

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: June 21, 2022, at 4:30

Location: The Dalles Library, and via Zoom

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

Topic: Library Board Meeting

Time: Jun 21, 2022 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81984272044?pwd=WmFDR1o0V2cxMkRRYXF4UUR2THdndz09>

Meeting ID: 819 8427 2044

Passcode: 613976

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Library van
 - b. Library Board training today
- VI. NEW BUSINESS
 - a. July long-term planning session
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board meeting
May 18, 2022
Location: The Dalles, and via Zoom

SUBJECT TO APPROVAL

Board members attending: Deward Hext, Mary Beechler, Corliss Marsh, Tina Coleman

Staff members attending: Jeff Wavrunek

Meeting was called to order at: 4:36 pm.

Minutes: on the 2nd page under Dufur's report it says the kids read over 52,000 books; it should be minutes, not books. Mary Beechler moved to accept the minutes as amended, seconded by Tina Coleman; vote was unanimous, the minutes were accepted.

Visitors and interested parties: Dianna Bailey

Director's reports:

Maupin: submitted via email - Chaff in the Wind is completed and sitting here at the library. We have already sold 5 copies, and will have them featured this weekend at the Maupin Daze events. Thanks to the Wasco County Cultural Trust, the City of Maupin, and the Oregon Humanities for helping make this possible.

May 6th we had a community art show at the library with 17 artists, including 2 junior high youth showing their work. 20 people were in attendance.

We have been working with Canyon Rim Assisted Living, they bring a bus down to the library twice a month to use the library, and we are finding simple programs for them to enjoy.

Maupin Daze is this weekend, with the Warm Springs Drummers and Dancers performing in the park (again, thank you to the Wasco County Cultural Trust). The parade is at 10 and the drummers and dancers perform at 11:00.

The SWCL Foundation will hold its annual book sale on the library patio during Maupin Daze, the Library will be on the patio signing kids up for summer reading program and doing faux tie dye book bags for a craft.

I have finished the EDI Cohort with LEO

The Wasco County Health Department is going to start using one of our reading rooms once a month to do outreach, and provide assistance to our underserved population in getting signed up for Oregon Health Plan and WIC.

I've been asked to serve on the LEO Board to represent our area. This position will start in July. I'm very honored to be asked to serve and be a voice for our neck of the woods.

Dufur: submitted via email - Summer reading plans are submitted with guest speakers and some fun crafts planned. The summer reading program will run June 16th-July 28th. I am looking forward to having in-person programs this year.

Teen Take Over is also in the works. Teen take over will be June 21st - August 16th. I was able to get a virtual program, learning the history behind the lotus paper lanterns, and teaching the kids how to make a paper lantern.

Potlatch has been a great outreach; Ursula has been able to make some great connections with community members, as she has started to bring more library items to them. They are really enjoying being able to put books and movies on hold from other libraries.

Daycare outreach is going well. The numbers there are staying pretty consistent but will change over the summer. Ursula and I have discussed some different ways to include the daycare in our summer reading program. We don't have it completely figured out yet, but we do have some good ideas.

The Dalles: The new city manager will be making a visit to the library. Jeff will have regular meetings with him. The city safety officer made a visit to the library last Friday and found several areas that need addressing. A lot of things he brought up would be expensive such as the single pane windows, sunken floor, sidewalks, and patio. City maintenance is responsible for the majority of it. The safety officer also wants the library to do some spring cleaning. Staff has started cleaning, and it's looking good. Some new face-out shelving has been added to the new book section. The books are still in the process of being shifted to the new shelves.

The Summer Reading pamphlet has just been printed; it is the best Summer Reading pamphlet we've ever had. Extremely professional looking, very attractive. The programmers for the summer reading have done an awesome job. Lots of activities and events; some great prizes.

We've hired a new page who has just started. She's doing a great job and the rest of the staff like her.

City budget committee meeting went well. The library outreach van and new website were approved.

Old Business: None

New business: Corliss and Jeff will be meeting with Matthew Klebes, the new city manager, and Tyler Stone, next week. What does the Board want them to bring up? There was discussion about the almost 50% increase in the administrative fee, and the Intergovernmental Agreement, which has not been negotiated for many years. The main concern is the amount the library pays for the administrative fee, and that the IGA, which is supposed to be negotiated on a regular basis, is not being negotiated

Financial review: There was some concern about the percentage of the budget that has been spent. Jeff pointed out that there are some costs, such as new shelving, that have not been subtracted from the budget. There was a short discussion about staffing, as there is still one position not filled.

Other business: Mary Beechler had a question about a section in the IGA, regarding the amount of money spent on books.

Next meeting will be: The Dalles Library at 4:30 pm.

