

GENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Date: March 15, 2022, at 4:30  
**Location: via Zoom**

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

Topic: Library Board meeting

Time: Mar 15, 2022 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89518030380?pwd=OWhJRjZGUmxyK3hjU2dNVnNldkFvZz09>

Meeting ID: 895 1803 0380

Passcode: 263159

One tap mobile

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Dial by your location

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Meeting ID: 895 1803 0380

Passcode: 263159

Find your local number: <https://us02web.zoom.us/j/kk9NdzleX>

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

Wasco County Library Service District

Board meeting  
February 15, 2022  
Location: via Zoom

**SUBJECT TO APPROVAL**

Board members present: Mary Beechler, Corliss Marsh, Vicki Thomas, Tina Coleman, Deward Hext

Staff present: Jeff Wavrunek, Valerie Stephenson

Meeting called to order at: 4:34 pm

Minutes: Mary Beechler made the motion to accept the minutes as corrected. Vicki Thomas seconded; the vote was unanimous to accept the minutes.

No visitors or interested parties.

**Director's reports:**

**The Dalles** – The new employee started working; she has been great. Shows great initiative. *I Miss the Rain in Africa: Peace Corps as a third act*, an author event with Nancy Wesson, will be held on Monday, February 28th. Join us at 6:00 as Nancy reads an excerpt from her book and participates in a Q&A about her time in the Peace Corps and Uganda. A Galentine's Day Kit was very popular at the library this year. Galentine's Day is February 13th! This holiday debuted in 2010 in an episode of "Parks and Recreation" as a day for women to celebrate their female relationships. This kit focuses on self-care and includes a small art project. A Valentine Day's card making station at the library was popular as well. The children's wing has been busy.

**Maupin** – Maupin has received two Wasco County Cultural Trust grants, \$2,000 each. One for Traditional Warm Springs Dancers and Drummers to perform for the Maupin Daze Centennial event. And, one \$2,000 WCCT grant for a reprint of the *Chaff in the Wind*. An Oregon Humanities grant for \$4,000 to pay for a program with Delson Suppah from the Warm Springs Reservation to give an Oral History Chapter for *Chaff in the Wind* was awarded too. Lots of programs going on with increased attendance. We've had a Tea Blending Class, Felting Class, and a Power of Positive Intentions Class.

**Dufur** – (From Sarah's email) Things in Dufur have been good. Our teens have started coming back slowly after school started. We average 3 kids per evening and the knitters had a great start but the weather and COVID numbers have slowed them down again. Ursula has been working hard on advertising library activities on Facebook. She has been averaging about 3 check outs at the community meal and reads to 6 kids at the daycare and 15 at the preschool. The book fair is happening this week and has already been off to a good start.

**Old business:** The book club that received the complaint is still meeting with the approval of The City and County. The SIP agreement with Google has been approved between the City and the County. Now the taxing districts in Wasco County have to vote on a distribution method for the Community Service Fee, which is part of the SIP agreement. There are meetings planned for the end of February and early March with all the taxing districts to vote on their favorite distribution plan.

**New business:** For those that receive overdue notifications, you might have noticed something new recently. It is an "automatic renewal attempt." The wording you get is: "an automatic renewal attempt was made for the following items." It then goes on to list the item title and author, and the new due date. Even if you don't get email or text notifications, this is still happening. How does automatic renewal work? On your item's due date, our system will try to automatically renew it. You will receive an email or text letting you know which items were renewed and which items are still almost due. Most items can be renewed up to two times. Most physical items are eligible for automatic renewal. Some exceptions include: when another patron is waiting for the item, there are no renewals remaining, and your account is blocked due to fines or fees.

The Library Director is looking into whether Wowbrary is setup for the whole of Wasco County or just The Dalles Library. The Library Foundation is looking for new members. Please recommend good candidates to The Library Foundation or Library Director.

Financial: Nothing

Next meeting will be held at 4:30 on February 15, 2022, via Zoom.

