

## AGENDA

### WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD MEETING

Date: February 21, 2023 @ 4:30 p.m.

Location: The Dalles Library, and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/89020635629?pwd=bmU4K1RjRmtkMVFCanNpQ0hxckFRQT09>

Meeting ID: 890 2063 5629

Passcode: 005730

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

**Wasco County Library Service District**  
**Board meeting**  
**January 17, 2023**  
**Location: The Dalles, and via Zoom**

**Board members attending:** Vicki Thomas, Mary Beechler, Tina Coleman

**Library staff attending:** Jeff Wavrunek, Valerie Stephenson

**Meeting called to order:** 4:37 p.m.

**Minutes:** No changes necessary, Tina Coleman moved to approve, seconded by Vicki Thomas

**Visitors and interested parties:** None

**Director's Reports:**

**Maupin:** There was good turnout for programs in December. We did the family craft like we do every year, and we also had Traveling Lantern Theater here in December. We still have Snap Dragon Yoga for kids on Saturdays twice a month. We started adult yoga in the stacks in December, but put it on hold in January to make sure people were interested. They are, and it will start again in February. We're still doing Cooking the Books, our cookbook club; it just keeps growing; this month we're doing Asian food. Starting to plan the summer reading program, coordinating with Rita. So far, we have six performers lined up for our summer reading program. Starting tonight at 5:00, Andrew Houck, a local chiropractor, is going to start doing a monthly series on spine healthcare. I'm working on writing a Wasco County Cultural Trust Grant to bring the Taiko drummers in for Maupin Days in May. I'm in the process of ordering the book-walk we talked about last fall. This will be a mobile display, that can be moved from park to park in the area. It's a collaborative project with the city parks department. The Museum of Natural History is sending their dinosaur exhibit, and that should arrive at the end of the week. Teachers at the schools have made appointments to bring their classes in one by one, and spend an hour at a time going through all the exhibits.

**Dufur:** Nothing sent via email

**The Dalles:** Union negotiations will begin soon; the contract is for the next 3 years. With the inflation rate, we are anticipating staff getting a pay raise. The 23/24 budget will not be finalized until contract negotiations are complete. Unfortunately, during the month of December, there were a couple of weeks of bad weather. We ended up closing early a few times and had to cancel scheduled programs. We also had the Traveling Lantern program and it was well attended. We are hosting 3 successful book clubs for children with 3 different reading levels, including early readers. Each month the participants get a book to keep. This has been successful. This spring the library will host a huge Hobbit event. Staff is busy planning for that. There is an adult crafting program tomorrow where patrons make a necklace with a silver pendant, and will imprint a leaf on it. There has been tons of interest on social media.

**New business:** The website and logo for the Library District are being redesigned. When the Board did strategic planning, Jeff talked about getting extra staff help in the form of hiring an additional Page (part-time, minimum wage, no benefits). He's adding the position into the 23/24 budget.

At PLA last spring, there was a company, the Burgeon Group, that built customized children's interactive educational play equipment. Jeff talked about the equipment possibilities with Valerie. If the Library District purchased three different custom-made interactive play exhibits, the pieces could be moved around the county in 4-month increments between Dufur, Maupin, and The Dalles libraries to keep the equipment fresh at each location. The Library District would pay for the equipment with Library District funds. Board members endorsed the idea.

There was a discussion regarding a story walk that could be shared among the libraries. The Board is interested in pursuing this.

Deward (George) Hext is resigning from the Library Board, as he is moving out of the area.

**Old business:** Regarding the replacement of the HVAC system, The Dalles Library is still in contention for a state grant to help with this. The library has been accepted into the second phase of possible funding. However, the state wants two more HVAC quotes. The Board would still like to meet with the city manager about the HVAC, as well as other repairs to the building.

Jeff had budgeted for replacing the carpet and painting the outside of the building for a couple years now. With the accumulated unused funds being available the Board thought it was a good idea to move forward on these projects. The library will need to be closed for a few days for the carpet project.

There was a discussion about closing the The Dalles Library on Saturdays when there is a holiday on the following Monday. Typically, the library is slow on those Saturdays. The Saturday closings would allow the whole staff to share the same holidays. With President's Day coming up next month, the Board agreed that the library should be closed on the prior Saturday, as well as the actual holiday, as long as it is well publicized in advance. This will prevent potential staffing shortages and create goodwill with staff.

Next meeting will be at The Dalles Library on Tuesday, February 21<sup>st</sup> at 4:30 p.m.

Meeting adjourned at 5:46 p.m.

