

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: November 16, 2021

4:30

Location: via Zoom

The Dalles Public Library is inviting you to a scheduled Zoom meeting.

Topic: Library Board meeting

Time: Nov 16, 2021 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89062392558?pwd=Z1NYMDVwcnFPSFAyNjVmZTN2WEI2Zz09>

Meeting ID: 890 6239 2558

Passcode: 803779

One tap mobile

+12532158782,,89062392558#,,,,*803779# US (Tacoma)

+13462487799,,89062392558#,,,,*803779# US (Houston)

Dial by your location

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+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 890 6239 2558

Passcode: 803779

Find your local number: <https://us02web.zoom.us/j/89062392558?pwd=Z1NYMDVwcnFPSFAyNjVmZTN2WEI2Zz09>

- 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
 - a. Outreach van quote
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board Meeting
October 19, 2021
4:30 p.m.
Location: via Zoom

SUBJECT TO APPROVAL

Library Board Members Attending: Corliss Marsh, Mary Beechler, Tina Coleman, Deward Hext, Vicki Thomas

Staff attending: Jeff Wavrunek, Valerie Stephens

Meeting called to order at 4:36 p.m. by Corliss Marsh

The minutes were approved

No visitors or interested parties

Library Director reports:

Maupin – The library had two author events, one with John Larison resulted from the Wasco County Cultural Trust grant and was part of the Maupin Reads event. It was very successful for a “first event” inside the library. 20 people showed up with four on Facebook live streaming. Later 25 people viewed the archived recording.

Last week Valerie’s assistant, Nancy Wesson, had her book author event for *I miss the rain in Africa*, and 30 people attended. Since then we’ve had 42 people watch the video interview on-line. We were very pleased, everyone wore their mask and social distanced.

We have become a Passport Library, which is part of the Oregon libraries passport system. Valerie is participating in the LEO Equity, Diversity and Inclusion cohort, she will be attending all 4 events. In addition, she has been working on two grants, submitted one last week, and will submit the other this week, to get a reprint of *Chaff in the wind*. The book is a local Maupin history book. We are hoping to get it done for the centennial with updated information, chapters, and indexing.

Jeff mentioned that board member Deward Hext is also doing the Equity, Diversity, and Inclusion training, and hopes that Valerie and him will get together at some point and talk about how the district is doing.

Dufur – (via email) Ursula has been going to a daycare for a storytime and to the senior potlatch. We have been getting positive comments from both locations. We are looking into a second location for storytimes on Thursday. Teen takeover has dropped down to the BLT book club. The school year has started out well. We have a patron consistently using a computer on Tuesday and Thursday evenings.

The Dalles – Alan Root, a local artist, sculptures in scrap metal. He has donated a heron to the library. It is located in the courtyard area, looking toward the bears. He donated the question marks on the front lawn. This week he donated another piece that is up by the maker space, “A Bouquet of Wrenches.” His centerpiece, called “Expect the Unexpected,” is on the main floor.

Today we posted a new position opening, replacing Mema’s position. We’ve already received some applications. We hired two new people. Steven, the cataloger, has passed his certification test for Cataloger I, so he can link to records in Sage. Anything that he can’t link, he gives to Barbara, the former cataloger, who is working part-time through the end of the month. Steven has just submitted his test for Cataloger II. This certification would enable him to bring in records for items not in Sage. He’s a hard worker, picks up on things fast, and the staff likes him. Cori, the front desk person, has been wonderful. She gives great customer service, she smiles at people, greets them, and engages them in pleasant conversation as they check out. She’s also a hard worker, and likes to stay busy. Jeff is happy with these two hires.

We've had some crazy incidents with patrons recently. The latest was just last week. Some guy in the parking lot, his truck broke down while backing up. He was in the lower parking lot, in the middle of, stuck, and that is where he stayed. Jeff had a police officer talk to him, and the guy said he was going to move it, but he never did. Jeff talked to him again and he said he was going to get it moved. Jeff gave him until Monday, giving him the weekend. And of course, it was still there Monday morning. He promised Jeff that it was going to be moved by the end of the day, and it was – finally. In the meantime there had been concerns by patrons, as some of the guys helping him were rather sketchy.

