

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, November 15, 2016
4:00 p.m.
The Dalles

- I. CALL TO ORDER
- II. APPROVAL OF 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
October 18, 2016
Location: Dufur

MINUTES SUBJECT TO APPROVAL

Board members present: Margaret Brewer, Rita Rathkey, Carolyn Wood, Carol Jones, and Dick Stentz

Staff present: Valerie Stephenson, Jeff Wavrunek, Sarah Tierney

Called to order: at 3:34 by chairman, Margaret Brewer

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

Recognition of visitors and interested parties: None

Additions to agenda: None

Shared Concerns: How long are the construction signs going to remain? Jeff will look into this. The irrigation problems have still not been fixed.

Library Directors' Reports:

Dufur – Sarah reported that she and Valerie attended the Focus Institute last month, and it was fantastic. They are working on a coat giveaway. In November they will be doing a Veterans Day assembly. Public storytime on Thursdays is going well; there is a new family attending.

Maupin – The Focus Institute was amazing; Valerie is already using things she learned there. She is starting to sort the picture books by theme, pulling out early readers to put in a separate section. The Youth Advisory Group has 12 members; they met recently at the high school. They are not going to be able to come to The Dalles to participate in the Humans vs Zombies Nerf war; but Megan is loaning them the Nerf guns, and they have received permission to hold this program at the high school after hours. The teens also want to do a paint night. This group is really motivated. There is a donor appreciation event Saturday at the Legion Hall to thank all who have donated toward the new building.

The Dalles – Jeff has been trying to connect with BJ at Ingram, wants to have it set up so that books ordered by Dufur and Maupin are sent directly there (currently all orders are delivered to The Dalles and are then sent out on the courier). The Wi-Fi cost is increasing 5-fold, they are looking at other providers. They are also getting quotes for the Wi-Fi network for the new addition. Bad news, Amy Schoppert, the assistant director, has resigned to take a job as the branch manager at the Goldendale Library. Her last day will be October 28th. Jeff hopes to have that job posted as soon as possible. As far as the children's librarian position, the interviews have started. There were three candidates chosen for interviews at this time, with three others as the next choice if none of these work out. It is hoped that this position will be filled soon. All of the applications were good, with 16 of the 20 submitting audition videos of themselves doing storytime. One of the paid volunteers is actively looking for fulltime work, and we could lose her at any time. This past Friday Jeff went to a LEO meeting in John Day; it was a very long drive. It was good to be able to meet with other library directors face to face. LEO is having some issues as the new LEO director settles in. One of the things discussed was the division of the ArtPlace grant money. Some of the LEO affiliated libraries got nothing, while others got large parts. The Dalles is trying to get in a couple more programs with that grant; one of

them would be a showing of the video Dryland Farming. One of the things we get through LEO is Library2Go at a discounted rate (the library pays a yearly fee to LEO).

Old Business: There was a discussion about the water lines still not being fixed; the cones are still up (going on the third month now). The maintenance guys have been moving bookshelves from the mezzanine level down to the new addition.

New Business: LEO wants to have quarterly meetings in John Day (a central location for all the libraries).

Financial Review: There are still no financial reports from City Hall and the Finance Director is retiring in January. Valerie wants to know her book budget. She was told that in 2013 the Board okayed the rollover of any unspent book monies for Maupin so that they would have enough money to stock the bookshelves in the new library. Jeff says that he can find nothing in the minutes that talks about the rollover money. However, he has found Sheila's notes about it, but nothing official. He is willing to honor that. He says he does have Maupin's and Dufur's orders on a spread sheet, so he can see what has been spent. Jeff will call the county clerk and get the number of registered voters so they can calculate what Maupin should get. (The division of the Library Service District book monies is based on the number of registered voters in each library's area, not on the population).

Updates: The lack of financial reporting from the City this year concerns Carolyn Wood, she hopes that it is not going to be a repeat of what happened in about 1990. She will plan to attend the next City Council meeting to ask where the budget report is.

The next meeting will be held November 15th at 4:00 in The Dalles.

Meeting adjourned at 4:40

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

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	F
VISITOR COUNT	13,072	10,352	9,804	11,476				
INTERNET USERS	1,836	2,287	1,901	1,902				
Overdrive Read	29	26	22	29				
Open EPUB ebook	3	6	1	4				
overdrive video	0	0	0	0				
adobe PDF ebook	1	0	1	4				
kindle book	120	147	120	116				
adobe EPUB ebook	116	124	137	126				
overdrive MP3 audio	300	312	296	321				
Open PDF ebook	0	0	0	0				
Pending (ebook)	32	24	37	48				
Pending (audiobook)	33	39	25	24				
overdrive Listens	27	19	19	19				
Kobo ebook	0	0	0	0				
LIBRARY2Go total	661	697	658	691				
TUMBLEBOOKS	0	0	22	107				
PATRONS ADDED	122	97	267	253				
ILL'S SENT	965	1,076	1009	1,020				
ILL'S RECEIVED	659	758	704	1,112				
MONTHLY CIRC	16,086	17,217	15,422	16,704				
LIBRARY2GO	661	697	658	691				
TOTAL CIRC	16,747	17,914	16,080	17,395				

Program Statistics

	<i>Type of Program</i>	<i>Occurred how many times</i>	<i>Total Attending</i>
YOUTH SERVICES			
	Storytime	12	207
	Outreach	5	160
TEEN SERVICES			
	Monthly programs	7	56
	Special programs	7	119
	Outreach	2	101
ADULT SERVICES			
	Programs	3	19
	Outreach	6	58

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-00 BEGINNING BALANCE	.00	1,347,889.19	1,172,125.00	(175,764.19)	115.0
TOTAL SOURCE 300	.00	1,347,889.19	1,172,125.00	(175,764.19)	115.0
<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	1,197,393.00	1,197,393.00	.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,197,393.00	1,197,393.00	.0
<u>FINES</u>					
004-0000-351.50-00 LIBRARY FINES	1,146.29	4,966.51	11,000.00	6,033.49	45.2
TOTAL FINES	1,146.29	4,966.51	11,000.00	6,033.49	45.2
<u>INTEREST REVENUES</u>					
004-0000-361.00-00 INTEREST REVENUES	896.38	3,621.78	3,804.00	162.22	95.2
TOTAL INTEREST REVENUES	896.38	3,621.78	3,804.00	162.22	95.2
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-00 GIFTS AND DONATIONS	681.82	94,589.82	2,563.00	(92,026.82)	3690.6
TOTAL GIFTS AND DONATIONS	681.82	94,589.82	2,563.00	(92,026.82)	3690.6
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-00 OTHER MISC REVENUES	30.40	5,956.40	100.00	(5,856.40)	5956.4
TOTAL OTHER MISC REVENUES	30.40	5,956.40	100.00	(5,856.40)	5956.4

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

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	 2,754.89	 1,457,023.70	 2,390,249.00	 933,225.30	 61.0