

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD MEETING

Date: May 23, 2023 @ 4:30 p.m.

Location: Dufur School/Community Library, and via Zoom

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81867705819?pwd=RFNoM01vWDFkNElMTVJb1VKdXNnUT09>

Meeting ID: 818 6770 5819

Passcode: 028642

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. IGA content concerns
 - b. IGA process considerations
 - c. Strategic Planning notes
- VI. NEW BUSINESS
 - a. Dave Mason – Library Board appointment
 - b. Hotspot lending concerns
 - c. New outreach van options
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board meeting
April 18, 2023
Location: Maupin, and via Zoom

Board members attending: Mary Beechler, Tina Coleman, Corliss Marsh, Rita Rathkey

Library staff attending: Jeff Wavrunek, Valerie Stephenson, Sarah Tierney

Meeting called to order: 4:35 pm

Minutes: No changes. Mary Beechler moved to approve and Corliss Marsh seconded

Visitors and interested parties: Christine Wolf, City Recorder for City of Maupin; Matthew Klebes, City Manager for City of The Dalles; Kevin Lewis, City Manager for City of Maupin; Carol Beatty, Mayor of Maupin; Phil Brady, County Commissioner

Director's Reports:

Dufur: Sarah gave her March statistics. Adult fiction 3 books, biographies 3 books, DVDs 39, Easy Readers 345, fiction 250, non-fiction 206, and pre-K and board books 46. There were 4 adult programs, averaging 27 in attendance; 4 Potlatch programs, averaging 26 in attendance, 5 daycare programs with an average of 6 in attendance; 4 preschool storytimes with an average of 11 in attendance; and 4 other preschool storytimes with 15 in attendance; and 27 grade school programs with an average of 20 in attendance. March was spent getting ready for Library Week in April. Micah has been busy getting books for Potlatch. She's been getting a lot of different requests and has been doing some Interlibrary Loans. I'm excited with how that's working out for Micah. A new cart has been ordered for her. We took ideas from Kristen when she does courier. Most of the summer reading plans are finalized, just need to work on how to track it. Just had a meeting with Valerie about this. Teen Take Over plans are in the works, it's going to be an 8- or 9-week program. In the library we do tutoring after school. That is why Sarah hasn't been attending board meetings. The days for that have changed and they will now only be on Mondays, Wednesdays and Thursdays.

Maupin: There has been a 26 percent increase in library usage during the month of April from last year. The Alex Zerbe program was very popular, there were 47 attending; the adults loved it as much as the kids. April is National Poetry month, so we always do a lot of poetry related stuff. We had a Blackout Poetry event. Donna Henderson did a two-part creative writing workshop, the first one was about what makes a poem a poem; the second part will be this weekend and will be about memoirs and story writing. Dr. Ruth Miller did a program on "What's Going on in the World." It had originally been scheduled at the Balch (hotel in Dufur), but due to a scheduling conflict, Maupin was asked to host it instead. Had a very good turnout. She will come back on April 27th. On April 1st we partnered with the City of Maupin, the Maupin Dig and Garden Club, Oregon State Extension, and created our first annual South Wasco Garden Expo. There were about 100 people who showed up. It was very successful. There were a lot of vendors and gardening experts. Valerie has been asked to partner with the South Wasco County School District for the 21st Century Community Learning Grant. Valerie is attending the Oregon Library Association conference tomorrow. In May she will have a May the Fourth be With You day. The Oregon Poet Laureate, Anis Mojgani, is coming on May 9th, to make a connection with the high school English class.

The Dalles: We've been having a Hobbit Community Read event during March and April. It's been quite popular, it has increased our door count by 2,000 for the past month. It has also helped circulation, which is also up about 2,000. It's getting back to pre-COVID levels. A lot of our programming is Hobbit related. In March participants made a Bag End Wreath; there was an afterhours Hobbit-style Nerf battle for teens; a Hobbit book cover, a Fellowship Silhouette canvas; and clay Hobbit door pendant. Not Hobbit related, the preschool kids made spring rainbow mobiles. There is a six-week novel writing workshop that has just started, they are meeting every Monday. Jeff recently sent out an email about the Story Dispensers. A short story author came up to the front desk just today wanting to submit some short stories to be published on the dispensers. There was a well-attended *Hobbit* trivia contest called Riddles in the Dark. Staff members dressed up. Stocking Bilbo's Pantry, a pressure canning class with the OSU Extension office showed you can twist most anything to go with the *Hobbit*. About half the staff is going to OLA tomorrow.

