

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING

Tuesday, June 20, 2017

4:00 p.m.

**Location:** Southern Wasco County Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
  - a. Board of Directors expiring appointments (Rita Rathkey – City of The Dalles: was appointed in 2013 and will expire June 30, 2017; and Caroline Wood – At Large: was appointed in 2015 and will expire June 30, 2017 )
- 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 23, 2017  
Location: Dufur

**MINUTES SUBJECT TO APPROVAL**

**Board members present:** Rita Rathkey, Carolyn Wood, Carol Jones, Dick Stentz (Margaret Brewer was absent)

**Staff present:** Sarah Tierney, Jeff Wavrunek

**Called to order:** at 4:04 by Rita Rathkey

**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:** Expiration of terms

**Shared Concerns:** What is the status of Planetree books? Rosemary Ross is getting a refresher course in cataloging; then will help with cataloging Planetree books as well as some local history books.

**Library Directors' Reports:**

***Dufur*** – Library Week went well. Sarah met MaryKay Dahlgreen, State Librarian; she had never met her before. The kids really enjoyed attending the American Indian Cultural Festival, especially Sherman Alexie. Weeding project is going on. Storytime still going well, numbers will increase over summer. Masonic Lodge donated two bikes, which are going to Title 1 to use. Summer reading planning is going well. Tuesday evenings will be Family Nights. Sarah is going to build a Lego wall that will be 8x8.

***Maupin*** – (Report sent via email after the meeting, as Valerie was not there) The Maupin City Council voted to purchase the Chamberlain property on Grant Street in Maupin for the placement of the new Library/City Hall Civic Center. We are told this shows very firm commitment by the city and should help our grant prospects. It also was a very wise move as it saves over \$160,000 in relocation costs, demolition cost and overall building cost. The Taiko Drummers performance was very successful with over 275 people being able to see their performance and workshop. The kids at the school loved it and most got a chance to play the drums with the group. The evening performance was very popular as well. I am working on the summer reading program, which will run from July 1st through August 4th. We have 4 performers lined up and several projects, with a weekly storytime being scheduled.

***The Dalles*** – Jeff brought Summer Reading flyers for teen and kids programs. The teen space is almost done; it has a digital media lab, which is being sound proofed now. Mosier students came to a library program that Ted had set up before he left. It was great; they were using tablets, robots and other technical things. It is hoped that a similar program can be hosted for other schools in the Library District. Yesterday the rest of the shelves went up in the teen area. The Teen Librarian is planning an open house to show it off. They are looking into a solution to the heating and air conditioning issues. We are getting ready for summer reading. An animation specialist is doing a workshop in June. An interior design

specialist came and looked at the space facing the river in the children's room. They want to put in a table and seating area there.

**Old Business:** There is no expiration date on the Intergovernmental Agreement

**New Business:** Jeff's evaluation – The board would like Jeff to let Julie Krueger know that if she wants comments from them, she needs to send them an email asking for same.

**Financial Review:** County Budget – Dufur, The Dalles and Maupin are getting a 3% increase. It shows as an expenditure on the county budget and as revenue on the city budget. Administrative fees that the city charges will come out of this. The carry-over amount has increased by about \$50,000 this year. The district will have enough to cover expenses in an emergency. The Budget Committee had questions about payments made by the Service District for Maupin and Dufur. Regarding the City Budget – City will be going to a different payroll system. Carolyn Wood went to the audit meeting. The auditors found a couple of small mistakes in regards to the budget resolution, and the ending balance from the previous year's audit not matching the beginning balance of the next fiscal year by \$105. Auditors thought it was a very minor error. LB-20 and LB-30 are the state forms Jeff fills out now. Once the budget numbers are approved, the county will fill in other columns. The Library District will come in on budget and some money will be rolled into Reserved for Future Expenditures.

**Updates:** No updates

The next meeting will be held at 4 pm, June 20, 2017, in Maupin.

