

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, May 17, 2016
4:00 p.m.
The Dalles

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. Approval of April, 2016 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
 - a. Overdues in Dufur and The Dalles – Sarah Tierney
- 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

April 19, 2016

Location: Maupin

Board members present:

Rita Rathkey, Margaret Brewer, Carol Jones

Staff present:

Jeff Wavrunek, Valerie Stephenson

Called to order:

At 4:00 pm by chairman, Rita Rathkey

Corrections to minutes:

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

Recognition of Visitors:

Corliss Marsh

Shared Concerns:

None

Additions to agenda:

Put Library Foundation under new business

Intergovernmental Agreement - Budget.

Jeff brought the County budget to the meeting. In the original Intergovernmental Agreement, the City was going to do the administrative portion of the Service District for free. Two years ago the City charged the Library \$37,000 for administrative fees. Last year that amount almost doubled, and it will increase again next fiscal year; going up to \$86,000. The cost is supposed to go down a little after Daniel Hunter's position ends. We shall see. The Dalles Library is paying \$12,300 a year for the city attorney; \$24,400 to Finance; Technology is \$19,240 and Personnel is \$13,482. This is based on a weighted formula; the same formula is used for other City departments.

There was a discussion of the July 2010 amendment to the Intergovernmental Agreement. Prior to this amendment, it had said that the City would pay administrative costs at their expense. The July 28, 2010 amendment, to be effective July 1, says in an amount to be negotiated each year. However there does not seem to be much negotiation taking place. Jeff will talk to the County Commissioners regarding administrative fees.

Library Board should attend the budget meetings that start the first Monday of May at 5:30, and ask for an explanation.

County Budget – Jeff had reported last month that about \$60,000 in tax dollars would be lost due to compression. Despite the tax funding lost to compression Dufur, Maupin and The Dalles Libraries will each get a 3% budget increase.

Enterprise Money – Rita Rathkey and Jeff Wavrunek talked to the Mayor and Scott, and said what they thought the library should get and why. Corliss Marsh suggests that the library keep telling them that they want a portion of this money.

Library Directors' Reports:

Maupin – Valerie will be going to the Oregon Library Association conference this week. There is a fundraising mailing going out. The Kevin Locke performance will be May 13th, with three different programs. She has talked to the principal at the Dufur School, and they will be busing some students to Maupin for the morning performance. Maupin Daze is on May 21st, and the library will be participating by holding a bike rodeo (she is asking permission to close a section of a side street for this) where there will be an obstacle course, and they will learn proper bicycle safety. There will be a representative from the Sheriff's department there to help. She is working on Summer Reading; she'll have Penny's Puppets, Yoga, Move-like-a-Mammoth, and Mad Scientist. She's very busy with everything going on.

Dufur – Sarah was unable to attend.

The Dalles – Update on the addition, it is now enclosed, should be putting up dry wall soon. They are still looking at an end of June completion date. Original plan had called for a moveable partition, but to save money that was value engineered out. Instead, a storage closet will be put in the space where the partition wall would have been stored when not in use. Not doing the partition meant that they did not have to put in a large, expensive beam. Currently looking at pricing for furniture – it's pricey!

Programming is going well. The community is helping by bringing programs to us and exhibiting a willingness to share knowledge. Currently, Jenny Loughmiller is leading a series of TedTalk discussions. Another patron, Summit, who is a musician, has played music at story time.

Dana and Megan are working on their Summer Reading programs.

Dana, Megan, Amy and Kathy are going to workshops at OLA. There are some great workshops that Amy planned on attending.

Old Business:

Bylaws and policy. They have been sent over to the County Commissioners for signing. In the future, it has been requested that these be looked at by an attorney before it goes for signatures.

