICAL INSURANCE	12,007.48	96,460.77	168,996.00	72,535.23	57.1
004-2100-000 21-20 L-T DISABILITY INSURANCE	263.66	1,882.78	3,038.00	1,155.24	62.0
004-2100-000 21-30 LIFE INSURANCE	41.20	296.68	503.00	206.12	59.0
004-2100-000 21-40 WORKERS COMP INSURANCE	20.11	2,384.01	3,008.00	623.99	79.3
004-2100-000 22-00 FICA	2,756.49	20,499.24	38,313.00	17,813.76	53.5
004-2100-000 23-00 RETIREMENT CONTRIBUTIONS	4,126.97	30,417.68	57,120.00	26,702.32	53.3
004-2100-000 28-00 VEBA CONTRIBUTIONS	326.71	1,483.36	3,178.00	1,694.64	48.7
004-2100-000 29-00 OTHER EMPLOYEE BENEFITS	15.00	95.00	180.00	85.00	52.8
004-2100-000 31-10 CONTRACTUAL SERVICES	1,985.20	36,545.70	73,731.00	37,185.30	49.6
004-2100-000 32-20 SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00	.0
004-2100-000 41-10 WATER & SEWER	125.27	2,248.29	4,727.00	2,478.71	47.6
004-2100-000 41-20 GARBAGE SERVICES	89.77	496.47	1,122.00	625.53	44.3
004-2100-000 41-40 ELECTRICITY	2,419.84	13,135.38	29,151.00	16,016.62	45.1
004-2100-000 43-10 BUILDINGS AND GROUNDS	192.28	1,518.07	27,052.00	25,533.93	5.6
004-2100-000 43-40 OFFICE EQUIPMENT	.00	1,285.17	17,881.00	16,596.83	7.2
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	133.75	.00	133.75	.0
004-2100-000 43-52 LIBRARY VEHICLE	75.85	417.72	3,200.00	2,782.28	13.1
004-2100-000 43-77 HVAC SYSTEMS	48.00	297.92	5,117.00	4,819.08	5.8
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	20.93	144.71	2,000.00	1,855.29	7.2
004-2100-000 53-30 TELEPHONE	815.17	4,595.12	9,215.00	4,619.88	49.9
004-2100-000 58-10 TRAVEL FOOD & LODGING	.00	.00	6,744.00	6,744.00	.0
004-2100-000 58-50 TRAINING AND CONFERENCES	.00	.00	10,381.00	10,381.00	.0
004-2100-000 58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	1,091.00	2,306.00	1,215.00	47.3
004-2100-000 60-10 OFFICE SUPPLIES	1,537.12	13,523.08	32,223.00	18,699.92	42.0
004-2100-000 60-20 JANITORIAL SUPPLIES	638.62	2,248.40	12,441.00	10,192.60	18.1
004-2100-000 60-85 SPECIAL DEPT SUPPLIES	363.05	2,519.98	21,642.00	19,122.02	11.6
004-2100-000 64-20 LIBRARY BOOKS AND BINDING	6,196.24	44,101.96	108,920.00	64,818.04	40.5
004-2100-000 64-30 LIBRARY PERIODICALS	49.95	2,245.81	5,073.00	2,827.19	44.3
004-2100-000 64-40 AUDIO/VISUAL MATERIALS	2,721.32	11,561.42	25,821.00	14,259.58	44.8
004-2100-000 64-80 COMPUTER SOFTWARE	40.00	701.60	22,859.00	22,156.40	3.1
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	135,579.00	135,579.00	.0
004-2100-000 72-20 BUILDINGS	.00	.00	85,000.00	85,000.00	.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	74,306.81	581,343.77	1,429,937.00	848,593.23	40.7



CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,727.19	54,090.33	85,619.00	31,528.67	63.2
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	569,960.00	569,960.00	.0
TOTAL OTHER	<u>7,727.19</u>	<u>54,090.33</u>	<u>963,094.00</u>	<u>909,003.67</u>	<u>5.6</u>
 TOTAL FUND EXPENDITURES	 <u>82,034.00</u>	 <u>635,434.10</u>	 <u>2,393,031.00</u>	 <u>1,757,596.90</u>	 <u>26.6</u>

