

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Tuesday, April 19, 2016  
4:00 p.m.  
Maupin

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Approval of March 15, 2016 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
  - Intergovernmental Agreements Review
- 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

March 15, 2016

Location: Dufur

**Board members present:** Rita Rathkey, Carolyn Wood, Carol Jones, Margaret Brewer

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

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

**Corrections to minutes:** None Margaret Brewer moved to approve, Carol Jones seconded, and the minutes were approved.

**Additions to agenda:**

Some of the updates to the policies that the Board has previously signed need to be dated. Jeff talked to Kathy White at the County, and she said that it would be acceptable for him to date and initial those policies.

Jeff asked if the policies need to be reviewed every year. The Board did not think this was necessary.

**Shared Concerns:**

At the next City Council meeting on Monday at noon, one of the items on the agenda is goals related to the library. The City is exploring the possibility of asking the County to help cover the cost of The Dalles Library building. Dufur and Maupin taxpayers already pay for their own libraries. Those county taxpayers shouldn't be expected to pay for The Dalles Library building as it does not seem fair. Carolyn Wood will be attending the meeting, as well as Corliss Marsh and Jeff. They will be able to give background on the history of the Library Service District.

**Library Directors' Reports:**

**Dufur** – Sarah reported last month was the book fair; they are getting ready for Library Week next month. She has been working on Summer Reading. Public Story Time continues to be successful. The library will be closed next week for Spring Break.

**Maupin** – Valerie reports that fundraising is going well. So far they have raised \$112,000, which includes a \$5,000 donation. She is working on Summer Reading, and has a couple of performers scheduled. She is lining up other programs.

**The Dalles** – Jeff reports that they have started framing the new addition, and it is actually starting to look like something. The storm drainage was an issue, but the site supervisor is working on it, trying to keep costs down. The sewer line for the new bathroom is going around outside the building. The storm drainage water will be pumped. June is the target month for completion.

Megan received a grant for Teen Tech Week, which was promoted on the radio. There was a good turnout, as many as 34 at each event, mainly because of the publicity. Carolyn Wood pointed out that next time we should see about working with Google on the technology, as this is something they do.

**Old Business:** Membership bylaws show the Library Board as having room for one more Director. Jeff related that he has 3 excellent candidates to represent The Dalles (Carolyn Wood is a member-at-large). The City will recommend someone, and then the County approves them. There should be someone in place by July 1<sup>st</sup>. There was a discussion of how long a term lasts. According to the bylaws, it is four years. Under Duties, the board is responsible for inter-governmental agreements. Carolyn Wood explained that there is usually a MOU (memo of understanding), between agencies. A new MOU is submitted each time there is an update. Next month the board will look at the inter-governmental agreements. Evaluation of the director is also listed under duties, but it is actually the City Manager that does the evaluation, though the board can give input if necessary.

**New Business:** Nothing

**Financial Review:** Jeff is working on the budget; a lot of tax dollars have been lost due to compression. Libraries can probably expect a 1% increase in budget, but not much higher. The Library Service District has a reserve fund to be used if needed due to reduced tax revenue or an emergency. Jeff has a draft of the audit for the Service District if the board wants to look at it. He will email copies before the next board meeting.

**Updates:** Carolyn Wood asked for an update on Outreach services. It was explained that books and other materials are being taken to various assisted living facilities, as well as two community meal sites. Items are actually checked out to individual people, not to the facility itself. Anything not checked out is brought back to the library (it should be pointed out that each of these facilities have their own libraries that the residents can also take advantage of). Margaret Brewer asked about the large increase in library patrons from the previous month. This is the result of Dana's visits to various classrooms and students getting library cards. The statistics in this report are just for The Dalles; it was asked if Dufur and Maupin should be compiling a similar report. There was some discussion, and it was thought that such information might be useful.

The next meeting will be held April 19th at 4:00 in Maupin.