New Business:

The Library Foundation in the future may receive a demand from the City to access the financial activity of the Foundation so they can detail Foundation financial activity alongside library and city financials in City finance reports. The Library Foundation feels this would negatively impact fundraising as it would blur the distinction between public and private library funds. This could discourage donors from giving money to the Foundation. Most donors want to give to private 501c3 foundations. For example, somebody leaving money to support the library in their will might think twice about that if Foundation records are comingled with City and public library reporting. Donors feel comfortable leaving money to a foundation as opposed to a governmental entity. The Library Foundation cannot understand why the City would want to weaken it since it only wants to help make the community better by making an integral part of the City and County - the library - stronger.

Financial Review:

Margaret Brewer moved to approve, Carol Jones seconded, and the Financial Review was approved.

Updates: Corliss gave an update on the Friends of the Library. The Book Barn is almost finished, just needs to have the sheetrock, shelving and insulation; which should be happening soon. They are hoping for a Book Sale in the summer.

The next meeting will be held May 17th at 4:00 in The Dalles.

Meeting adjourned at 5:19

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	Mar-16	Apr-16
VISITOR COUNT	12,763	10,864	10,381	11,834	9,610	10,345	11,261	11,314	10,427	10,676
INTERNET USERS	2,291	2,237	1,898	1,930	1,748	1,891	2,025	2,144	2,328	2,063
Overdrive Read	61	89	47	63	25	37	51	42	41	33
Open EPUB ebook	2	1	1	2	1	2	12	7	2	3
overdrive video	0	0	0	0	0	0	0	0	0	0
adobe PDF ebook	1	0	2	0	2	1	1	1	3	0
kindle book	127	144	117	138	139	154	151	102	141	143
adobe EPUB ebook	112	97	99	102	120	114	123	82	118	111
overdrive MP3 audiobook	300	320	331	306	277	349	350	291	339	344
overdrive WMA audiobook	0	0	0	0	0	0	0	0	0	0
Open PDF ebook	0	0	0	0	0	0	0	0	0	0
Pending (ebook)	44	65	48	57	36	42	28	33	45	35
Pending (audiobook)	31	43	27	25	41	31	20	26	27	26
Pending (video)	0	0	0	0	0	0	0	0	0	0
OverdriveListens	18	22	14	13	11	26	30	38	34	24
LIBRARY2GO total	696	781	686	706	652	756	766	622	750	719
TUMBLEBOOKS	8	11	20	28	18	12	20	50	162	61
PATRONS ADDED	143	80	113	79	67	93	78	271	111	81
ILL'S SENT	740	794	854	869	870	873	995	741	963	852
ILL'S RECEIVED	739	875	673	592	628	615	971	889	826	716
MONTHLY CIRC	16,756	15,649	15,304	15,151	14,143	15,646	16,477	16,859	17,769	15,825
LIBRARY2GO	696	781	686	706	652	756	766	622	750	719
TOTAL CIRC	17,452	16,430	15,990	15,857	14,795	16,402	17,243	17,481	18,519	16,544

April, 2016**Youth Services**

Date	Name of Event/Outreach	Total includes adults	
4/1/2016	Preschool Storytime		10
4/6/2016	Wobbler/Toddler Storytime		6
4/7/2016	Baby Storytime		4
4/8/2016	Preschool Storytime		16
4/13/2016	Wobbler/Toddler Storytime		4
4/14/2016	Baby Storytime		11
4/14/2016	Zumba		17
4/14/2016	HUB Meeting for Preschool Bus Grant		8
4/14/2016	School District Poetry Slam Judge		18
4/15/2016	Preschool Storytime		25
4/16/2016	Iris Nason		15
4/20/2016	Wobbler/Toddler Storytime		13
4/21/2016	Baby Storytime	Cancelled due to OLA	0
4/22/2016	Preschool Storytime	Cancelled due to OLA	0
4/27/2016	Wobbler/Toddler Storytime		16
4/28/2016	Baby Storytime		4
4/28/2016	LEGO		7
4/29/2016	Preschool Storytime		33
4/30/2016	Dia/Children's Day		125
Total			332

