

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: January 17, 2023 @ 4:30 p.m.
Location: The Dalles Library, and via Zoom

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83753274533>

Meeting ID: 837 5327 4533

One tap mobile

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- 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. Children's Play/Educational Equipment
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board meeting
November 15, 2022
Location: The Dalles, and via Zoom

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

Staff members attending: Valerie Stephenson, Jeff Wavrunek

Meeting called to order at 3:32 pm

Approval of minutes: Deward Hext moved to accept, seconded by Vicki Thomas, approved, passed unanimously

Recognition of visitors and interested parties: none

Director reports:

Maupin: Both book clubs continue to grow. WIC meets here with clients once a month and will be here again this Thursday. We had Culture Day last month on a day that school was out. Learned a lot of important lessons. The most important one being that on a non-school day, the kids don't come to town. Very low attendance, which was disappointing, as we put a lot of work into the program. Next time we will talk to some teachers and see if we can do a collaboration on a school day.

Coming in December, we'll have both book clubs . On December 8th we'll have the annual Family Craft Night with holiday crafts. The Garden Club Christmas party is being hosted at the library on December 7th. Traveling Lantern Theatre will perform on December 19th, presenting Scrooge. Snapdragon Yoga has been really popular with the kids. One of the parents asked about yoga for adults. Valerie has talked with a local yoga instructor, and the library will start offering a yoga class in the morning before the library opens.

Dufur: nothing submitted

The Dalles: Last month we had the Zombies vs Humans event, but the turnout was disappointing, although this was the first one since COVID. Family Lego Night is going great. We offer pizza and Legos. It has been very popular and we receive a lot of thanks. The Alice in Wonderland Community Reads event went really well, we gave away over 200 books. We hosted croquet in the library for that event and people had fun. There was also a tea party which was popular. The attendance in the children's room continues to grow. It has become a destination in the Columbia Gorge area, bringing in people from the Hood River and White Salmon areas. Volunteer applications have been coming in, got two just today. Programmers have been working hard, the Winter Reading Program is coming up, with lots of great prizes available. Bob and Abbey have a program planned for December that will use a laser cutter to personalize small wooden gifts. Perfect for kids to give to parents.

Old business: Fred Meyer – Jeff looked on their website, but could not find anything like a downloadable flyer promoting the Community Rewards program. We'll have to look elsewhere for promotional materials.

The HVAC issue came up at the Department Head meeting today. Hunter-Davisson, out of Portland, submitted a quote of \$575,000. The HVAC is old and parts hard to find. This past summer a motor broke down, and we had to pay for a customized motor to be built. Jeff put in a suggestion that the city use some ARPA funds for the HVAC project. There is a potential state grant for the HVAC that Jeff has been looking into. Now we have a hard quote to submit to the state. Between what the library has been contributing, as well as the City for the last three years, we've got \$60,000 earmarked for the HVAC project. There was a discussion regarding library and city responsibilities regarding maintenance of the building and administrative fees. The Board would like the City Manager to come to a special meeting (work session) and explain how these fees are determined and what the library receives for the fees.

New business: Jeff received a phone call from Scott at Parks and Rec. Scott has received a grant for circulating sporting equipment, and wants to know if we want to partner with them. The equipment would be things such as skis, tents, baseballs, basketballs, etc. As part of the grant, the library would be able to build a storage unit to store these items. We would be responsible for cataloging and checking out the items. It would be similar to the Library of Things. There was a discussion regarding the staff time involved, upkeep of equipment, and what the library would be responsible for.

Financial review: no concerns

Next meeting: will be at 4:30 on Tuesday, January 17th, 2023 at The Dalles Public Library