Meeting adjourned at 4:58

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

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	12,866	10,922	10,007					
INTERNET USERS	1,836	2,287	1,901	1,902	1,578	1,243	1,127	1,482	1,783	1,518	1,384					
Overdrive Read	29	26	22	29	31	40	26	34	38	57	75					
Open EPUB ebook	3	6	1	4	2	1	3	4	4	4	94					
overdrive video	0	0	0	0	0	0	0	0	0	0	0					
adobe PDF ebook	1	0	1	4	0	0	1	0	0	0	1					
kindle book	120	147	120	116	84	106	134	114	131	129	140					
adobe EPUB ebook	116	124	137	126	101	83	71	77	88	126	0					
overdrive MP3 audio	300	312	296	321	293	307	242	288	277	314	403					
Open PDF ebook	0	0	0	0	0	0	0	0	0	0	1					
Pending (ebook)	32	24	37	48	60	37	37	58	38	52	56					
Pending (audiobook)	33	39	25	24	45	50	29	36	22	25	38					
overdrive Listens	27	19	19	19	22	20	19	20	19	18	28					
Kobo ebook	0	0	0	0	0	0	0	0	0	0	0					
LIBRARY2Go total	661	697	658	691	638	644	562	631	617	726	835					
TUMBLEBOOKS	0	0	22	107	197	37	108	251	446	512	599					
PATRONS ADDED	122	97	267	253	111	61	77	118	124	87	108					
ILL'S SENT	965	1,076	1009	1,020	999	883	1009	921	1,130	1,001	1,073					
ILL'S RECEIVED	659	758	704	1,112	718	1073	615	704	754	669	677					
MONTHLY CIRC	16,086	17,217	15,422	16,704	16,261	14,794	16,221	15,779	18,504	16,026	17,220					
LIBRARY2GO	661	697	658	691	638	644	562	631	617	726	835					
TOTAL CIRC	16,747	17,914	16,080	17,395	16,899	15,438	16,783	16,410	19,121	16,752	18,055					

**Today's  
Date**

**Youth Services**

Date	Name of Event/Outreach		Total includes adults
5/2/2017	Playful Learning storytime		9
5/3/2017	Baby Lapsit Storytime		8
5/4/2017	Sonrise Accademy	kv	16
5/4/2017	Hd St Petersburg	kv	19
5/4/2017	Toddler Storytime		19
5/5/2017	Preschool Storytime		28
5/5/2017	Playgroup		18
5/10/2017	Baby Lapsit Storytime		15
5/11/2017	TD Hd St	kv	68
5/11/2017	Toddler Storytime		16
5/12/2017	Preschool Storytime		18
5/12/2017	Playgroup		16
5/13/2017	Mike Lawrence Reading		14
5/13/2017	STEAM Sat: Mother's Day		19
5/16/2017	Headstart storytime		9
5/17/2017	Baby Lapsit Storytime		2
5/17/2017	Col. Basin+Hd St	kv	42
5/17/2017	Chenowith Elem. ELL night		70 promotion?
5/17/2017	Chenowith Elem. Kinder		40 promotion?
5/18/2017	MCMC Grt &Sml	kv	60
5/18/2017	Toddler Storytime		17
5/18/2017	Col. Wri. Elem. Kinder		75 promotion?
5/19/2017	TD Hd St @ Sorosis	kv	50
5/19/2017	Preschool Storytime		20
5/19/2017	Playgroup		14
5/20/2017	Children's Fair city park		175
5/24/2017	Baby Lapsit Storytime		6
5/24/2017	Col. Wri. Title 1 night		18 promotion?
5/25/2017	Toddler Storytime		21
5/25/2017	Dry Hollow Elem. ELL night		80 promotion?
5/26/2017	Preschool Storytime		20
5/27/2017	STEAM Sat: Squishy Circuits		12
5/31/2017	Baby Lapsit Storytime		7
Total			1021

**Teen Services**

4/30/2017	Youth Fiber Guild	6
5/2/2017	TLAB	10
5/3/2017	Yu-gi-oh	7
5/5/2017	Free Comic Book Day	132
5/10/2017	Library Tour	41
5/14/2017	Youth Fiber Guild	10
5/16/2017	Yu-gi-oh	10
5/18/2017	Snacks & Stories (Outreach @ TMDs)	26
5/17/2017	Parent Night (Outreach @ TDMS)	62
	Total	304

**Adult Services**

5/2/2017	Oregon Vet. Home Flagstone Assisted	3	
5/2/2017	living	8	
5/2/2017	Adult Movie Night	2	
5/3/2017	Dufur Potlatch Springs @ Mill	18	
5/9/2017	Creek	17	
5/11/2017	Canyon Rim Tygh Valley Com.	5	
5/11/2017	Meal Site	12	
5/11/2017	Pride Book Group Third Thursday	3	
5/18/2017	Book Group Migrant Community	3	
5/18/2017	Outreach Mystery/Crime	22	
5/25/2017	Book Group	4	
5/27/2017	Miniature Painting/Table Top Club	18	(3 teens and one child at first event, one child second event)
5/27/2017	Total	115	

