

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Tuesday, September 19, 2017

4:00 p.m.

Location: The Dalles

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
 - a. Reciprocal library cards with Fort Vancouver Library District
 - b. Election of officers (Chair and Vice-chair)
 - c. Patron complaint
- 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
June 20, 2017
Location: Maupin

MINUTES SUBJECT TO APPROVAL

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

Staff present: Valerie Stephenson, Jeff Wavrunek

Called to order: at 4:06 by Margaret Brewer

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

Recognition of visitors and interested parties: Jeanene Stentz

Additions to agenda: Expiration of Library Board terms. Rita Rathkey, City of The Dalles representative, was appointed in 2013 and her term will expire June 30, 2017. Caroline Wood, At Large representative, was appointed in 2015 and her term will expire June 30, 2017. The Library Board voted to accept having Rita Rathkey and Caroline Wood each being reappointed to another 4 year term.

Shared Concerns: none

Library Directors' Reports:

Dufur – None

Maupin – OCI is digitizing Maupin newspapers. The Maupin City Council has agreed to purchase the Chamberlain property. Valerie is excited as the library building will now border a park and occupy the second floor of a proposed new city hall/library building. Architectural plans are being changed and grant writing is continuing. A sun roof is being planned for the new library. Also, the City Council voted to increase library hours from 25 to 30 hours a week. Elsa Milne, has been hired to help with summer reading. Valerie passed a summer reading activity flyer around the table. Finally, the Maupin Library is participating in the Edge initiative.

The Dalles – The Digital Media Lab/Teen Space grand opening was last Thursday. Attendance was fabulous as the public seems quite interested in the new space. The teen area is called The Athenaeum, which means a place of learning. The Oregon State Library Youth Service's consultant, Katie Anderson, spoke as did representatives from Google (Darcy Nothnagle) and the Oregon Cultural Trust (Corliss Marsh). Both organizations were instrumental in funding the Digital Media Lab/Teen Space. An animation specialist did a workshop in the Teen Space/Digital Media Lab this past Saturday that was very popular. She worked on the Simpsons and the Wallace and Gromit movie. 20 teenagers participated with a waiting list of about 10 kids. Assistant Library Director Dylan McManus is bringing in a 3D printing specialist from the Rhode Island School of Art and Design to do workshops with the staff and patrons utilizing the Google-funded 3D printer. The Library is also planning an Eclipse program with the Southern Wasco County Library to coincide with the rare August full eclipse in Oregon.

Old Business: The sprinkler has been fixed and covered with soil. A sign has been put up at The Dalles Library requesting that only service dogs be allowed inside the library.

New Business: None.

Financial Review: Financial documents were accepted by the Library Board

Updates: No updates

The next meeting will be held at 4 pm, September 19, 2017, in The Dalles.

Meeting adjourned at 5:01 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

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 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	1,497.99	2,768.02	12,500.00	9,731.98	22.1
	TOTAL FINES	1,497.99	2,768.02	12,500.00	9,731.98	22.1
	<u>INTEREST REVENUES</u>					
004-0000-361.00-00	INTEREST REVENUES	1,540.92	1,540.92	7,000.00	5,459.08	22.0
	TOTAL INTEREST REVENUES	1,540.92	1,540.92	7,000.00	5,459.08	22.0
	<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 2 MONTHS ENDING AUGUST 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	 3,038.91	 4,308.94	 2,393,031.00	 2,388,722.06	 .2