Meeting adjourned at 5:17 p.m.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Rita Rathkey, Chair

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Margaret Brewer, Vice-Chair

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Carolyn Wood, Board Member

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Carol Jones, Board Member

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
<b>VISITOR COUNT</b>	<b>12,763</b>	<b>10,864</b>	<b>10,381</b>	<b>11,834</b>	<b>9,610</b>	<b>10,345</b>
<b>INTERNET USERS</b>	<b>2,291</b>	<b>2,237</b>	<b>1,898</b>	<b>1,930</b>	<b>1,748</b>	<b>1,891</b>
Overdrive Read	61	89	47	63	25	37
Open EPUB ebook	2	1	1	2	1	2
overdrive video	0	0	0	0	0	0
adobe PDF ebook	1	0	2	0	2	1
kindle book	127	144	117	138	139	154
adobe EPUB ebook	112	97	99	102	120	114
overdrive MP3 audiobook	300	320	331	306	277	349
overdrive WMA audiobook	0	0	0	0	0	0
Open PDF ebook	0	0	0	0	0	0
Pending (ebook)	44	65	48	57	36	42
Pending (audiobook)	31	43	27	25	41	31
Pending (video)	0	0	0	0	0	0
OverdriveListens	18	22	14	13	11	26
<b>LIBRARY2GO</b> <b>total</b>	<b>696</b>	<b>781</b>	<b>686</b>	<b>706</b>	<b>652</b>	<b>756</b>
<b>TUMBLEBOOKS</b>	<b>8</b>	<b>11</b>	<b>20</b>	<b>28</b>	<b>18</b>	<b>12</b>
<b>PATRONS ADDED</b>	<b>143</b>	<b>80</b>	<b>113</b>	<b>79</b>	<b>67</b>	<b>93</b>
<b>ILL'S SENT</b>	<b>740</b>	<b>794</b>	<b>854</b>	<b>869</b>	<b>870</b>	<b>873</b>
<b>ILL'S RECEIVED</b>	<b>739</b>	<b>875</b>	<b>673</b>	<b>592</b>	<b>628</b>	<b>615</b>
<b>MONTHLY CIRC</b>	<b>16,756</b>	<b>15,649</b>	<b>15,304</b>	<b>15,151</b>	<b>14,143</b>	<b>15,646</b>
	0	0	0	0		0
	0	0	0	0		0
<b>LIBRARY2GO</b>	<b>696</b>	<b>781</b>	<b>686</b>	<b>706</b>	<b>652</b>	<b>756</b>
	0	0	0	0		0
<b>TOTAL CIRC</b>	<b>17,452</b>	<b>16,430</b>	<b>15,990</b>	<b>15,857</b>	<b>14,795</b>	<b>16,402</b>

Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
11,261	11,314	10,427			
2,025	2,144	2,328			
51	42	41			
12	7	2			
0	0	0			
1	1	3			
151	102	141			
123	82	118			
350	291	339			
0	0	0			
0	0	0			
28	33	45			
20	26	27			
0	0	0			
30	38	34			
766	622	750			
20	50	162			
78	271	111			
995	741	963			
971	889	826			
16,477	16,859	17,769			
0					
0					
766	622	750			
17,243	17,481	18,519			

**Mar-16****Youth Services**

Date	Name of Event/Outreach	Total includes adults
3/2/16	Wobbler/Toddler Storytime	9
3/3/16	Baby Storytime	12
3/3/16	Baby Signs	12
3/5/16	Penny's Puppets	73
3/5/16	Movie: The Good Dinosaur	34
3/5/16	Penney's Puppets	73
3/8/16	Wobbler/Toddler Storytime	23
3/9/16	Baby Storytime	12
3/9/16	Baby Signs	12
3/10/16	Zumba for Kids	23
3/10/16	Preschool Storytime	10
3/16/16	Wobbler/Toddler Storytime	10
3/16/16	Weaving for Children/LEO Grant	18
3/17/16	Baby Storytime	20
3/17/16	Baby Signs	20
3/17/16	Andres Salguro	67
3/18/16	Preschool Storytime	5
3/19/16	Family Storytime	0
3/23/16	Eric Herman Children's Concert	75
3/24/16	Baby Storytime	6
3/24/16	Baby Signs	6
3/24/16	Lego League	14
3/25/16	Preschool Storytime	16
3/30/16	Wobbler/Toddler Storytime	14
3/30/16	Home Depot Bird Houses	18
3/31/16	Baby Storytime	16
3/31/16	Baby Signs	16
<b>Total</b>		<b>614</b>

