#### **AGENDA**

#### WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD MEETING

Date: April 18, 2023 @ 4:30 p.m.

Location: Maupin Library, and via Zoom

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

Join Zoom Meeting https://us02web.zoom.us/j/86014186016?pwd=Y3Z5QjdFTytxTll1ZlhxVWFIT3dIdz09

Meeting ID: 860 1418 6016 Passcode: 548297

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

Wasco County Library Service District Board meeting March 21, 2023 Location: The Dalles, and via Zoom

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

Library staff attending: Jeff Wavrunek, Valerie Stephenson

Meeting called to order: 4:31 p.m.

Minutes: No changes necessary, Mary Beechler moved to approve, seconded by Tina Coleman

Visitors and interested parties: None

#### **Director's Reports:**

Maupin: Patron use of the library was up quite a bit this February with a 44% increase over February 2022. As of March 6<sup>th</sup>, Valerie is officially finished with grad school and will receive her diploma for a Master's Degree in Library and Information Science in May. March 14th was International Pi day, celebrating mathematical pi (3.14159). Libraries love STEM so Maupin celebrated by offering free slices of pie in the library. Nancy Wesson is teaching a De-clutter workshop in the library that is very popular and will possibly lead into other related programs in the future. Alex Zerbe, magician, comedian, juggler, entertainer will be performing March 22<sup>nd</sup> in the community room at 2:30. Alex has appeared on America's Got Talent and Last Comedian Standing. This family friendly program will appeal to all ages. March 30<sup>th</sup> Ruth Miller will be presenting her program "What's Happening in the World & What Can We Do About It..." which is part of a series that she is doing with the South Wasco Alliance. The program will be in the library at 5:00pm. April 1<sup>st</sup> the library in co-sponsorship with the City of Maupin, The Maupin Dig and Hoe Garden Club, and the Oregon Extension Office, will host the first South Wasco Garden Expo from 11-2 in the library and community room. There will be a seed exchange and multiple vendors/garden experts available for presentations and information. Kids activities will be available as well for families.

#### Dufur: Not available

**The Dalles:** On March 1<sup>st</sup> the Community Read for the *Hobbit* started. The library gave away about 230 Hobbit books to patrons. Some Hobbit events included a Second Breakfast, Elf Ears Craft, Floor is Mt Doom (games), and Bag End Wreath. Some make and takes related to the Hobbit were the Wreath Fellowship Silhouette Canvas and the Clay Hobbit Door Pendant. An event unrelated to the Hobbit was the start of a 6 week "Write the Novel" workshop on March 6. Traveling Lantern presented "Sword and the Stone" on March 11. And lastly, today we had "An Afternoon of Science with OMSI." The library was densely packed with families most of the day exploring science through some awesome hands-on activities. Union negotiations continue for the contract covering the next 3 years. As mentioned before, the 23/24 budget will not be finalized until contract negotiations are complete.

**New business:** The story dispensers were received and staff is busy learning the hardware and software, while continuing to solicit content for them from students at local schools. Maupin and Dufur will soon be receiving their story dispensers.

**Old business:** There was discussion regarding the administration fee the city charges The Dalles Library and also about city and library responsibility regarding library capital improvements. Library Board members agreed that Corliss Marsh should speak about these issues and the IGA at the next city council meeting. A letter covering these issues and delivered to the city manager was endorsed.

Financial review: Financial overview was acceptable.

Next meeting will be at the Maupin Library on April 18, at 4:30 p.m.

Meeting adjourned at 5:31 p.m.

## WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chairman

Mary Beechler, Vice Chairman

Vicki Thomas, Board Member

Tina Coleman, Board Member

#### CITY OF THE DALLES EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 9 MONTHS ENDING MARCH 31, 2023

LIBRARY FUND

PERIOD ACTUAL YTD ACTUAL BUDGET UNEXPENDED PCNT

		PERIODACIUAL	TTD ACTUAL	BODGET	UNEXPENDED	PCINT
	LIBRARY					
004 0400 000 44 00		47.052.40	440.007.00	577 054 00	402 040 00	74 7
004-2100-000.11-00 004-2100-000.12-00	REGULAR SALARIES PARTTIME/TEMP SALARIES	47,653.10 3,182.55	413,607.32 34,714.90	577,254.00 33,488.00	163,646.68 ( 1,226.90)	71.7 103.7
004-2100-000.12-00	OVERTIME SALARIES	.00	189.33	10.660.00	10,470.67	1.8
004-2100-000.21-10	MEDICAL INSURANCE	.00 12,117.49	101,478.05	219,973.00	118,494.95	46.1
004-2100-000.21-20	L-T DISABILITY INSURANCE	336.58	2,877.33	3.849.00	971.67	74.8
004-2100-000.21-20	LIFE INSURANCE	43.30	374.14	533.00	158.86	74.8
004-2100-000.21-40	WORKERS COMP INSURANCE	25.71	1,235.13	1,642.00	406.87	75.2
004-2100-000.22-00	FICA	3,826.23	33,810.10	47,163.00	13,352.90	71.7
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	6,712.40	44,386.49	65.321.00	20.934.51	68.0
004-2100-000.28-00	VEBA CONTRIBUTIONS	30.50	2,608.82	8,715.00	6,106.18	29.9
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	218.35	963.68	3,334.00	2,370.32	28.9
004-2100-000.31-10	CONTRACTUAL SERVICES	3,499.61	87,046.40	246,383.00	159,336.60	35.3
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	0.00
004-2100-000.41-10	WATER & SEWER	179.12	3.043.70	5,580.00	2.536.30	.0 54.6
004-2100-000.41-20	GARBAGE SERVICES	111.22	844.04	1.798.00	953.96	46.9
004-2100-000.41-40	ELECTRICITY	1.989.35	17,806.59	31,132.00	13,325.41	57.2
004-2100-000.43-10	BUILDINGS AND GROUNDS	3,221.85	13,356.24	47,900.00	34,543.76	27.9
004-2100-000.43-40	OFFICE EQUIPMENT	738.65	13,856.90	55,820.00	41,963.10	24.8
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	154.51	1,356.65	20,500.00	19,143.35	6.6
004-2100-000.43-77	HVAC SYSTEMS	70.39	1,547.75	11,000.00	9,452.25	14.1
004-2100-000.52-10	LIABILITY	.00	6,369.58	6,319.00	( 50.58)	100.8
004-2100-000.52-30	PROPERTY	.00	9,485.43	10,940.00	1,454.57	86.7
004-2100-000.52-50	AUTOMOTIVE	.00	637.73	4,000.00	3,362.27	15.9
004-2100-000.53-20	POSTAGE	.00	80.37	2,300.00	2,219.63	3.5
004-2100-000.53-30	TELEPHONE	1,186.50	6,163.36	13,455.00	7,291.64	45.8
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	2,015.00	2,473.24	17,285.00	14,811.76	14.3
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	306.00	998.00	7,611.00	6,613.00	13.1
004-2100-000.60-10	OFFICE SUPPLIES	3,507.64	13,635.30	38,555.00	24,919.70	35.4
004-2100-000.60-20	JANITORIAL SUPPLIES	340.45	2,979.45	8,050.00	5,070.55	37.0
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	16,211.27	104,038.07	147,475.00	43,436.93	70.6
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	11,513.33	70,765.97	140,500.00	69,734.03	50.4
004-2100-000.64-30	LIBRARY PERIODICALS	928.88	2,236.11	5,800.00	3,563.89	38.6
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	3,911.73	25,136.82	62,350.00	37,213.18	40.3
004-2100-000.64-80	COMPUTER SOFTWARE	1,077.70	5,047.80	64,849.00	59,801.20	7.8
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	.00	.00	.0
004-2100-000.69-80	ASSETS < \$5000	.00	14,175.90	64,200.00	50,024.10	22.1
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
	TOTAL LIBRARY	125,109.41	1,039,326.69	2,295,524.00	1,256,197.31	45.3