Old Business: The City Manager for The Dalles, Matthew Klebes, introduced himself. A facilities supervisory position has been created to oversee city maintenance staff.

He is learning about the IGA between Wasco County, Library Service District, and the City of The Dalles. The IGA details some of the roles and responsibilities the different entities have. The IGA indicates some of the authorities Wasco County has given to the Library Board in overseeing some of the day-to-day operations of the different libraries in Wasco County, providing some oversight and recommendations for the City and Wasco County. When it was first created in 2010, it really detailed some of the items that needed to be addressed as the district was first forming. There's been a couple amendments to the IGA over the years. We're on the third amendment since 2010.

Library Board members expressed concern with maintenance of the library building, even though it seems to be clear in the IGA as to who is responsible. How do they make sure the IGA is followed?

Another concern is that administrative costs according to the IGA are supposed to be negotiated annually. There has been no negotiation and just recently it was stated in an email from the City that "we're going to have to charge this much this year for the administration fee." That doesn't feel like a negotiation. How do we get to negotiation on the administrative fee? The Board does not want to go through another fiscal year without hammering out some of these IGA details. They also think that the County needs to step up and support the Board.

Matthew said that he has some of those same concerns. It is his understanding that there has been dialog in the past regarding the administrative fee in keeping it flat, and that certain fees such as legal, would not be charged unless used. Board members were quick to point out that this was just last year because they really pushed it. There was minimal dialog before. Matthew hopes to have continuing dialog moving forward.

Board members are frustrated by the fact that they have no idea how the City arrives at these fees; what formula is used, or an explanation of why certain fees have increased so much. It just seems like the fees keep going up each year; having increased by about 300% since the district was first formed, while CPI has only increased 38% during that same time. The Board hopes there is more transparency in the future. Matthew pointed out that the budget report and methodology used is public information and can be obtained through the City's website. Mary said that she looked at that, but couldn't understand it. Mary then said that the city has the formulas used, but the IGA says "negotiable." How do we do that? Matthew said that the review of the IGA will be an important part of the process. The City does have certain costs for payroll and services to the district through the library in The Dalles. Mary pointed out that the district does not pay these same fees for Dufur and Maupin, and this doesn't feel equitable across the county. Tina said that they aren't arguing that the district shouldn't pay these fees, but the fact that the City is saying they're spending all this money on the library, but we don't see it. If there was documentation to backup the increase in fees, we'd all feel better. It's that we just keep seeing these fees jumping. We're questioning that you increased the fees twice as much this year, as last year. Matthew pointed out that it might not wholly be an increase in the cost of services, but maybe it costs more to provide the same level of service, such as payroll, which saw a big jump. The Board would like to see things like this in writing, so that they know why there is an increase and where the money is going.

Matthew handed out copies of the summary page as to how administrative transfers are calculated and broken out into different funds. The bulk of the administration charges allocated to the library come from Finance and Human Resources. In the Finance Department we're looking at payroll, accounts payable, and accounts receivable. In Human Resources we're looking at recruitment, union negotiation, employee grievances and mediation, position researching and updating.

Rita Rathkey, asked for clarification. Were these fees only for services in The Dalles? The response was "yes" with Corliss pointing out that the agreement was to run the city library. Mary, responded that the agreement was to run the county district and none of these fees are being paid to the City of Maupin or Dufur. Corliss reiterated that the contract with the City of The Dalles is to run the city library. It was pointed out that this is not a contract, per se. It's captured within the IGA. The fact that it's a city building with city employees makes it a complicated topic.

It was asked where the percentages came from and Matthew said he had not printed out the entire packet, but that he could provide that, and it will show the methodology used (which is on page 41 of the upcoming budget packet). He will send out an email that shows the different methodologies used.