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 7 MONTHS ENDING JANUARY 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	48,074.21	318,244.75	577,254.00	259,009.25	55.1
004-2100-000.12-00	3,022.62	28,402.54	33,488.00	5,085.46	84.8
004-2100-000.13-00	8.52	189.33	10,660.00	10,470.67	1.8
004-2100-000.21-10	12,272.86	77,243.07	219,973.00	142,729.93	35.1
004-2100-000.21-20	461.22	2,204.17	3,849.00	1,644.83	57.3
004-2100-000.21-30	42.48	287.54	533.00	245.46	54.0
004-2100-000.21-40	24.24	1,182.30	1,642.00	459.70	72.0
004-2100-000.22-00	3,846.98	26,157.36	47,163.00	21,005.64	55.5
004-2100-000.23-00	4,948.57	32,239.31	65,321.00	33,081.69	49.4
004-2100-000.28-00	443.65	2,547.82	8,715.00	6,167.18	29.2
004-2100-000.29-00	219.45	526.96	3,334.00	2,807.04	15.8
004-2100-000.31-10	8,956.53	83,112.33	246,383.00	163,270.67	33.7
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	158.27	2,671.56	5,580.00	2,908.44	47.9
004-2100-000.41-20	103.60	621.60	1,798.00	1,176.40	34.6
004-2100-000.41-40	.00	10,503.03	31,132.00	20,628.97	33.7
004-2100-000.43-10	40.98	9,965.77	47,900.00	37,934.23	20.8
004-2100-000.43-40	1,013.63	12,025.74	55,820.00	43,794.26	21.5
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	45.24	1,144.66	20,500.00	19,355.34	5.6
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	728.71	4,822.82	13,455.00	8,632.18	35.8
004-2100-000.58-10	.00	.00	13,990.00	13,990.00	.0
004-2100-000.58-50	.00	458.24	17,285.00	16,826.76	2.7
004-2100-000.58-70	79.00	514.00	7,611.00	7,097.00	6.8
004-2100-000.60-10	3,536.36	9,231.50	38,555.00	29,323.50	23.9
004-2100-000.60-20	535.06	2,570.91	8,050.00	5,479.09	31.9
004-2100-000.60-85	18,267.95	76,998.81	147,475.00	70,476.19	52.2
004-2100-000.64-20	3,683.97	48,400.04	140,500.00	92,099.96	34.5
004-2100-000.64-30	87.89	1,277.49	5,800.00	4,522.51	22.0
004-2100-000.64-40	4,540.84	20,266.31	62,350.00	42,083.69	32.5
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	539.16	14,175.90	64,200.00	50,024.10	22.1
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
<b>TOTAL LIBRARY</b>	<b>115,681.99</b>	<b>809,619.07</b>	<b>2,295,524.00</b>	<b>1,485,904.93</b>	<b>35.3</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	12,333.92	86,337.44	148,007.00	61,669.56	58.3
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.34	5,833.38	10,000.00	4,166.62	58.3
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	92,170.82	1,247,120.00	1,154,949.18	7.4
TOTAL FUND EXPENDITURES	128,849.25	901,789.89	3,542,644.00	2,640,854.11	25.5

Circulation stats: The Dalles Public Library

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
<b>VISITOR COUNT</b>		5,149	8,936	9,015	5,741	6,814	7,562	7,414					
<b>INTERNET USERS</b>	Library	523	591	584	628	554	525	567					
	Byod	792	856	859	876	734	802	641					
<b>Overdrive Read</b>		277	246	214	285	306	265	364					
<b>Open EPUB ebook</b>		1	0	0	0	1	0	1					
<b>Kobo Ebook</b>		6	0	4	5	4	7	6					
<b>adobe PDF ebook</b>		0	0	0	0	0	1	0					
<b>kindle book</b>		206	203	176	175	223	254	313					
<b>adobe EPUB ebook</b>		66	51	53	32	36	42	24					
<b>overdrive MP3 audio</b>		239	238	195	132	117	86	86					
<b>Open PDF ebook</b>		0	0	0	0	0	0	0					
<b>Pending (ebook)</b>		9	9	7	1	15	11	7					
<b>Pending (audiobook)</b>		7	20	21	27	24	23	18					
<b>overdrive listens</b>		666	737	628	762	707	795	885					
<b>Advantage</b>		July& aug =	3,188	1,504	1,554	1,608	1,647	1,848					
<b>LIBRARY2Go total</b>		1,477	4,692	2,802	2,973	3,041	3,131	3,552					
<b>TUMBLEBOOKS</b>		3	6	2	9	1	1	3					
<b>PATRONS ADDED</b>		99	90	85	50	59	48	82					
<b>ILL'S SENT</b>		983	1,149	1,081	1,137	1,056	976	1,251					
<b>ILL'S RECEIVED</b>		621	693	700	525	561	477	674					
<b>MONTHLY CIRC</b>		13,162	14,061	13,453	13,259	12,695	12,136	14,427					
<b>LIBRARY2GO</b>		1,477	4,692	2,802	2,973	3,041	3,131	3,552					
<b>TOTAL CIRC</b>		14,639	18,753	16,255	16,232	15,736	15,267	17,979					

