

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, January 19, 2015
4:00 p.m.
Location: The Dalles Public Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. Approval of November 19, 2015 Library Board Meeting 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

November 17, 2015

Location: The Dalles

Board Members present: Carolyn Wood, Carol Jones, Margaret Brewer

Staff present: Valerie Stephenson, Jeff Wavrunek

Called to order: by vice chair, Margaret Brewer at 4:05

Corrections to minutes: None

Carolyn Wood moved to approve, Carol Jones second, and the minutes were approved.

Additions to agenda: Need to look at Material Selection Policy

Shared Concerns: Margaret asked for an update regarding the letter that was sent to various board members, as well as the City Manager and the Mayor a few months ago. Jeff reported that he had sent a letter to the person in response, and has since spoken to her a few times in the library. Her concerns have been addressed, and she seems comfortable and happy now.

Library Directors' Reports:

The Dalles – Jeff reported that the Boopsie app is being discontinued due to low usage. The new website is responsive, so there is no longer a need. Tara keeps the website up-to-date, Valerie and Sarah need to keep her informed of what is going on in their libraries. We are trying to create an image gallery that would flicker across the screen, promoting library activities.

There was a discussion about the upcoming candy making program; and Margaret was told that her daughter and foreign exchange student are welcome to come. This led to a discussion about the ArtSpace grant that was recently received by LEO. This grant is being split among the Libraries of Eastern Oregon.

OMSI – Wasco County got a grant through Google to do programs in the county. Lyn Craig, formerly of LEO, was setting up the program, but has since resigned. She had just started a tentative schedule of events, but nothing confirmed. Since then, it has been decided that OMSI was going to do all of the scheduling. It will bring the planetarium, science fair, and one other program to various locations. Margaret Brewer was going to check with the middle school and see if they've been contacted by OMSI (they were on the original tentative schedule). Jeff will check with Sarah about Dufur. Valerie has been involved from almost the beginning, and has the programs scheduled already, to be held at the school.

Maupin – Valerie reported that the bricks have started selling, and has brought in a couple thousand dollars already. There are two different sizes, a smaller one for \$100, and a larger one for \$200. Fundraising on Cloudrise is going well. She recently went on a tour of other libraries, which went well. She now has some great ideas. Mark Seder, the architect for their building project, was along, and based on what they liked, has redrawn what the new building will look like. She said they really liked the Umatilla and Arlington libraries. They felt comfortable and welcoming, probably because of the wooden shelves. She attended a fundraising workshop in Tigard, and really learned a lot. She also reported that there has been a 13% increase in new patrons.

Dufur – No report, as Sarah was not at meeting.

Old Business: None

New Business:

Behavior Policy - There was a question as to whether or not a week was enough time for the appeal process. Jeff explained that as this rarely comes up, it is not an issue. Carolyn Woods moved to approve, Margaret Brewer seconded, and the policy was approved.

Material Selection – Carolyn Wood moved to approve, Carol Jones seconded. Carolyn said that having ALA's Library Bill of Rights was very helpful. If there is a challenge to any book or other material, it can be explained that we are following national standards established by the American Library Association.

Financial Review: Any concerns? Jeff will start working on next year's budget in about a month. There have already been some requests for items during the next fiscal year.

Updates: Griffin Construction sent out a timeline, going to start construction on the new children's addition in January. Permitting process has begun.

There will not be a meeting during December. The next meeting will be held on Tuesday, January 19th at 4:00 in The Dalles.

Meeting adjourned at 5:10 pm.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Rita Rathkey, Chair

Margaret Brewer, Vice-Chair

Carolyn Wood, Board Member

Carol Jones, Board Member

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
VISITOR COUNT	12,763	10,864	10,381	11,834	9,610	10,345
INTERNET USERS	2,291	2,237	1,898	1,930	1,748	1,891
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
LIBRARY2GO total	696	781	686	706	652	756
TUMBLEBOOKS	8	11	20	28	18	12
PATRONS ADDED	143	80	113	79	67	93
ILL'S SENT	740	794	854	869	870	873
ILL'S RECEIVED	739	875	673	592	628	615
MONTHLY CIRC	16,756	15,649	15,304	15,151	14,143	15,646
PB'S COUNT	0	0	0	0		0
AUDIO COUNT	0	0	0	0		0
LIBRARY2GO	696	781	686	706	652	756
VHS COUNT	0	0	0	0		0
TOTAL CIRC	17,452	16,430	15,990	15,857	14,795	16,402

