

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, March 14, 2015
4:00 p.m.
Dufur

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. Approval of February 16, 2016 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
 - a. Library Policy Signatures
 - b. Library Policy 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

February 16, 2016

Location: The Dalles

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

Staff present: Valerie Stephenson, Jeff Wavrunek

Called to order: by Vice-Chairman, Margaret Brewer (Rita Rathkey, the Chairman, was sick)

Approval of minutes: Margaret Brewer moved to approve, Carol Jones seconded, and the minutes were approved.

Additions to Agenda:

The discussion of the Library Board bylaws was postponed until the next Library Board meeting in March.

Email privacy issues were discussed and the Library Board thought it would be fine for Library Directors to send out email blasts to their patrons as long as email addresses remained private and not shared. Programming news, items added to the library's collection and funding raising updates are examples of information that could go in library email blasts.

Shared Concerns:

None.

Library Directors' Reports:

Dufur – The Library Board decide to enter Sarah's email update into the minutes as follows: "Here is a quick update from the Dufur School Community Library: The book fair is over! We did very well and came close to our financial goal. I am wrapping it all up over this week. Read Across America is ready to go. We have readers for our Prek-6th grade classes. The Friends of the Dufur School will be supplying us with a birthday cake to celebrate. The Library will be closed March 21st -25th for spring break. I have not heard anything from Shelley about the Artplace grant. Maggie contacted me about a new computer and said she would look into it."

Maupin – Valerie reports that the Valentine's Dance on Saturday, February 13, was very successful, raising about \$500 towards a new library building. There is a quilt raffle until Maupin Days, the third Saturday in May. The library's immediate fund-raising goal is \$125,000, of which \$102,000 is already raised.

The Dalles – Griffin Construction will pour the foundation for the children’s addition tomorrow, Wednesday. Storm drainage and possible dangerous rock issues are being explored by the contractor, architect, geo-engineer, and city. The foundation needs to set for a week and Jeff and Dana will use the time to explore organizing the inside of the new addition. Megan has just won a grant for Teen Tech Week (which occurs in March). A program on Rajneeshpuram was very successful.

Old Business: Packets on parliamentary meeting procedure were distributed.

New Business:

None.

Financial Review: Carolyn Wood gave a history of the Wasco County Library Service District. The political and financial considerations were highlighted.

The next meeting will be held March 15th at 4:00 in Dufur (April meeting scheduled for Maupin)

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	Jan-16	Feb-16
VISITOR COUNT	12,763	10,864	10,381	11,834	9,610	10,345	11,261	11,314
INTERNET USERS	2,291	2,237	1,898	1,930	1,748	1,891	2,025	2,144
Overdrive Read	61	89	47	63	25	37	51	42
Open EPUB ebook	2	1	1	2	1	2	12	7
overdrive video	0	0	0	0	0	0	0	0
adobe PDF ebook	1	0	2	0	2	1	1	1
kindle book	127	144	117	138	139	154	151	102
adobe EPUB ebook	112	97	99	102	120	114	123	82
overdrive MP3 audiobook	300	320	331	306	277	349	350	291
overdrive WMA audiobook	0	0	0	0	0	0	0	0
Open PDF ebook	0	0	0	0	0	0	0	0
Pending (ebook)	44	65	48	57	36	42	28	33
Pending (audiobook)	31	43	27	25	41	31	20	26
Pending (video)	0	0	0	0	0	0	0	0
OverdriveListens	18	22	14	13	11	26	30	38
LIBRARY2GO total	696	781	686	706	652	756	766	622
TUMBLEBOOKS	8	11	20	28	18	12	20	50
PATRONS ADDED	143	80	113	79	67	93	78	271
ILL'S SENT	740	794	854	869	870	873	995	741
ILL'S RECEIVED	739	875	673	592	628	615	971	889
MONTHLY CIRC	16,756	15,649	15,304	15,151	14,143	15,646	16,477	16,859
LIBRARY2GO	696	781	686	706	652	756	766	622
TOTAL CIRC	17,452	16,430	15,990	15,857	14,795	16,402	17,243	17,481