We finally got some backordered RFID tags, hadn't expected them until late November. Perhaps this means that some of the supply chain backlog is finally clearing up. Jeff just submitted his state statistics, which have to be in by the end of the month.

Old business – The original intergovernmental agreement (IGA) with Wasco County and the City of The Dalles has been amended. At first the City was not charging the Library District for administrative fees. The administrative fees originally were zero. After the first intergovernmental agreement the fees were about \$25,000 a year, and in the last eight years have risen to about \$102,000 a year.

Jeff put together a short document about the expectations of the library board. It's not an elected board, it's an appointed board, so it's an advisory board. The library board focuses on advocating for the best possible library in the county, makes suggestions, monitors finances, and monitors policies. The policies are important as they are the points of interaction with the public. Also, the library board is involved with the hiring of new Library Directors.

Deward asked if the increase in fees was justified in Jeff's opinion. Jeff explained that it has come up a few times by the board. Rita Rathkey, a former board member, pointed out that the City is handling all the payroll, payments for invoicing, the HR stuff, and the record keeping that goes with that. If the library had to go out and hire a person to do that, it would probably be a full-time person. The administrative fee rose dramatically for a few years, but has since risen less steeply.

Mary Beechler stated that since she and Corliss have a history with this, she would like to address it, since they were part of the original formation of the district before the administrative fees were instituted. When the fees were instituted it felt like a way for The Dalles to get money for their budget because they were hurting. It felt like they were doing a money grab from the library district tax base. The original small fee has more than quadrupled into a large fee.

Tina pointed out a paragraph that states that the administrative fee should be negotiated annually between the City and the District. She'd like more information about how that negotiation works. Jeff responded that the City does have a formula for determining what the administrative fee will be. It's applied equally to the Public Works Department and the Library District. Mary Beechler asked if that formula "could be included in the intergovernmental agreement, so that it becomes public; are the county commissioners aware of this formula, since they are the actual oversight board, and we're just the appointed board? We just don't have any part of controlling those fees." Jeff said that at one point the library board did talk to City Manager, Julie Krueger, and it was brought up that the fee was pretty steep. The formula has changed over the years. Mary doesn't feel that the administrative fees are negotiated, that the City just tells us what the fee is going to be, that there are no negotiations, the library board isn't involved, the county commissioners aren't involved, and the fees eat a big part of the budget. Tina pointed out that the agreement specifically states that it is a negotiation, and that it is supposed to be negotiated annually. Jeff said that when Sheila was here, the library board and commissioners were involved only with signing the IGA agreement. Once the agreement was signed, they have never all sat down to negotiate the fee. Mary says that's what the problem is, and she would like to see it addressed for the future, so it becomes more of a concrete structure, so that we don't continue losing so much of the budget to the City of The Dalles. Corliss thought it would be a good idea to invite City Manager, Julie Krueger, to the next Board meeting, so that she can explain the formula, as well as explain how it is negotiated per the IGA.

New business – Wowbrary, is a new service that interacts with the catalog and sends out a weekly newsletter listing all the new items we've added to the collection that week. It's a great resource that isn't costing the library much. We want to get as many people signed up as possible. Mary asked if this was something for the whole district, or if it was just The Dalles. Jeff will double check. Each patron has to sign up themselves.

Financial review – No questions. Deward notes that the library is not using all of its budget. Jeff is doing a wise job in saving it, since in other cities and counties you could lose your funds if not spent.

Other items - Deward explained about a donation program offered through Fred Meyer and asked about having Library patrons signing up to be part of this, with the money going to the Library Foundation. Corliss explained how the library has already been involved with the program. But, we do need to publicize it again and will have Rita put it in the newsletter. Jeff mentioned that the Library is also signed up on Amazon Prime, so the Foundation also gets donation money from them (the customer has to be logged into Amazon Smile).

Vicki asked if the Library has a mission statement. Jeff will send a copy of the statement to the Board. She also asked if the Library is involved with the downtown trick or treat event. The library usually passes out candy at the front desk and this year we are also dressing up in costume.

Next meeting, November 16, 2021, at 4:30. Corliss asked about meeting in person, but Jeff says it doesn't look good at this time. We should just meet via Zoom.