Dec-15

Date	Name of Event/Outreach	Total includes adults
Youth Services		
12/2/2015	Wobbler/Toddler Storytime	6
12/3/2015	Infant Storytime	2
12/4/2015	Preschool Storytime	11
12/5/2015	Festival of the Trees: Dana visit with Sponsors	3
12/7/2015	Preschool Kathy	8
12/8/2015	Chenowith Classroom Visit	30
12/9/2015	Wobbler/Toddler Storytime	7
12/10/2015	OMSI Planetarium	30
12/10/2015	Infant Storytime	2
12/11/2015	Preschool Storytime	10
12/12/2015	OMSI Science Festival	200
12/12/2015	Movies at the Library-Minions	77
12/14/2015	Petersburg Head Start Kathy	15
12/14/2015	Chenowith Classroom Visit	30
12/14/2015	Col Wrigjht Classroom Visit	28
12/16/2015	The Dalles Head Start Kathy	52
12/16/2015	Wobbler/Toddler Storytime	12
12/17/2015	Infant Storytime	0
12/18/2015	Preschool Storytime	20
12/19/2015	Main St. Santa Break Storytime	17
12/23/2015	Wobbler/Toddler Storytime	8
12/23/2015	Kids Craft Program	10
12/24/2016	Infant Storytime	0
12/30/2015	Wobbler/Toddler Storytime	14
12/30/2015	Kids Craft Program	18
12/31/2015	Infant Storytime	5
Youth Total		615
Teen Services		
11/30/2015	Youth Knitting	5
12/2/2015	Yu-gi-oh	4
12/14/2015	Youth Knitting	5
12/16/2015	Yu-gi-oh	4
12/16/2015	Outreach: Books & Brownies (TDHS)	8
12/18/2015	Outreach: Books & Brownies (TDMS)	26
Teen Total		52
Adult Services		
12/1/2015	Oregon Veterans Home	5
12/1/2015	Flagstone	16
12/8/2015	Springs at Mill Creek	14
12/9/2015	Dufur Potlatch	17
12/10/2015	Canyon Rim	9
12/10/2015	Tygh Valley Community Meal	3
12/1/2015	Family Craft Night	5
12/8/2015	Family Craft Night	7

12/15/2015 Family Craft Night	5
Reference Questions	98
Structured Computer Instruction	18
Adult Total	197
Grand Total	864

