



LIBRARY BOARD AGENDA

September 27, 2023 at 6:30 PM

Wilsonville Public Library

PARTICIPANTS MAY ATTEND THE MEETING AT:

Zoom: <https://us02web.zoom.us/j/82535883540>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Molly Muldoon:

Muldoon@wilsonvillelibrary.org or 503-570-1593

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Molly Muldoon - Wilsonville Library

8220 SW Wilsonville Road, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call

CONSENT AGENDA

2. [Approval of Minutes: 07.26.2023](#)

ONGOING BUSINESS / CALENDAR ITEMS

3. Youth Services Report
4. Librarian's Report
5. Election of Officers (Fiscal Year 2024)
6. OLA Membership Renewal
7. Banned Book Week
8. [Year End Budget Review](#)
9. Friends of the Library Report
10. Library Foundation Report

NEW BUSINESS

ROUND ROBIN

ADJOURN

NEXT MEETING

Wednesday, October 25, 2023 6:30 PM

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Molly Muldoon, Administrative Assistant at 503-570-1593 or Muldoon@wilsonvillelibrary.org: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1593.

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
July 26, 2023

MEMBERS PRESENT: Dick Spence, Vice-Chair; Gay Walker; Natalie McNown

STAFF PRESENT: Shasta Sasser, Library Director; Molly Muldoon, Board Secretary

MEMBERS EXCUSED: Yasmin Ismail; Miriam Pinoli

Dick Spence called the meeting to order at 6:28 p.m.

Due to lack of quorum, approval of June 28th minutes was moved to the next meeting.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services/Librarian's Report – Shasta reported that Felt Hat's signs would include Spanish. The Teen Party yesterday went well. Gear up for School is coming soon and the library will hand out books. The new Outreach Librarian starts Tuesday. The library will have a presence at the Empowerment Back to School event and the Community Block Party at the end of August with a focus on the Seed Library. The Short Story Contest begins August 1. Youth Summer Reading programs finished this week but August will have special science-focused programs from many places including OMSI. September is National Library Card Signup month and the library is getting a special Wilsonville only card to celebrate. Sarah has left and recruitment for the new Systems Manager is at interviews. Mary Jo Anca is retiring in August and recruitment for the Volunteer Coordinator position will begin soon, as well as for a new clerk. There's a new library sign on the corner across from Murase Plaza.

2. Election of Officers (FY24) – Moved to next meeting.

3. Library Tour— Shasta took the members on a tour of the library, focused on the upcoming signage project.

4. ALA Standards Review—Shasta went over the ALA Bill of Rights as a refresher

5. Friends of the Library Report – Dick Spence reported that the Friends did not meet this month.

6. Library Foundation Report – Dick Spence reported that the annual report was mailed in June. The DPIL was at the Farmer's Market. The Foundation is thinking of adding an event between May and September next year. The DPIL state bill passed. There will be no August meeting.

ROUND ROBIN

Meeting adjourned at 7:51 p.m.

The next regular meeting is scheduled for August 23 at 6:30 p.m. on Zoom.

