

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, May 23, 2017

4:00 p.m.

Location: Dufur School/Community 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; and Caroline Wood – At Large)
- 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
April 4, 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, Sarah Tierney, Jeff Wavrunek

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

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

Recognition of visitors and interested parties: None

Additions to agenda: Rita Rathkey noticed a lot of books had been moved.

Shared Concerns: Carolyn Wood had one person hoping that all of the Planetree medical books could be kept together. It was explained that the public library uses the Dewey Decimal system, and that the books would be assigned the proper Dewey number for our library (Planetree had their own numbering system). However, the majority of medical books are located in the 600's, so most of the books received from Planetree will be together in that area. Jeff also mentioned that Planetree has donated their bookdrop to us. It will eventually be placed where it will be used as a drive-up bookdrop.

Library Directors' Reports:

Dufur – Read Across America was fantastic, had a lot of readers in. The Friends of Dufur School bought cake, so all the students had cake that day. Two performers have been scheduled for Summer Reading. National Library Week is this week, but they will celebrate at the end of the month.

Maupin – For the third year, they will hold a Poetry Night at the Legion Hall. It will be this Friday, open mic style, anyone that wants to share a poem can. Some property has just become available that the city is interested in for the new City Hall/Library. It would have more parking, easier access, and would mean that the library can remain where it is now during construction (instead of having to move twice). If this does happen, then the current city property would then be sold. There is a Town Hall meeting to discuss this on Saturday. Portland Taiko drummers will be here April 28th, doing a workshop at the high school in the morning, and a public performance in the evening. Storytime is changing, will be doing outreach instead - visiting Head Start on Wednesdays. The Youth Advisory Council has a paint night planned. Summer Reading is being planned. Library hours are changing, to fit what usage has shown (opening earlier, closing earlier).

The Dalles – The new assistant director is on board, Dylan McManus. Corinne Dichter is the new children's librarian. There is new stuff in the children's addition, shelving, furniture, etc. Dick Stentz has put up special gutter shelving in the hallway leading into the children's addition, painted with bright colors. There are still more things we want to purchase. A furniture/interior designer is coming next week to give some advice. The Teen Space is rapidly moving along; floor is in place, glass is going up. The theme is steam punk; Bryan LaRoque, from Route 30, is designing. Had to install more sprinklers in the teen area, this was an unexpected expense. Corinne is planning Summer Reading. There is a new 3D printer as you come in through the doors. We will have programs involving this soon. We have bought a vinyl cutter, Dylan has some good ideas for it. We now have Wacom Intuos tablets for artists. The Wifi hotspots are working great. Had

complaints with the previous provider, Verizon, about throttling the service, but the new AT&T ones work great. We are the first library in Oregon to have circulating hotspots. We have recently switched internet providers here in the library, now have Gorge Net, getting much better service.

Old Business: Administrative fees, the meeting with Julie Krueger was very helpful. Julie told Kate Mast that she wanted the cost to come down. It is now down to about \$85,000 (a difference of \$2,000). Need to make meeting with her an annual event so she knows where the Library Board stands. Dick asked if we are going to negotiate costs, or are we going to let them dictate to us. Could she break down what the costs are for the administrative fees? We need to keep track of how often the services were used. When does the Intergovernmental Agreement come up for renewal?

New Business: Dick Stentz wants clarification on the policy of dogs in the library (he has observed dogs running loose). The policy is service animals only; we will make sure that a sign is posted at the entrance.

Financial Review: Board members like the look of the new reports. Carolyn Wood went to the audit review at the County; she wanted to know who pays for it? Jeff explained that library taxes through the Library District pay for the audit. All three libraries are getting 3% more than last year for the FY 17/18 budget; book budget will remain the same. It was asked how often we get the money. The County disperses a quarterly payment to the City.

Updates: American Indian Cultural Festival is going on next week, with various events being held at Klindt's, the high school and middle school, and here at the library. On April 13th at 1:30 p.m. Oregon's Poet Laureate, Elizabeth Woody, will do a reading here at the library. Budget hearings are the first week of May (starting May 1st) at 5:30

