

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: September 17, 2019
4:00
Location: Dufur

- 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
June 18, 2019
Location: The Dalles

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Rita Squires, Bronte Dodd

Called to order: 4:03 by Dick Stentz

Corrections to minutes: none; Tina Coleman moved to approve the minutes, Carol Jones seconded, and the minutes were passed.

Recognition of visitors and interested parties: none

It was commented that the tour of the new library in Maupin was the highlight of the last meeting

Director's Reports:

Dufur – not here, no report

Maupin – They received a \$50,000 grant from the Reiser Foundation for the new library. The Ford Family Foundation has visited, but no news regarding that grant. The library did receive a grant from the Francis R Dewing Foundation to purchase audio tools that will aid beginning and early readers. Summer Reading plans are going well. June 28th is the last day to apply for the director's position.

The Dalles – Had a laser cutter program for Father's Day where they engraved hammers. There were 41 participants. Bob gave background information on the cutter before doing the engraving. That way they learned how the machine works. Thursday is the kick-off for the Summer Reading program. Get the word out now, it will help prevent the summer slide. Last Friday four of the top managers from Google were here to do a community service project. They jackhammered all the concrete just outside the children's wing, which was never smooth. That area will be properly redone, with colored concrete. The question mark shaped sculpture has been delivered, now we need to decide where to put it. (There was a brief discussion of where – street visibility would be nice.) The library will be getting 100 more hotspots, 25 of which will be going to Columbia Gorge Community College for their use.

Rita Rathkey was consulting with the city about ADA and the water fountain. November is when it is supposed to be installed. It has to be ADA compliant, which will require some changes to the existing location's wall.

The NEA Big Read event is going to happen; Dan Spatz went to the City Council with a presentation, and the city has agreed to facilitate. CGCC will administer the money and publicity, the library will do programs, coordinating with Hood River Library. The author visit is scheduled for October 4th.

Financial Review: There was a question regarding the overtime allotment, can it be used up before end of fiscal year? (Jeff explained that we don't really lose it, it rolls over into next year's budget if not used.)

Misc.

Dick Stentz had some questions regarding circulation statistics as reported. It was clarified that a location was just a category, such as non-fiction, or children's fiction. Also, some items under the Library2Go category we do not have access to, or our patrons don't use. Which is why they would show no circulation, and it is not something we can have removed from this auto-generated report, as it might apply to another library in the consortium. It was also noted that the Spanish Storytime numbers are very low, it needs to be promoted more.

Old Business: nothing

New Business: It was recommended that Tina Coleman be appointed to a full term on the Board; and Mary Beechler was recommended as a board member for the Maupin area, replacing Carol Jones.

There will be no meeting in July, the next meeting will be Tuesday, August 20, 2019 at The Dalles Public Library, and the September meeting is in Dufur.

Meeting was adjourned at 5:17 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Dick Stentz, Chair

Rita Rathkey, Board Member

Carolyn Wood, Board Member

Tina Coleman, Board Member

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	.00	1,386,290.00	1,386,290.00	.0
TOTAL SOURCE 300	.00	.00	1,386,290.00	1,386,290.00	.0
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	.00	3,445.00	3,445.00	.0
TOTAL GRANTS	.00	.00	3,445.00	3,445.00	.0
<u>SOURCE 336</u>					
004-0000-336.10-0 PRIVATE SECTOR GRANTS	.00	55,265.00	.00	(55,265.00)	.0
TOTAL SOURCE 336	.00	55,265.00	.00	(55,265.00)	.0
<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	1,308,423.00	1,308,423.00	.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,308,423.00	1,308,423.00	.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	1,679.67	3,375.85	14,300.00	10,924.15	23.6
TOTAL FINES	1,679.67	3,375.85	14,300.00	10,924.15	23.6
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	3,218.37	6,864.30	21,500.00	14,635.70	31.9
TOTAL INTEREST REVENUES	3,218.37	6,864.30	21,500.00	14,635.70	31.9
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	.00	300.00	300.00	.0
TOTAL GIFTS AND DONATIONS	.00	.00	300.00	300.00	.0

