

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING

Date: March 19, 2019

4:00

**Location:** The Dalles Public Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

Wasco County Library Service District  
Board Meeting  
January 15, 2019  
Location: The Dalles

**Board members present:** Dick Stentz, Rita Rathkey, Carol Jones, Carolyn Wood, and Tina Coleman

**Staff present:** Jeff Wavrunek, Rita Squires, Sarah Tierney

**Called to order:** 4:00 by Dick Stentz

**Corrections to minutes:** None

Carolyn Wood moved to approve the minutes, Carol Jones seconded, and the minutes were passed.

**Recognition of visitors and interested parties:** Amy Pallari, a library clerk at Maupin, introduced herself.

**Director's Reports:**

**Maupin** – (via email) Movie Night: We had a great family movie night with a bunch of the kids showing up on the 9<sup>th</sup>. The Monday matinee movie about Jesse Owens, had one attendee. We tried out a snow day movie day with dancing and reading on Valentine's Day for the kids since school was cancelled. Amy ran that and it was a hit with Finding Nemo.

LAB Update: LAB was cancelled due to the weather

Toddler Storytime: Amy has been doing a great job coordinating Toddler story Time and crafts. We have some Play-Doh and accessories and that has been a huge hit. (Amy clarified that this is not an actual toddler storytime, but more of a family storytime)

Book Sale: Our next Book Sale will be in March. Please tell your friends and family -- we will happily take their old books off their hands.

Saturdays and Extended Hours: Saturdays are going well and the library is being used regularly. The extended hours are not being used as much as I had hoped, but it is a valuable resource we are providing to our community members who need weekend time and technological resources to conduct job searches.

Craft Night: Went really well with about 17 attendees making Valentine's cards and such.

Outreach:

Canyon Rim - That has been going very well and the residents seem to be looking forward to our weekly visits.

We have signed up an average of 1 patron per visit.

Children's - Amy has raised the bar in our children's outreach. We had a snow day movie last week that the kids enjoyed. Amy is also working with the afterschool and preschool programs to include them in programing.

March performer: I just booked ventriloquist Steve Chaney for Spring Break.

**Dufur** – The Book Fair was bothered by snow, we were closed a couple of the scheduled days, and even closed on the dates the sale was extended. We missed our goal by only 200 books. Having books arrive already processed is a big time savings, much more efficient.

**The Dalles** – Were closed on Saturday, February 9<sup>th</sup>, and closed early on Monday, February 11<sup>th</sup>, due to weather. We were open normal hours the rest of the time. The drinking fountain update: it has been ordered according to the maintenance staff. The Maker Space is getting closer to being finished. The electrical is done, fans are in, and some workbenches and stools fill the space. Winter Reading has been going very well, with about 200 kids participating. The last day is the end of the month, February 28<sup>th</sup>. Circulation statistics for the month of January set a new record. We are circulating more items than any other library in our consortium of 77 libraries. At the Citizen's Academy, Jeff and Dylan spoke to the participants about the Library, its history, finances, organization and offerings. There was good feedback from the participants. The city library budget was submitted on Friday. There was no accommodation for new staffing during the next fiscal year. Friday the tweens & teens had their 3<sup>rd</sup> annual Anti-Valentine's party, which was well attended. They are in the process of re-growing their core teen group (many had aged out). They are primarily targeting the middle schoolers. Dylan had a meeting with Candy Armstrong, the school superintended, and has been invited back to speak. He is working to get the library into the schools. We are wanting to start *Chess for Success* with the schools and partner with them. September/October is the targeted start date for a chess program that will involve the elementary schools. One of the

hardest parts is getting someone engaging that can teach chess to the kids in a fun manner. The Pulpit Rock Review is a poetry book the library assembled and printed through Amazon. Last April we solicited poetry from the public. It has now been published and we will have a reception on April 1<sup>st</sup>. We are hoping to add a writing component to this, like a library-sponsored writing club. Poetry is very popular right now. The Tea Club will have its first meeting this Friday afternoon. It has shown a lot of interest.

**Old Business:** There had been a question about the hours in Dufur when school is closed. Sarah explained that there is not enough money in the budget to be open any more than already scheduled. For instance, during the summer, when they have had a program on a Wednesday, Sarah donated her time. A reminder that Carol Jones is leaving the Library Board in July when her term expires, and there will need to be a replacement. There are lots of possible candidates, especially those on the LAB (Rita Squires will send Rani an application form, which needs to be filled out by anyone interested).