Respectfully submitted,

Molly Muldoon

Board Secretary

***Copy available from Board Secretary**

Department: 50 - Library
Reporting Month: June FY 2023

		Current Year	June FY 2023	Year to Date	Remaining	% Used
		Budget	Actuals	Actuals	Balance	
Revenues						
Intergovernmental						
11050115	334001					
		4,500	-	10,048	(5,548)	223%
11050000	338002	1,465,170	-	1,548,770	(83,600)	106%
		\$ 1,469,670	\$ -	\$ 1,558,818	\$ (89,148)	106%
Charges for Service						
11050000	345008	18,000	-	16,108	1,892	89%
11050000	345009	100	-	151	(51)	151%
11050000	345010	4,000	-	5,637	(1,637)	141%
11050000	345011	1,500	-	1,568	(68)	105%
11050000	345012	3,500	-	2,045	1,455	58%
11050000	345013	3,000	-	5,430	(2,430)	181%
11050000	345014	350	-	-	350	0%
		\$ 30,450	\$ -	\$ 30,939	\$ (489)	102%
Other						
11050000	385001	1,000	-	1,060	(60)	106%
11050117	385002	16,500	-	11,384	5,116	69%
11050120	385003	22,200	-	19,142	3,058	86%
11050000	389000	700	-	924	(224)	132%
		\$ 40,400	\$ -	\$ 32,509	\$ 7,891	80%
TOTAL REVENUES		\$ 1,540,520	\$ -	\$ 1,622,267	\$ (81,747)	105%
Expenditures						
Personnel Services						
11050000	411*	1,193,315	-	1,138,498	54,817	95%
11050000	412*	709,415	-	618,928	90,487	87%
		\$ 1,902,730	\$ -	\$ 1,757,426	\$ 145,304	92%
Materials & Services						
11050000	430001	25,000	-	28,010	(3,010)	112%
11050000	430002	100	-	8	92	8%
11050000	430003	14,000	-	13,231	769	95%
11050117	430003	-	-	144	(144)	-
11050120	430003	-	-	17,202	(17,202)	-
11050000	430004	2,500	-	420	2,080	17%
11050000	430005	8,500	-	3,759	4,741	44%
11050000	431099	-	-	122	(122)	-
11050000	432001	63,000	-	61,518	1,482	98%
11050117	432001	4,000	-	4,000	(0)	100%
11050120	432001	2,000	-	2,000	-	100%
11050121	432001	1,000	-	-	1,000	0%
11050000	432002	38,000	-	41,278	(3,278)	109%
11050117	432002	1,500	-	460	1,041	31%
11050120	432002	3,000	-	2,961	39	99%
11050121	432002	1,000	-	499	501	50%
11050000	432003	9,000	-	10,653	(1,653)	118%
11050000	432004	23,000	-	18,519	4,481	81%
11050117	432004	1,000	-	1,009	(9)	101%
11050121	432004	1,000	-	-	1,000	0%
11050000	432005	5,500	-	5,085	415	92%
11050117	432005	-	-	997	(997)	-
11050000	432006	30,000	-	26,765	3,235	89%
11050000	432007	32,000	-	24,635	7,365	77%
11050000	435002	37,420	-	30,313	7,107	81%
11050000	435008	5,800	-	8,742	(2,942)	151%
11050000	435010	10,290	-	15,858	(5,568)	154%
11050000	435011	2,420	-	2,008	412	83%
11050000	435012	380	-	200	180	53%
11050000	435013	15,290	-	14,992	298	98%
11050000	435014	4,460	-	3,856	604	86%
11050000	435020	3,640	-	3,013	627	83%
11050000	435030	4,140	-	1,424	2,716	34%
11050000	435031	90	-	856	(766)	952%
11050000	440009	5,000	-	3,174	1,826	63%
11050000	440023	3,800	-	4,157	(357)	109%
11050000	440026	2,000	-	-	2,000	0%
11050000	441028	5,000	-	4,148	852	83%
11050000	442051	15,100	-	15,100	-	100%
11050000	443021	1,500	-	1,803	(303)	120%
11050115	443021	4,500	-	5,320	(820)	118%
11050117	443021	1,000	-	1,144	(144)	114%



Department: 50 - Library
Reporting Month: June FY 2023

			Current Year	June FY 2023	Year to Date	Remaining	
			Budget	Actuals	Actuals	Balance	% Used
11050000	443022	Summer Programs	1,000	-	470	530	47%
11050117	443022	Summer Programs - Friend's	14,000	-	9,909	4,091	71%
11050120	443022	Summer Programs - Foundation	6,200	-	717	5,483	12%
11050000	443023	Adult Programs	1,000	-	300	700	30%
11050117	443023	Adult Programs - Friend's	3,000	-	1,016	1,984	34%
11050120	443023	Adult Programs - Foundation	4,000	-	5,684	(1,684)	142%
11050000	443024	Child & Teen Programs	1,000	-	1,128	(128)	113%
11050117	443024	Child & Teen Programs - Friend's	2,500	-	2,444	56	98%
11050120	443024	Child & Teen Programs - Foundation	2,000	-	799	1,201	40%
11050000	443025	Outreach Programs	500	-	88	412	18%
11050120	443025	Outreach Programs - Foundation	5,000	-	2,048	2,952	41%
11050000	444003	Educ/Training/Travel	13,500	-	10,333	3,167	77%
11050000	444004	Mileage & Vehicle Expenses	1,100	-	611	489	56%
11050000	444005	Safety and Health	100	-	672	(572)	672%
11050000	445004	Fees and Dues	3,000	-	1,113	1,887	37%
11050000	449001	Bank Charges	2,570	-	1,588	982	62%
Total Materials & Services			\$ 447,400	\$ -	\$ 418,303	\$ 29,097	93%
TOTAL EXPENDITURES			\$ 2,350,130	\$ -	\$ 2,175,729	\$ 174,401	93%