#### CITY OF THE DALLES EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 9 MONTHS ENDING MARCH 31, 2023

#### LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	OTHER					
004-9500-000.81-01	TO GENERAL FUND	12,333.92	111,005.28	148,007.00	37,001.72	75.0
004-9500-000.81-10	TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37	TO CAPITAL PROJECT FUND	833.34	7,500.06	10,000.00	2,499.94	75.0
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	118,505.34	1,247,120.00	1,128,614.66	9.5
	TOTAL FUND EXPENDITURES	138,276.67	1,157,832.03	3,542,644.00	2,384,811.97	32.7

FOR ADMINISTRATION USE ONLY

75 % OF THE FISCAL YEAR HAS ELAPSED

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The Dalles circulation	on stats:
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STATS for 2022 - 2023	023 Jul-22	2 Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Ą
VISITOR COUNT	5,149	9 8,936	9,015	5,741	6,814	7,562	7,414	8,797	10,040	
INTERNET USERS	Library 523	3 591	584	628	554	525	567	441	628	
	Byod 792	2 856	859	876	734	802	641	704	838	
Overdrive Read	277	7 246	214	285	306	265	364	295	329	
Open EPUB ebook		1 0	0	0	1	0	1	1	1	
Kobo Ebook		0	4	5	4	7	6	8	12	
adobe PDF ebook		0 0	0	0	0	1	0	1	1	
kindle book	206	6 203	176	175	223	254	313	258	276	
adobe EPUB ebook	66	6 51	53	32	36	42	24	20	32	
overdrive MP3 audio	239	9 238	195	132	117	86	86	80	87	
Open PDF ebook		0	. 0	0	0	0	. 0	0	0	
Pending (ebook)		2 2	2	1	1 1	11	40 \	11	20	
overdrive Listens	666		628	762	707	795	885	789	970	
Advantage	july& aug. =	3,188	1,504	1,554	1,608	1,647	1,848	1,825	1,898	
LIBRARY2Go total	1,477	7 4,692	2,802	2,973	3,041	3,131	3,552	3,316	3,654	
TUMBLEBOOKS		6	2	9	1	<u>н</u>	ω	58	6	
PATRONS ADDED	66	9 90	85	50	59	48	82	58	96	
ILL'S SENT ILL'S RECEIVED	983 621	3 1,149 1 693	1,081 700	1,137 525	1,056 561	976 477	1,251 674	989 621	1,205 712	
MONTHLY CIRC LIBRARY2GO	13,162 1,477	2 14,061 7 4,692	13,453 2,802	13,259 2,973	12,695 3,041	12,136 3,131	14,427 3,552	12,846 3,316	15,282 3,654	
TOTAL CIRC	14,639	9 18,753	16,255	16,232	15,736	15,267	17,979	16,162	18,936	

Apr-23 May-23 Jun-23

#### The Dalles Public Library March 2023 program statistics

#### YOUTH SERVICES (ages 0-10):

13	Storytimes (4 Baby, 4 Toddler, 5 Preschool)	148 attended
4	Fun Fridays	72 attended
3	Book Clubs	12 attended
15	Outreaches to Headstart and daycares	260 attended
10	Tap dance classes	99 attending
	*	(includes those watching)
	Take & Make kits (preschool and school-age)	54 total kits
8	Snapdragon Yoga	76 attended
1	Traveling Lantern – Sword in the Stone	45 attended
1	en Taiko Drummers	97 attended
1	Spring Break event: Alex Zerbe	60 attended
1	Spring Break event: Cowboy Buck & Elizabeth	38 attended
1	Spring Break event: OMSI Science Festival	105 attended (estimate)
1	Oregon Battle of the Books even	15 attended

#### Total: 59 events, 1,016 attended; 54 Take & Make kits given away,

plus most outreach visits also included a craft kit

#### TEEN SERVICES (ages 11-18):

4	Outreach visits (NORCOR and middle school)	113 attended
2	Open Console Gaming	3 attended
2	&TWH (writers group)	3 attended
1	Crafternoon: elf ears	5 attended
1	Fantasy Book Club	0 attended
5	MTG (volunteer led group)	30 attended
5	MTG (volunteer led group)	27 attended
1	Battle of Five Armies – Nerf War (after hours event)	27 attended
1	Bag End Wreath craft	2 attended
1	Dragon Skin Necklace	5 attended