**Preschool Outreach**

Date	Name of Event/Outreach	
3/3/16	Sonrise Academy	16
3/3/16	Head Start - Petersburg	20
3/9/16	TD Headstart	48
3/10/16	TD Headstart	15
3/10/16	Head Start - Petersburg	10
3/24/16	O.C.D.C. Tray was toddlers	8
<b>Total</b>		<b>117</b>

**Teen Services**

Date	Name of outreach/event	Total
2/29/12	Youth Knitting	8
3/1/12	TLAB	8
3/2/12	Yu-gi-oh!	5

3/7/12 Tinker Tuesday	40
3/8/12 Wired-In Wednesday	30
3/9/12 Throwback Thursday	34
3/10/12 Fabrication Friday	19
3/11/12 Salvage Saturday	8
3/11/12 Teen Tech Bingo (passive program)	39
3/14/12 Youth Knitting	8
3/16/12 Yu-gi-oh!	5
3/29/16 4H App Maker Club	6
3/30/16 Books and Brownies (outreach)	8
Total	218
<b>Adult Services</b>	
3/1/16 Family Craft Night	3
3/2/16 Dufur Potlatch Outreach	7
3/8/16 Oregon Valley Outreach	5
3/8/16 Flagstone Outreach	13
3/8/16 Springs @1 Outreach	17
3/9/16 Join the Co Oregon Humanities program	10
3/10/16 Canyon Rim Outreach	12
3/10/16 Tygh Valley Outreach	10
<b>Reference Services</b>	97
<b>Computer Classes, Drop-In Hours and Open Lab</b>	16