BUDGET REPORT



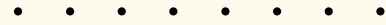
The fiscal year 22/23 budget was the library's first year in the implementation phase of the new strategic plan. Capital improvement projects included an interior signage project for \$60,000. This was, on the whole, a largely status quo budget as it was a year of staffing transitions.



wilsonvillelibrary.org
8200 SW Wilsonville Rd



OVERVIEW



In fiscal year 2022/2023 the library came in under budget by 7%.

Several retirements and staffing changes contributed to a salary savings and we came in under budget in Personnel Services by 8%.



The Friends and Foundation contributed to more ad-hoc projects this year, which explains some over-spending in some of the Friends and Foundation expenditures lines. While Friends and Foundation donation revenue has not been closed out and is still in process.



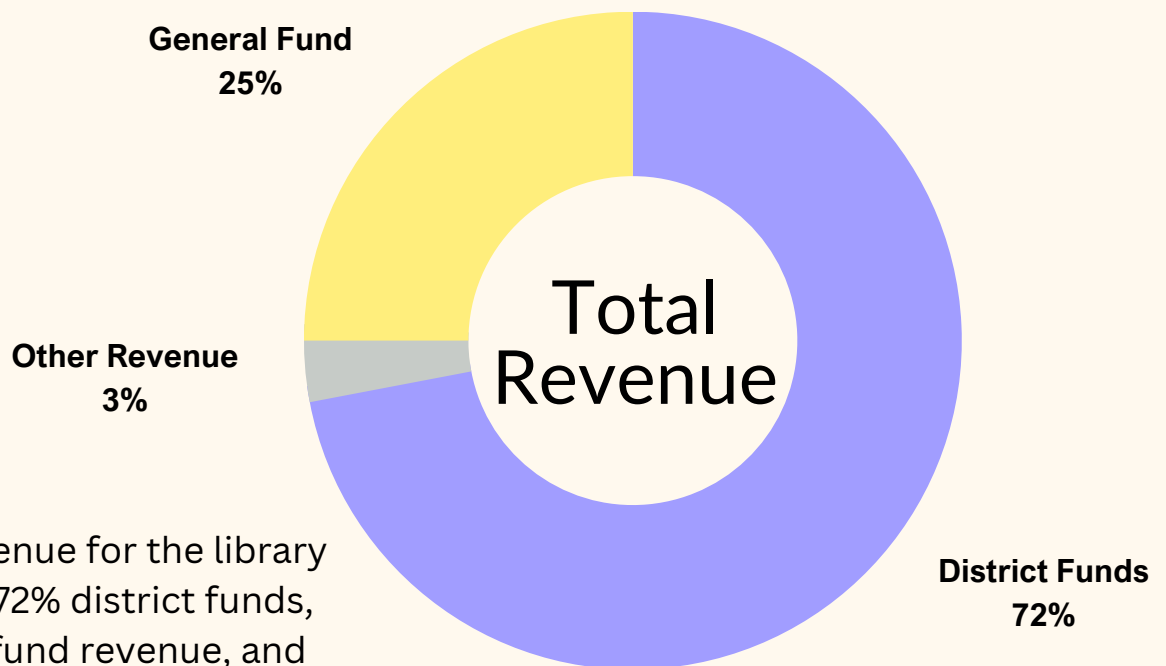
CONTEXT

- The city uses a bottom-line budget
- The fiscal year runs from July 1-June 30
- Personnel, utilities, and IT budgets are input by other city departments

FINANCIAL HIGHLIGHTS

	ACTUALS	BUDGETED
REVENUE	\$1,622,267	\$1,540,520
PERSONNEL	\$1,757,426	\$1,902,730
MATERIALS & SERVICES	\$418,303	\$447,400

Our revenue came in over budget with \$83,600 more coming in from district funds than anticipated and about \$500 more in charges for services, particularly in charges for the meeting rooms. In expenditures, Materials and Services and Personnel came in under budget.