Tina brought up the point that this is another issue, The Dalles Library is billed as if it's a department of the City of The Dalles, but it's not. The library is not an entity of the City of The Dalles. The concern is that this same formula should not be used for the library since it is not a department of the City. It is something completely separate, guided by an IGA that doesn't work. Mathew responded that it was sort of a gray area, as it is a City facility staffed by City employees. So, saying that it is a separate entity is not wholly correct. Tina agreed that this makes it very gray.

Mary, again brought up the point about equity of the Library District not paying for these services at the other two libraries in the county, but paying for them in The Dalles. Would that be something in the IGA between those government bodies?

Mary, also asked how the county sends funds to the three libraries. Jeff explained that the county sends the money to each of the libraries in four different payments each year. It is based on the Library District budget. Jeff determines the amount, using the same formula used by the previous library director, and each year the libraries get an increase of 3%. Two years ago, Maupin and Dufur wanted to increase staffing, so they were given an increase of 25%. The county directly sends the money to Maupin, Dufur, and The Dalles four times a year. Jeff also clarified that not all of the money goes out to the libraries, there is a portion that stays within the district to build its reserve fund to enable the district to withstand economic downturns. Mary wondered if a more equitable distribution formula could be worked out. After some discussion, it was pointed out that while this is an interesting discussion, it is a different subject, and could the discussion be brought back to the IGA.

Corliss gave a brief history of why the Service District was formed; how the libraries were having to cut hours due to lack of funding. Forming the district would give the libraries stable funding. So why can't each of the City's provide help with funding their library? There was again a discussion of whether this was equitable between the three libraries. Tina said that the three libraries are providing an amazing service with Maupin and Dufur providing money for their libraries, but the City of The Dalles is not providing any for their library. In Dufur, the school is paying for the librarian, while the district is paying for the assistant librarian. These other libraries are providing money to support their libraries, while it looks like the City of The Dalles is just looking at this as a way to get money. Matthew, was quick to point out that The Dalles provided \$240,000 of service. The library, in the initial transfer, contributed \$140,000, so the City of The Dalles contributed \$100,000 of services to the library in The Dalles. Mary stated that the District had given over \$200,000 for building upkeep. Building and grounds was \$47,900, HVAC \$10,000, camera, carpet, etc., - \$54,000. Put it all together and the district is paying money for a building it doesn't own. This all ties back into the IGA. How do we start the conversations and why does the city go forward with the budget? Matthew explained that the city had to submit a proposed budget, which is why he sent an email stating the expected amount the City will charge the district in administrative fees. But, it is not final yet and will not go into effect until July 1st.

The Board would like to see a plan, going forward, for the negotiation of yearly fees. Mary Beechler, suggested that in the current negotiations, the Board could agree to pay the City the same fee as last year, and then if that amount changes during the negotiations, the budget could be amended to reflect the change. Matthew said that what he conveyed in his email is where he would like to start for next fiscal year. This conversation could be continued while adjusting going forward.

The Board said that they haven't had time yet to analyze the numbers Matthew sent. Last year the administrative fee was \$140,000, and this year the fee the City is proposing is \$183,000; with the condition that legal services, which are \$34,000, would only be charged if used.

The Board is concerned that administrative fees have more than doubled in just two budget cycles. In 2021-2022 it was \$100,000, and for 2023-2024 the City is proposing \$240,000. Matthew stated that it had been his understanding that the administrative fee had been flat, or nearly frozen for a number of years. Board members were quick to contradict this. They commented on how much the fees have risen since 2010, when the fees were first charged. Matthew, said that this is the reality of how much it costs to provide these services. The Board is concerned with the amount it has jumped from last year, about \$43,000, while they have seen no justification for the increase. Matthew, explained that this is the cost to provide those services, and to narrow the gap between the true cost and what the District has been paying. The Board wants to see proof of that, and the methodology.