**New Business:** none

**Financial Review:** Are there any exceptions or anything unusual? No. Next year there will again be a 3% increase to each of the libraries. Jeff submitted the same figures for the annual administrative fee to the city, as they hadn't given any new amounts. The library board is hoping there is no increase to The Dalles Library's administrative fee. The administrative formula had been changed when the previous mayor was new, then it has changed a few times since. Does the county know about this? They should be aware of what we are being charged.

There were some questions regarding particular line items: regarding fines, it was explained that is money people pay for late fees, and lost or damaged assets. Are we using the money that is budgeted for training and conferences? Yes, we are sending 3 people to OLA this year; and due to the starting and ending times of the workshops, they will stay over at a motel. Part-time/temporary employees, Jeff had originally budgeted for the hiring of an intern, but has not used this line item. That amount has been removed from next year's budget. (There is a STEM program happening every Wednesday that is filling the educational need.)

The next meeting will be March 19<sup>th</sup>, at 4:00 in The Dalles.

Meeting was adjourned at 5:10 p.m.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

---

Dick Stentz, Chair

---

Carol Jones, Vice-Chair

---

Rita Rathkey, Board Member

---

Carolyn Wood, Board Member

---

Tina Coleman, Board Member

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	1,596,044.51	1,270,713.00	( 325,331.51)	125.6
TOTAL SOURCE 300	.00	1,596,044.51	1,270,713.00	( 325,331.51)	125.6
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	6,445.00	37,776.00	31,331.00	17.1
TOTAL GRANTS	.00	6,445.00	37,776.00	31,331.00	17.1
<u>LOCAL GOVERNMENT REVENUES</u>					
004-0000-337.10-0 URBAN RENEWAL	.00	.00	.00	.00	.0
004-0000-337.20-0 SHARE OF LIBRARY TAXES	.00	.00	1,270,314.00	1,270,314.00	.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,270,314.00	1,270,314.00	.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	2,531.29	12,151.64	12,900.00	748.36	94.2
TOTAL FINES	2,531.29	12,151.64	12,900.00	748.36	94.2
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	1,754.05	17,962.91	12,575.00	( 5,387.91)	142.9
TOTAL INTEREST REVENUES	1,754.05	17,962.91	12,575.00	( 5,387.91)	142.9
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	174.98	400.00	225.02	43.8
TOTAL GIFTS AND DONATIONS	.00	174.98	400.00	225.02	43.8
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	73.54	100.00	26.46	73.5
TOTAL OTHER MISC REVENUES	.00	73.54	100.00	26.46	73.5

CITY OF THE DALLES  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

LIBRARY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>OPERATING TRANSFERS IN</u>					
004-0000-391.37-0 FROM CAPITAL PROJECT FUND	.00	.00	.00	.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	4,285.34	1,632,852.58	2,604,778.00	971,925.42	62.7