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER MISC REVENUES</u>					
004-0000-369.00-0 OTHER MISC REVENUES	.00	.00	100.00	100.00	.0
TOTAL OTHER MISC REVENUES	.00	.00	100.00	100.00	.0
<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	4,898.04	65,505.15	2,734,358.00	2,668,852.85	2.4

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	37,699.67	74,883.53	478,993.00	404,109.47 15.6
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,427.40	4,671.83	37,606.00	32,934.17 12.4
004-2100-000.13-00	OVERTIME SALARIES	23.02	23.02	6,000.00	5,976.98 .4
004-2100-000.21-10	MEDICAL INSURANCE	11,105.87	22,200.75	169,227.00	147,026.25 13.1
004-2100-000.21-20	L-T DISABILITY INSURANCE	255.15	511.99	3,134.00	2,622.01 16.3
004-2100-000.21-30	LIFE INSURANCE	42.11	87.88	528.00	440.12 16.6
004-2100-000.21-40	WORKERS COMP INSURANCE	23.64	1,212.65	1,653.00	440.35 73.4
004-2100-000.22-00	FICA	3,018.52	5,948.23	36,871.00	30,922.77 16.1
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,208.01	8,330.03	62,923.00	54,592.97 13.2
004-2100-000.28-00	VEBA CONTRIBUTIONS	38.06	1,928.07	4,655.00	2,726.93 41.4
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	15.00	35.00	120.00	85.00 29.2
004-2100-000.31-10	CONTRACTUAL SERVICES	3,451.07	10,603.56	101,197.00	90,593.44 10.5
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	198.27	338.54	4,980.00	4,643.46 6.8
004-2100-000.41-20	GARBAGE SERVICES	95.00	95.00	1,587.00	1,492.00 6.0
004-2100-000.41-40	ELECTRICITY	1,465.55	2,806.98	29,650.00	26,843.02 9.5
004-2100-000.43-10	BUILDINGS AND GROUNDS	273.29	479.78	33,900.00	33,420.22 1.4
004-2100-000.43-40	OFFICE EQUIPMENT	.00	.00	23,771.00	23,771.00 .0
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	54.27	82.95	3,650.00	3,567.05 2.3
004-2100-000.43-77	HVAC SYSTEMS	.00	.00	6,246.00	6,246.00 .0
004-2100-000.52-10	LIABILITY	.00	3,945.19	4,630.00	684.81 85.2
004-2100-000.52-30	PROPERTY	.00	5,482.57	7,289.00	1,806.43 75.2
004-2100-000.52-50	AUTOMOTIVE	.00	427.64	625.00	197.36 68.4
004-2100-000.53-20	POSTAGE	50.24	50.24	2,300.00	2,249.76 2.2
004-2100-000.53-30	TELEPHONE	1,008.40	1,795.72	12,031.00	10,235.28 14.9
004-2100-000.58-10	TRAVEL, FOOD & LODGING	160.62	160.62	14,062.00	13,901.38 1.1
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	145.00	10,789.00	10,644.00 1.3
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	120.00	120.00	4,259.00	4,139.00 2.8
004-2100-000.60-10	OFFICE SUPPLIES	27.02	27.02	36,576.00	36,548.98 .1
004-2100-000.60-20	JANITORIAL SUPPLIES	325.74	762.76	5,900.00	5,137.24 12.9
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	1,631.25	3,536.75	135,838.00	132,301.25 2.6
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	7,895.62	11,019.90	111,500.00	100,480.10 9.9
004-2100-000.64-30	LIBRARY PERIODICALS	120.27	120.27	5,073.00	4,952.73 2.4
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,225.09	1,415.84	38,749.00	37,333.16 3.7
004-2100-000.64-80	COMPUTER SOFTWARE	.00	.00	33,697.00	33,697.00 .0
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,500.00	1,500.00 .0
004-2100-000.69-80	ASSETS < \$5000	.00	.00	56,815.00	56,815.00 .0
004-2100-000.72-20	BUILDINGS	.00	.00	33,600.00	33,600.00 .0
004-2100-000.74-20	VEHICLES	.00	.00	.00	.00 .0
004-2100-000.74-30	FURNITURE AND FIXTURES	.00	.00	.00	.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		76,959.15	163,247.31	1,523,074.00	1,359,826.69 10.7