Meeting adjourned: 4:31 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 6 MONTHS ENDING DECEMBER 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	47,761.55	270,170.54	577,254.00	307,083.46	46.8
004-2100-000.12-00	4,108.67	25,379.92	33,488.00	8,108.08	75.8
004-2100-000.13-00	.00	180.81	10,660.00	10,479.19	1.7
004-2100-000.21-10	11,350.77	64,970.21	219,973.00	155,002.79	29.5
004-2100-000.21-20	336.58	1,742.95	3,849.00	2,106.05	45.3
004-2100-000.21-30	43.30	245.06	533.00	287.94	46.0
004-2100-000.21-40	26.78	1,158.06	1,642.00	483.94	70.5
004-2100-000.22-00	3,915.73	22,310.38	47,163.00	24,852.62	47.3
004-2100-000.23-00	4,477.48	27,290.74	65,321.00	38,030.26	41.8
004-2100-000.28-00	30.50	2,104.17	8,715.00	6,610.83	24.1
004-2100-000.29-00	17.00	307.51	3,334.00	3,026.49	9.2
004-2100-000.31-10	416.21	74,155.80	246,383.00	172,227.20	30.1
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	250.13	2,513.29	5,580.00	3,066.71	45.0
004-2100-000.41-20	103.60	518.00	1,798.00	1,280.00	28.8
004-2100-000.41-40	2,595.99	10,503.03	31,132.00	20,628.97	33.7
004-2100-000.43-10	734.41	9,924.79	47,900.00	37,975.21	20.7
004-2100-000.43-40	10.00	11,012.11	55,820.00	44,807.89	19.7
004-2100-000.43-45	.00	.00	250.00	250.00	.0
004-2100-000.43-51	.00	.00	.00	.00	.0
004-2100-000.43-52	44.68	1,099.42	20,500.00	19,400.58	5.4
004-2100-000.43-77	.00	1,090.00	11,000.00	9,910.00	9.9
004-2100-000.52-10	.00	6,369.58	6,319.00	(50.58)	100.8
004-2100-000.52-30	.00	9,485.43	10,940.00	1,454.57	86.7
004-2100-000.52-50	.00	637.73	4,000.00	3,362.27	15.9
004-2100-000.53-20	.00	80.37	2,300.00	2,219.63	3.5
004-2100-000.53-30	476.99	4,094.11	13,455.00	9,360.89	30.4
004-2100-000.58-10	.00	.00	13,990.00	13,990.00	.0
004-2100-000.58-50	258.24	458.24	17,285.00	16,826.76	2.7
004-2100-000.58-70	360.00	435.00	7,611.00	7,176.00	5.7
004-2100-000.60-10	1,159.55	5,695.14	38,555.00	32,859.86	14.8
004-2100-000.60-20	357.25	2,035.85	8,050.00	6,014.15	25.3
004-2100-000.60-85	9,967.05	58,730.86	147,475.00	88,744.14	39.8
004-2100-000.64-20	7,989.95	44,716.07	140,500.00	95,783.93	31.8
004-2100-000.64-30	.00	1,189.60	5,800.00	4,610.40	20.5
004-2100-000.64-40	3,031.81	15,725.47	62,350.00	46,624.53	25.2
004-2100-000.64-80	.00	3,970.10	64,849.00	60,878.90	6.1
004-2100-000.69-50	.00	.00	.00	.00	.0
004-2100-000.69-80	(135.11)	13,636.74	64,200.00	50,563.26	21.2
004-2100-000.72-20	.00	.00	54,800.00	54,800.00	.0
004-2100-000.74-20	.00	.00	240,000.00	240,000.00	.0
004-2100-000.74-30	.00	.00	.00	.00	.0
004-2100-000.74-40	.00	.00	.00	.00	.0
004-2100-000.74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	99,689.11	693,937.08	2,295,524.00	1,601,586.92	30.2

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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	74,003.52	148,007.00	74,003.48	50.0
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.34	5,000.04	10,000.00	4,999.96	50.0
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	13,167.26	79,003.56	1,247,120.00	1,168,116.44	6.3
TOTAL FUND EXPENDITURES	112,856.37	772,940.64	3,542,644.00	2,769,703.36	21.8

The Dalles circ stats

STATS for 2022 -2023		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
VISITOR COUNT		5,149	8,936	9,015	5,741	6,814	7,562						
INTERNET USERS	Library	523	591	584	628	554	525						
	Byod	792	856	859	876	734	802						
Override Read		277	246	214	285	306	265						
Open EPUB ebook		1	0	0	0	1	0						
Kobo Ebook		6	0	4	5	4	7						
adobe PDF ebook		0	0	0	0	0	1						
kindle book		206	203	176	175	223	254						
adobe EPUB ebook		66	51	53	32	36	42						
override MP3 audio		239	238	195	132	117	86						
Open PDF ebook		0	0	0	0	0	0						
Pending (ebook)		9	9	7	1	15	11						
Pending (audiobook)		7	20	21	27	24	23						
override Listens		666	737	628	762	707	795						
Advantage		July& aug: =	3,188	1,504	1,554	1,608	1,647						
LIBRARY2Go total		1,477	4,692	2,802	2,973	3,041	3,131						
TUMBLEBOOKS		3	6	2	9	1	1						
PATRONS ADDED		99	90	85	50	59	48						
ILL'S SENT		983	1,149	1,081	1,137	1,056	976						
ILL'S RECEIVED		621	693	700	525	561	477						
MONTHLY CIRC		13,162	14,061	13,453	13,259	12,695	12,136						
LIBRARY2GO		1,477	4,692	2,802	2,973	3,041	3,131						
TOTAL CIRC		14,639	18,753	16,255	16,232	15,736	15,267						

