

**AGENDA**  
**WASCO COUNTY LIBRARY SERVICE DISTRICT**  
**BOARD MEETING**

Date: September 20, 2022, at 2:30 p.m.  
Location: The Dalles Library, and via Zoom

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81564707880?pwd=cHJUMldDV0JvWHJiaC9KLzhvZTZoZz09>

Meeting ID: 815 6470 7880

Passcode: 134517

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 312 626 6799 US (Chicago)
- +1 386 347 5053 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)

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

**Wasco County Library Service District**  
**Board meeting**  
**July 19, 2022**  
**Location: The Dalles, and via Zoom**

Board members attending: Corliss Marsh, Vicki Thomas, Deward Hext

Staff members attending: Jeff Wavrunek, Rita Squires

Meeting was called to order at 3:31 pm

Minutes: No changes necessary, Vicki Thomas moved to approve, seconded by Deward Hext, passed unanimously.

Visitors and interested parties: none

Director's reports:

**The Dalles** Jeff has met with the City Manager regarding storage space; the City is looking at expanding the existing storage building in the upper parking lot by the Book Barn. There is a possibility that the Library would be able to share that space with the City.

Staffing has been an issue recently, as COVID has hit several employees. In addition, we had a couple folks out with previously scheduled vacations.

We're sending two people to an all-day book mending workshop on Friday. Two others are at a weeklong art class training, being held at Maryhill Museum. They'll come back with lots of ideas for programs through this professional development training.

**Maupin** Not here

**Dufur** (report via email) We have been having a great turnout for the summer reading program and the Teen Takeover. We have two more Summer Reading Programs left this year and 5 more Teen Takeovers.

This year for summer reading I am not giving out prizes. The kids are reading for jewels and creating bracelets. Parents have commented on how they appreciate not having junk go home and that this has really encouraged kids to read. The reptile man was well attended bringing in 130 people. The Teen Takeover has averaged about 6 kids (the teens are getting jobs and a life, and are getting busier so they miss more library events).

The part-time employee that was hired last year will be leaving August 3rd. I am working with the city on hiring a new person to fill this position. In the meantime, the plan is to hire a temporary person to keep up the outreach portion

**Old business** – Update on the website and outreach van. We're scheduled to be on the City Council agenda in September for approval of the van. We're going through a buying cooperative called OMNIA Partners, so we won't need competitive bids. The company is called Farber Specialty Vehicles, they've given us a quote of \$219,689.

The website is also being redone; Jeff has sent the contracts that we would need to sign, to the City Attorney. The contracts need to be reworded, to fit Oregon law. The new website will be much easier for our county library staff to update, and includes a more functional calendar. The cost will be about \$33,000, and includes a new logo.

There was a discussion about short story dispensers (they were displayed at PLA). Very simply, you push a button, select the appropriate age, such as children, teen, or adult, and you get a 2-3-minute story printed out like a cash register receipt. What is so exciting is that we can partner with local schools. A student could write a story, and it would be used in the dispenser and made available to the community to read. Imagine pushing a button in a public space like Fred Myer, and you read a story from a student at Chenoweth or Colonel Wright. It really helps kids engage in reading and writing. One of the features is that when the story prints out, it will include our logo, name, address, etc. The Library Director has written a grant to purchase three of them, one for each of the libraries to use. If the grant doesn't work out, money has been placed in the budget to purchase the dispensers.

**New business** – The Director had already mentioned possibly sharing a storage shed with the City, but in the meantime, we are looking at getting temporary storage.

**Financial review** – The financial report is for the month of June, though it is not yet complete, as there are still expenditures that will get put on next month.