Meeting adjourned at 5:21 pm.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Corliss Marsh, Chairman

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Mary Beechler, Vice Chairman

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Deward Hext, Board Member

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Tina Coleman, Board Member

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Vicki Thomas, Board Member

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

LIBRARY FUND

|                    | PERIOD ACTUAL             | YTD ACTUAL | BUDGET     | UNEXPENDED   | PCNT              |
|--------------------|---------------------------|------------|------------|--------------|-------------------|
| <u>LIBRARY</u>     |                           |            |            |              |                   |
| 004-2100-000.11-00 | REGULAR SALARIES          | 41,610.23  | 318,032.36 | 527,043.00   | 209,010.64 60.3   |
| 004-2100-000.12-00 | PARTTIME/TEMP SALARIES    | 2,250.45   | 17,772.58  | 43,532.00    | 25,759.42 40.8    |
| 004-2100-000.13-00 | OVERTIME SALARIES         | .00        | 247.35     | 11,000.00    | 10,752.65 2.3     |
| 004-2100-000.21-10 | MEDICAL INSURANCE         | 10,441.23  | 81,730.97  | 178,667.00   | 96,936.03 45.7    |
| 004-2100-000.21-20 | L-T DISABILITY INSURANCE  | 248.82     | 1,911.46   | 3,468.00     | 1,556.54 55.1     |
| 004-2100-000.21-30 | LIFE INSURANCE            | 38.24      | 256.02     | 533.00       | 276.98 48.0       |
| 004-2100-000.21-40 | WORKERS COMP INSURANCE    | 20.92      | 1,092.29   | 1,699.00     | 606.71 64.3       |
| 004-2100-000.22-00 | FICA                      | 3,303.01   | 25,379.52  | 44,293.00    | 18,913.48 57.3    |
| 004-2100-000.23-00 | RETIREMENT CONTRIBUTIONS  | 3,918.70   | 27,947.07  | 67,925.00    | 39,977.93 41.1    |
| 004-2100-000.28-00 | VEBA CONTRIBUTIONS        | 16.80      | 2,861.80   | 8,714.00     | 5,852.20 32.8     |
| 004-2100-000.29-00 | OTHER EMPLOYEE BENEFITS   | 10.00      | 800.00     | 240.00       | ( 560.00) 333.3   |
| 004-2100-000.31-10 | CONTRACTUAL SERVICES      | 430.57     | 72,279.05  | 193,460.00   | 121,180.95 37.4   |
| 004-2100-000.32-20 | SPECIAL LEGAL SERVICES    | .00        | .00        | 750.00       | 750.00 .0         |
| 004-2100-000.41-10 | WATER & SEWER             | 165.37     | 2,195.25   | 5,580.00     | 3,384.75 39.3     |
| 004-2100-000.41-20 | GARBAGE SERVICES          | 204.18     | 807.66     | 1,798.00     | 990.34 44.9       |
| 004-2100-000.41-40 | ELECTRICITY               | 2,292.17   | 13,113.40  | 31,132.00    | 18,018.60 42.1    |
| 004-2100-000.43-10 | BUILDINGS AND GROUNDS     | 508.76     | 7,996.10   | 47,150.00    | 39,153.90 17.0    |
| 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           | 47.52      | 378.63     | 8,250.00     | 7,871.37 4.6      |
| 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                   | 13.50      | 41.78      | 2,300.00     | 2,258.22 1.8      |
| 004-2100-000.53-30 | TELEPHONE                 | 598.33     | 4,798.03   | 12,955.00    | 8,156.97 37.0     |
| 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 | .00        | 535.00     | 7,361.00     | 6,826.00 7.3      |
| 004-2100-000.60-10 | OFFICE SUPPLIES           | .00        | 4,152.58   | 38,555.00    | 34,402.42 10.8    |
| 004-2100-000.60-20 | JANITORIAL SUPPLIES       | 337.24     | 2,054.95   | 8,050.00     | 5,995.05 25.5     |
| 004-2100-000.60-85 | SPECIAL DEPT SUPPLIES     | 6,001.88   | 33,642.98  | 141,475.00   | 107,832.02 23.8   |
| 004-2100-000.64-20 | LIBRARY BOOKS AND BINDING | 9,928.73   | 58,325.20  | 134,500.00   | 76,174.80 43.4    |
| 004-2100-000.64-30 | LIBRARY PERIODICALS       | 235.81     | 923.75     | 5,800.00     | 4,876.25 15.9     |
| 004-2100-000.64-40 | AUDIO/VISUAL MATERIALS    | 558.77     | 18,576.22  | 61,350.00    | 42,773.78 30.3    |
| 004-2100-000.64-80 | COMPUTER SOFTWARE         | .00        | 4,530.35   | 59,476.00    | 54,945.65 7.6     |
| 004-2100-000.69-50 | MISCELLANEOUS EXPENSES    | .00        | 20.00      | 500.00       | 480.00 4.0        |
| 004-2100-000.69-80 | ASSETS < \$5000           | .00        | 13,471.19  | 65,950.00    | 52,478.81 20.4    |
| 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      |                           | 83,181.23  | 731,536.71 | 1,856,704.00 | 1,125,167.29 39.4 |