The next meeting will be held May 23rd at 4:00 in Dufur

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

Program statistics

Youth Services

| Date | Name of Event/Outreach | Total includes adults |
|-----------|------------------------|-----------------------|
| 4/5/2017 | lapsit storytime | 0 |
| 4/6/2017 | Toddler storytime | 9 |
| 4/7/2017 | Preschool storytime | 21 |
| 4/8/2017 | STEAM Windows | 15 |
| 4/12/2017 | Story and drummers | 25 |
| 4/13/2017 | Toddler storytime | 20 |
| 4/14/2017 | Preschool storytime | 30 |
| 4/14/2017 | Playgroup | 23 |
| 4/15/2017 | Easter Program | 9 |
| 4/19/2017 | lapsit storytime | 8 |
| 4/25/2017 | Earth Day program | 6 |
| 4/26/2017 | lapsit storytime | 2 |
| 4/27/2017 | Toddler storytime | 15 |
| 4/28/2017 | Taiko Drummers | 32 |

Preschool Outreach

| | | | |
|-----------|--------------------------------|------------|-----|
| 4/19/2017 | Dry Hollow | | 26 |
| 4/25/2017 | Sunshine Preschool (2 classes) | | 32 |
| 4/6/2017 | SonriseAccademy | | 15 |
| 4/6/2017 | Head Start Petersburg | | 18 |
| 4/12/2017 | TD HdSt+ | Col. Basin | 36 |
| 4/20/2017 | MCMC Great & Small | | |
| 4/27/2017 | TD Head Start | | |
| Total | | | 342 |

Teen Services

| | | |
|-----------|-------------------------------------|-----|
| 4/2/2013 | Youth Fiber Guild | 7 |
| 4/4/2013 | TLAB | 7 |
| 4/5/2013 | Yu-gi-oh | 13 |
| 4/6/2017 | Snacks & Stories (Outreach at TDMS) | 30 |
| 4/12/2013 | Elizabeth Woody Poetry Reading | 139 |
| 4/16/2013 | Youth Fiber Guild | 7 |
| 4/18/2013 | Yu-gi-oh | 10 |
| Total | | 213 |

Adult Services

| | | |
|-----------|----------------------------|----|
| 4/4/2017 | OR Vet. Home | 5 |
| 4/4/2017 | Flagstone | 14 |
| 4/5/2017 | Dufur Potlatch | 15 |
| 4/11/2017 | Springs at Mill Creek | 12 |
| 4/13/2017 | Canyon Rim | 7 |
| 4/13/2017 | Tygh Valley Com. Meal site | 6 |
| 4/4/2017 | Tuesday Night Movies | 0 |
| 4/6/2017 | Soul Collage (Dylan) | 8 |
| 4/13/2017 | Pride book group | |
| 4/20/2017 | 3rd Thursday Book Group | 5 |
| 4/27/2017 | Myster/Crime Book Group | 3 |
| 4/26/2017 | Fake News program | 5 |
| Total | | 80 |

