

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, April 4, 2017

4:00 p.m.

Location: The Dalles Public Library meeting room

- 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
February 21, 2017
Location: The Dalles

MINUTES SUBJECT TO APPROVAL

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

Staff present: Valerie Stephenson, Jeff Wavrunek

Called to order: at 4:05 by chairman, Margaret Brewer

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

Recognition of visitors and interested parties: None

Additions to agenda: None

Shared Concerns: New large print books use to be in a separate location, face out, making it easier for patrons to find the newest ones. After a brief discussion it was disclosed that there are large-print plans. New large print will have its own area, close to where the overflow of new regular-size print books will be. There will also be appropriate signage so patrons will know where to find these books.

A patron inquired as to when the children's area would be fully completed. Jeff explained that since we now know exactly how much space is available, because book cases are being built and the books are being moved into the new area, the rest of the children's area can be planned out. Patrons should already be seeing the difference; as of this week all the children's books have been moved into the new area.

There is a concern that there is no light on the stairs to the upper parking lot. During the winter that area is very dark, and could be a safety hazard. Can something be done, solar lights or something? (The upper parking lot is city property; this concern will be shared with the appropriate people.)

Library Directors' Reports:

Dufur – (sent via email): A few updates from the Dufur library. Scholastic book fair was 2 weeks ago. We sold a lot of books considering we missed 2 days of school due to the weather. Little League is using the library for registrations this week. Read Across America is March 2nd and I have readers coming in from the community to read in 6 different classrooms on that day. I have two teens that are volunteering in the library during a free class period.

Maupin – They had two Christmas programs, Traveling Lantern did a show on Ebenezer Scrooge that was held at the school, very well received. A family craft night was held at the library, with 35 people participating. There were different stations set up, including a game area down one of the aisles.

Update on the grants, Ford turned them down, they can reapply in November. They need to show a 50% match, which can include in-kind. Frank is drafting a letter to send them. When they reapply, they will show how this new space will be a benefit to the community. Lyn Craig is working on some other stuff. They did get a Wasco County Cultural Trust grant, which will be used for a Taiko Drumming workshop and performance. They received another Cultural Trust grant that will be used to digitize the Maupin Times newspaper. They will send those out soon, and should have back in about six weeks.

The Dalles – Last week was the Google event; we have 45 WI-Fi hotspots here, and 5 going to Maupin. Ours are all checked out, and have started placing them on hold. The new Assistant Director is Dylan McManus, who will be in charge of the hotspots.

Sean Corbin made a lot of new shelving in the kid's area. That is moving ahead quickly, and things are less cluttered. The new children's librarian, Corinne Dichter, will be here Wednesdays, and will be here full time beginning March 20th.

We are working on the budget for next year.

Old Business: None

New Business: None

Financial Review: Julie is writing up a budget report (BIP) to put in front of the City Council. Fees should be going down in the future because we are not under construction this year. Carolyn Wood explained how it was in the beginning, and how the formula came about. There was a discussion about the formula. Jeff has been working on the budget. Losing about \$30,000 in tax compression this year. Each library will be getting a 3% increase, though the book budget will remain the same.

Updates: Taiko Drummers on Friday, April 28th, will be in The Dalles first, then in Maupin for a workshop and a performance. Jeff told us about the plans for collaboration with Maryhill Museum and the Goldendale Library to do a yarn bomb; do Maupin and Dufur also want to participate?

The next meeting will be held April 4th at 4:00 in The Dalles.

Meeting adjourned at 5:10

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Margaret Brewer, Chair

Carolyn Wood, Vice-Chair

Rita Rathkey, Board Member

Carol Jones, Board Member

Dick Stentz, Board Member

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
VISITOR COUNT	13,072	10,352	9,804	11,476	9,723	8,169	8,232	9,685				
INTERNET USERS	1,836	2,287	1,901	1,902	1,578	1,243	1,127	1,482				
Overdrive Read	29	26	22	29	31	40	26	34				
Open EPUB ebook	3	6	1	4	2	1	3	4				
overdrive video	0	0	0	0	0	0	0	0				
adobe PDF ebook	1	0	1	4	0	0	1	0				
kindle book	120	147	120	116	84	106	134	114				
adobe EPUB ebook	116	124	137	126	101	83	71	77				
overdrive MP3 audio	300	312	296	321	293	307	242	288				
Open PDF ebook	0	0	0	0	0	0	0	0				
Pending (ebook)	32	24	37	48	60	37	37	58				
Pending (audiobook)	33	39	25	24	45	50	29	36				
overdrive Listens	27	19	19	19	22	20	19	20				
Kobo ebook	0	0	0	0	0	0	0	0				
LIBRARY2Go total	661	697	658	691	638	644	562	631				
TUMBLEBOOKS	0	0	22	107	197	37	108	251				
PATRONS ADDED	122	97	267	253	111	61	77	118				
ILL'S SENT	965	1,076	1009	1,020	999	883	1009	921				
ILL'S RECEIVED	659	758	704	1,112	718	1073	615	704				
MONTHLY CIRC	16,086	17,217	15,422	16,704	16,261	14,794	16,221	15,779				
LIBRARY2GO	661	697	658	691	638	644	562	631				
TOTAL CIRC	16,747	17,914	16,080	17,395	16,899	15,438	16,783	16,410				