Meeting adjourned at: 5:44 pm

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

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	42,802.19	446,111.32	527,043.00	80,931.68 84.6
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,200.94	24,819.00	43,532.00	18,713.00 57.0
004-2100-000.13-00	OVERTIME SALARIES	36.27	365.24	11,000.00	10,634.76 3.3
004-2100-000.21-10	MEDICAL INSURANCE	11,419.59	116,015.99	178,667.00	62,651.01 64.9
004-2100-000.21-20	L-T DISABILITY INSURANCE	320.52	2,873.02	3,468.00	594.98 82.8
004-2100-000.21-30	LIFE INSURANCE	46.50	395.51	533.00	137.49 74.2
004-2100-000.21-40	WORKERS COMP INSURANCE	24.38	1,164.52	1,699.00	534.48 68.5
004-2100-000.22-00	FICA	3,424.81	35,597.18	44,293.00	8,695.82 80.4
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	5,411.94	41,023.98	67,925.00	26,901.02 60.4
004-2100-000.28-00	VEBA CONTRIBUTIONS	16.80	2,912.20	8,714.00	5,801.80 33.4
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	10.00	830.00	240.00	(590.00) 345.8
004-2100-000.31-10	CONTRACTUAL SERVICES	1,352.24	86,930.59	193,460.00	106,529.41 44.9
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	250.00	750.00	500.00 33.3
004-2100-000.41-10	WATER & SEWER	167.17	2,681.06	5,580.00	2,898.94 48.1
004-2100-000.41-20	GARBAGE SERVICES	103.60	1,017.88	1,798.00	780.12 56.6
004-2100-000.41-40	ELECTRICITY	1,407.23	17,868.28	31,132.00	13,263.72 57.4
004-2100-000.43-10	BUILDINGS AND GROUNDS	1,155.72	9,895.54	47,150.00	37,254.46 21.0
004-2100-000.43-40	OFFICE EQUIPMENT	.00	861.98	30,230.00	29,368.02 2.9
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	111.27	643.34	8,250.00	7,606.66 7.8
004-2100-000.43-77	HVAC SYSTEMS	.00	1,210.75	10,775.00	9,564.25 11.2
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	75.30	2,300.00	2,224.70 3.3
004-2100-000.53-30	TELEPHONE	606.92	6,610.20	12,955.00	6,344.80 51.0
004-2100-000.58-10	TRAVEL, FOOD & LODGING	196.01	2,684.72	16,550.00	13,865.28 16.2
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	4,010.00	17,485.00	13,475.00 22.9
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	1,343.00	7,361.00	6,018.00 18.2
004-2100-000.60-10	OFFICE SUPPLIES	853.66	7,664.98	38,555.00	30,890.02 19.9
004-2100-000.60-20	JANITORIAL SUPPLIES	204.27	3,009.50	8,050.00	5,040.50 37.4
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	12,349.92	65,891.95	141,475.00	75,583.05 46.6
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	12,027.03	89,198.18	134,500.00	45,301.82 66.3
004-2100-000.64-30	LIBRARY PERIODICALS	.00	1,887.83	5,800.00	3,912.17 32.6
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,942.84	26,773.81	61,350.00	34,576.19 43.6
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		98,191.82	1,035,629.06	1,856,704.00	821,074.94 55.8

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2022

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER</u>					
004-9500-000.81-01	TO GENERAL FUND	9,143.60	100,580.00	100,580.00	.00	100.0
004-9500-000.81-10	TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37	TO CAPITAL PROJECT FUND	909.10	10,000.00	10,000.00	.00	100.0
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	10,052.70	110,580.00	1,076,017.00	965,437.00	10.3
	TOTAL FUND EXPENDITURES	108,244.52	1,146,209.06	2,932,721.00	1,786,511.94	39.1