PREPARED 01/06/2016, 8:45:39
PROGRAM: GM267C
City of The Dalles

DETAIL BUDGET REPORT BY CATEGORY
50% OF YEAR LAFSED

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ACCOUNTING PERIOD 06/2016

FUND 004 LIBRARY FUND		DEPT/DIV 2100 LIBRARY/		*****CURRENT*****		*****YEAR-TO-DATE*****				ANNUAL		UNENCUMBR.			
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BUDGET	BALANCE	BUDGET	%
CULTURE AND RECREATION															
45		LIBRARY													
01		PERSONNEL SERVICE													
11	00	REGULAR SALARIES	30929	31118.85	101	185574	176403.59	95	.00	371154	194750.41	48	194750.41	48	
12	00	PARTTIME/TEMP SALARIES	8876	7131.23	80	53256	45929.44	86	.00	106513	60583.56	43	60583.56	43	
13	00	OVERTIME SALARIES	208	59.28	29	1248	120.96	10	.00	2500	2379.04	5	2379.04	5	
21	10	MEDICAL INSURANCE	10314	12757.73	124	61884	71244.79	115	.00	123772	52527.21	58	52527.21	58	
20	L-T	DISABILITY INSURANCE	242	246.98	102	1452	1367.46	94	.00	2912	1544.54	47	1544.54	47	
30		LIFE INSURANCE	41	44.97	110	246	261.01	106	.00	503	241.99	52	241.99	52	
40		WORKERS COMP INSURANCE	283	36.28	13	1698	3372.17	199	.00	3396	23.83	99	23.83	99	
22	00	FICA	3061	2794.97	91	18366	16139.25	88	.00	36733	20593.75	44	20593.75	44	
23	00	RETIREMENT CONTRIBUTIONS	4138	3444.66	83	24828	16677.98	67	.00	49663	32985.02	34	32985.02	34	
28	00	VEBA CONTRIBUTIONS	96	.00	0	576	827.55	144	.00	1158	330.45	72	330.45	72	
29	00	OTHER EMPLOYEE BENEFITS	20	15.00	75	120	90.00	75	.00	240	150.00	38	150.00	38	
01	**	PERSONNEL SERVICE	58208	57649.95	99	349248	332434.20	95	.00	698544	366109.80	48	366109.80	48	
MATERIALS & SERVICES															
02		CONTRACTUAL SERVICES	4930	1197.75	24	29580	33278.11	113	.00	59167	24828.89	58	24828.89	58	
31	10	SPECIAL LEGAL SERVICES	33	.00	0	198	.00	0	.00	399	399.00	0	399.00	0	
32	20	SPECIAL LEGAL SERVICES	295	229.96	78	1770	2487.97	141	.00	3551	1063.03	70	1063.03	70	
41	10	WATER & SEWER	90	87.79	98	540	351.16	65	.00	1089	737.84	32	737.84	32	
20		GARBAGE SERVICES	2313	1563.52	68	13878	8360.24	60	.00	27763	19402.76	30	19402.76	30	
40		ELECTRICITY	3715	663.27	18	22290	3188.61	14	.00	44583	41394.39	7	41394.39	7	
43	10	BUILDINGS AND GROUNDS	1047	595.00	57	6282	2199.89	35	.00	12574	10374.11	18	10374.11	18	
40		OFFICE EQUIPMENT	16	.00	0	96	.00	0	.00	200	200.00	0	200.00	0	
45		JOINT USE OF LABOR/EQUIP	0	.00	0	0	.00	0	.00	0	.00	0	.00	0	
51		GAS/OIL/LUBRICANTS	219	32.97	15	1314	579.55	44	.00	2638	2058.45	22	2058.45	22	
52		LIBRARY VEHICLE	356	.00	0	2136	.00	0	.00	4279	4279.00	0	4279.00	0	
77		HVAC SYSTEMS	283	.00	0	1698	3571.72	210	.00	3406	165.72	105	165.72	105	
52	10	LIABILITY	473	.00	0	2838	5102.16	180	.00	5684	581.84	90	581.84	90	
30		PROPERTY	34	.00	0	204	409.80	201	.00	415	5.20	99	5.20	99	
50		AUTOMOTIVE	313	16.56	5	1878	61.38	3	.00	3758	3696.62	2	3696.62	2	
53	20	POSTAGE	659	715.65	109	3954	3305.54	84	.00	7916	4610.46	42	4610.46	42	
30		TELEPHONE	518	350.84	68	3108	1399.31	45	.00	6217	4817.69	23	4817.69	23	
58	10	TRAVEL, FOOD & LODGING	832	.00	0	4992	300.00	6	.00	9995	9695.00	3	9695.00	3	
50		TRAINING AND CONFERENCES	144	.00	0	864	687.50	80	.00	1735	1047.50	40	1047.50	40	
70		MEMBERSHIPS/DUES/SUBSCRIP	2324	293.39	13	13944	7932.35	57	.00	27899	19966.65	28	19966.65	28	
60	10	OFFICE SUPPLIES	203	.00	0	1218	521.01	43	.00	2441	1919.99	21	1919.99	21	
20		JANITORIAL SUPPLIES	979	35.00	4	5874	4688.08	80	.00	11753	7064.92	40	7064.92	40	
85		SPECIAL DEPT SUPPLIES	8485	4682.42	55	50910	38295.66	75	.00	101829	63533.34	38	63533.34	38	
64	20	LIBRARY BOOKS AND BINDING	402	109.95	27	2412	799.63	33	.00	4831	2322.82	52	2322.82	52	
30		LIBRARY PERIODICALS	1654	2418.94	146	9924	12517.20	126	.00	19857	7339.80	63	7339.80	63	
40		AUDIO/VISUAL MATERIALS	1104	.00	0	6624	8677.79	131	.00	13253	4575.21	66	4575.21	66	
80		COMPUTER SOFTWARE	62	.00	0	372	34.50	9	.00	750	715.50	5	715.50	5	
69	50	MISCELLANEOUS EXPENSES	14953	.00	0	107508	14445.52	13	.00	197232	182786.48	7	182786.48	7	
80		ASSETS < \$5000	46436	12993.01	28	296406	153194.68	52	.00	575214	419250.77	27	419250.77	27	
02	**	MATERIALS & SERVICES													
CAPITAL OUTLAY															
03		BUILDINGS	85939	20831.67	24	463389	36564.44	8	.00	979035	181390.56	82	181390.56	82	
72	20	BUILDINGS													

FUND 004 LIBRARY FUND			DEPT/DIV 2100 LIBRARY/		*****CURRENT*****		*****YEAR-TO-DATE*****					
SUB	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	%
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	20831.67	24	463389	36564.44	8	761080.00	979035	181390.56	82
455	**	LIBRARY	190583	91474.63	48	1109043	522193.32	47	763848.55	2252793	966751.13	57
45	**	CULTURE AND RECREATION	190583	91474.63	48	1109043	522193.32	47	763848.55	2252793	966751.13	57
DIV	2100	TOTAL *****	190583	91474.63	48	1109043	522193.32	47	763848.55	2252793	966751.13	57
DEPT	21	TOTAL *****	190583	91474.63	48	1109043	522193.32	47	763848.55	2252793	966751.13	57