**Statistics** – no comments

Next meeting will be September 20, 2022 at The Dalles Library at 2:30 pm

Meeting adjourned at: 4:17 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 2 MONTHS ENDING AUGUST 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	43,301.21	86,838.79	577,254.00	490,415.21 15.0
004-2100-000.12-00	PARTTIME/TEMP SALARIES	5,536.63	10,651.51	33,488.00	22,836.49 31.8
004-2100-000.13-00	OVERTIME SALARIES	.00	.00	10,660.00	10,660.00 .0
004-2100-000.21-10	MEDICAL INSURANCE	9,788.34	20,363.59	219,973.00	199,609.41 9.3
004-2100-000.21-20	L-T DISABILITY INSURANCE	261.25	547.29	3,849.00	3,301.71 14.2
004-2100-000.21-30	LIFE INSURANCE	35.56	74.95	533.00	458.05 14.1
004-2100-000.21-40	WORKERS COMP INSURANCE	25.64	1,054.66	1,642.00	587.34 64.2
004-2100-000.22-00	FICA	3,683.75	7,354.31	47,163.00	39,808.69 15.6
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,570.84	9,012.61	65,321.00	56,308.39 13.8
004-2100-000.28-00	VEBA CONTRIBUTIONS	15.25	1,997.42	8,715.00	6,717.58 22.9
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	17.00	239.51	3,334.00	3,094.49 7.2
004-2100-000.31-10	CONTRACTUAL SERVICES	12,356.50	25,819.29	246,383.00	220,563.71 10.5
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	295.15	489.88	5,580.00	5,090.12 8.8
004-2100-000.41-20	GARBAGE SERVICES	103.60	103.60	1,798.00	1,694.40 5.8
004-2100-000.41-40	ELECTRICITY	1,757.08	3,122.03	31,132.00	28,009.97 10.0
004-2100-000.43-10	BUILDINGS AND GROUNDS	7,404.48	7,804.19	47,900.00	40,095.81 16.3
004-2100-000.43-40	OFFICE EQUIPMENT	9,313.57	9,313.57	55,820.00	46,506.43 16.7
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	118.99	118.99	20,500.00	20,381.01 .6
004-2100-000.43-77	HVAC SYSTEMS	.00	.00	11,000.00	11,000.00 .0
004-2100-000.52-10	LIABILITY	.00	7,284.60	6,319.00	( 965.60) 115.3
004-2100-000.52-30	PROPERTY	.00	6,941.41	10,940.00	3,998.59 63.5
004-2100-000.52-50	AUTOMOTIVE	.00	3,699.09	4,000.00	300.91 92.5
004-2100-000.53-20	POSTAGE	8.86	8.86	2,300.00	2,291.14 .4
004-2100-000.53-30	TELEPHONE	614.22	1,681.95	13,455.00	11,773.05 12.5
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	.00	13,990.00	13,990.00 .0
004-2100-000.58-50	TRAINING AND CONFERENCES	200.00	200.00	17,285.00	17,085.00 1.2
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	.00	7,611.00	7,611.00 .0
004-2100-000.60-10	OFFICE SUPPLIES	2,423.90	2,423.90	38,555.00	36,131.10 6.3
004-2100-000.60-20	JANITORIAL SUPPLIES	396.93	646.32	8,050.00	7,403.68 8.0
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	16,413.88	22,648.88	147,475.00	124,826.12 15.4
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	6,924.94	9,805.91	140,500.00	130,694.09 7.0
004-2100-000.64-30	LIBRARY PERIODICALS	1,157.39	1,157.39	5,800.00	4,642.61 20.0
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	4,581.13	4,581.13	62,350.00	57,768.87 7.4
004-2100-000.64-80	COMPUTER SOFTWARE	2,060.10	3,970.10	64,849.00	60,878.90 6.1
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	.00	.00 .0
004-2100-000.69-80	ASSETS < \$5000	.00	.00	64,200.00	64,200.00 .0
004-2100-000.72-20	BUILDINGS	.00	.00	54,800.00	54,800.00 .0
004-2100-000.74-20	VEHICLES	.00	.00	240,000.00	240,000.00 .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
	<b>TOTAL LIBRARY</b>	<b>133,366.19</b>	<b>249,955.73</b>	<b>2,295,524.00</b>	<b>2,045,568.27 10.9</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	12,333.92	24,667.84	148,007.00	123,339.16	16.7
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.34	1,666.68	10,000.00	8,333.32	16.7
004-9500-000.88-00 CONTINGENCY	.00	.00	210,000.00	210,000.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	60,120.00	60,120.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	818,993.00	818,993.00	.0
TOTAL OTHER	<u>13,167.26</u>	<u>26,334.52</u>	<u>1,247,120.00</u>	<u>1,220,785.48</u>	<u>2.1</u>
TOTAL FUND EXPENDITURES	<u>146,533.45</u>	<u>276,290.25</u>	<u>3,542,644.00</u>	<u>3,266,353.75</u>	<u>7.8</u>



