

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING

Tuesday, October 17, 2017

4:00 p.m.

**Location:** Maupin

- 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  
September 19, 2017  
Location: September

**MINUTES SUBJECT TO APPROVAL**

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

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

**Called to order:** at 4:04 by Margaret Brewer

**Corrections to minutes:** None, Rita Rathkey moved to approve, Carolyn Wood seconded, and the minutes were approved.

**Recognition of visitors and interested parties:** None

**Additions to agenda:** Reciprocal agreement with Fort Vancouver Regional Library District – Jeff has met with a representative of FVRLD regarding establishing a reciprocal agreement for library cards. Currently, residents on the Washington side of the river pay a yearly fee to have a library card with the Wasco County Library Service District. Under the proposed agreement, those residents could have a free library card, and any residents of Wasco County that wanted a card with FVRLD could get one. This would give our patrons access to the vast array of databases available through FVRLD; including Library2Go. After discussion it was decided to try this for a year. Carolyn Wood moved to have a reciprocal agreement with Fort Vancouver Regional Library District, seconded by Rita Rathkey, and it was approved.

**Election of officers:** Rita Rathkey nominated Carolyn Wood as Chair, and Carol Jones as vice-chair. There were no other nominations; Carolyn Wood and Carol Jones were elected.

**Patron complaint:** A complaint was brought to the Board's attention at the City's request. There was a discussion of the patron's various complaints and how they were addressed. It was decided that it was well handled by the library.

As a result of the complaint, it was discovered that the library did not have a formal volunteer policy. Jeff will draft one and bring it to the Board for approval.

**Shared Concerns:** It was asked who has authority to cancel a Board meeting. There is nothing in the bylaws regarding this. It was decided that if there is an emergency, a Board meeting can be cancelled.

**Library Directors' Reports:**

**Dufur** – Summer Reading program was exciting, had an average of 25 kids (elementary age) per program. The Lego wall is still being used. The fair booth was fantastic! School has started; there are teens interested in starting a teen advisory group, which will be held during school hours. She is working on a Veterans Day event for school.

**Maupin** – Summer Reading was successful, had 42 kids register. There was good attendance at most events; however, a disappointing number of summer reading logs was actually turned in. Maupin participated with the fair booth; which won two ribbons. She is working on Edge assessment. Valerie will be attending the upcoming director's meeting in Tigard. They are hiring a new grant writer, and things are moving along regarding funding for the new library building. The library has hired a new part-time staff member, who is very excited about working at the library. New bookshelves were donated by the county. A magician, Michael Douglas, has been hired for back-to-school night.

***The Dalles*** – It has been busy. Currently have an open position (Tara Severson left to live in Portland and to go back to school to become a librarian); a lot of good candidates have applied. They are looking for someone with fantastic customer service skills, as their primary duty will be working the front desk. They are holding a reception with the candidates on September 26<sup>th</sup> at 7:00 pm (like a meet-and-greet). The Board is invited to attend and share their thoughts about who would be a good candidate.

Due to the heat, the end of the Summer Reading Program celebration was held in the library. It was very well attended; over 200 participants enjoyed the various activities, including snow cones and popcorn.

It was discovered that the last batch of eclipse glasses ordered may have been counterfeit, even though they were ordered from a seller in the U.S., so the Library did not give them out. We did receive two donations (over 100 pair) of legitimate glasses that we were able to give out instead. More than 1,000 pairs were handed out.

**Old Business:** nothing

**New Business:** nothing

**Financial Review:** City has gone with a new payroll system, which will be used for the first time this week. Carolyn Wood asked what the “contractual services” was on the budget. Jeff explained that this is for various services we contract for, such as belonging to the consortium, data base fees, etc.

**Updates:** The children’s librarian, Corinne Dichter, has begun maternity leave. Other staff members will be filling in for story times while she is gone.

The next meeting will be held at 4 pm, October 17th, in Maupin. It was decided that because the November meeting would fall during the week of Thanksgiving, to move it to November 14<sup>th</sup> (the second Tuesday) for that month. That meeting will be held in Dufur.

Meeting adjourned at 5:10

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

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 300</u>					
004-0000-300.00-00	BEGINNING BALANCE	.00	.00	1,135,852.00	1,135,852.00	.0
	TOTAL SOURCE 300	.00	.00	1,135,852.00	1,135,852.00	.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	.00	1,233,315.00	1,233,315.00	.0
	TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,233,315.00	1,233,315.00	.0
	<u>FINES</u>					
004-0000-351.50-00	LIBRARY FINES	1,470.42	4,238.44	12,500.00	8,261.56	33.9
	TOTAL FINES	1,470.42	4,238.44	12,500.00	8,261.56	33.9
	<u>INTEREST REVENUES</u>					
004-0000-361.00-00	INTEREST REVENUES	1,427.93	2,966.85	7,000.00	4,031.15	42.4
	TOTAL INTEREST REVENUES	1,427.93	2,966.85	7,000.00	4,031.15	42.4
	<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-00	GIFTS AND DONATIONS	.00	.00	1,000.00	1,000.00	.0
	TOTAL GIFTS AND DONATIONS	.00	.00	1,000.00	1,000.00	.0
	<u>OTHER MISC REVENUES</u>					
004-0000-369.00-00	OTHER MISC REVENUES	.00	.00	100.00	100.00	.0
	TOTAL OTHER MISC REVENUES	.00	.00	100.00	100.00	.0