#### Totals: 18 events, 188 attended

#### ADULT SERVICES (ages 18+):

3	Book clubs	19 attended
2	Adult art clubs	6 attended
2	Sticks in Stacks	22 attended
10	Senior outreach visits	63 attended
1	Craft: wire elf ears	6 attended
1	Craft: Bag End Wreath	12 attended
1	Book Cover Welcome Sign	0
2	Take & Make kits (Canvas silhouette, Candle Holder)	30 kits
1	Bob Dylan tribute program	25 attended
4	WRite the Novel workshop	45 attended

## Totals: 25 events, 197 attended; 30 Take & Make kits given away; plus, several of the senior outreach visits included a craft

#### ALL-AGES EVENTS:

1	Second Breakfast (part of Community Reads programs)	43 attended
1	Floor is Mt Doom (part of Community Reads programs)	20 attended
1	Middle Earth Day (part of Community Reads programs)	351 attended
1	Family Lego Pizza Night	54 attended

## Totals: 4 events, 468 attended; plus 222 copies of *The Hobbit* were given away as part of the Community Reads program

#### Total of 106 events, attended by 1,869

# Dufur circulation and programming statistics for month of March 2023:

Circulation:

TOTAL CIRCULATION	۶,	140	762	٩	° S	423	1013	801	ž₀	0	0	0	31
Prek/Board books	5	11	41	2		23	44	42	5				
Nonfiction	Ę	25	119	<u>ă</u>	mtg	81	211	184	eb				
Fiction	bồ	43	333	Ы		152	381	288	ō				
Easy Readers	o o	49	243	SL	son	136		237	t s				
Children's fiction	2			ą	ē		326		q				
OVDs	ย	6	11	nj.	ĕ	28	46	42	Ē				
Biographies	8		6	te	ğ		2	2	tte				
dult fiction	ť	6	9	-	ų.	3	3	6	g				
	Jul-22	22-Aug	Sep-22	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	YEAR
													FISCAL
													FOR
													TOTAL

Programming:

## Report not submitted

## Maupin circulation and programming statistics for March:

	1.1.22	4	6	0.1.22	No. 22	D	1 22	F-1-22	Mar. 22	4		1	Total for
Maupin statistics	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	fiscal year
Ask at desk Audiobooks	>	2 18		4 14	L.	<u>ح</u>	3 17	4 12	2 21				15 82
Board books	n a		-		<b>Del</b>	ut	17						
Children's DVDs	for July	38	month	14	for November	month		14	10				94
	ę	23	5	21	Š	IS I	9	6	7				66
Children's non-fiction	p	27	Ĕ	15	2 N	total for this	27	21	29				119
DVDs	submitted	155	is I	188	5	or	138	114	127				722
Early readers	Ξ.	131	Ę	49		al f	40	29	53				302
Fiction	ā	207	Ŧ	166	submitted	đ	210	194	251				1028
Graphic Novels	SL	44	for	47	ji ji	t t	9	19	26				145
Junior fiction	<u>و</u>	77		66	ਕ	just	32	34	70				279
Junior nonfiction	nothing	27	ed	19	S	Ľ,	14	11	27				98
Large print	ot	20	itte	22	nothing	individual shelving location,	25	29	18				114
Libros en Espanol	<u> </u>	11	÷,		÷	2	2	1	2				16
New books	ugust,		E		2	2	1	1	4				6
Non-fiction	ng	104	Iqns	59	ugust,	ing	82	73	94				412
OBOB	Au	2		1	ng B	2	17	7	2				29
Picture books	i i	111	50	128	Aul	she	80	97	145				561
Young Adult Fiction		10	- <u>–</u>	9	.e	a	5	10	14				48
Young Adult Nonfiction	meeting	1	nothin		50	qu	1	1	0				3
Music Cds	et	2	2		meeting	ž			0				2
Reference	he	1			ee	pu		2	0				3
Library of Things	5			14	E	2 673		5	9				28
TOTAL CIRCULATION	٩ N	1011		836	No	<b>⊆</b> 673	730	677	911				4838
PATRON COUNT						401		457					858
New patrons added:									3				

## Maupin March programming stats:

6
29
20
8
24
12
47
8 24

## Total of 7 programs, 146 attended