

There was no scheduled meeting for
December, the January meeting was
cancelled due to weather

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, February 21, 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
November 15, 2016
Location: The Dalles

MINUTES SUBJECT TO APPROVAL

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

Staff present: Valerie Stephenson, Jeff Wavrunek, Sarah Tierney

Called to order: at 4:04 by chairman, Margaret Brewer

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

Recognition of visitors and interested parties: None

Additions to agenda: None

Shared Concerns: None

Library Directors' Reports:

Dufur – Sarah reported that she is working on a coat giveaway. She is looking at a Columbia Clothing Company coat giveaway grant. In November they had 25 veterans attend a Veterans Day assembly. Public storytime on Thursdays is going well.

Maupin –Forty teenagers participated in a very successful Humans vs Zombies Nerf war event at the high school, which supported the Library's sponsorship of the event. Valerie is trying to get the Taiko drummers to perform at her library through a Wasco Cultural Trust grant. Lyn Craig is writing grants for the proposed new library. The Ford Family Foundation and the Oregon Community Foundation are two foundations that she has requested funding from.

The Dalles – The Boys in the Boat book event was a big hit as about forty people came to listen to the daughter of the main character in the book talk about the Washington-based rowing team's success at the Olympic Games. Jim Tindall, school district librarian, is writing grants to fund a community-wide literary event revolving around an author's visit from Sherman Alexie. The event will take place during the week of April 13, 2017. The library is participating in the event and has written a grant to the Wasco County Cultural Trust for monetary support.

Old Business: Valerie now has a more detailed book budget.

New Business: None

Financial Review: Financial report accepted as presented.

Updates: Jeff will seek to set up a meeting between the Library Board and Julie Krueger, city manager, and Kate Mast, Finance Director, to discuss the administration fee and its formula that the City charges the Library District.

The next meeting will be held January 17th at 4:00 in The Dalles.

Meeting adjourned at 5:10 pm

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

Program statistics

Teen Services

12/5/2016	Youth Fiber Guild	8
12/7/2016	TLAB	8
12/8/2016	Yugioh	8
12/19/2016	Youth Fiber Guild	8
12/22/2016	Yugioh	8

Total 40

Adult Services

Due to weather conditions, no outreach services occurred during the month of January

1/19/2017	3rd Thursday Book Group	3
1/24/2017	End of Life conversations	6
1/25/2017	Adult movie night	7
1/26/2017	Mystery/Crime Book Group	4

Total 20

Youth Services

Date	Name of Event/Outreach	Total includes adults
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Pre-School Outreach

All cancelled due to weather

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 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	3,316.00	3,316.00	3,264.00	(52.00)	101.6
	TOTAL GRANTS	3,316.00	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	299,348.25	598,696.50	1,197,393.00	598,696.50	50.0
	TOTAL LOCAL GOVERNMENT REVENUES	299,348.25	598,696.50	1,197,393.00	598,696.50	50.0
<u>FINES</u>						
004-0000-351.50-00	LIBRARY FINES	1,207.64	8,127.29	11,000.00	2,872.71	73.9
	TOTAL FINES	1,207.64	8,127.29	11,000.00	2,872.71	73.9
<u>INTEREST REVENUES</u>						
004-0000-361.00-00	INTEREST REVENUES	1,193.00	6,627.63	3,804.00	(2,823.63)	174.2
	TOTAL INTEREST REVENUES	1,193.00	6,627.63	3,804.00	(2,823.63)	174.2
<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
	TOTAL 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 7 MONTHS ENDING JANUARY 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<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	 305,064.89	 2,065,302.83	 2,390,249.00	 324,946.17	 86.4

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00	REGULAR SALARIES	32,166.24	229,863.66	419,103.00	189,239.34 54.9
004-2100-000.12-00	PARTTIME/TEMP SALARIES	5,135.74	36,250.33	67,201.00	30,950.67 53.9
004-2100-000.13-00	OVERTIME SALARIES	110.06	451.51	2,500.00	2,048.49 18.1
004-2100-000.21-10	MEDICAL INSURANCE	11,047.94	83,315.09	152,784.00	69,468.91 54.5
004-2100-000.21-20	L-T DISABILITY INSURANCE	222.34	1,680.77	2,965.00	1,284.23 56.7
004-2100-000.21-30	LIFE INSURANCE	38.85	285.91	503.00	217.09 56.8
004-2100-000.21-40	WORKERS COMP INSURANCE	18.56	2,698.91	2,939.00	40.09 98.6
004-2100-000.22-00	FICA	2,809.17	19,829.95	37,393.00	17,563.05 53.0
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,435.07	32,901.21	62,211.00	29,309.79 52.9
004-2100-000.28-00	VEBA CONTRIBUTIONS	.00	1,012.58	2,801.00	1,788.42 36.2
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	.00	15.00	180.00	165.00 8.3
004-2100-000.31-10	CONTRACTUAL SERVICES	1,679.86	28,929.74	71,078.00	42,148.26 40.7
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	32.00	400.00	368.00 8.0
004-2100-000.41-10	WATER & SEWER	125.27	1,175.90	4,727.00	3,551.10 24.9
004-2100-000.41-20	GARBAGE SERVICES	.00	485.83	1,122.00	636.17 41.5
004-2100-000.41-40	ELECTRICITY	2,479.79	10,003.34	29,151.00	19,147.66 34.3
004-2100-000.43-10	BUILDINGS AND GROUNDS	902.96	4,797.67	47,033.00	42,235.33 10.2
004-2100-000.43-40	OFFICE EQUIPMENT	.00	3,133.73	16,261.00	13,127.27 19.3
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	147.36	438.92	2,902.00	2,463.08 15.1
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	.00	33.43	2,000.00	1,966.57 1.7
004-2100-000.53-30	TELEPHONE	392.54	4,347.34	7,286.00	2,918.66 59.8
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	905.66	6,528.00	5,622.34 13.9
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	.00	587.00	2,091.00	1,504.00 28.1
004-2100-000.60-10	OFFICE SUPPLIES	891.29	10,610.29	29,294.00	18,683.71 36.2
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	208.17	2,310.12	19,442.00	17,131.88 11.9
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	3,665.62	53,763.52	108,920.00	55,156.48 49.4
004-2100-000.64-30	LIBRARY PERIODICALS	1,288.53	1,702.69	5,073.00	3,370.31 33.6
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,348.97	6,508.59	25,921.00	17,312.41 33.0
004-2100-000.64-80	COMPUTER SOFTWARE	681.36	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	8,878.56	9,425.48	276,961.00	267,535.52 3.4
004-2100-000.72-20	BUILDINGS	.00	101,625.55	148,000.00	46,374.45 68.7
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	78,674.25	664,650.32	1,607,079.00	942,428.68	41.4

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,830.27	54,811.89	86,133.00	31,321.11	83.6
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
004-9500-000.88-00 UNAPPROPRIATED ENDING BAL	.00	.00	618,156.00	618,156.00	.0
TOTAL OTHER	7,830.27	57,243.89	783,170.00	725,928.11	7.3
TOTAL FUND EXPENDITURES	86,504.52	721,894.21	2,390,249.00	1,666,354.79	30.2
NET REVENUE OVER EXPENDITURES	218,560.37	1,343,408.62	.00	(1,343,408.62)	.0