Preschool Outreach

Date	Name of preschool/Total # kids	
4/7/2016	Sonrise Academy	15
4/7/2016	Petersburg Head Start	17
4/13/2016	Head Start	45
4/14/2016	TD Head Start	14
4/14/2016	Petersburg Head Start	12
4/15/2016	TD Head Start	14
4/21/2016	Great & Small	47
Total		164
Total Youth		496

Teen Services

4/4/2012	Youth Knitting	7
4/5/2012	TLAB	9
4/6/2012	Yu-gi-oh!	5
4/8/2012	Watercolor Painting	8
4/18/2012	Youth Knitting	7
4/20/2012	Yu-gi-oh!	5
4/25/2012	4-H Appmaker	3
Total Teen		44

Adult Services

4/2/2016	Twining/Weaving workshop	12
4/4/2016	Join the conversation: What we want from the wild	11
4/5/2016	Oregon Veterans Home	7

4/5/2016 Flagstone	8
4/5/2016 Family Craft Night	2
4/6/2016 Dufur Potlatch	16
4/12/2016 Springs at Mill Creek	12
4/14/2016 Canyon Rim	8
4/14/2016 Tygh Valley Community Meal	8
4/21/2016 Third Thursday Book Group	6
4/26/2016 Beginning Conversations about death	8
4/28/2016 Chinese in Oregon: the forgotten population	25
Total	123
Reference Services	143 Logged
Computer Classes, Drop-In Hours and Open Lab	9
Total Adult	275