Programming statistics: The Dalles Public Library

Feb-17

Youth Services

Date	Name of Event/Outreach	Total includes adults
2/2/2017	Toddler Storytime	8
2/3/2017	Preschool storytime	19
2/9/2017	Toddler Storytime	4
2/10/2017	Preschool storytime	14
2/11/2017	STEM Saturdays	10
2/15/2017	Outreach	19
2/16/2017	Toddler Storytime	18
2/17/2017	Preschool storytime	24
2/23/2017	Toddler Storytime	17
2/25/2017	STEM Saturdays	7
TOTAL		140

Pre-School Outreach

2/2/2017	Sonrise Accademy	15
2/2/2017	Petersburg-Head Start	17
2/9/2017	The Dalles-Head Start	0
2/16/2017	MCMC-Great and Small	58
2/23/2017	The Dalles-Head Start-Make-up session	55
Total		145

Teen Services

2/1/2017	TLAB	11
2/2/2017	Yu-gi-oh	11
2/4/2017	LEGO	4
2/5/2017	Youth Fiber Guild	7
2/10/2017	Anti-Valentine's Party	15
2/15/2017	Yu-gi-oh	8
2/18/2017	LEGO	6
2/17/2017	TDMS Outreach	34
2/19/2017	Youth Fiber Guild	7

Total 103

Adult Services

2/1/2017	Dufur Potlatch	14
2/14/2017	Springs at Mill Creek	23
2/16/2017	Tygh Valley Community meal	10
2/15/2017	Library Boot Camp	3
2/16/2017	3rd Thursday Book Group	3
2/7/2017	First Tuesday movie night	6
2/22/2017	Library Boot Camp	2
2/23/2017	Mystery/Crime Book Group	2

Total 63

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

		LIBRARY FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>						
004-0000-300.00-00	BEGINNING BALANCE	.00	1,347,889.19	1,172,125.00	(175,764.19)	115.0
	TOTAL SOURCE 300	.00	1,347,889.19	1,172,125.00	(175,764.19)	115.0
<u>GRANTS</u>						
004-0000-334.20-00	STATE FOR LIBRARY	.00	3,316.00	3,264.00	(52.00)	101.6
	TOTAL GRANTS	.00	3,316.00	3,264.00	(52.00)	101.6
<u>LOCAL GOVERNMENT REVENUES</u>						
004-0000-337.10-00	URBAN RENEWAL	.00	.00	.00	.00	.0
004-0000-337.20-00	SHARE OF LIBRARY TAXES	.00	598,696.50	1,197,393.00	598,696.50	50.0
	TOTAL LOCAL GOVERNMENT REVENUES	.00	598,696.50	1,197,393.00	598,696.50	50.0
<u>FINES</u>						
004-0000-351.50-00	LIBRARY FINES	1,274.15	9,401.44	11,000.00	1,598.56	85.5
	TOTAL FINES	1,274.15	9,401.44	11,000.00	1,598.56	85.5
<u>INTEREST REVENUES</u>						
004-0000-361.00-00	INTEREST REVENUES	1,090.26	7,717.89	3,804.00	(3,913.89)	202.9
	TOTAL INTEREST REVENUES	1,090.26	7,717.89	3,804.00	(3,913.89)	202.9
<u>GIFTS AND DONATIONS</u>						
004-0000-365.00-00	GIFTS AND DONATIONS	.00	94,689.82	2,563.00	(92,126.82)	3694.5
	TOTAL GIFTS AND DONATIONS	.00	94,689.82	2,563.00	(92,126.82)	3694.5
<u>OTHER MISC REVENUES</u>						
004-0000-369.00-00	OTHER MISC REVENUES	.00	5,956.40	100.00	(5,856.40)	5956.4

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

LIBRARY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>OPERATING TRANSFERS IN</u>					
004-0000-391.37-00 FROM CAPITAL PROJECT FUND	.00	.00	.00	.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	.00	.00	.0
 TOTAL FUND REVENUE	 2,364.41	 2,067,667.24	 2,390,249.00	 322,581.76	 86.5