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00	REGULAR SALARIES	39,886.76	298,547.73	438,261.00	139,713.27 68.1
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,163.71	20,436.32	95,080.00	74,643.68 21.5
004-2100-000.13-00	OVERTIME SALARIES	.00	.00	3,500.00	3,500.00 .0
004-2100-000.21-10	MEDICAL INSURANCE	12,835.89	99,465.14	181,645.00	82,180.86 54.8
004-2100-000.21-20	L-T DISABILITY INSURANCE	281.25	1,992.75	3,122.00	1,129.25 63.8
004-2100-000.21-30	LIFE INSURANCE	45.81	348.82	528.00	179.18 66.1
004-2100-000.21-40	WORKERS COMP INSURANCE	26.39	1,757.92	3,047.00	1,289.08 57.7
004-2100-000.22-00	FICA	3,118.16	23,599.81	41,068.00	17,468.19 57.5
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,143.89	33,709.76	59,166.00	25,456.22 57.0
004-2100-000.28-00	VEBA CONTRIBUTIONS	34.26	1,954.55	4,107.00	2,152.45 47.6
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	10.00	85.00	180.00	95.00 47.2
004-2100-000.31-10	CONTRACTUAL SERVICES	2,110.11	43,997.04	89,845.00	45,847.96 49.0
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00 .0
004-2100-000.41-10	WATER & SEWER	165.92	1,916.32	4,770.00	2,853.68 40.2
004-2100-000.41-20	GARBAGE SERVICES	95.00	645.68	1,122.00	476.32 57.6
004-2100-000.41-40	ELECTRICITY	2,357.98	14,021.32	29,151.00	15,129.68 48.1
004-2100-000.43-10	BUILDINGS AND GROUNDS	1,117.00	5,654.37	32,388.00	26,733.63 17.5
004-2100-000.43-40	OFFICE EQUIPMENT	.00	805.17	19,654.00	18,848.83 4.1
004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	400.00	400.00 .0
004-2100-000.43-51	GAS/OIL/LUBRICANTS	.00	.00	.00	.00 .0
004-2100-000.43-52	LIBRARY VEHICLE	99.20	637.81	3,200.00	2,562.19 19.9
004-2100-000.43-77	HVAC SYSTEMS	.00	292.48	5,271.00	4,978.52 5.6
004-2100-000.52-10	LIABILITY	.00	3,949.82	4,530.00	560.18 67.2
004-2100-000.52-30	PROPERTY	.00	5,023.70	6,718.00	1,694.30 74.8
004-2100-000.52-50	AUTOMOTIVE	.00	407.84	546.00	138.16 74.7
004-2100-000.53-20	POSTAGE	14.16	192.82	2,000.00	1,807.18 9.6
004-2100-000.53-30	TELEPHONE	610.69	5,881.55	9,668.00	3,986.45 59.6
004-2100-000.58-10	TRAVEL, FOOD & LODGING	158.34	1,136.30	12,133.00	10,996.70 9.4
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	209.94	10,494.00	10,284.06 2.0
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	1,157.05	2,799.00	1,641.95 41.3
004-2100-000.60-10	OFFICE SUPPLIES	679.85	3,577.01	32,223.00	28,645.99 11.1
004-2100-000.60-20	JANITORIAL SUPPLIES	218.59	2,515.50	5,100.00	2,584.50 49.3
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	2,748.77	11,497.05	35,983.00	24,485.95 32.0
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	11,988.13	70,209.43	143,227.00	73,017.57 49.0
004-2100-000.64-30	LIBRARY PERIODICALS	600.00	2,024.19	5,073.00	3,048.81 39.9
004-2100-000.64-40	AUDIOVISUAL MATERIALS	1,742.38	13,181.25	25,821.00	12,659.75 51.0
004-2100-000.64-80	COMPUTER SOFTWARE	.00	3,181.02	30,094.00	26,902.98 10.6
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	523.00	1,000.00	477.00 52.3
004-2100-000.69-80	ASSETS < \$5000	.00	9,365.10	126,043.00	116,677.90 7.4
004-2100-000.72-20	BUILDINGS	6,705.90	8,973.93	20,400.00	11,426.07 44.0
004-2100-000.74-20	VEHICLES	.00	.00	.00	.00 .0
004-2100-000.74-30	FURNITURE AND FIXTURES	.00	26,000.00	.00	( 26,000.00) .0
004-2100-000.74-40	OFFICE EQUIPMENT	.00	.00	.00	.00 .0
004-2100-000.74-50	COMPUTER EQUIPMENT	.00	.00	.00	.00 .0
TOTAL LIBRARY		93,958.14	718,854.51	1,490,048.00	771,193.49 48.2

CITY OF THE DALLES  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,308.20	58,465.60	80,391.00	21,925.40	72.7
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	217,348.00	217,348.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	177,342.00	177,342.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	639,651.00	639,651.00	.0
TOTAL OTHER	7,308.20	58,465.60	1,114,730.00	1,056,264.40	5.2
TOTAL FUND EXPENDITURES	101,266.34	777,320.11	2,604,778.00	1,827,457.89	29.8

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
--	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

**VISITOR COUNT** 14,267 12,520 10,409 12,614 10,729 10,790 12,466 9,971

**INTERNET USERS** 1,663 1,806 1,351 1,458 1,169 1,075 1,232 1,035

Overdrive Read 31 39 47 78 64 71 80 82  
 Open EPUB ebook 3 0 2 2 1 0 1 0  
 overdrive video 0 0 0 0 0 0 0 0  
 adobe PDF ebook 0 0 1 0 0 0 0 0  
 kindle book 272 276 256 174 183 215 266 257  
 adobe EPUB ebook 93 99 89 104 111 89 109 91  
 overdrive MP3 audio 429 393 365 310 307 287 283 367  
 Open PDF ebook 0 0 0 0 0 0 0 0  
 Pending (ebook) 43 35 45 35 43 29 40 45  
 Pending (audiobook) 39 54 40 40 33 33 38 17  
 overdrive Listens 117 192 181 199 191 224 246 210  
 Kobo ebook 0 0 0 0 0 0 0 0