Matthew thought the next steps would be redlining, or creating a new IGA that addresses some of these issues and proposals, then providing them to the Library District for feedback and discussion. Make additional changes, repeating the process as often as necessary to reach an IGA that all are comfortable with. Then recommend it to the County Commission. Tina said that they really need to go into this with the understanding that there is a current IGA already in place and it needs to be a negotiation. It cannot just be the city coming to us with their redlined IGA. Matthew explained that he had been under the impression that the Board wanted the City to make the first move. After some discussion it was agreed that both sides need to look at the IGA, redlining areas of concern, and then come together to discuss and negotiate. There was further discussion about the involvement of Dufur and Maupin.

There was talk about the wonderful services the libraries offer; but is it sustainable? For clarification, Jeff explained that The Dalles gets a larger portion of the district's money. The Dalles Library is paying for the library van and its staffing. This money is also paying for Dufur and Maupin's books, Sage consortium membership. Courier, IT/technology, and the website is also in The Dalles budget for all county libraries. So is continuing education, such as the upcoming Oregon Library Association conference, as well as travel and motel costs.

It was suggested that the Board and the City each redline their proposed changes to the IGA, then submit it to the other, prior to June 1st. A meeting will take place at The Dalles Public Library at 3:30 on Monday, June 5th, to start negotiating the changes. In further discussion regarding the administrative fee, the Board restated their view that they cannot agree to the increase without the proof Matthew has agreed to provide regarding the methodology used to determine the administration fee. Documentation is needed of actual costs, not just budgeted numbers for the past year.

In other questions for Matthew, Tina brought up concerns that the Board has had about improvements to the building. Why would we put money into a building the library doesn't own? Matthew, compared it to being a landlord, when rent is collected, some of that money might be used for maintenance and upkeep. Because the City is not collecting rent for the library building, some of the cost must be passed on (or shared) with the library. Some of this is already in the IGA, but it needs to be more explicit.

After Matthew left, there continued to be discussion regarding the division of funds between the libraries. Jeff talked about the big expense of the library van, as well as the expected expense of three interactive play equipment exhibits that will circulate between the three libraries. After the upcoming fiscal year, no other big expenses are anticipated. Consequently, in FY24/25 each library could receive more than a 3% increase, perhaps 10-20%, etc. A comment was made that it should be taken into consideration that Dufur is different in that it is also a school library. It doesn't have the same expenses as the other two libraries. Do we need a special formula for Dufur? Maupin? Corliss and Mary said that when the district was formed, both the State Librarian and the consultant who helped formulate the district, stated

that the organizational library district plan was bad and would never work, don't do it. A comment was made that maybe this is the first step of looking at a different governance model.

Phil Brady suggested that the Board might want Tyler Stone (from the county) to get involved.

New Business: Nothing at this time

Financial Review: The Board recommended that Jeff increase spending before the end of the fiscal year.

Other: The Board will hold a work session at 4:30 on Thursday, May 11, 2023 at The Dalles to work on the IGA. Corliss will invite Tyler Stone.

The next meeting will be held at 4:00 on Tuesday, May 23, 2023 in Dufur.