Feb-16**Youth Services**

Date	Name of Event/Outreach	Total includes adults
2/3/2016	Wobbler/Toddler Storytime	20
2/3/2016	Beginning Reader Bookclub	17
2/4/2016	Baby Storytime	5
2/5/2016	Preschool Storytime	15
2/10/2016	Wobbler/Toddler Storytime	6
2/11/2016	Baby Storytime	8
2/12/2016	Preschool Storytime	15
2/17/2016	Wobbler/Toddler Storytime	11
2/17/2016	LEO Art Class: Print making	12
2/18/2016	Baby Storytime	10
2/19/2016	Preschool Storytime	15
2/20/2016	Family Storytime	3
2/24/2016	Toddler Story Time	19
2/25/2016	Baby Storytime	13
2/26/2016	Preschool Storytime	24
2/25/2016	Lego	5
2/26/2015	HeadStart Parents	12
2/27/2016	Saturday Science	7

Kathy's outreach

2/4/2016	Sonrise Academy Pre-school	17
2/4/2016	Petersburg Head Start Pre-school	8
2/10/2016	The Dalles Head Start	37
2/11/2016	The Dalles Head Start	15
2/18/2016	Great and Small Child Development	37
2/25/2016	O.C.D.C.	35

Total 366

Teen Services

2/1/2012	Youth Knitting	7
2/2/2012	TLAB	10
2/3/2012	Yugioh	5
2/12/2012	Anti Valentine's Party	22
2/15/2012	Youth Knitting	7
2/17/2016	Books & Brownies (TD High School Outreach)	2
2/17/2016	Yugioh	5
2/22/2016	App Maker Club	6
2/26/2016	Snacks & Stories (TD Middle School Outreach)	30
2/27/2016	Video Game Tournament	12

Total 106

Adult Services

2/2/2016	Family Craft Night	5
2/2/2016	Oregon Valley Outreach	5
2/2/2016	Flagstone / Outreach	16

2/3/2016 Dufur Potlatch Outreach	15
2/4/2016 Tygh Valley Outreach	10
2/9/2016 Springs at Home Outreach	15
2/18/2016 Canyon Rim Outreach	8
2/18/2016 Third Thursday Book Club	6
2/25/2016 Mystery Book Club	7
Drop-in Blood Pressure Check	10
Drop-in Tax Help	26
Reference Services	114
Computer Classes, Drop-In Hours and Open Lab	16
Total	253
Grand Total	725