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER</u>					
004-9500-000.81-01	TO GENERAL FUND	9,293.55	18,587.10	102,229.00	83,641.90	18.2
004-9500-000.81-10	TO UNEMPLOYMENT FUND	237.55	475.10	2,613.00	2,137.90	18.2
004-9500-000.88-00	CONTINGENCY	.00	.00	217,455.00	217,455.00	.0
004-9500-000.88-01	RSRV FUTURE EXPENDITURES	.00	.00	155,504.00	155,504.00	.0
004-9500-000.89-00	UNAPPROPRIATED ENDING BAL	.00	.00	733,483.00	733,483.00	.0
	TOTAL OTHER	9,531.10	19,082.20	1,211,284.00	1,192,221.80	1.6
	TOTAL FUND EXPENDITURES	86,490.25	182,309.51	2,734,358.00	2,552,048.49	6.7

2019-08	ARCHIVAL	5
2019-08	ASK AT DESK	41
2019-08	AUDIO BOOKS	441
2019-08	AUDIO VISUAL	1
2019-08	Adult Graphic Novel	27
2019-08	BIOGRAPHIES	48
2019-08	BOOKS	1
2019-08	Board Games	17
2019-08	CHILDREN'S AUDIOS	80
2019-08	CHILDREN'S BIOGRAPHIES	16
2019-08	CHILDREN'S BOARD BOOKS	172
2019-08	CHILDREN'S FICTION	554
2019-08	CHILDREN'S NON FICTION	462
2019-08	CHILDREN'S PAPERBACKS	6
2019-08	CHILDREN'S TINY BOOKS	3
2019-08	CHILDREN'S BIOGRAPHY	6
2019-08	CHRISTIAN FICTION	62
2019-08	EARLY READER	766
2019-08	FICTION	1084
2019-08	Game Center	10
2019-08	J Graphic Novel	360
2019-08	JUVENILE SERIES	247
2019-08	LARGE PRINT	436
2019-08	LIBROS EN ESPANOL	70
2019-08	LUCKY DAY VIDEOS	4
2019-08	MAGAZINES	31
2019-08	MANGA COLLECTION	144
2019-08	Music CD's	24
2019-08	NEW BOOKS	1760
2019-08	NON-FICTION	987
2019-08	OREGON BATTLE OF THE BOOKS	30
2019-08	OVERSIZE COLLECTION	5
2019-08	PICTURE BOOKS	1606
2019-08	Stacks	2
2019-08	VIDEO RACK	9396
2019-08	Wifi Hotspots	91
2019-08	YA Graphic Novel	49
2019-08	YOUNG ADULT AUDIOBOOK	7
2019-08	YOUNG ADULT FICTION	147
2019-08	YOUNG ADULT NON-FICTION	8