Meeting adjourned at 5:25 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chairman

Mary Beechler, Vice Chairman

Deward Hext, Board Member

Tina Coleman, Board Member

Vicki Thomas, Board Member

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	39,194.61	151,823.20	527,043.00	375,219.80 28.8
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,877.43	8,159.86	43,532.00	35,372.14 18.7
004-2100-000.13-00	OVERTIME SALARIES	173.30	173.30	11,000.00	10,826.70 1.6
004-2100-000.21-10	MEDICAL INSURANCE	10,437.72	39,898.66	178,667.00	138,768.34 22.3
004-2100-000.21-20	L-T DISABILITY INSURANCE	204.08	871.69	3,468.00	2,596.31 25.1
004-2100-000.21-30	LIFE INSURANCE	32.01	123.07	533.00	409.93 23.1
004-2100-000.21-40	WORKERS COMP INSURANCE	22.69	1,002.91	1,699.00	696.09 59.0
004-2100-000.22-00	FICA	3,177.91	12,132.68	44,293.00	32,160.32 27.4
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,152.66	17,823.41	67,925.00	50,101.59 26.2
004-2100-000.28-00	VEBA CONTRIBUTIONS	33.60	2,077.91	8,714.00	6,636.09 23.9
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	15.00	760.00	240.00	(520.00) 316.7
004-2100-000.31-10	CONTRACTUAL SERVICES	16,734.23	47,810.15	193,460.00	145,649.85 24.7
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	293.67	1,329.79	5,580.00	4,250.21 23.8
004-2100-000.41-20	GARBAGE SERVICES	100.58	301.74	1,798.00	1,496.26 16.8
004-2100-000.41-40	ELECTRICITY	1,171.89	5,757.68	31,132.00	25,374.32 18.5
004-2100-000.43-10	BUILDINGS AND GROUNDS	(62.83)	6,639.12	47,150.00	40,510.88 14.1
004-2100-000.43-40	OFFICE EQUIPMENT	.00	.00	30,230.00	30,230.00 .0
004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	250.00	250.00 .0
004-2100-000.43-51	GAS/OIL/LUBRICANTS	.00	.00	.00	.00 .0
004-2100-000.43-52	LIBRARY VEHICLE	77.69	209.76	8,250.00	8,040.24 2.5
004-2100-000.43-77	HVAC SYSTEMS	.00	672.50	10,775.00	10,102.50 6.2
004-2100-000.52-10	LIABILITY	.00	5,217.52	5,495.00	277.48 95.0
004-2100-000.52-30	PROPERTY	.00	9,024.60	9,513.00	488.40 94.9
004-2100-000.52-50	AUTOMOTIVE	.00	748.55	800.00	51.45 93.6
004-2100-000.53-20	POSTAGE	.00	8.08	2,300.00	2,291.92 .4
004-2100-000.53-30	TELEPHONE	481.74	2,401.95	12,955.00	10,553.05 18.5
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	.00	16,550.00	16,550.00 .0
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	.00	17,485.00	17,485.00 .0
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	144.00	144.00	7,361.00	7,217.00 2.0
004-2100-000.60-10	OFFICE SUPPLIES	765.06	2,415.37	38,555.00	36,139.63 6.3
004-2100-000.60-20	JANITORIAL SUPPLIES	287.84	889.64	8,050.00	7,160.36 11.1
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	1,943.01	9,975.39	141,475.00	131,499.61 7.1
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	10,538.89	22,754.63	134,500.00	111,745.37 16.9
004-2100-000.64-30	LIBRARY PERIODICALS	244.82	590.35	5,800.00	5,209.65 10.2
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	2,214.01	7,482.47	61,350.00	53,867.53 12.2
004-2100-000.64-80	COMPUTER SOFTWARE	535.04	3,180.04	59,476.00	56,295.96 5.4
004-2100-000.69-50	MISCELLANEOUS EXPENSES	20.00	20.00	500.00	480.00 4.0
004-2100-000.69-80	ASSETS < \$5000	.00	.00	65,950.00	65,950.00 .0
004-2100-000.72-20	BUILDINGS	.00	.00	52,100.00	52,100.00 .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	95,810.65	362,420.02	1,856,704.00	1,494,283.98 19.5