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00 REGULAR SALARIES	33,663.32	263,526.98	419,103.00	155,576.02	62.9
004-2100-000.12-00 PARTTIME/TEMP SALARIES	5,289.81	41,540.14	67,201.00	25,660.86	61.8
004-2100-000.13-00 OVERTIME SALARIES	30.67	482.18	2,500.00	2,017.82	19.3
004-2100-000.21-10 MEDICAL INSURANCE	11,036.05	94,351.14	152,784.00	58,432.86	61.8
004-2100-000.21-20 L-T DISABILITY INSURANCE	220.94	1,901.71	2,965.00	1,063.29	64.1
004-2100-000.21-30 LIFE INSURANCE	38.32	324.23	503.00	178.77	64.5
004-2100-000.21-40 WORKERS COMP INSURANCE	24.17	2,923.08	2,939.00	15.92	99.5
004-2100-000.22-00 FICA	2,911.54	22,741.49	37,393.00	14,651.51	60.8
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	1,967.49	34,668.70	62,211.00	27,342.30	56.1
004-2100-000.28-00 VEBA CONTRIBUTIONS	201.05	1,213.63	2,801.00	1,587.37	43.3
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	.00	15.00	180.00	165.00	8.3
004-2100-000.31-10 CONTRACTUAL SERVICES	13,229.08	40,082.31	71,078.00	30,995.69	56.4
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	32.00	400.00	368.00	8.0
004-2100-000.41-10 WATER & SEWER	162.73	1,338.63	4,727.00	3,388.37	28.3
004-2100-000.41-20 GARBAGE SERVICES	305.92	627.05	1,122.00	494.95	55.9
004-2100-000.41-40 ELECTRICITY	2,769.89	11,596.95	29,151.00	17,554.05	39.8
004-2100-000.43-10 BUILDINGS AND GROUNDS	592.64	4,660.65	47,033.00	42,372.35	9.9
004-2100-000.43-40 OFFICE EQUIPMENT	.00	2,180.49	16,261.00	14,080.51	13.4
004-2100-000.43-45 JOINT USE OF LABOR/EQUIP	.00	.00	200.00	200.00	.0
004-2100-000.43-51 GAS/OIL/LUBRICANTS	.00	.00	.00	.00	.0
004-2100-000.43-52 LIBRARY VEHICLE	38.86	415.24	2,902.00	2,486.76	14.3
004-2100-000.43-77 HVAC SYSTEMS	.00	.00	4,653.00	4,653.00	.0
004-2100-000.52-10 LIABILITY	.00	4,027.60	3,893.00 (134.60)	103.5
004-2100-000.52-30 PROPERTY	.00	6,106.17	5,358.00 (748.17)	114.0
004-2100-000.52-50 AUTOMOTIVE	.00	415.71	431.00	15.29	96.5
004-2100-000.53-20 POSTAGE	316.94	350.37	2,000.00	1,649.63	17.5
004-2100-000.53-30 TELEPHONE	891.42	5,139.92	7,266.00	2,126.08	70.7
004-2100-000.58-10 TRAVEL, FOOD & LODGING	.00	174.42	6,528.00	6,353.58	2.7
004-2100-000.58-50 TRAINING AND CONFERENCES	.00	248.84	10,381.00	10,132.16	2.4
004-2100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	74.00	681.00	2,091.00	1,430.00	31.6
004-2100-000.60-10 OFFICE SUPPLIES	693.62	8,456.53	29,294.00	20,837.47	28.9
004-2100-000.60-20 JANITORIAL SUPPLIES	.00	459.17	12,441.00	11,981.83	3.7
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	125.86	2,222.95	19,442.00	17,219.05	11.4
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	5,619.54	52,983.45	108,920.00	55,936.55	48.6
004-2100-000.64-30 LIBRARY PERIODICALS	540.00	2,087.74	5,073.00	2,985.26	41.2
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,736.20	9,041.43	25,821.00	16,779.57	35.0
004-2100-000.64-60 COMPUTER SOFTWARE	.00	2,091.11	14,322.00	12,230.89	14.6
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	750.00	750.00	.0
004-2100-000.69-80 ASSETS < \$5000	.00	9,273.25	276,961.00	267,687.75	3.4
004-2100-000.72-20 BUILDINGS	15,405.00	117,030.55	148,000.00	30,969.45	79.1
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	97,885.06	745,591.81	1,607,079.00	861,487.19	46.4

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,830.27	62,642.16	86,133.00	23,490.84	72.7
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	2,432.00	2,432.00	.00	100.0
004-9500-000.88-00 CONTINGENCY	.00	.00	76,449.00	76,449.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	.00	.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	618,156.00	618,156.00	.0
TOTAL OTHER	7,830.27	65,074.16	783,170.00	718,095.84	8.3
TOTAL FUND EXPENDITURES	105,715.33	810,665.97	2,390,249.00	1,579,583.03	33.9
NET REVENUE OVER EXPENDITURES	(103,350.92)	1,257,001.27	.00	(1,257,001.27)	.0