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2017

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|------------------|-------------------|---------------------|-------------------|-------------|
| <u>LIBRARY</u> | | | | | |
| 004-2100-000.11-00 REGULAR SALARIES | 35,396.38 | 334,117.85 | 419,103.00 | 84,985.15 | 79.7 |
| 004-2100-000.12-00 PARTTIME/TEMP SALARIES | 5,129.15 | 52,114.00 | 67,201.00 | 15,087.00 | 77.6 |
| 004-2100-000.13-00 OVERTIME SALARIES | 40.89 | 523.07 | 2,500.00 | 1,976.93 | 20.9 |
| 004-2100-000.21-10 MEDICAL INSURANCE | 14,246.01 | 122,824.26 | 152,784.00 | 29,959.74 | 80.4 |
| 004-2100-000.21-20 L-T DISABILITY INSURANCE | 225.30 | 2,350.08 | 2,965.00 | 614.92 | 79.3 |
| 004-2100-000.21-30 LIFE INSURANCE | 36.23 | 395.86 | 503.00 | 107.14 | 78.7 |
| 004-2100-000.21-40 WORKERS COMP INSURANCE | 26.31 | 2,974.01 | 2,939.00 | (35.01) | 101.2 |
| 004-2100-000.22-00 FICA | 2,996.46 | 28,741.68 | 37,393.00 | 8,651.32 | 76.9 |
| 004-2100-000.23-00 RETIREMENT CONTRIBUTIONS | 4,446.14 | 43,711.53 | 62,211.00 | 18,499.47 | 70.3 |
| 004-2100-000.28-00 VEB A 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 | 2,240.53 | 46,096.71 | 71,078.00 | 24,981.29 | 64.9 |
| 004-2100-000.32-20 SPECIAL LEGAL SERVICES | .00 | 32.00 | 400.00 | 368.00 | 8.0 |
| 004-2100-000.41-10 WATER & SEWER | 158.27 | 1,680.17 | 4,727.00 | 3,066.83 | 35.1 |
| 004-2100-000.41-20 GARBAGE SERVICES | 270.66 | 1,042.41 | 1,122.00 | 79.59 | 92.9 |
| 004-2100-000.41-40 ELECTRICITY | 1,733.68 | 16,723.00 | 29,151.00 | 12,428.00 | 57.4 |
| 004-2100-000.43-10 BUILDINGS AND GROUNDS | 4,866.81 | 11,289.18 | 47,033.00 | 35,743.82 | 24.0 |
| 004-2100-000.43-40 OFFICE EQUIPMENT | 334.89 | 3,468.62 | 16,261.00 | 12,792.38 | 21.3 |
| 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 | 74.52 | 617.46 | 2,902.00 | 2,284.54 | 21.3 |
| 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 | 6,108.17 | 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 | 70.97 | 421.34 | 2,000.00 | 1,578.66 | 21.1 |
| 004-2100-000.53-30 TELEPHONE | 589.37 | 6,762.01 | 7,266.00 | 503.99 | 93.1 |
| 004-2100-000.58-10 TRAVEL, FOOD & LODGING | 333.78 | 1,239.44 | 6,528.00 | 5,288.56 | 19.0 |
| 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 | 661.00 | 2,091.00 | 1,430.00 | 31.6 |
| 004-2100-000.60-10 OFFICE SUPPLIES | 1,215.15 | 13,667.13 | 29,294.00 | 15,626.87 | 46.7 |
| 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 | 769.65 | 3,491.96 | 19,442.00 | 15,950.04 | 18.0 |
| 004-2100-000.64-20 LIBRARY BOOKS AND BINDING | 6,163.04 | 70,163.33 | 108,920.00 | 38,756.67 | 64.4 |
| 004-2100-000.64-30 LIBRARY PERIODICALS | 40.00 | 2,417.83 | 5,073.00 | 2,655.37 | 47.7 |
| 004-2100-000.64-40 AUDIO/VISUAL MATERIALS | 1,642.48 | 13,777.82 | 25,821.00 | 12,043.18 | 53.4 |
| 004-2100-000.64-80 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 | 9,636.17 | 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 | 83,046.67 | 925,804.46 | 1,607,079.00 | 681,274.54 | 57.6 |

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2017

LIBRARY FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------|---------------------------|---------------|--------------|--------------|--------------|-------|
| <u>OTHER</u> | | | | | | |
| 004-9500-000.81-01 | TO GENERAL FUND | 7,830.27 | 78,302.70 | 86,133.00 | 7,830.30 | 90.9 |
| 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 | 80,734.70 | 783,170.00 | 702,435.30 | 10.3 |
| TOTAL FUND EXPENDITURES | | 90,876.94 | 1,006,539.16 | 2,390,249.00 | 1,383,709.84 | 42.1 |

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 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 | .00 | 898,044.75 | 1,197,393.00 | 299,348.25 | 75.0 |
| TOTAL LOCAL GOVERNMENT REVENUES | .00 | 898,044.75 | 1,197,393.00 | 299,348.25 | 75.0 |
| <u>FINES</u> | | | | | |
| 004-0000-351.50-0 LIBRARY FINES | 1,356.72 | 12,166.69 | 11,000.00 | (1,166.69) | 110.6 |
| TOTAL FINES | 1,356.72 | 12,166.69 | 11,000.00 | (1,166.69) | 110.6 |
| <u>INTEREST REVENUES</u> | | | | | |
| 004-0000-361.00-0 INTEREST REVENUES | 1,483.88 | 10,686.80 | 3,804.00 | (6,882.80) | 280.9 |
| TOTAL INTEREST REVENUES | 1,483.88 | 10,686.80 | 3,804.00 | (6,882.80) | 280.9 |
| <u>GIFTS AND DONATIONS</u> | | | | | |
| 004-0000-365.00-0 GIFTS AND DONATIONS | 444.97 | 95,434.79 | 2,563.00 | (92,871.79) | 3723.6 |
| TOTAL GIFTS AND DONATIONS | 444.97 | 95,434.79 | 2,563.00 | (92,871.79) | 3723.6 |
| <u>OTHER MISC REVENUES</u> | | | | | |
| 004-0000-369.00-0 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 10 MONTHS ENDING APRIL 30, 2017

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|---------------|------------------|------------------|---------------|----------|
| <u>OPERATING TRANSFERS IN</u> | | | | | |
| 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 | 3,285.57 | 2,373,494.62 | 2,390,249.00 | 16,754.38 | 99.3 |