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

LIBRARY FUND

|                    |                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEXPENDED   | PCNT |
|--------------------|---------------------------|---------------|------------|--------------|--------------|------|
|                    | <u>OTHER</u>              |               |            |              |              |      |
| 004-9500-000.81-01 | TO GENERAL FUND           | 9,143.64      | 73,149.12  | 100,580.00   | 27,430.88    | 72.7 |
| 004-9500-000.81-10 | TO UNEMPLOYMENT FUND      | .00           | .00        | .00          | .00          | .0   |
| 004-9500-000.81-37 | TO CAPITAL PROJECT FUND   | 909.09        | 7,272.72   | 10,000.00    | 2,727.28     | 72.7 |
| 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     | 80,421.84  | 1,076,017.00 | 995,595.16   | 7.5  |
|                    | TOTAL FUND EXPENDITURES   | 93,233.96     | 811,958.55 | 2,932,721.00 | 2,120,762.45 | 27.7 |

| STATS for 2021 -2022           | Jul-21                  | Aug-21                  | Sep-21                 | Oct-21                  | Nov-21                  | Dec-21                  | Jan-21                 | Feb-21             | Mar-2 |
|--------------------------------|-------------------------|-------------------------|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------|-------|
| <b>VISITOR COUNT</b>           | 5,293                   | 5,188                   | 4,960                  | 5,939                   | 6,390                   | 4,544                   | 4,956                  | 5,657              |       |
| <b>INTERNET USERS</b>          | Lib. 295<br>byod<br>497 | Lib. 353<br>byod<br>487 | Lib.396<br>byod<br>488 | Lib. 390<br>byod<br>572 | Lib. 376<br>byod<br>616 | Lib. 455<br>byod<br>547 | Lib.466<br>byod<br>587 | Lib.514<br>byod 95 |       |
| <b>Overdrive Read</b>          | 233                     | 223                     | 234                    | 221                     | 252                     | 231                     | 213                    | 196                |       |
| <b>Open EPUB ebook</b>         | 2                       | 3                       | 6                      |                         | 1                       | 2                       | 4                      | 4                  |       |
| <b>Kobo Ebook</b>              | 2                       | 3                       | 12                     | 4                       | 12                      | 6                       | 11                     | 7                  |       |
| <b>adobe PDF ebook</b>         | 0                       | 2                       | 0                      | 1                       | 3                       | 1                       | 0                      | 0                  |       |
| <b>kindle book</b>             | 212                     | 159                     | 161                    | 178                     | 143                     | 188                     | 214                    | 186                |       |
| <b>adobe EPUB<br/>ebook</b>    | 66                      | 58                      | 60                     | 44                      | 61                      | 55                      | 50                     | 47                 |       |
| <b>overdrive MP3<br/>audio</b> | 257                     | 294                     | 294                    | 259                     | 197                     | 249                     | 230                    | 218                |       |
| <b>Open PDF ebook</b>          | 0                       | 0                       | 0                      | 1                       | 0                       | 0                       | 0                      | 0                  |       |
| <b>Pending (ebook)</b>         | 11                      | 16                      | 14                     | 18                      | 16                      | 18                      | 25                     | 11                 |       |
| <b>Pending<br/>(audiobook)</b> | 7                       | 24                      | 39                     | 21                      | 17                      | 18                      | 39                     | 17                 |       |
| <b>overdrive Listens</b>       | 428                     | 524                     | 604                    | 537                     | 571                     | 507                     | 530                    | 510                |       |
| <b>Advantage</b>               | 0                       | 0                       | 0                      | 0                       | 0                       | 0                       | 0                      | 1450               |       |
| <b>LIBRARY2Go<br/>total</b>    | 1,218                   | 1,306                   | 1,424                  | 1,284                   | 1,273                   | 1,275                   | 1,316                  | 2,646              |       |
| <b>TUMBLEBOOKS</b>             | 3                       | 15                      | 703                    | 384                     | 356                     | 196                     | 51                     | 47                 |       |
| <b>PATRONS ADDED</b>           | 82                      | 53                      | 47                     | 72                      | 53                      | 31                      | 56                     | 49                 |       |
| <b>ILL'S SENT</b>              | 1,162                   | 1,099                   | 1,156                  | 1,154                   | 1,270                   | 1,116                   | 1,266                  | 1,098              |       |
| <b>ILL'S RECEIVED</b>          | 589                     | 701                     | 582                    | 646                     | 667                     | 608                     | 619                    | 594                |       |
| <b>MONTHLY CIRC</b>            | 11,177                  | 11,103                  | 9,865                  | 10,386                  | 10,421                  | 9,915                   | 11,637                 | 11,903             |       |
| <b>LIBRARY2GO</b>              | 1,218                   | 1,306                   | 1,424                  | 1,284                   | 1,273                   | 1,275                   | 1,316                  | 2,646              |       |
| <b>TOTAL CIRC</b>              | 12,395                  | 12,409                  | 11,289                 | 11,670                  | 11,694                  | 11,190                  | 12,953                 | 14,549             |       |