**LIBRARY2Go total** 1,027 1,088 1,026 942 933 948 1,063 1,069

**TUMBLEBOOKS** 0 4 0 48 341 9 43 55

**PATRONS ADDED** 81 106 199 120 76 99 108 66

**ILL'S SENT** 1,080 1,136 1,032 1,231 1,065 1,024 1,451 1,162  
**ILL'S RECEIVED** 661 772 729 651 693 616 904 667

**MONTHLY CIRC** 20,200 20,129 18,139 20,339 19,241 19,798 21,483 19,454  
**LIBRARY2GO** 1,027 1,088 1,026 942 933 948 1,063 1,069

**TOTAL CIRC** 21,227 21,217 19,165 21,281 20,174 20,746 22,546 20,523

Circ stats for The Dalles Public Library:

2019-02	ARCHIVAL	3
2019-02	ASK AT DESK	35
2019-02	AUDIO BOOKS	329
2019-02	AUDIO VISUAL	1
2019-02	Adult Graphic Novel	14
2019-02	BIOGRAPHIES	32
2019-02	Board Games	7
2019-02	CHILDREN'S AUDIOS	42
2019-02	CHILDREN'S BIOGRAPHIES	30
2019-02	CHILDREN'S BOARD BOOKS	140
2019-02	CHILDREN'S FICTION	390
2019-02	CHILDREN'S NON FICTION	258
2019-02	CHILDREN'S PAPERBACKS	7
2019-02	CHILDREN'S TINY BOOKS	1
2019-02	CHILDREN'S BIOGRAPHY	15
2019-02	CHRISTIAN FICTION	52
2019-02	EARLY READER	640
2019-02	FICTION	865
2019-02	Game Center	4
2019-02	J Graphic Novel	227
2019-02	JUVENILE SERIES	190
2019-02	LARGE PRINT	363
2019-02	LIBROS EN ESPANOL	67
2019-02	LUCKY DAY VIDEOS	3
2019-02	MAGAZINES	23
2019-02	MANGA COLLECTION	41
2019-02	Music CD's	48
2019-02	NEW BOOKS	1527
2019-02	NON-FICTION	699
2019-02	OREGON BATTLE OF THE BOOKS	49
2019-02	OVERSIZE COLLECTION	6
2019-02	PICTURE BOOKS	1690
2019-02	Parenting	2
2019-02	Stacks	1
2019-02	VIDEO RACK	10434
2019-02	Wifi Hotspots	75
2019-02	YA Graphic Novel	15
2019-02	YOUNG ADULT AUDIOBOOK	3
2019-02	YOUNG ADULT FICTION	156
2019-02	YOUNG ADULT NON-FICTION	18

Programming stats for The Dalles Public Library:

**Children's Services:**

Baby/Toddler storytimes	(x4)	16
Toddler storytimes	(x4)	49
Pre-school storytimes	(x4)	114
Playgroup	(x3)	92
Fun Fridays	(x4)	79
Family storytimes	(x2)	15
Headstart outreach	(x4)	90
Pre-school library tour		20
Family Craft Night		12
Card making		25
School Closed – library visits by families		300

TOTAL: 812

**Teen Services**

Stop Animation Class		19
Teen Fridays	(x3)	15
Teen Book Club		04
Blind Date with a Book		07
LGBTQ YA Book Club		04
D&D	(x3)	23
Boarding gaming		01
Magic the Gathering game	(x2)	09
Chinese New Year		05
Animanga		18
Youth Fiber Guild	(x2)	13
Yu-gi-oh	(x2)	09
Snacks & stories outreach		80
Xbox use for month		25
TDHS Japan Club	(x2)	35
Girls in Engineering		15
Esports	(x2)	12

TOTAL: 294

**Adult Services**

Book Clubs	(x3)	11
Tea Club		16
Maker in Residence opening reception		115

TOTAL: 132

**Meeting Room Use**

Outside groups for month		70
--------------------------	--	----

**Grand Total: 1308**