The Dalles May 2022 circulation stats

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	6,390	4,544	4,956	5,657	7,220	7,862	6,105	
INTERNET USERS	Lib. 295 byod 497	Lib. 353 byod 487	Lib.396 byod 488	Lib. 390 byod 572	Lib. 376 byod 616	Lib. 455 byod 547	Lib.466 byod 587	Lib.514 byod 558	Lib. 699 byod 692	Lib. 575 byod 678	Lib. 596 byod 747	
Overdrive Read	233	223	234	221	252	231	213	196	263	180	264	
Open EPUB ebook	2	3	6		1	2	4	4	2	1	0	
Kobo Ebook	2	3	12	4	12	6	11	7	6	5	9	
adobe PDF ebook	0	2	0	1	3	1	0	0	0	0	0	
kindle book	212	159	161	178	143	188	214	186	207	198	221	
adobe EPUB ebook	66	58	60	44	61	55	50	47	50	63	63	
overdrive MP3 audio	257	294	294	259	197	249	230	218	244	204	236	
Open PDF ebook	0	0	0	1	0	0	0	0	0	0	0	
Pending (ebook)	11	16	14	18	16	18	25	11	31	16	13	
Pending (audiobook)	7	24	39	21	17	18	39	17	24	16	24	
overdrive Listens	428	524	604	537	571	507	530	510	576	541	621	
Advantage	0	0	0	0	0	0	0	1,450	1,501	1440	1627	
LIBRARY2Go total	1,218	1,306	1,424	1,284	1,273	1,275	1,316	2,646	2,904	2,664	3,078	
TUMBLEBOOKS	3	15	703	384	356	196	51	47	33	27	39	
PATRONS ADDED	82	53	47	72	53	31	56	49	78	74	66	
ILL'S SENT	1,162	1,099	1,156	1,154	1,270	1,116	1,266	1,098	1,163	1,037	1,003	
ILL'S RECEIVED	589	701	582	646	667	608	619	594	705	576	593	
MONTHLY CIRC	11,177	11,103	9,865	10,386	10,421	9,915	11,637	11,903	13,259	12,492	13,139	
LIBRARY2GO	1,218	1,306	1,424	1,284	1,273	1,275	1,316	2,646	2,904	2,664	3,078	
TOTAL CIRC	12,395	12,409	11,289	11,670	11,694	11,190	12,953	14,549	16,163	15,156	16,217	

Youth Services

Date	Name of Event/Outreach	Books given away		Number of kits	Overall Total	
		Number Attending	Attending			
5/4/2022	Baby Storytime	6			6	6 fun time
5/11/2022	Baby Storytime	6			6	
5/25/2022	Baby Storytime	5			5	
5/5/2022	Toddler Storytime	25			25	
5/12/2022	Toddler Storytime	23			23	
5/19/2022	Toddler Storytime	23			23	
5/26/2022	Toddler Storytime	21			21	
5/13/2022	Friday Morning Storytime	14			14	
5/20/2022	Friday Morning Storytime	4			4	4 really nice day, no wind or rain
5/27/2022	Friday Morning Storytime	11			11	11 all new faces today, none of the regulars
5/11/2022	Beginning Readers Book Club	3				Also had 2 adults and one older brother
5/18/2022	Chapter Books Book Club	5				plus 3 adults
5/13/2022	Fun Friday	25				
5/20/2022	Fun Friday	19				
5/27/2022	Fun Friday	15				this will be the final of the school year
5/1/2022	Pre-school craft kit			36	36	
5/1/2022	School Age craft kit			48	48	
5/21/2022	Preschool cherry blossom			30		
5/21/2022	School Age cherry blossom			30		
5/3/2022	Snappdragon Yoga			??		
5/10/2022	Snappdragon Yoga			??		
5/17/2022	Snappdragon Yoga			??		
5/24/2022	Snappdragon Yoga			??		
5/1/2022	Family Science			14		apparently numbers are not being recorded final kit (the leftovers)
5/21/2022	Children's Fair	250	1,000	0	158	yearly event held at City Park; our table was one of many involved. We gave away books.
	TOTAL		1205		1363	

The Dalles May 2022 program stats

The Dalles May 2022 program stats

Adult Services

	Number of			
	Number	views if		
	Attending	recorded	Number of kits	
5/5/2022 Whodunnit	6			6
5/12/2022 PRIDE Book Club	4			4
5/19/2022 3rd Thursday Book Club	6			6
5/11/2022 Sticks in Stacks	11			11
5/12/2022 Art 101	16			16
5/19/2022 Art 101	7			7
5/2/2022 Nancy Wesson Author Talk	17			17
5/26/2022 Art 101	7			7
5/22/2022 Take & Make: silk scarf			30	
5/1-5/28 Craft Helps	2			
5/17/2022 Sci FI BKCLB Ministry for the Future	3			
5/13/2022 Windowsill Herb Garden			27	
TOTAL	79	0	30	109

All Ages Events

May the Fourth	May the Fourth	400		400
May the Fourth	A New Hope Movie	50		50
May the Fourth	Boba Tea		70	70
5/2/22-5/7/22	5/18/2022 The Floor is Lava	20		20
	Mother's Day Cards (passive activity)	120		120
	5/2/2022 Culture Box: Japan		50	50
	5/19/2022 Yuki Origami (zoom)	7		7
Total		597	0	717

Dufur Statistics for May 2022:

Circulation:

DVD's 37

Non Fiction 205

E 183

Prek 43

Fiction 86

Programming:

Children's programs 56 (average 20 in attendance each time)

Teen 9 programs (average 4 in attendance each time)

8 preschool programs (average 15 in attendance each time)

4 day care programs (average 7 in attendance each time)