FUND 004 LIBRARY FUND		DEPT/DIV 2100 LIBRARY/		*****YEAR-TO-DATE*****		ENCUMBR.		ANNUAL BUDGET		UNENCUMBR. BALANCE		%	
BA EBF OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BUDGT		
SUB	DESCRIPTION												
45	CULTURE AND RECREATION												
455	LIBRARY												
01	PERSONNEL SERVICE	30929	33870.50	110	309290	312222.91	101	.00	371154	58931.09	84		
11 00	REGULAR SALARIES	8876	5002.34	56	88760	65757.67	74	.00	106513	40755.33	62		
12 00	PARTTIME/TEMP SALARIES	208	.00	0	2080	174.48	8	.00	2500	2325.52	7		
13 00	OVERTIME SALARIES	10314	12757.92	124	103140	122276.47	119	.00	123772	1495.53	99		
20 10	MEDICAL INSURANCE	242	238.23	98	2420	2337.90	97	.00	2912	574.10	80		
20 1-T	DISABILITY INSURANCE	41	44.95	110	410	440.81	108	.00	503	62.19	88		
30	LIFE INSURANCE	283	31.79	11	2830	3490.09	123	.00	3396	94.09-103	88		
40	WORKERS COMP INSURANCE	3061	2838.13	93	30610	27893.19	91	.00	36723	8839.81	76		
22 00	FICA	4138	3943.32	95	41380	31994.10	77	.00	49663	17668.90	64		
23 00	RETIREMENT CONTRIBUTIONS	96	.00	0	960	930.96	97	.00	1158	227.04	80		
28 00	VEBA CONTRIBUTIONS	20	15.00	75	200	150.00	75	.00	240	90.00	63		
29 00	OTHER EMPLOYEE BENEFITS	58208	58742.18	101	582080	567668.58	98	.00	698544	130875.42	81		
01 **	PERSONNEL SERVICE												
02	MATERIALS & SERVICES	4930	1435.78	29	49300	38940.44	79	1060.00	59167	19166.56	68		
31 10	CONTRACTUAL SERVICES	33	.00	0	330	.00	0	.00	339	339.00	0		
32 20	SPECIAL, LEGAL SERVICES	295	276.76	94	2950	3186.15	108	.00	3551	364.85	90		
41 10	WATER & SEWER	90	.00	0	900	738.87	82	.00	1089	350.13	68		
20	GARBAGE SERVICES	2313	1482.01	64	23130	14951.53	65	.00	27763	12811.47	54		
40	ELECTRICITY	3715	430.57	12	37150	5785.12	16	.00	44583	38797.88	13		
43 10	BUILDINGS AND GROUNDS	1047	196.53	19	10470	2806.17	27	.00	12574	9767.83	22		
40	OFFICE EQUIPMENT	16	.00	0	160	.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	30.66	14	2190	732.56	34	.00	2638	1905.44	28		
52	LIBRARY VEHICLE	356	.00	0	3560	44.80	1	.00	4279	4234.20	1		
77	HVAC SYSTEMS	283	.00	0	2830	3571.72	126	.00	3406	165.72-105	1		
52 10	LIABILITY	473	.00	0	4730	5102.16	108	.00	5684	581.84	90		
30	PROPERTY	34	.00	0	340	409.80	121	.00	415	5.20	99		
50	AUTOMOTIVE	313	.00	0	3130	70.07	2	.00	3758	3687.93	2		
53 20	POSTAGE	659	700.75	106	6590	6454.76	98	.00	7916	1461.24	82		
30	TELEPHONE	518	.00	0	5180	1759.22	34	.00	6217	4457.78	28		
58 10	TRAVEL, FOOD & LODGING	832	.00	0	8320	1105.00	13	.00	9955	8890.00	11		
50	TRAINING AND CONFERENCES	144	125.00	87	1440	1410.59	98	.00	1735	324.41	81		
70	MEMBERSHIPS/DUES/SUBSCRIP	2324	1223.01	53	23240	14837.98	64	.00	27899	13061.02	53		
60 10	OFFICE SUPPLIES	203	.00	0	2030	921.94	45	.00	2441	1519.06	38		
85	SPECIAL, DEPT SUPPLIES	979	984.97	101	9790	8685.54	89	.00	11753	3067.46	74		
64 20	LIBRARY BOOKS AND BINDING	8465	8281.79	98	84650	71858.37	85	.00	101829	29970.63	71		
30	LIBRARY PERIODICALS	402	.00	0	4020	3247.45	81	.00	4831	1583.55	67		
40	AUDIO/VISUAL MATERIALS	1654	2886.26	175	16540	21250.17	129	.00	19857	1393.17-	107		
80	COMPUTER SOFTWARE	1104	.00	0	11040	9359.15	85	.00	13253	3893.85	71		
69 50	MISCELLANEOUS EXPENSES	1312	.00	0	3120	5074.42	163	.00	5750	675.51	88		
80	ASSETS < \$5000	14953	.00	0	167320	14445.52	9	.00	197232	182786.48	7		
02 **	MATERIALS & SERVICES	47686	18054.09	38	484650	236749.57	49	1060.00	580214	342404.43	41		
03	CAPITAL OUTLAY												
72 20	BUILDINGS	85939	127911.47	149	807145	353382.04	44	551422.92	979035	74230.04	92		

PREPARED 05/04/2016, 10:26:39
 PROGRAM: GM267C
 City of The Dalles

DETAIL BUDGET REPORT BY CATEGORY
 83% OF YEAR LAPSED

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 ACCOUNTING PERIOD 10/2016

FUND 004 LIBRARY FUND		DEPT/DIV 2100 LIBRARY/		*****YEAR-TO-DATE*****		ANNUAL	
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	UNENCUMB.	%
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
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	127911.47	149	807145	353382.04	44
						551422.92	92
455	LIBRARY	191833	204707.74	107	1873875	1157800.19	62
						552482.92	76
45	CULTURE AND RECREATION	191833	204707.74	107	1873875	1157800.19	62
						552482.92	76
DIV	TOTAL	191833	204707.74	107	1873875	1157800.19	62
						552482.92	76
DEPT	TOTAL	191833	204707.74	107	1873875	1157800.19	62
	LIBRARY					552482.92	76