

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, January 17, 2015

4:00 p.m.

Location: Conference Room, 2nd floor City Hall

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
 - a. Meeting with Julie Krueger regarding Administrative Fees
- 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	Jun-17
VISITOR COUNT		13,072	10,352	9,804	11,476	9,723	8,169						
INTERNET USERS		1,836	2,287	1,901	1,902	1,578	1,243						
Overdrive Read		29	26	22	29	31	40						
Open EPUB ebook		3	6	1	4	2	1						
overdrive video		0	0	0	0	0	0						
adobe PDF ebook		1	0	1	4	0	0						
kindle book		120	147	120	116	84	106						
adobe EPUB ebook		116	124	137	126	101	83						
overdrive MP3 audio		300	312	296	321	293	307						
Open PDF ebook		0	0	0	0	0	0						
Pending (ebook)		32	24	37	48	60	37						
Pending (audiobook)		33	39	25	24	45	50						
overdrive Listens		27	19	19	19	22	20						
Kobo ebook		0	0	0	0	0	0						
LIBRARY2Go total		661	697	658	691	638	644						
TUMBLEBOOKS		0	0	22	107	197	37						
PATRONS ADDED		122	97	267	253	111	61						
ILL'S SENT		965	1,076	1009	1,020	999	883						
ILL'S RECEIVED		659	758	704	1,112	718	1073						
MONTHLY CIRC		16,086	17,217	15,422	16,704	16,261	14,794						
LIBRARY2GO		661	697	658	691	638	644						
TOTAL CIRC		16,747	17,914	16,080	17,395	16,899	15,438						

Dec-16**Children's Outreach (Kathy)**

Date	Name of Event/Outreach	Total includes adults
	Son Rise	
12/1/2016	Academy	14
12/1/2016	Petersburg Head Start	13
12/8/2016	The Dalles Head Start	
12/15/2016	Great and Small	
Total		

**Youth
Services**

Total

**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**

12/6/2016	Flagstone Assisted Living	6
12/7/2016	Dufur Potlatch	15
12/13/2016	Springs at Mill Creek	8
	(other outreach programs cancelled due to weather conditions)	
12/20/2016	DIY Spa crafts	20
	(both book groups for this month were cancelled)	
TOTAL		49

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

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	.00	3,264.00	3,264.00	.0
TOTAL GRANTS	.00	.00	3,264.00	3,264.00	.0
<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	299,348.25	1,197,393.00	898,044.75	25.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	299,348.25	1,197,393.00	898,044.75	25.0
<u>FINES</u>					
004-0000-351.50-00 LIBRARY FINES	915.61	6,919.65	11,000.00	4,080.35	62.9
TOTAL FINES	915.61	6,919.65	11,000.00	4,080.35	62.9
<u>INTEREST REVENUES</u>					
004-0000-361.00-00 INTEREST REVENUES	992.37	5,434.63	3,804.00	(1,630.63)	142.9
TOTAL INTEREST REVENUES	992.37	5,434.63	3,804.00	(1,630.63)	142.9
<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
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 6 MONTHS ENDING DECEMBER 31, 2016

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	1,907.98	1,760,237.94	2,390,249.00	630,011.06	73.6

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00 REGULAR SALARIES	30,091.51	197,697.42	419,103.00	221,405.58	47.2
004-2100-000.12-00 PARTTIME/TEMP SALARIES	5,043.72	31,114.59	67,201.00	36,086.41	46.3
004-2100-000.13-00 OVERTIME SALARIES	259.67	341.45	2,500.00	2,158.55	13.7
004-2100-000.21-10 MEDICAL INSURANCE	10,309.11	72,267.15	152,784.00	80,516.85	47.3
004-2100-000.21-20 L-T DISABILITY INSURANCE	223.07	1,458.43	2,965.00	1,506.57	49.2
004-2100-000.21-30 LIFE INSURANCE	39.12	247.06	503.00	255.94	49.1
004-2100-000.21-40 WORKERS COMP INSURANCE	23.70	2,880.35	2,939.00	58.65	98.0
004-2100-000.22-00 FICA	2,635.37	17,020.78	37,393.00	20,372.22	45.5
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	4,422.67	28,466.14	62,211.00	33,744.86	45.8
004-2100-000.28-00 VEBIA 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	2,354.35	27,249.88	71,078.00	43,828.12	38.3
004-2100-000.32-20 SPECIAL LEGAL SERVICES	32.00	32.00	400.00	368.00	8.0
004-2100-000.41-10 WATER & SEWER	125.27	1,050.63	4,727.00	3,676.37	22.2
004-2100-000.41-20 GARBAGE SERVICES	89.96	465.83	1,122.00	656.17	41.5
004-2100-000.41-40 ELECTRICITY	1,658.71	7,523.55	29,151.00	21,627.45	25.8
004-2100-000.43-10 BUILDINGS AND GROUNDS	581.17	3,894.71	47,033.00	43,138.29	8.3
004-2100-000.43-40 OFFICE EQUIPMENT	395.00	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	25.54	291.56	2,902.00	2,610.44	10.1
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	8.03	33.43	2,000.00	1,966.57	1.7
004-2100-000.53-30 TELEPHONE	682.71	3,954.80	7,266.00	3,311.20	54.4
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	2,517.02	9,719.00	29,294.00	19,575.00	33.2
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	64.26	2,101.95	19,442.00	17,340.05	10.8
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	5,519.60	50,097.90	108,920.00	58,822.10	46.0
004-2100-000.64-30 LIBRARY PERIODICALS	25.98	414.16	5,073.00	4,658.84	8.2
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,768.49	7,159.62	25,821.00	18,661.38	27.7
004-2100-000.64-80 COMPUTER SOFTWARE	240.00	1,409.75	14,322.00	12,912.25	9.8
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	750.00	750.00	.0
004-2100-000.69-80 ASSETS < \$5000	.00	546.92	276,961.00	276,414.08	.2
004-2100-000.72-20 BUILDINGS	10,000.00	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	79,136.03	585,976.07	1,607,079.00	1,021,102.93	36.5

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,830.27	46,981.62	86,133.00	39,151.38	54.6
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
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	618,156.00	618,156.00	.0
TOTAL OTHER	7,830.27	49,413.62	783,170.00	733,756.38	6.3
TOTAL FUND EXPENDITURES	86,966.30	635,389.69	2,390,249.00	1,754,859.31	26.6
NET REVENUE OVER EXPENDITURES	(85,058.32)	1,124,848.25	.00	(1,124,848.25)	.0