4 outreach Potlatch programs (average 12 in attendance each time)

Maupin statistics for May:

Nothing submitted

CUSTOMER

The Dalles-Wasco County Library
Jeff Wavrunek
722 Court Street
The Dalles, OR 97058
541.506.2042

QUOTE/PROJECT DESCRIPTION

Farber Sprinter Bookmobile
Mercedes Sprinter 3500, 170" Wheelbase, High Roof, Extended Length

TOTAL UNIT PRICE **\$228,613.00**

CONTACT	DELIVERY	SHIPPED VIA	F.O.B.	TERMS	DATE
Brock Templin	200 Days After Receipt of Chassis	Farber		30/70 or PO	15-Jun-22

QUANTITY		UNIT PRICE	TOTAL PRICE
1	FSV Sprinter Bookmobile	\$ 119,433.00	\$ 119,433.00
14	Custom Book Mobile (per foot)	\$ 310.00	\$ 4,340.00
1	4X4 Upgrade	\$ 8,500.00	\$ 8,500.00

Model Upgrade Pricing

INTERIOR OPTIONS

1	Wheelchair/Bookcart Lift, automatic, ADA approved, Above Floor	\$ 6,590.00	\$ 6,590.00
14	Aluminum, Powdercoat White, Removable, Adjustable Book Shelves (per foot)	INCLUDED	INCLUDED
5	Aluminum, Powdercoat White, Removable Single Sided Bookcart	\$ 1,500.00	\$ 7,500.00
5	Aluminum, Powdercoat White, Removable Single Sided Bookcart (Shipped Loose)	\$ 1,500.00	\$ 7,500.00
1	Equipment Cart, Laptop/Tablet Storage & Charging	\$ 880.00	\$ 880.00
3	Air lift tie down	\$ 410.00	\$ 1,230.00
5	Fixed Window	\$ 475.00	\$ 2,375.00
1	Aluminum, Powdercoat White, Removable Workstation	\$ 240.00	\$ 240.00
1	Overhead Cabinet, Removable	\$ 1,180.00	\$ 1,180.00

EXTERIOR OPTIONS

1	Lateral arm box awning, Sunbrella color selection, 177" L	\$ 4,720.00	\$ 4,720.00
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GREEN TECHNOLOGY OPTIONS

0	Solar Charging System: Includes (2ct) 100W solar panels, charge controller, remote panel	\$ 2,930.00	\$ -
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FINISHES & UPGRADES

1	Commercial Grade Vinyl Flooring	\$ 1,655.00	\$ 1,655.00
0	Graphics Package; 50% Coverage	\$ 4,500.00	\$ -
0	Graphics Package; 75% Coverage	\$ 7,000.00	\$ -
1	Graphics Package; 100% Coverage	\$ 9,500.00	\$ 9,500.00

LIGHTING

1	Interior LED Lighting Package	\$ 3,660.00	\$ 3,660.00
2	Exterior LED Scene Lights	\$ 460.00	\$ 920.00

H.V.A.C.

1	Auxiliary Heating/Cooling unit	\$ 11,800.00	\$ 11,800.00
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GENERATORS & POWER SUPPLIES

1	1000W Inverter: Includes 5 interior receptacles & 1 exterior receptacle	\$ 3,116.00	\$ 3,116.00
1	25', 30Amp Shorecord w/ Reducing Adapters	\$ 340.00	\$ 340.00

AUDIO/VIDEO OPTIONS

0	Commercial LCD monitor, 32": Removable, Includes exterior V-Mount bracket and interior storage bracket	\$ 740.00	\$ -
0	PA System w/ 2 Interior speakers & 2 exterior speakers	\$ 2,800.00	\$ -

SATELLITE & CONNECTIVITY

0	Cradlepoint IBR900 Wi-Fi Router (Dual Carrier w/ manual switching)	\$ 1,450.00	\$ -
1	Cradlepoint IBR1700 Wi-Fi Router (Dual Carrier w/ auto switching)	\$ 2,834.00	\$ 2,834.00

EXTERIOR DOOR OPTIONS

1	Sprinter Bus Package: Includes Swivel Seats and Bus Style Doors	\$ 25,800.00	\$ 25,800.00
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DELIVERY AND TRAINING

1	Transportation of vehicle to customer. Full training included.	\$ 4,500.00	\$ 4,500.00
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TOTAL UNIT PRICE WITH TAX **\$228,613.00**

SPECIAL NOTES AND INSTRUCTIONS

Once signed, please fax, mail or email to the provided address.
Above information is not an invoice and only an estimate of services/goods described above.
Payment will be collected in prior to provision of services/goods described in this quote.

Thank you for your business!

Please confirm your acceptance of this quote by signing this document.

Signature

Print Name

Date