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	38,849.13	71,897.86	427,396.00	355,498.14	16.8
004-2100-000.12-00 PARTTIME/TEMP SALARIES	3,711.49	11,257.54	70,929.00	59,671.46	15.9
004-2100-000.13-00 OVERTIME SALARIES	258.10	258.10	2,500.00	2,241.90	10.3
004-2100-000.21-10 MEDICAL INSURANCE	14,678.12	29,512.98	168,996.00	139,483.02	17.5
004-2100-000.21-20 L-T DISABILITY INSURANCE	286.04	513.79	3,038.00	2,524.21	16.9
004-2100-000.21-30 LIFE INSURANCE	41.28	82.48	503.00	420.52	16.4
004-2100-000.21-40 WORKERS COMP INSURANCE	23.68	1,723.23	3,008.00	1,284.77	57.3
004-2100-000.22-00 FICA	2,883.06	6,100.84	38,313.00	32,212.16	15.9
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	4,401.84	9,315.13	57,120.00	47,804.87	16.3
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	20.00	180.00	160.00	11.1
004-2100-000.31-10 CONTRACTUAL SERVICES	4,566.80	10,743.56	73,731.00	62,987.44	14.6
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00	.0
004-2100-000.41-10 WATER & SEWER	174.92	320.09	4,727.00	4,406.91	6.8
004-2100-000.41-20 GARBAGE SERVICES	182.24	182.24	1,122.00	939.76	16.2
004-2100-000.41-40 ELECTRICITY	1,776.96	3,222.23	29,151.00	25,928.77	11.1
004-2100-000.43-10 BUILDINGS AND GROUNDS	590.27	667.59	27,052.00	26,384.41	2.5
004-2100-000.43-40 OFFICE EQUIPMENT	694.37	694.37	17,881.00	17,186.63	3.9
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	28.93	28.93	.00	(28.93)	.0
004-2100-000.43-52 LIBRARY VEHICLE	69.83	69.83	3,200.00	3,130.17	2.2
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	278.98	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	17.42	17.42	2,000.00	1,982.58	.9
004-2100-000.53-30 TELEPHONE	690.61	1,311.99	9,215.00	7,903.01	14.2
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	722.00	797.00	2,306.00	1,509.00	34.6
004-2100-000.60-10 OFFICE SUPPLIES	6,165.27	6,189.76	32,223.00	26,053.24	19.2
004-2100-000.60-20 JANITORIAL SUPPLIES	.00	.00	12,441.00	12,441.00	.0
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	706.91	774.27	21,642.00	20,867.73	3.6
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	6,084.89	11,067.37	108,920.00	97,852.63	10.2
004-2100-000.64-30 LIBRARY PERIODICALS	41.95	41.95	5,073.00	5,031.05	.8
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,447.70	1,697.58	25,821.00	24,123.42	6.6
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
TOTAL LIBRARY	89,088.81	179,767.57	1,429,937.00	1,250,169.43	12.6

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	.00	7,727.19	84,999.00	77,271.81	9.1
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	184,982.00	184,982.00	.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	.00	7,727.19	963,094.00	955,366.81	.8
TOTAL FUND EXPENDITURES	89,088.81	187,494.76	2,393,031.00	2,205,536.24	7.8
NET REVENUE OVER EXPENDITURES	(86,049.90)	(183,185.82)	.00	183,185.82	.0

Today's Date**Youth Services**

Date	Name of Event/Outreach	Total includes adults
8/2/2017	SRP Party	228
8/2/2017	Baby lapsit storytime	7
8/3/2017	Toddler storytime	7
8/4/2017	Preschool storytime	13
8/4/2017	playgroup	18
8/9/2017	Baby lapsit storytime	7
8/10/2017	Toddler storytime	14
8/11/2017	Preschool storytime	21
8/11/2017	playgroup	25
8/16/2017	Baby lapsit storytime	10
8/17/2017	Toddler storytime	26
8/18/2017	Preschool storytime	21
8/18/2017	playgroup	36
8/23/2017	Baby lapsit storytime	5
8/24/2017	Toddler storytime	18
8/25/2017	Water safety preschool storytime	16
8/25/2017	playgroup	25
8/30/2017	Baby lapsit storytime	7
8/31/2017	Toddler storytime	11
AUGUST	STEM toys (passive)	324
AUGUST	Computer (passive)	36
AUGUST	Puppets (passive)	42
AUGUST	Reader's Advisory/assistance	61
Total		978

Teen Services

8/6/2013	Youth Fiber Guild	6
8/9/2013	Yu-gi-oh	0
8/20/2013	Youth Fiber Guild	4
8/23/2013	Yu-gi-oh	6
AUGUST	Survey (passive)	75
AUGUST	Maker Tower (passive)	26
AUGUST	Xbox One (passive)	19
AUGUST	Board Games (passive)	2
AUGUST	In-House Books (passive)	17
AUGUST	Reader's Advisory	3
Total		158

Adult Services

8/1/2017	Flagstone Assisted Living	8
8/1/2017	Adult Movie Night	6
8/2/2017	Dufur Potlatch	18
8/2/2017	Family Craft Night	12
8/2/2017	Knitting Night	3
8/8/2017	Springs @Mill Creek	8
8/9/2017	Family Movie Night	9
8/9/2017	Knitting Night	2
8/10/2017	Canyon Rim	6
8/10/2017	Tygh Valley Community Meal	12
8/16/2017	Knitting Night	3
8/23/2017	Knitting Night	2
8/30/2017	Knitting Night	2
8/17/2017	Third Thursday Book Club	3

Total 94