FUND 004 LIBRARY FUND		BA ELEM OBJ		ACCOUNT	DEPT/DIV 2100 LIBRARY/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ENCUMBER.		ANNUAL		UNENCUMBER.		BDO	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	EXP	BUDGET	ACTUAL	EXP	EXP	EXP	EXP	EXP	EXP	EXP	EXP	BUDGET	BALANCE	BDO	%	
45		CULTURE AND RECREATION																		
		LIBRARY																		
01		PERSONNEL SERVICE	30929	28827.39	93	278361	278352.41	100	.00	371154	92801.59	75								
11	00	REGULAR SALARIES	8876	9871.80	111	79884	60755.33	76	.00	106513	45757.67	57								
12	00	PARTTIME/TEMP SALARIES	208	24.33	12	1872	174.48	9	.00	2500	2325.52	7								
13	00	OVERTIME SALARIES	10314	12757.92	124	92826	109518.55	118	.00	123772	14251.45	82								
21	10	MEDICAL INSURANCE	242	238.23	98	2178	2099.67	96	.00	2912	812.33	79								
20	L-T	DISABILITY INSURANCE	41	44.95	110	369	335.86	107	.00	503	107.14	79								
30		LIFE INSURANCE	283	28.68	10	2247	3458.30	136	.00	3396	62.30	102								
40		WORKERS COMP INSURANCE	3061	3209.21	105	27549	25055.06	91	.00	36733	11677.94	68								
22	00	FICA	4138	3923.83	95	37242	28050.78	75	.00	49663	21612.22	57								
23	00	RETIREMENT CONTRIBUTIONS	96	.00	75	864	930.96	108	.00	1158	227.04	80								
28	00	VEBA CONTRIBUTIONS	20	15.00	75	180	135.00	75	.00	240	105.00	56								
29	00	OTHER EMPLOYEE BENEFITS	58208	58941.34	101	523872	508926.40	97	.00	698544	189617.60	73								
01	**	PERSONNEL SERVICE																		
02		MATERIALS & SERVICES	4930	1237.80	25	44370	37504.66	85	.00	59167	20602.34	65								
31	10	CONTRACTUAL SERVICES	33	.00	0	297	.00	0	.00	399	309.00	0								
32	20	SPECIAL LEGAL SERVICES	295	63.00	21	2655	2909.39	110	.00	3551	641.61	82								
41	10	WATER & SEWER	90	115.43	128	810	738.87	91	.00	1089	350.13	68								
20		GARBAGE SERVICES	2313	1715.29	74	20817	13469.52	65	.00	27763	14293.48	49								
40		ELECTRICITY	3715	1237.62	33	33435	5354.55	16	.00	44583	39228.45	12								
43	10	BUILDINGS AND GROUNDS	1047	144.57	14	9423	2609.64	28	.00	12574	9964.36	21								
40		OFFICE EQUIPMENT	16	.00	0	144	.00	0	.00	200	200.00	0								
45		JOINT USE OF LABOR/EQUIP	0	.00	0	0	.00	0	.00	0	.00	0								
51		GAS/OIL/LUBRICANTS	219	46.77	21	1971	701.90	36	.00	2638	1936.10	27								
52		LIBRARY VEHICLE	356	.00	0	3304	44.80	1	.00	4279	4234.20	1								
77		HVAC SYSTEMS	283	.00	0	2547	3571.72	140	.00	3406	165.72	105								
52	10	LIABILITY	473	.00	0	4257	5102.16	120	.00	5684	581.84	90								
30		PROPERTY	34	.00	0	306	409.80	134	.00	415	5.20	99								
50		AUTOMOTIVE	313	5.09	2	2817	70.07	3	.00	3788	3687.93	2								
53	20	POSTAGE	659	1018.19	155	5931	5754.01	97	.00	7916	2161.99	73								
30		TELEPHONE	518	200.59	39	4662	1759.22	38	.00	7916	2161.99	73								
58	10	TRAINING, FOOD & LODGING	832	805.00	97	7488	1105.00	15	.00	9955	8890.00	11								
50		TRAINING AND CONFERENCES	144	372.00	258	1296	1285.59	99	.00	1735	444.41	74								
70		MEMBERSHIPS/DUES/SUBSCRIP	2324	1130.51	49	20316	13614.97	65	.00	27899	14284.03	49								
60	10	OFFICE SUPPLIES	203	400.93	198	1827	921.94	51	.00	2441	1519.06	38								
20		JANITORIAL SUPPLIES	979	1144.08	117	8811	7700.57	87	.00	11753	4052.43	66								
85	SPECIAL	DEPT SUPPLIES	8485	9888.80	117	76365	63576.58	83	.00	101829	3825.42	62								
64	20	LIBRARY BOOKS AND BINDING	402	540.00	134	3618	3247.45	90	.00	4831	1583.55	67								
30		LIBRARY PERIODICALS	1654	900.55	54	14866	18363.91	123	.00	13823	1493.09	91								
40		AUDIO/VISUAL MATERIALS	1104	.00	0	9936	9363.15	94	.00	5780	675.51	88								
80		COMPUTER SOFTWARE	1312	5000.00	381	1808	5074.49	281	.00	197222	182786.48	7								
69	50	MISCELLANEOUS EXPENSES	14953	.00	0	152367	14445.52	10	.00	580214	360458.52	38								
80	ASSETS <	\$5000	47686	25966.22	55	436964	218695.48	50	.00											
02	**	MATERIALS & SERVICES																		
03		CAPITAL OUTLAY	85939	106874.78	124	721206	225470.57	31	.00	623802.49	979035	129761.94	87							
72	20	BUILDINGS																		

FUND 004 LIBRARY FUND		DEPT/DIV 2100 LIBRARY/		*****CURRENT*****		*****YEAR-TO-DATE*****							
RA	ELF	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	%
SUB	SUB		DESCRIPTION										
45			CULTURE AND RECREATION										
455			LIBRARY										
03			CAPITAL OUTLAY										
74	20		VEHICLES	0	.00	0	0	.00	0	.00	0	.00	0
30			FURNITURE AND FIXTURES	0	.00	0	0	.00	0	.00	0	.00	0
40			OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
50			COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
03	**		CAPITAL OUTLAY	85939	106874.78	124	721206	225470.57	31	623802.49	979035	129761.94	87
455	**		LIBRARY	191833	191782.34	100	1682042	953092.45	57	624862.49	2257793	679838.06	70
45	**		CULTURE AND RECREATION	191833	191782.34	100	1682042	953092.45	57	624862.49	2257793	679838.06	70
DIV	2100	TOTAL	*****	191833	191782.34	100	1682042	953092.45	57	624862.49	2257793	679838.06	70
DEPT	21	TOTAL	*****	191833	191782.34	100	1682042	953092.45	57	624862.49	2257793	679838.06	70