The Dalles programming statistics for month of January:

**Youth Services –**

# times	Event	Age		Activity Kits	Books Given
		0-10	Adults		
4x	Toddler Storytimes	44	22		
4x	Preschool Storytimes	30	18		
4x	Fun Fridays	40	13		
1x	Preschool Take & Makes			24	
1x	School Age Take & Makes			20	
1x	Beginning Readers BC	4	2		4
1x	Adventure Readers BC	2			2
1x	Bookworms Book Club	0 (they are all in a play, this was practice day)			
8x	Snapdragon Yoga	49	4		
8x	Tap Dance class	79	56		
1x	The Dalles HS outreach	32	9		32
3x	Playful Learning outreach	35	7	42	
3x	Little Minnows outreach	23	6	3	
3x	Maupin STEM club	25	11		
3x	Rivera's Bilingual preschool	20	9	31	
1x	Tygh Valley HS outreach	9	3	14	
2x	Petersburg HS outreach	32	9	40	
1x	Sunshine Preschool	64	8	72	
1x	Sunshine Preschool NW ESD	44	8	72	
1x	Lego Club	10			
<b>52</b>	<b>Total:</b>	<b>541</b>	<b>185</b>	<b>197</b>	<b>38</b>

**Teen Services –**

# times	Event	Number Attending	Activity Kits
2x	Norcor outreach	9	
2x	Open Console Gaming	7	
3x	&Then What	10	
2x	Teen Coffee House	18	
1x	SLAB	0 (bad weather)	
1x	Animanga	12	
1x	Middle School outreach	51	
1x	Crafternoon: laser bracelets	9	
1x	Underground Radio	1	
1x	Fantasy Book Club	3	
1x	Graphic Novel Book Club	0	
4x	Magic the Gathering	36	
1x	Craft – fingerless gloves	4	
<b>21</b>	<b>TOTAL:</b>	<b>150</b>	

**Adult Services –**

# times	Event	Number Attending	Virtual Attending	Activity Kits
1x	Whodunnit Book Club	8		
1x	Pride Book Club	4		
1x	Third Thursday Book Club	5		
1x	Coffee and Coloring	3		
2x	Adult Art Club	15		
2x	Sticks in Stacks	10		
1x	Adult craft: Silver Clay Necklaces	22		
1x	Take & Make: crochet			20
1x	Family Lego Pizza Night	27		
1x	Thread Journaling	16		
3x	Canyon Rim Senior outreach	16		2
3x	Flagstone Senior outreach	25		
3x	Virtual Author Talks	8	46	
<b>21</b>	<b>TOTALS:</b>	<b>158</b>	<b>46</b>	<b>22</b>

*In January there was a total of 94 programs, with 1080 attending*



## Dufur statistics for January 2023

### **CIRCULATION:**

Adult	3
Biographies	2
Childrens fiction	326
DVD's	46
Fiction	381
Non Fiction	211
Board books	44

**TOTAL: 1,013**

### **PROGRAMS:**

39 programs for prek-5 with 780 total in attendance

12 outreach programs averaging 10 people per program (preschool story time, daycare story time and Senior potlatch)

3 meetings of the fiber arts group averaging 12 attendees per night.

# Maupin statistics for January 2023

**PATRON COUNT: 386**

## **CIRCULATION:**

Shelving Location	Month/Year	Circ Count
ASK AT DESK	2023-01	3
AUDIOBOOKS	2023-01	17
BOARD BOOKS	2023-01	18
CHILDREN'S DVDS	2023-01	9
CHILDREN'S NON- FICTION	2023-01	27
DVDS	2023-01	138
EARLY READERS	2023-01	40
FICTION	2023-01	210
GRAPHIC NOVELS	2023-01	9
JUNIOR FICTION	2023-01	32
JUNIOR NON-FICTION	2023-01	14
LARGE PRINT	2023-01	25
LIBROS EN ESPANOL	2023-01	2
NEW BOOKS	2023-01	1
NON-FICTION	2023-01	82
OBOB	2023-01	17
PICTURE BOOKS	2023-01	80
YOUNG ADULT FICTION	2023-01	5
YOUNG ADULT NON- FICTION	2023-01	1

**TOTAL: 730**

## **PROGRAMS:**

<b>Event</b>	<b>Attending</b>
Read What You Want Book Club	6
Snapdragon Yoga	21
Spine Care Class w/Andrew Houck	4
WIC	7
Cookin' the books	10
Dino-Story	35

**TOTAL: 83**