Youth Services

<i>Date</i>	<i>Name of Event/Outreach</i>	<i>Books given away</i>	<i>Number Children Attending</i>	<i>Number of Adults Attending</i>	<i>Number of kits</i>	<i>Overall Total</i>	
12/7/2022	Baby Storytime					0	
12/14/2022	Baby Storytime					0	
12/21/2022	Baby Storytime					0	
12/1/2022	Toddler Storytime					0	
12/15/2022	Toddler Storytime			6	12	18	
12/22/2022	Toddler Storytime			0	0	0	
12/29/2022	Toddler Storytime			0	0	0	
12/2/2022	Friday Morning Storytime			3	2	5	
12/9/2022	Friday Morning Storytime			0	0	0	
12/16/2022	Friday Morning Storytime			4	8	12	
12/23/2022	Holiday party instead of storytime						
12/30/2022	Friday Morning Storytime			5	6	11	
12/2/2022	Fun Fridays			6	2	8	
12/9/2022	Fun Fridays			0	0	0	
12/16/2022	Fun Fridays			6	4	10	
12/23/2022	Fun Fridays						
12/7/2022	Beginning Readers Book Club	0	1	1		2	
12/14/2022	Adventure Readers Book Club	3	3	3		6	
12/21/2022	Book Worms Book Club					0	
12/20/2022	Pre-school Take & Make kits				24	0	
12/3/2022	Reptile Guy			100	37	137	
12/8/2022	Carolling by Col. Wright Elementary			3	8	11	
12/12/2022	Gingerbread House decorating			16	14	30	
12/19/2022	Traveling Lantern: Scrooge			14	10	24	
12/28/2022	Holiday party			53	22	75	
12/6/2022	Snapdragon Yoga			7		7	
12/13/2022	Snapdragon Yoga			10		10	
12/27/2022	Snapdragon Yoga			6		6	
12/1/2022	Colonel Wright Elementary Conferences Outreach			31	33	12	64
12/20/2022	Playful Learning Outreach Storytime			12	2	14	14
12/13/2022	Head Start outreach storytime	31	31	8		39	
	TOTAL		317	172	50	489	

Several programs were cancelled due to weather conditions

Teen Services

Date	Name of Event/Outreach	Books given away	Number attending	Number of views, if virtual	Number of kits
12/2/2022	Open console gaming		3		3
12/16/2022	Open console gaming				0
12/6/2022	& Then what happened				0
12/20/2022	& Then what happened				0
12/1/2022	MTG		7		7
12/8/2022	MTG		6		6
12/15/2022	MTG		6		6
12/22/2022	MTG		0		0
12/29/2022	MTG		6		
12/9/2022	YA Graphic Novel Club		2		2
12/8/2022	Fantasy Book club				0
12/7/2022	SLAB				0
12/14/2022	animanga		9		9
12/16/2022	Christmas Terrarium		12		12
12/21/2022	Marbled Christmas Ornaments				
12/28/2022	Underground radio station				0
12/13/2022	coffee house		11		11
12/27/2022	coffee house		4		4
12/01/2022	Norcor outreach		4		4
12/15/2022	Norcor outreach		6		6
12/7/2022	Spiral Bead Ornament				25
	TOTAL:		76	0	25
					101

Several programs were cancelled due to weather conditions

Adult Services

	Attendance	Virtual attendance	# kits	
12/1/2022 Whodunnit Book Club	7			7
12/8/2022 PRIDE Book Club				
12/15/2022 3rd Thursday Book Club	6			6
12/27/2022 Scifi Book Club	5			5
12/1/2022 Sketch Journals	6			6
12/2/2022 Coffee and Coloring	1			1
12/2/2022 Neon Holiday Take & Make			20	0
12/3/2022 Hallmark Movie Craft	11			11
12/3/2022 Hallmark Movie	8			8
12/5/2022 Adult Writer Group				0
12/7/2022 Holiday Home Center Piece	15			15
12/11/2022 Adult Art Club	6			6
12/28/2022 Adult Art Club	5			5
12/11/2022 Sticks in Stacks	4			4
12/28/2022 Sticks in Stacks	7			7
12/22/2022 Flagstone Senior Ctr Outreach	7		5	7
12/29/2022 Flagstone Senior Ctr Outreach	5			5
12/1/2022 Canyon Rim Outreach	5			5
12/28/2022 Canyon Rim Outreach	6		5	6
12/6/2022 Geraldine Brooks author talk	2	26		2
12/10/2022 Fredrik Backman author talk	11	25		11
12/14/2022 Nicole Eustace author talk	3	11		3
TOTAL:	120	62	30	182

All Ages Events

	Attendance	# kits
12/13/2022 Quilling (with Corina)	5	
12/17/2022 Holiday Gift Workshop	200	
12/20/2022 Family Christmas Crafts - mug making and hot coc	20	
12/21/2022 Family Christmas Crafts - marlbed ornamanets		
12/22/2022 Muppet Christmas Carol		
12/29/2022 Family Lego Night	27	
12/30/2022 Prince & Princess Tea Party	64	
12/17/2022 Christmas Cookies		
TOTAL	316	

Several programs were cancelled due to weather conditions

Dufur statistics for December 2022

Dufur circulation statistics for the month of December 2022: **423** total checkouts

We had 4 family events at the library (2 gift wrap and 2 make a snowflake) 1 person came for gift wrap and 2 came for the snowflakes

4 outreach to potlatch

20 storytimes averaging 16 people in attendance

This month we will add 2 additional storytimes, one at a daycare and one at a preschool.

Maupin statistics for December 2022

South Wasco County Library circulation statistics for the month of December 2022: **673** total checkouts

December programs and patron count:

Total patron count: 401

Read What You Want Book Club: 9

Snapdragon Yoga: 19

Adult Yoga: 22

Cookin' the Books Cookbook Club: 10

Traveling Lantern Theatre: 15

Family Craft Night: 18

Garden Club Christmas Party: 30

4th & 5th grade Christmas Carolers: 25