

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: May 21, 2019
4:00
Location: Maupin

- 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
March 19, 2019
Location: The Dalles

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Rani McPhearson, Sarah Tierney, and Rita Squires

Called to order: 4:05 by Dick Stentz

Corrections to minutes: Adjournment time is incorrect, it should be 5:45, not 5:15
Carolyn Wood moved to approve the minutes with the time correction, Carol Jones seconded, and the minutes were passed (will be signed at next meeting, after correction has been made).

Recognition of visitors and interested parties: Kathie Richey, a member of LAB from Maupin.

Director's Reports:

Dufur – Is still getting bids on carpet, hoping to have news before next board meeting. The school board will make the final decision on the carpeting. The lowest bid does not include moving books off shelves. Library Week – “Camp Read S’more,” had the kids read in 15 minute increments. Classes come in and participate in various activities. Teen Advisory Council is helping.

Maupin – The Mary Poppins movie had 32 attendees. Ventriloquist, Steve Chaney, had 63 attending. The Maupin Library is applying to the Keats Foundation for a book grant. Rani wants to do something for Cinco de Mayo. Music, dance and food are the hope. She does not know for sure yet, and time is running out. Maupin Days is May 18th, they will hold a book sale from 10-4 on the lawn in front of the library. Rani is going to Tygh Valley, Shaniko and Wamic with Kathie Richey to meet people face to face. A recent fundraiser brought in \$53,000 for the building project. Keelia Carver donated \$20,000 for the children’s space at the new library. The LAB new advisory committee consists of Mary Beechler and Keelia Carver. The mayor will appoint other members, including high school students. Jeff Wavrunek received a phone call from their grant writer (the City of Maupin hired a professional grant writer) regarding an Oregon Cultural Trust grant. They needed a 501(c)3, which the Library Foundation is. The grant was submitted last Friday.

The Dalles – A grant has been submitted to Google for VR technology for teaching math and graphing in the library. The library recently purchased 3 heavy duty Singer sewing machines for the sewing club in the Maker Space. The sewing club is going well, with several people attending each week. We will be getting a standing air conditioner for use in the Maker Space, to help cool it down. The fire juggler on April 5th had 150 people attending outside in the upper parking lot. Next week the library will host Cowboy Poetry. In May the Area Agency on Aging in the Gorge will be doing a book discussion on *Memories Last Breath*. They will have programs in several locations in the Gorge. New DVD shelving has been ordered. Should be here by July 1st. Jeff is thinking about moving the DVD section over to where genealogy is now. A former employee, Lorna Elliott, has been updating the genealogy collection. Our substitute librarian, Gabriella

Martinez Mercier, has resigned from CGCC; she is moving to Pike's Peak, Colorado. In the meantime, Kathy Viemeister, who recently retired from the library, will be working at CGCC for a few months.

Old Business: Mosier – have heard nothing from them.

New Business: Someone has asked about the flag pole outside. Jeff has been researching. There hasn't been a flag flown in 20-30 years. As this is City property, the person asking wants to know if his request should be directed to City Hall.

Financial Review: There was a discussion about various line items, especially those that still have a surplus (Building & Grounds, Office Equipment, etc.). Jeff explained that he over budgets, to make sure there is enough if needed, as monies not used roll back over to the library. The Assets Under \$5,000 will be the line item where the new DVD shelving comes from. Funds under the Grants revenue line item is the Summer Reading program money. The Library District tax distribution for Dufur School is months late; it is usually there in January. The county issues the payments four times a year.

The next meeting will be at 4:00 in Maupin, the following one will be on June 18th in The Dalles; there is no meeting in July.

Meeting was adjourned at 5:15 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 10 MONTHS ENDING APRIL 30, 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	952,735.50	952,735.50	1,270,314.00	317,578.50	75.0
TOTAL LOCAL GOVERNMENT REVENUES	952,735.50	952,735.50	1,270,314.00	317,578.50	75.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	2,253.24	15,621.34	12,900.00	(2,721.34)	121.1
TOTAL FINES	2,253.24	15,621.34	12,900.00	(2,721.34)	121.1
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	3,433.66	23,324.12	12,575.00	(10,749.12)	185.5
TOTAL INTEREST REVENUES	3,433.66	23,324.12	12,575.00	(10,749.12)	185.5
<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	805.24	878.78	100.00	(778.78)	878.8
TOTAL OTHER MISC REVENUES	805.24	878.78	100.00	(778.78)	878.8

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<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	959,227.64	2,595,224.23	2,604,778.00	9,553.77	99.6