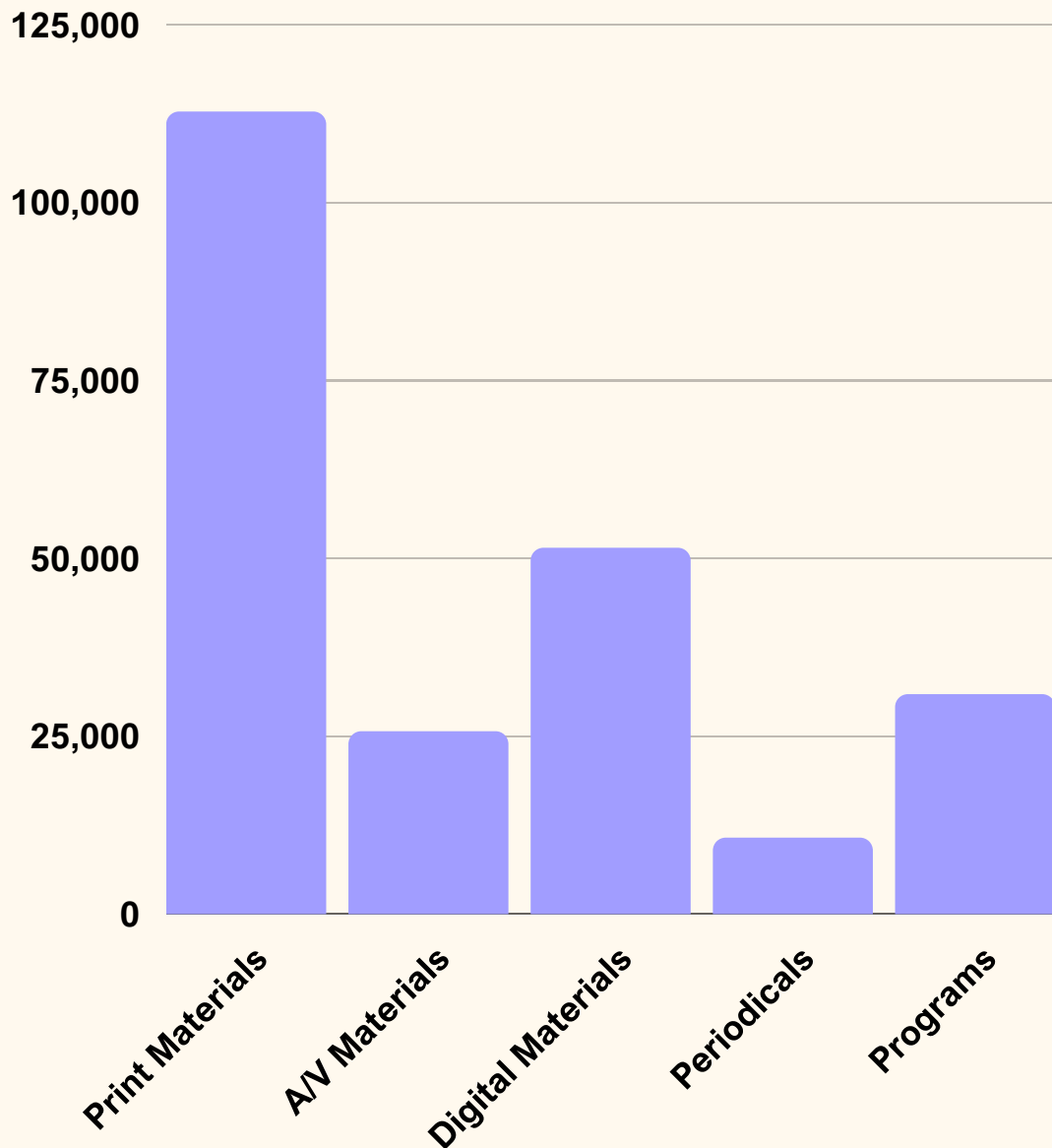


The total revenue for the library consisted of 72% district funds, 25% general fund revenue, and 3% charges for services (such as overdue fines) and donations.

EXPENDITURES

COLLECTIONS AND PROGRAMS

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In Collections and Programs, spending was overall static this year. An exception was the addition of Hoopla, which is a pay-per-use model. We anticipated around a \$8-10,000 first-year expense for Hoopla, which was added to our digital materials budget.