August 2019 programming stats

Today's Date

Youth Services

Date	Name of Event/Outreach	Total includes adults	NOTES
8/7/2019	Baby Storytime	15	
8/14/2019	Baby Storytime	10	
8/21/2019	Baby Storytime	12	
8/28/2019	Baby Storytime	12	
8/1/2019	Toddler Storytime	5	
8/8/2019	Toddler Storytime	12	
8/15/2019	Toddler Storytime	11	
8/22/2019	Toddler Storytime	16	
8/29/2019	Toddler Storytime	18	
8/2/2019	Pre-school Storytime	21	did music & movement today, very small group
8/9/2019	Pre-school Storytime	35	
8/16/2019	Pre-school Storytime	32	
8/23/2019	Pre-school Storytime	21	
8/30/2019	Pre-school Storytime	18	
8/1/2019	Play & Learn	0	
8/8/2019	Play & Learn	5	
8/15/2019	Play & Learn	0	
8/22/2019	Play & Learn	17	
8/29/2019	Play & Learn	15	
8/2/2019	Play & Learn	18	
8/9/2019	Play & Learn	30	
8/16/2019	Play & Learn	28	
8/23/2019	Play & Learn	24	
8/30/2019	Play & Learn	15	
8/10/2019	Spanish Storytime	0	thinking about canceling this storytime, or changing time
8/8/2019	Early Headstart (here)	15	
8/24/2019	Spanish Storytime	0	
8/7/2019	SRP - Explore Tech Gadgets	7	last program for the summer
8/7/2019	SRP - Family Craft Night	17	last program for the summer
8/8/2019	SRP finale - Angel Ocasio, performer	68	last program for the summer, held at City Park
8/21/2019	Impromptu program	31	had a day camp group come in, as well as a few extras, got out the
Total		528	

Teen Services

8/2/2019 Camp Out SRP	4	
8/6/2019 Bath Bombs SRP	10	
8/8/2019 Cosplay Contest SRP	6	
8/9/2019 End of Summer Party SRP	20	
8/16/2019 Creative Group	7	
8/3/2019 D&D	10	
8/10/2019 Warhammer	0	
8/17/2019 D&D	12	
8/14/2019 Animanga	5	
8/10/2019 Elf Ears	12	
8/6/2019 Coding	6	
8/13/2019 Coding	0	Cancelled because of vacation
8/20/2019 Coding	3	
8/27/2019 Coding	0	Cancelled because of out of town library meeting
8/3/2019 Esports	0	
8/17/2019 Esports	0	
8/24/2019 Cosplay club	1	
8/13/2019 Detective Pikachu	12	
8/20/2019 Henna	0	Henna never arrived
8/2/2019 Avengers Endgame	5	
8/28/2019 Bloxels	0	
8/31/2019 Games and Grub	7	

8/6/2019 Total SRP Participants

91

Total 120**ADULT SERVICES**

8/5/2019 sewing club	5	group contains adults and mostly children under 12
8/12/2019 sewing club	7	group contains adults and mostly children under 12
8/19/2019 sewing club	9	group contains adults and mostly children under 12
8/26/2019 sewing club	9	Group contained 4 adults and 5 children between ages 12-16
8/17/2019 Combat Paper	17	
8/6/2019 Flagstone Outreach	12	
8/13/2019 Springs@Mill Creek Outreach	9	
8/15/2019 Tygh Valley Outreach	0	
8/13/2019 Writer's Club	2	
8/24/2019 Blacksmith Demo	30	
8/16/2019 Tea Club	18	
8/27/2019 Writer's Club	3	

Total 121**MEETING ROOM USE BY OUTSIDE GROUPS**

8/1/2019 US Census Bureau		no stats recorded
8/1/2019 Primary Purpose	8	
8/3/2019 Primary Purpose	8	
8/5/2019 Primary Purpose	7	
8/7/2019 Primary Purpose	10	
8/12/2019 Primary Purpose	5	
8/13/2019 Wasco County Democrats	19	
8/14/2019 Primary Purpose	8	
8/15/2019 US Census Bureau	9	
8/21/2019 Primary Purpose	6	
8/23/2019 Primary Purpose	6	
8/24/2019 Primary Purpose	6	
8/26/2019 Primary Purpose	4	
8/28/2019 Primary Purpose	3	
8/31/2019 Primary Purpose	6	

Total Use 105