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00	REGULAR SALARIES	39,572.04	377,222.31	438,261.00	61,038.69 86.1
004-2100-000.12-00	PARTTIME/TEMP SALARIES	1,967.01	24,370.34	95,080.00	70,709.66 25.6
004-2100-000.13-00	OVERTIME SALARIES	150.44	150.44	3,500.00	3,349.56 4.3
004-2100-000.21-10	MEDICAL INSURANCE	12,778.39	125,021.92	181,646.00	56,624.08 68.8
004-2100-000.21-20	L-T DISABILITY INSURANCE	281.25	2,555.25	3,122.00	566.75 81.9
004-2100-000.21-30	LIFE INSURANCE	45.81	440.44	528.00	87.56 83.4
004-2100-000.21-40	WORKERS COMP INSURANCE	25.10	1,807.28	3,047.00	1,239.72 59.3
004-2100-000.22-00	FICA	3,091.33	29,735.63	41,068.00	11,332.37 72.4
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,547.88	42,401.55	59,166.00	16,764.45 71.7
004-2100-000.28-00	VEBA CONTRIBUTIONS	34.26	2,023.07	4,107.00	2,083.93 49.3
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	10.00	105.00	180.00	75.00 58.3
004-2100-000.31-10	CONTRACTUAL SERVICES	2,877.65	48,651.30	89,845.00	41,193.70 54.2
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	500.00	500.00 .0
004-2100-000.41-10	WATER & SEWER	197.67	2,335.46	4,770.00	2,434.54 49.0
004-2100-000.41-20	GARBAGE SERVICES	95.00	835.68	1,122.00	286.32 74.5
004-2100-000.41-40	ELECTRICITY	(167.23)	18,807.62	29,151.00	10,343.38 64.5
004-2100-000.43-10	BUILDINGS AND GROUNDS	1,486.86	8,713.52	32,388.00	23,674.48 26.9
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	49.86	1,063.24	3,200.00	2,136.76 33.2
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	580.18 87.2
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	24.00	230.85	2,000.00	1,769.15 11.5
004-2100-000.53-30	TELEPHONE	705.17	7,296.30	9,868.00	2,571.70 73.9
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	1,772.70	12,133.00	10,360.30 14.6
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	1,064.94	10,494.00	9,429.06 10.2
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	95.00	1,312.05	2,799.00	1,486.95 46.9
004-2100-000.60-10	OFFICE SUPPLIES	528.58	4,473.79	32,223.00	27,749.21 13.9
004-2100-000.60-20	JANITORIAL SUPPLIES	405.04	3,201.28	5,100.00	1,888.72 62.8
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	1,551.67	15,111.72	35,983.00	20,871.28 42.0
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	14,011.59	91,785.63	143,227.00	51,441.37 64.1
004-2100-000.64-30	LIBRARY PERIODICALS	59.99	2,134.13	5,073.00	2,938.87 42.1
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	2,088.22	17,801.94	25,821.00	8,019.06 68.9
004-2100-000.64-80	COMPUTER SOFTWARE	79.90	3,942.28	30,084.00	26,141.72 13.1
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	13,303.21	126,043.00	112,739.79 10.6
004-2100-000.72-20	BUILDINGS	.00	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		86,592.48	895,646.81	1,490,048.00	594,401.19 60.1

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	7,308.20	73,082.00	80,391.00	7,309.00	90.9
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	217,346.00	217,346.00	.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	<u>7,308.20</u>	<u>73,082.00</u>	<u>1,114,730.00</u>	<u>1,041,648.00</u>	<u>6.6</u>
TOTAL FUND EXPENDITURES	<u>93,900.68</u>	<u>968,728.81</u>	<u>2,604,778.00</u>	<u>1,636,049.19</u>	<u>37.2</u>

CIRCULATION STATS

ARCHIVAL	7
ASK AT DESK	40
AUDIO BOOKS	331
AUDIO VISUAL	5
Adult Graphic Novel	22
BIOGRAPHIES	24
BOOKS	2
Board Games	2
CHILDREN'S AUDIOS	22
CHILDREN'S BIOGRAPHIES	15
CHILDREN'S BOARD BOOKS	125
CHILDREN'S FICTION	394
CHILDREN'S NON FICTION	185
CHILDREN'S PAPERBACKS	7
CHILDREN'S BIOGRAPHY	5
CHRISTIAN FICTION	46
EARLY READER	472
FICTION	805
Game Center	3
J Graphic Novel	198
JUVENILE SERIES	125
LARGE PRINT	327
LIBROS EN ESPANOL	53
LUCKY DAY VIDEOS	1
MAGAZINES	16
MAKER SPACE	1
MANGA COLLECTION	47
Middle School	1
Music CD's	58
NEW BOOKS	1378
NON-FICTION	597
OREGON BATTLE OF THE BOOKS	27
OVERSIZE COLLECTION	4
PICTURE BOOKS	1439
Stacks	10
VIDEO RACK	8695
Wifi Hotspots	71
YA Graphic Novel	14
YOUNG ADULT FICTION	110
YOUNG ADULT NON-FICTION	11