Program stats: The Dalles Public Library

## Youth Services

| <i>Date</i>  | <i>Name of Event/Outreach</i>                | <i>Number<br/>Attending</i> | <i>Number<br/>of kits</i> | <i>Overall<br/>Total</i> |
|--------------|--|-----------------------------|---------------------------|--------------------------|
| 2/2/2022     | Baby Storytime                               | 0                           |                           |                          |
| 2/9/2022     | Baby Storytime                               | 0                           |                           |                          |
| 2/16/2022    | Baby Storytime                               | 0                           |                           |                          |
| 2/23/2022    | Baby Storytime                               | 3                           |                           |                          |
| 2/3/2022     | Toddler Storytime                            | 0                           |                           |                          |
| 2/10/2022    | Toddler Storytime                            | 27                          |                           |                          |
| 2/17/2022    | Toddler Storytime                            | 23                          |                           |                          |
| 2/24/2022    | Toddler Storytime                            | 43                          |                           |                          |
| 2/4/2022     | Friday Morning Storytime                     | 15                          |                           |                          |
| 2/11/2022    | Friday Morning Storytime                     | 12                          |                           |                          |
| 2/18/2022    | Friday Morning Storytime                     | 9                           |                           |                          |
| 2/25/2022    | Friday Morning Storytime                     | 5                           |                           |                          |
| 2/4/2022     | Fun Fridays - stamp pad art                  | 9                           |                           |                          |
| 2/11/2022    | Fun Fridays -valentine cards                 | 15                          |                           |                          |
| 2/18/2022    | Fun Fridays                                  | 17                          |                           |                          |
| 2/25/2022    | Fun Fridays                                  | 19                          |                           |                          |
| 2/9/2022     | Beginning Readers Book Club                  | 5                           |                           |                          |
| 2/16/2022    | Chapter Book book club                       | 2                           |                           |                          |
| February     | Pre-school activity kit - bookmarks          |                             | 19                        |                          |
| February     | School Age activity kit - Valentine Sand Art |                             | 29                        |                          |
| February     | Family Science kit - Palm Pipes              |                             | 14                        |                          |
| <b>TOTAL</b> |  | <b>204</b>                  | <b>0</b>                  | <b>62</b>                |
|              |  |                             |                           | <b>266</b>               |

## Teen Services

| <i><b>Date</b></i> | <i><b>Name of Event/Outreach</b></i> | <b>Number attending</b> | <b>Number of views, if recorded</b> | <b>Number of kits</b> |            |
|--------------------|--------------------------------------|-------------------------|-------------------------------------|-----------------------|------------|
| Feb 1 2022         | Writing/book club                    | 2                       |                                     |                       |            |
| Feb 15 2022        | Writing/book club                    | 2                       |                                     |                       |            |
| Feb 18 2022        | LGBTQ book club                      | 0                       |                                     |                       |            |
| Feb 4th            | Valentine Lantern                    |                         |                                     | 27                    |            |
| Feb 1-14th         | Valentine Cards                      | 8                       |                                     |                       |            |
| Feb 11 2022        | Tie Dyed Coasters                    |                         |                                     | 24                    |            |
| feb 25 2022        | Sushi Candy                          |                         |                                     | 25                    |            |
| feb                | Gaming console                       | 2                       |                                     |                       |            |
| 2/3/2022           | Magic - D&D                          | 2                       |                                     |                       |            |
| 2/10/2022          | Magic - D&D                          | 2                       |                                     |                       |            |
| 2/17/2022          | Magic - D&D                          | 3                       |                                     |                       |            |
| 2/24/2022          | Magic - D&D                          | 5                       |                                     |                       |            |
| <b>TOTAL</b>       |                                      | <b>26</b>               | <b>0</b>                            | <b>76</b>             | <b>102</b> |