CITY OF THE DALLAS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 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>					
004-0000-334.20-0 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>					
004-0000-337.10-0 URBAN RENEWAL	.00	.00	.00	.00	.0
004-0000-337.20-0 SHARE OF LIBRARY TAXES	299,348.25	1,197,393.00	1,197,393.00	.00	100.0
TOTAL LOCAL GOVERNMENT REVENUES	299,348.25	1,197,393.00	1,197,393.00	.00	100.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,304.53	13,471.22	11,000.00	( 2,471.22)	122.5
TOTAL FINES	1,304.53	13,471.22	11,000.00	( 2,471.22)	122.5
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	1,665.80	12,352.60	3,804.00	( 8,548.60)	324.7
TOTAL INTEREST REVENUES	1,665.80	12,352.60	3,804.00	( 8,548.60)	324.7
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	95,434.79	2,563.00	( 92,871.79)	3723.6
TOTAL GIFTS AND DONATIONS	.00	95,434.79	2,563.00	( 92,871.79)	3723.6
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	468.20	6,424.60	100.00	( 6,324.60)	6424.6
TOTAL OTHER MISC REVENUES	468.20	6,424.60	100.00	( 6,324.60)	6424.6

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
OPERATING TRANSFERS IN					
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	302,786.78	2,676,281.40	2,390,249.00	( 286,032.40)	112.0

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00	REGULAR SALARIES	34,672.96	368,790.81	419,103.00	50,312.19 88.0
004-2100-000.12-00	PARTTIME/TEMP SALARIES	4,962.46	57,076.46	67,201.00	10,124.54 84.9
004-2100-000.13-00	OVERTIME SALARIES	180.75	703.82	2,500.00	1,796.18 28.2
004-2100-000.21-10	MEDICAL INSURANCE	18,876.95	141,701.21	152,784.00	11,082.79 92.8
004-2100-000.21-20	L-T DISABILITY INSURANCE	225.30	2,575.38	2,965.00	369.62 86.9
004-2100-000.21-30	LIFE INSURANCE	36.23	432.09	503.00	70.91 85.9
004-2100-000.21-40	WORKERS COMP INSURANCE	24.84	2,998.85	2,939.00 (	59.85) 102.0
004-2100-000.22-00	FICA	2,947.10	31,688.78	37,393.00	5,704.22 84.8
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,436.21	48,147.74	62,211.00	14,063.26 77.4
004-2100-000.28-00	VEBA CONTRIBUTIONS	.00	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	1,219.48	47,316.19	71,078.00	23,761.81 66.6
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	32.00	400.00	368.00 8.0
004-2100-000.41-10	WATER & SEWER	212.02	1,872.19	4,727.00	2,854.81 39.6
004-2100-000.41-20	GARBAGE SERVICES	.00	1,042.41	1,122.00	79.59 92.9
004-2100-000.41-40	ELECTRICITY	1,656.30	18,379.30	29,151.00	10,771.70 63.1
004-2100-000.43-10	BUILDINGS AND GROUNDS	1,309.36	12,598.54	47,033.00	34,434.46 26.8
004-2100-000.43-40	OFFICE EQUIPMENT	96.00	3,564.62	16,261.00	12,696.38 21.9
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	74.64	692.10	2,902.00	2,209.90 23.9
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	102.00	523.34	2,000.00	1,476.66 26.2
004-2100-000.53-30	TELEPHONE	891.59	7,653.60	7,266.00 (	387.60) 105.3
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	1,239.44	6,528.00	5,288.56 19.0
004-2100-000.58-50	TRAINING AND CONFERENCES	465.00	713.84	10,381.00	9,667.16 6.9
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	80.00	741.00	2,091.00	1,350.00 35.4
004-2100-000.60-10	OFFICE SUPPLIES	1,750.07	15,417.20	29,294.00	13,876.80 52.6
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	1,169.64	4,661.60	19,442.00	14,780.40 24.0
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	6,297.50	76,460.83	108,920.00	32,459.17 70.2
004-2100-000.64-30	LIBRARY PERIODICALS	.00	2,417.63	5,073.00	2,655.37 47.7
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	3,473.24	17,251.06	25,821.00	8,569.94 66.8
004-2100-000.64-80	COMPUTER SOFTWARE	791.97	2,883.08	14,322.00	11,438.92 20.1
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	750.00	750.00 .0
004-2100-000.69-80	ASSETS < \$5000	.00	9,636.17	276,961.00	267,324.83 3.5
004-2100-000.72-20	BUILDINGS	.00	120,307.51	148,000.00	27,692.49 81.3
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		85,951.61	1,011,756.07	1,607,079.00	595,322.93 63.0

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2017

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER</u>					
004-9500-000.81-01	TO GENERAL FUND	7,830.30	86,133.00	86,133.00	.00	100.0
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
	<b>TOTAL OTHER</b>	<b>7,830.30</b>	<b>88,565.00</b>	<b>783,170.00</b>	<b>694,605.00</b>	<b>11.3</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>93,781.91</b>	<b>1,100,321.07</b>	<b>2,390,249.00</b>	<b>1,289,927.93</b>	<b>46.0</b>