## The Dalles Library program stats:

### Youth Services programs:

# of Programs	Type	Total Attendance	# Kits given away	# passive participants
4	Baby Storytime	23		
3	Toddler Storytime	46		
3	Friday Morning Storytime	69		
1	Children's Take & Make kit		26	
2	Chapter Books book club	5		
2	Beginning Readers book club	7		
2	Summer Reading performers	196		
1	Children's summer reading craft	not recorded		
1	Arts & Crafts for Kids	5		
1	BeeBots (impromptu event)	7		
<b>TOTALS:</b>		<b>373</b>	<b>26</b>	

### Teen Services programs:

# of Programs	Type	Total Attendance	# Kits given away	# passive participants
4	Open console gaming (passive)	3		
3	And Then What Happened writers group	18		
4	MTG and D&D (volunteer led event)	16		
2	Take & Make kits for teens		62	
1	Ice Cream Social	23		
5	3D printing class	44		
1	Teen Craft class	2		
1	Graphic Novel Club	0		
1	Teen Coffee House	8		
1	Little Free Library decorating workshop	2		
1	Pendulum painting (teens & adults)	20		
1	Switch Raffle (passive)			136
<b>TOTALS:</b>		<b>136</b>	<b>62</b>	<b>136</b>

### Adult Services programs:

# of Programs	Type	Total Attendance	# Kits given away	# passive participants
4	Book clubs	25		
1	Movie club	0		
2	Sticks in Stacks	15		
2	Take & Make kits for adults		80	
1	Coffee & Coloring	2		
1	Welcome Sign	0	2	
1	Cowboy Poetry	not recorded		
1	Educator's Appreciation Night	11		
1	Crafts in Stacks	not recorded		
1	Little Free Library decorating	0		
1	Pendulum Painting	8		
1	Lanyard Craft	6		
<b>TOTALS:</b>		<b>67</b>	<b>82</b>	

### All ages programs:

# of Programs	Type	Total Attendance	# Kits given away	# passive participants
1	Family Lego Pizza night	40		
1	Moon Craft	31		
1	Moon Campout	53		
All summer	Postcards to Space			350
All summer	Scavenger Hunt			250
<b>TOTALS:</b>		<b>124</b>		<b>600</b>



## South Wasco County Library August statistics

<b>Circulating Library</b>	<b>Shelving Location</b>	<b>Month/Year</b>	<b>Circ Count</b>
WC-SWCL	ASK AT DESK	2022-08	2
WC-SWCL	AUDIOBOOKS	2022-08	18
WC-SWCL	BOARD BOOKS	2022-08	38
WC-SWCL	CHILDREN'S DVDS	2022-08	23
WC-SWCL	CHILDREN'S NON-FICTION	2022-08	27
WC-SWCL	DVDS	2022-08	155
WC-SWCL	EARLY READERS	2022-08	131
WC-SWCL	FICTION	2022-08	207
WC-SWCL	GRAPHIC NOVELS	2022-08	44
WC-SWCL	JUNIOR FICTION	2022-08	77
WC-SWCL	JUNIOR NON-FICTION	2022-08	27
WC-SWCL	LARGE PRINT	2022-08	20
WC-SWCL	LIBROS EN ESPANOL	2022-08	11
WC-SWCL	MUSIC CDS	2022-08	2
WC-SWCL	NON-FICTION	2022-08	104
WC-SWCL	OBOB	2022-08	2
WC-SWCL	PICTURE BOOKS	2022-08	111
WC-SWCL	REFERENCE	2022-08	1
WC-SWCL	YOUNG ADULT FICTION	2022-08	10
WC-SWCL	YOUNG ADULT NON-FICTION	2022-08	1
		TOTAL	1011

Here are my program stats:

National Night Out - 70

Jurassic World Dominion - 5

Top Gun Maverick - 15

Cookbook Club - 4

Cooling Station - 5

Storytime - 6

**Total: 105**

# Dufur August statistics

Due to Covid, nothing reported a this time