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 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>					
004-0003-391.37-00 FROM CAPITAL PROJECT FUND	.00	.00	.00	.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	.00	.00	.0
 TOTAL FUND REVENUE	 2,898.35	 7,207.29	 2,393,031.00	 2,385,823.71	 .3

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	36,142.05	108,039.91	427,396.00	319,355.09	25.3
004-2100-000.12-00 PARTTIME/TEMP SALARIES	3,508.27	14,765.81	70,929.00	56,163.19	20.8
004-2100-000.13-00 OVERTIME SALARIES	87.40	345.50	2,500.00	2,154.50	13.8
004-2100-000.21-10 MEDICAL INSURANCE	14,871.85	44,184.83	168,996.00	124,811.17	26.2
004-2100-000.21-20 I-T DISABILITY INSURANCE	266.06	779.85	3,038.00	2,258.15	25.7
004-2100-000.21-30 LIFE INSURANCE	41.24	123.72	503.00	379.28	24.6
004-2100-000.21-40 WORKERS COMP INSURANCE	25.04	1,748.27	3,008.00	1,259.73	58.1
004-2100-000.22-00 FICA	2,900.58	9,001.42	38,313.00	29,311.58	23.6
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	4,342.01	13,657.14	57,120.00	43,462.86	23.9
004-2100-000.28-00 VEBA CONTRIBUTIONS	.00	1,117.95	3,178.00	2,060.05	35.2
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	15.00	35.00	180.00	145.00	19.4
004-2100-000.31-10 CONTRACTUAL SERVICES	5,461.46	16,205.02	73,731.00	57,525.98	22.0
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00	.0
004-2100-000.41-10 WATER & SEWER	1,069.05	1,389.14	4,727.00	3,337.86	29.4
004-2100-000.41-20 GARBAGE SERVICES	.00	182.24	1,122.00	939.76	16.2
004-2100-000.41-40 ELECTRICITY	1,696.01	4,918.24	29,151.00	24,232.76	16.9
004-2100-000.43-10 BUILDINGS AND GROUNDS	72.00	739.59	27,052.00	26,312.41	2.7
004-2100-000.43-40 OFFICE EQUIPMENT	590.80	1,285.17	17,881.00	16,595.83	7.2
004-2100-000.43-45 JOINT USE OF LABOR/EQUIP	.00	.00	300.00	300.00	.0
004-2100-000.43-51 GAS/OIL/LUBRICANTS	.00	28.93	.00	( 28.93)	.0
004-2100-000.43-52 LIBRARY VEHICLE	125.88	195.71	3,200.00	3,004.29	6.1
004-2100-000.43-77 HVAC SYSTEMS	.00	.00	5,117.00	5,117.00	.0
004-2100-000.52-10 LIABILITY	.00	3,910.02	4,189.00	279.98	93.3
004-2100-000.52-30 PROPERTY	.00	5,678.97	6,107.00	428.03	93.0
004-2100-000.52-50 AUTOMOTIVE	.00	389.55	496.00	106.45	78.5
004-2100-000.53-20 POSTAGE	102.00	119.42	2,000.00	1,880.58	6.0
004-2100-000.53-30 TELEPHONE	1,031.27	2,343.26	9,215.00	6,871.74	25.4
004-2100-000.58-10 TRAVEL, FOOD & LODGING	.00	.00	6,744.00	6,744.00	.0
004-2100-000.58-50 TRAINING AND CONFERENCES	.00	.00	10,381.00	10,381.00	.0
004-2100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	797.00	2,306.00	1,509.00	34.6
004-2100-000.60-10 OFFICE SUPPLIES	524.38	6,694.14	32,223.00	25,528.86	20.8
004-2100-000.60-20 JANITORIAL SUPPLIES	.00	.00	12,441.00	12,441.00	.0
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	251.31	1,025.58	21,642.00	20,616.42	4.7
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	6,105.43	17,172.80	108,920.00	91,747.20	15.8
004-2100-000.64-30 LIBRARY PERIODICALS	5.99	47.94	5,073.00	5,025.06	1.0
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,662.21	3,359.79	25,821.00	22,461.21	13.0
004-2100-000.64-80 COMPUTER SOFTWARE	.00	182.95	22,858.00	22,675.05	.8
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80 ASSETS < \$5000	.00	.00	135,579.00	135,579.00	.0
004-2100-000.72-20 BUILDINGS	.00	.00	85,000.00	85,000.00	.0
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
<b>TOTAL LIBRARY</b>	<b>80,697.29</b>	<b>260,464.86</b>	<b>1,429,937.00</b>	<b>1,169,472.14</b>	<b>18.2</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,727.19	23,181.57	85,619.00	62,437.43	27.1
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	184,362.00	184,362.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	23,153.00	23,153.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	669,960.00	669,960.00	.0
TOTAL OTHER	7,727.19	23,181.57	963,094.00	939,912.43	2.4
TOTAL FUND EXPENDITURES	88,424.48	283,646.43	2,393,031.00	2,109,384.57	11.9
NET REVENUE OVER EXPENDITURES	( 85,526.13)	( 276,439.14)	.00	276,439.14	.0

Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
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VISITOR COUNT	12,291	13,077	11,395
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INTERNET USERS	1,510	1,822	1,523
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Overdrive Read  
Open EPUB ebook  
overdrive video  
adobe PDF ebook  
kindle book  
adobe EPUB ebook  
overdrive MP3 audio  
Open PDF ebook  
Pending (ebook)  
Pending (audiobook)  
overdrive listens  
Kobo ebook

LIBRARY2Go	total	833	947	890
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TUMBLEBOOKS	7	3	112
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PATRONS ADDED	101	157	125
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ILL'S SENT	897	969	945
ILL'S RECEIVED	746	752	709

MONTHLY CIRC	18,281	18,734	16,941
LIBRARY/260	833	947	890

TOTAL CIRC	19,114	19,681	17,831
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	A	B	C	D	E	F	G	H	I
1	<b>Today's Date</b>								
2	<b>Youth Services</b>								
3	Date	Name of Event/Outreach			Total includes adults				
4	9/1/2017	Preschool story time				34			
5	9/1/2017	Play group				33			
6	9/2/2017	STEAM Saturday				4			
7	9/6/2017	Baby lapsit				11			
8	9/7/2017	Toddler story time				11			
9	9/8/2017	Preschool story time				29			
10	9/8/2017	Play group				24			
11	9/13/2017	Baby lapsit				9			
12	9/14/2017	Toddler story time				16			
13	9/15/2017	Preschool story time				22			
14	9/15/2017	Play group				17			
15	9/20/2017	Baby lapsit				9			
16	9/21/2017	Toddler story time				33			
17	9/22/2017	Preschool story time				27			
18	9/23/2017	Play group				24			
19	9/28/2017	Toddler storytime				28			
20	9/29/2017	PreSchool Story Time				11			
21									
22									
23									
24					Total	342			
25									
25	A	B	C	D	E	F	G	H	I
26									
27									
28									
29	<b>Teen Services</b>								
30	9/10/2017	Tabletop Club				3			
31	9/24/2017	Tabletop Club				8			
32	9/4/2013	Youth Fiber Guild				5			
33	9/7/2013	TLAB				2			
34	9/13/2013	Teen Suicide Prevention				31			
35	9/17/2013	Youth Fiber Guild				4			
36	9/19/2013	Yu-gi-oh				5			
37	9/21/2012	Snacks & Stories				34			
38	SEPTEMBER	Survey (passive)				39			
39	SEPTEMBER	Guess the Banned Book (passive)				5			
40	SEPTEMBER	Xbox One (passive)				6			
41	SEPTEMBER	Maker Tower (passive)				14			
42	SEPTEMBER	Positive Post-Its				136			
43									
44					Total	292			
45									
46									
47									
48	A	B	C	D	E	F	G	H	I
49									
50									
51	<b>Adult Services</b>					9			
52	9/5/2017	Flagstone Assisted Living				8			
53	9/5/2017	First Tuesday Movie Night				8			
54	9/6/2017	Dufur Potlatch				22			
55	9/6/2017	Family Craft Night				16			
56	9/10/2017	Tabletop Club (make up game)				13			
57	9/12/2017	Springs @Mill Creek				12			
58	9/13/2017	Family Movie Night				8			
59	9/13/2017	Annual Friends of Library meeting & program				21			
60	9/14/2017	Canyon Rim Assisted Living				5			
61	9/14/2017	Tygh Valley Community Meal				6			
62	9/11/2017	Suicide Prevention				12			
63	9/21/2017	3rd Thursday Bk Clb				2			
64	9/24/2017	Tabletop Club				3			
65	9/28/2017	Myst/Crime BK Clb				2			
66									

	A	B	C	D	E	F	G	H	I	
1	<b>Today's Date</b>									
2	<b>Youth Services</b>									
3	<b>Date</b>	<b>Name of Event/Outreach</b>				<b>Total includes adults</b>				
4	9/1/2017	Preschool story time				34				
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7	9/6/2017	Baby lapsit				11				
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19	9/28/2017	Toddler storytime				28				
20	9/29/2017	PreSchool Story Time				11				
21										
22										
23										
24										
25					<b>Total</b>	<b>342</b>				

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