FUND 004 LIBRARY FUND		DEPT/DIV 2100 LIBRARY/		*****YEAR-TO-DATE*****		ANNUAL		UNENCUMB.		% BDT
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	
SUB	DESCRIPTION									
45	CULTURE AND RECREATION									
455	LIBRARY									
01	PERSONNEL SERVICE									
11 00	REGULAR SALARIES	30929	34207.82	111	247432	249525.02	101	371154	121628.98	67
12 00	PARTTIME/TEMP SALARIES	8876	4954.09	56	71008	50883.53	72	106513	55629.47	48
13 00	OVERTIME SALARIES	208	29.19	14	1664	150.15	9	2500	2349.85	6
21 10	MEDICAL INSURANCE	10314	12757.92	124	82512	96760.63	117	123772	27011.37	78
20 1-T	DISABILITY INSURANCE	242	246.99	102	1936	1861.44	96	2912	1050.56	64
30	LIFE INSURANCE	41	44.95	110	328	350.91	107	503	152.09	70
40	WORKERS COMP INSURANCE	283	28.48	10	2264	3429.62	152	3396	33.62	101
22 00	FICA	3061	2862.48	94	24488	21845.85	89	35733	14887.15	60
23 00	RETIREMENT CONTRIBUTIONS	4138	3936.37	95	33104	24126.95	73	45663	25536.05	49
28 00	VEBA CONTRIBUTIONS	96	103.41	108	768	930.96	121	1158	227.04	80
29 00	OTHER EMPLOYER BENEFITS	20	15.00	75	160	120.00	75	240	120.00	50
01 **	PERSONNEL SERVICE	58208	59186.70	102	465664	449985.06	97	698544	248558.94	64
02	MATERIALS & SERVICES									
31 10	CONTRACTUAL SERVICES	4930	1835.04	37	39440	36266.86	92	59167	21840.14	63
32 20	SPECIAL LEGAL SERVICES	33	.00	0	264	.00	0	399	399.00	0
41 10	WATER & SEWER	295	153.38	52	2360	2846.39	121	3551	704.61	80
20	GARBAGE SERVICES	90	272.28	303	720	623.44	87	1089	465.56	57
40	ELECTRICITY	2313	1564.52	68	18504	11754.23	64	27763	16008.77	42
43 10	BUILDINGS AND GROUNDS	3715	224.94	6	29720	4116.93	14	44583	40466.07	9
40	OFFICE EQUIPMENT	1047	235.19	23	8376	2465.07	29	12574	10108.93	20
45	JOINT USE OF LABOR/EQUIP	16	.00	0	128	.00	0	200	200.00	0
51	GAS/OIL/LUBRICANTS	0	.00	0	.00	.00	0	0	.00	0
52	LIBRARY VEHICLE	219	27.80	13	1752	655.13	37	2638	1982.87	25
77	HVAC SYSTEMS	356	.00	0	2848	44.80	2	4279	4234.20	1
52 10	LIABILITY	283	.00	0	2264	3571.72	158	3406	165.72	105
30	PROPERTY	473	.00	0	3784	5102.16	135	5684	581.84	90
50	AUTOMOTIVE	34	.00	0	272	409.80	151	415	5.20	99
53 20	POSTAGE	313	3.60	1	2504	64.98	3	3758	3693.02	2
30	TELEPHONE	659	1378.28	209	5272	4735.82	90	7916	3180.18	60
58 10	TRAVEL, FOOD & LODGING	518	159.32	31	4144	1558.63	38	6217	4658.37	25
50	TRAINING AND CONFERENCES	832	.00	0	6656	300.00	5	9995	9695.00	3
70	MEMBERSHIPS/DUES/SUBSCRIP	144	68.00	47	1152	913.59	79	1735	821.41	53
60 10	OFFICE SUPPLIES	2324	1256.61	54	18592	12484.46	67	27899	15414.54	45
20	JANITORIAL SUPPLIES	203	.00	0	1624	521.01	32	2441	1919.99	21
85	SPECIAL DEPT SUPPLIES	979	1778.02	182	7832	6566.49	84	11753	5196.51	56
64 20	LIBRARY BOOKS AND BINDING	8485	8463.68	100	67880	53687.78	79	101829	48141.22	53
30	LIBRARY PERIODICALS	402	1848.82	460	3216	2707.45	84	4831	2123.55	56
40	AUDIO/VISUAL MATERIALS	1654	4496.82	272	13332	17463.36	132	19857	2393.64	88
80	COMPUTER SOFTWARE	1104	681.36	62	8832	9359.15	106	13253	3893.85	71
69 50	MISCELLANEOUS EXPENSES	62	39.99	65	496	74.49	15	750	675.51	10
80	ASSETS < \$5000	14953	.00	0	137414	14445.52	11	197232	182786.48	7
02 **	MATERIALS & SERVICES	46436	24487.65	53	389278	192729.26	50	575214	381424.74	34
03	CAPITAL OUTLAY									
72 20	BUILDINGS	85939	78601.57	92	635267	118595.79	19	697141.27	163297.94	83

FUND 004 LIBRARY FUND		DEPT/DIV 2100 LIBRARY/		*****YEAR-TO-DATE*****		ANNUAL	
BA ELE OBJ	ACCOUNT	*****CURRENT*****		*****		BUDGET	UNENCUMB.
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
45	CULTURE AND RECREATION						
455	LIBRARY						
03	CAPITAL OUTLAY						
74	VEHICLES	0	.00	0	0	.00	0
30	FURNITURE AND FIXTURES	0	.00	0	0	.00	0
40	OFFICE EQUIPMENT	0	.00	0	0	.00	0
50	COMPUTER EQUIPMENT	0	.00	0	0	.00	0
03	CAPITAL OUTLAY	85939	78601.57	92	635267	118595.79	19
						697141.27	979035
							163297.94
							83
455	LIBRARY	190583	162275.92	85	1490209	761310.11	51
							698201.27
							2252793
							793281.62
							65
45	CULTURE AND RECREATION	190583	162275.92	85	1490209	761310.11	51
							698201.27
							2252793
							793281.62
							65
DIV	2100 TOTAL	190583	162275.92	85	1490209	761310.11	51
							698201.27
							2252793
							793281.62
							65
DEPT	21 TOTAL	190583	162275.92	85	1490209	761310.11	51
	LIBRARY						698201.27
							2252793
							793281.62
							65