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	9,143.64	36,574.56	100,580.00	64,005.44	36.4
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	909.09	3,636.36	10,000.00	6,363.64	36.4
004-9500-000.88-00 CONTINGENCY	.00	.00	128,000.00	128,000.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	52,437.00	52,437.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	785,000.00	785,000.00	.0
 TOTAL OTHER	 10,052.73	 40,210.92	 1,076,017.00	 1,035,806.08	 3.7
 TOTAL FUND EXPENDITURES	 105,863.38	 402,630.94	 2,932,721.00	 2,530,090.06	 13.7

STATS for 2021 -2022

Jul-21 Aug-21 Sep-21 Oct-21 Nov-21 Dec-21 Jan-21 Feb-21 Mar-21 Apr-21 May-21 Jun-21

VISITOR COUNT

5,293 5,188 4,960 5,939

INTERNET USERS

Lib. 295 Lib. 353 Lib.396 Lib. 390
byod 497 byod 487 byod 488 byod 572

Overdrive Read

233 223 234 221

Open EPUB ebook

2 3 6

Kobo Ebook

2 3 12 4

adobe PDF ebook

0 2 0 1

kindle book

212 159 161 178

adobe EPUB ebook

66 58 60 44

overdrive MP3 audio

257 294 294 259

Open PDF ebook

0 0 0 1

Pending (ebook)

11 16 14 18

Pending (audiobook)

7 24 39 21

overdrive Listens

428 524 604 537

streaming Video

0 0 0

LIBRARY2Go total

1,218 1,306 1,424 1,284

TUMBLEBOOKS

3 15 703 384

PATRONS ADDED

82 53 47 72

ILL'S SENT

1,162 1,099 1,156 1,154

ILL'S RECEIVED

589 701 582 646

MONTHLY CIRC

11,177 11,103 9,865 10,386

LIBRARY2GO

1,218 1,306 1,424 1,284

TOTAL CIRC

12,395 12,409 11,289 11,670

For The Dalles:

Youth Services

Date	Name of Event/Outreach	Number		Overall Total
		Attending	Number of kits	
10/6/2021	Baby Storytime	7		
10/13/2021	Baby Storytime	0		
10/20/2021	Baby Storytime	2		they weren't really here for storytime, but I convinced them to come sing a song
10/27/2021	Baby Storytime	0		
10/7/2021	Toddler Storytime	25		
10/14/2021	Toddler Storytime	11		Dinosaurs! Kids got tails & hats
10/21/2021	Toddler Storytime	20		
10/28/2021	Toddler Storytime	23		
10/1/2021	Friday Storytime	7		
10/8/2021	Friday Storytime	9		
10/29/2021	Friday Storytime	9		
10/14/2021	Special Needs class visit here	7		4 students, 3 adults
10/21/2021	Special Needs class visit here	7		4 students, 3 adults
10/28/2021	Special Needs class visit here			cancelled due to COVID
10/22/2021	Traveling Lantern: Robin Hood	35		first performer based program since Feb 2020
10/18/2021	Pre-school craft: Pumpkin glasses		11	
10/18/2021	age 5-10 craft: Halloween glitter globe		20	
10/20/2021	Family Science kit		8	
	Total	162	20	182

Teen Services

Date	Name of Event/Outreach	Number attending	Number of Views	Number of kits	Overall Total
10/1/2021	Inkober			28	
10/8/2021	Halloween door bells			29	
10/15/2021	Nightware Canvas			32	
10/22/2021	Dia de los Muertos wreath			14	
10/5/2021	...and then, what happened?	2			
10/15/2021	LGBTQ+ Book club	1			
10/19/2021	...and then, what happened?	1			
	TOTAL:	2	0	103	105

Adult Services

Date	Name of Event/Outreach	Number Reached/Attending	Number of Views/# if live	Number of kits	Overall Total
10/21/2021	3rd Thursday Book Club		7		in person and Zoom
October	Solve a Mystery puzzle kit			20	
all ages event	pumpkin decorating (photo contest)	7			people sent us photos of their pumpkins
	TOTAL	7	7	0	20
					34