## Adult Services

|                 |                                    | <b>Number Attending</b> | <b>Number of views if recorded</b> | <b>Number of kits</b> |            |
|-----------------|------------------------------------|-------------------------|------------------------------------|-----------------------|------------|
| Feb. 3, 2022    | Whodunnit                          | 6                       |                                    |                       |            |
| 2/10/2022       | Pride Book Club                    |                         |                                    |                       |            |
| 2/17/2022       | 3rd Thursday Book Club             | 8                       |                                    |                       |            |
| Feb. 8,2022     | Galentine's Day Kit                |                         |                                    | 41                    |            |
| Feb. 1-14, 2022 | Valentine's Day Card DIY (passive) | 75                      |                                    |                       |            |
| Feb. 28, 2022   | Nancy Wesson Author Event          |                         |                                    |                       |            |
| <b>TOTAL</b>    |                                    | <b>75</b>               | <b>0</b>                           | <b>41</b>             | <b>116</b> |



## MAUPIN STATISTICS:

| <b>Circulating Library</b> | <b>Shelving Location</b> | <b>Month/Year</b> | <b>Circ Count</b> |
|----------------------------|--------------------------|-------------------|-------------------|
| WC-SWCL                    | ASK AT DESK              | 2022-02           | 1                 |
| WC-SWCL                    | AUDIOBOOKS               | 2022-02           | 13                |
| WC-SWCL                    | BOARD BOOKS              | 2022-02           | 25                |
| WC-SWCL                    | CHILDREN'S DVDS          | 2022-02           | 6                 |
| WC-SWCL                    | CHILDREN'S NON-FICTION   | 2022-02           | 22                |
| WC-SWCL                    | DVDS                     | 2022-02           | 131               |
| WC-SWCL                    | EARLY READERS            | 2022-02           | 52                |
| WC-SWCL                    | FICTION                  | 2022-02           | 164               |
| WC-SWCL                    | GRAPHIC NOVELS           | 2022-02           | 8                 |
| WC-SWCL                    | JUNIOR FICTION           | 2022-02           | 33                |
| WC-SWCL                    | JUNIOR NON-FICTION       | 2022-02           | 20                |
| WC-SWCL                    | LARGE PRINT              | 2022-02           | 10                |
| WC-SWCL                    | LIBROS EN ESPANOL        | 2022-02           | 2                 |
| WC-SWCL                    | NEW BOOKS                | 2022-02           | 1                 |
| WC-SWCL                    | NON-FICTION              | 2022-02           | 65                |
| WC-SWCL                    | OBOB                     | 2022-02           | 10                |
| WC-SWCL                    | PICTURE BOOKS            | 2022-02           | 105               |
| WC-SWCL                    | YOUNG ADULT FICTION      | 2022-02           | 5                 |
| WC-SWCL                    | YOUNG ADULT NON-FICTION  | 2022-02           | 2                 |
| <b>TOTAL:</b>              |                          |                   | <b>675</b>        |

Programming stats:

February STATS:

7 new patrons registered

February in the Library....

Celebrated Black History Month with a display

Positive Intentions Class 7 in attendance

Tea Blending Class - 15 in attendance

Felting Class - 16 in attendance

OBOB each Tuesday - 5 in attendance

STEM Wednesdays - 3 participants

**DUFUR STATISTICS:**

There were 604 transactions on books for the month of February and 32 transactions on DVD's.

We had two family nights for the book fair; 3 adult activities with 2 patrons each time and two teen activities with 4 patrons.

Potlatch was attended 4 times with an average of 4 people checking out (there have only been 10 people coming to potlatch but that is increasing).

There were 4 storytimes at daycares this month averaging 7 attendees.

Preschool story times were 8 with an average of 15 people in attendance.