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
VISITOR COUNT	14,267	12,520	10,409	12,614	10,729	10,790	12,466	9,971	13,629	11,375		
INTERNET USERS	1,663	1,806	1,351	1,458	1,169	1,075	1,232	1,035	1,433	1,300		
Overdrive Read	31	39	47	78	64	71	80	82	85	93		
Open EPUB ebook	3	0	2	2	1	0	1	0	2	3		
overdrive video	0	0	0	0	0	0	0	0	0	0		
adobe PDF ebook	0	0	1	0	0	0	0	0	0	0		
kindle book	272	276	256	174	183	215	266	257	262	212		
adobe EPUB ebook	93	99	89	104	111	89	109	91	102	82		
overdrive MP3 audio	429	393	365	310	307	287	283	367	359	346		
Open PDF ebook	0	0	0	0	0	0	0	0	0	0		
Pending (ebook)	43	35	45	35	43	29	40	45	32	43		
Pending (audiobook)	39	54	40	40	33	33	38	17	30	23		
overdrive Listens	117	192	181	199	191	224	246	210	248	227		
Kobo ebook	0	0	0	0	0	0	0	0	0	0		
LIBRARY2Go total	1,027	1,088	1,026	942	933	948	1,063	1,069	1,120	1,038		
TUMBLEBOOKS	0	4	0	48	341	9	43	55	92	19		
PATRONS ADDED	81	106	199	120	76	99	108	66	89	57		
ILL'S SENT	1,080	1,136	1,032	1,231	1,065	1,024	1,451	1,162	1,178	1,038		
ILL'S RECEIVED	661	772	729	651	693	616	904	667	791	646		
MONTHLY CIRC	20,200	20,129	18,139	20,339	19,241	19,798	21,483	19,454	21,279	16,478		
LIBRARY2GO	1,027	1,088	1,026	942	933	948	1,063	1,069	1,120	1,038		
TOTAL CIRC	21,227	21,217	19,165	21,281	20,174	20,746	22,546	20,523	22,399	17,516		

CHILDREN'S PROGRAMS

Baby/Toddler Storytime	x4	26
Toddler Storytime	x3	41
Pre-school Storytime	x3	120
Playtime w/Next Door	x3	90
Fun Friday	x3	85
Family Storytime		04
Headstart visits	x5	118
Early Headstart (here)	x2	18
Elementary school visits	x6	137
Family Craft Night		12
Family after hours (Fire Juggler)		150

Total: 831

TEEN PROGRAMS

Magnetic Poetry (passive)		11
Journal Making		00
Flower bombs		03
Chalk the Rockface		00
Dragon Eggs		13
Decorate the Van		00
LGBTQ YA book club		06
Dungeons & Dragons		13
Sewing Club (in Maker Space)	x4	24
Youth Fiber Guild		05
Snacks & Stories (outreach)		48
Peeps		12
Magic: the gathering	x2	06
Yu-gi-oh Club		06
Animanga		24
TDHS Japan Club	x3	46
Coding Club	x5	21
Esports	x3	11
Maker Club	x4	16
xBox		13
VR equipment		05

Total: 256

ADULT PROGRAMING

Pulpit Rock Review Book Launch	38
Flagstone Outreach	18
Springs@Mill Creek Outreach	16
Tygh Valley Outreach	42
Writer's Club	04
Writer's Club	02
Camp Nano Wrimo	06
Camp Nano Wrimo	03
Camp Nano Wrimo	00
Tea Club	28
Pride Book Club	03
Non-fiction Book Club	01
Mystery/Crime Book Club	01
Poetry in your Pocket	36
Sew Club	08
Sew Club	05
Sew Club	06
Sew Club	08
Sew Club	08
Cowboy Poetry	45
	TOTAL: 278

MEETING ROOM USE BY OUTSIDE GROUPS

Wasco County Democrats	9
Friends of the Library Board	5
DRC mediation	3
AI D&D @the library	not recorded
	TOTAL: 17*

*There were other groups that used the room, such as the AA groups, but they have not been recording the numbers.