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2018

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,493,357.22	1,135,852.00	( 357,505.22)	131.5
TOTAL SOURCE 300	.00	1,493,357.22	1,135,852.00	( 357,505.22)	131.5
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	3,469.00	3,469.00	3,264.00	( 205.00)	106.3
TOTAL GRANTS	3,469.00	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	306,328.75	616,657.50	1,233,315.00	616,657.50	50.0
TOTAL LOCAL GOVERNMENT REVENUES	306,328.75	616,657.50	1,233,315.00	616,657.50	50.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,495.04	8,476.22	12,500.00	4,023.78	67.8
TOTAL FINES	1,495.04	8,476.22	12,500.00	4,023.78	67.8
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	1,989.38	9,004.13	7,000.00	( 2,004.13)	128.6
TOTAL INTEREST REVENUES	1,989.38	9,004.13	7,000.00	( 2,004.13)	128.6
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	.00	1,000.00	1,000.00	.0
TOTAL GIFTS AND DONATIONS	.00	.00	1,000.00	1,000.00	.0
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	1,500.00	100.00	( 1,400.00)	1500.0
TOTAL OTHER MISC REVENUES	.00	1,500.00	100.00	( 1,400.00)	1500.0





CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 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	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
TOTAL OPERATING TRANSFERS IN	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
 TOTAL FUND REVENUE	 <u>315,282.17</u>	 <u>2,132,464.07</u>	 <u>2,393,031.00</u>	 <u>250,566.93</u>	 <u>89.1</u>

	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					
INTERNET USERS	1,510	1,822	1,523	1,667	1,388	1,250	1,358					
Overdrive Read	49	56	39	52	22	14	11					
Open EPUB ebook	5	5	4	5	6	3	0					
overdrive video	0	0	0	0	0	0	0					
adobe PDF ebook	1	2	1	0	0	0	0					
kindle book	138	149	177	149	198	174	151					
adobe EPUB ebook	119	174	97	143	134	136	101					
overdrive MP3 audio	420	414	455	541	386	407	399					
Open PDF ebook	0	0	0	0	0	0	0					
Pending (ebook)	48	64	49	65	75	49	60					
Pending (audiobook)	38	52	48	76	65	56	70					
overdrive Listens	15	31	20	22	23	16	19					
Kobo ebook	0	0	0	0	0	0	0					
LIBRARY2Go total	833	947	890	1,053	909	855	811					
TUMBLEBOOKS	7	3	112	78	39	444	242					
PATRONS ADDED	101	157	125	104	80	81	86					
ILL'S SENT	897	969	945	1,041	1,021	1,023	1,220					
ILL'S RECEIVED	746	752	709	728	636	554	827					
MONTHLY CIRC	18,281	18,734	16,941	18,344	17,591	17,106	19,554					
LIBRARY2GO	833	947	890	1,053	909	855	811					
TOTAL CIRC	19,114	19,681	17,831	19,397	18,500	17,961	20,365					

## PROGRAM STATISTICS

January

<b>Children's Services</b>	<b>Attendance</b>
Toddler Story Times	55
Preschool Story Times	93
Outreach programs	42
Fun Fridays	<u>130</u>

**Totals: 320**

<b>Teen Services</b>	
Youth Fiber Guild	8
Yu-gi-oh	8
Doctor Who crafts	2
TLAB	2
Teen movie night	19
4-H Protobot workshop	11
Brave Art workshop	11
6 passive programs	<u>107</u>

**Totals: 168**

<b>Adult Services</b>	
Outreach services	48
Book clubs	10
Adult movie night	<u>05</u>

**Totals: 63**

<b>Other programs</b>	
Family Nights	20
Adulting 101	02
WCS Ruination	<u>25</u>

**Totals: 47**