Meeting adjourned at

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chairman

Mary Beechler, Vice Chairman

Rita Rathkey, Board Member

Tina Coleman, Board Member

Vicki Thomas, Board Member

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	47,182.01	460,789.33	577,254.00	116,464.67	79.8
004-2100-000.12-00	3,443.71	38,158.61	33,488.00	(4,670.61)	114.0
004-2100-000.13-00	.00	189.33	10,660.00	10,470.67	1.8
004-2100-000.21-10	12,061.04	113,539.09	219,973.00	106,433.91	51.6
004-2100-000.21-20	336.58	3,213.91	3,849.00	635.09	83.5
004-2100-000.21-30	43.30	417.44	533.00	115.56	78.3
004-2100-000.21-40	28.68	1,263.81	1,642.00	378.19	77.0
004-2100-000.22-00	3,810.19	37,620.29	47,163.00	9,542.71	79.8
004-2100-000.23-00	5,381.19	49,767.68	65,321.00	15,553.32	76.2
004-2100-000.28-00	30.50	2,639.32	8,715.00	6,075.68	30.3
004-2100-000.29-00	212.55	1,169.94	3,334.00	2,164.06	35.1
004-2100-000.31-10	2,299.67	89,346.07	246,383.00	157,036.93	36.3
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	172.17	3,215.87	5,580.00	2,364.13	57.6
004-2100-000.41-20	111.22	955.26	1,798.00	842.74	53.1
004-2100-000.41-40	1,878.42	19,685.01	31,132.00	11,446.99	63.2
004-2100-000.43-10	6,240.73	19,596.97	47,900.00	28,303.03	40.9
004-2100-000.43-40	535.73	14,392.63	55,820.00	41,427.37	25.8
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	95.87	1,452.52	20,500.00	19,047.48	7.1
004-2100-000.43-77	.00	1,547.75	11,000.00	9,452.25	14.1
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	476.97	6,640.33	13,455.00	6,814.67	49.4
004-2100-000.58-10	133.88	133.88	13,990.00	13,856.12	1.0
004-2100-000.58-50	.00	2,473.24	17,285.00	14,811.76	14.3
004-2100-000.58-70	.00	998.00	7,611.00	6,613.00	13.1
004-2100-000.60-10	2,651.80	16,287.10	38,555.00	22,267.90	42.2
004-2100-000.60-20	790.87	3,770.32	8,050.00	4,279.68	46.8
004-2100-000.60-85	8,880.89	112,918.96	147,475.00	34,556.04	76.6
004-2100-000.64-20	9,737.54	80,503.51	140,500.00	59,996.49	57.3
004-2100-000.64-30	155.98	2,392.09	5,800.00	3,407.91	41.2
004-2100-000.64-40	2,430.94	27,567.76	62,350.00	34,782.24	44.2
004-2100-000.64-80	.00	5,047.80	64,849.00	59,801.20	7.8
004-2100-000.69-50	.00	.00	.00	.00	.0
004-2100-000.69-80	1,703.97	15,879.87	64,200.00	48,320.13	24.7
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	110,826.40	1,150,146.80	2,295,524.00	1,145,377.20	50.1

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	17,034.72	128,040.00	148,007.00	19,967.00	86.5
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.34	8,333.40	10,000.00	1,666.60	83.3
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	17,868.06	136,373.40	1,247,120.00	1,110,746.60	10.9
TOTAL FUND EXPENDITURES	128,694.46	1,286,520.20	3,542,644.00	2,256,123.80	36.3

The Dalles Public Library circulation statistics:

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	7,414	8,797	10,040	8,235		
INTERNET USERS	Library	523	591	584	628	554	525	567	441	628	481		
	Byod	792	856	859	876	734	802	641	704	838	739		
Overdrive Read		277	246	214	285	306	265	364	295	329	335		
Open EPUB ebook		1	0	0	0	1	0	1	1	1	0		
Kobo Ebook		6	0	4	5	4	7	6	8	12	12		
adobe PDF ebook		0	0	0	0	0	1	0	1	1	0		
kindle book		206	203	176	175	223	254	313	258	276	231		
adobe EPUB ebook		66	51	53	32	36	42	24	20	32	30		
overdrive MP3 audio		239	238	195	132	117	86	86	80	87	105		
Open PDF ebook		0	0	0	0	0	0	0	0	0	0		
Pending (ebook)		9	9	7	1	15	11	7	12	9	12		
Pending (audiobook)		7	20	21	27	24	23	18	27	39	41		
overdrive Listens		666	737	628	762	707	795	885	789	970	905		
Advantage		July& aug. =	3,188	1,504	1,554	1,608	1,647	1,848	1,825	1,898	1,884		
LIBRARY2Go total		1,477	4,692	2,802	2,973	3,041	3,131	3,552	3,316	3,654	3,555		
TUMBLEBOOKS		3	6	2	9	1	1	3	58	6	3		
PATRONS ADDED		99	90	85	50	59	48	82	58	96	59		
ILL'S SENT		983	1,149	1,081	1,137	1,056	976	1,251	989	1,205	1,003		
ILL'S RECEIVED		621	693	700	525	561	477	674	621	712	589		
MONTHLY CIRC		13,162	14,061	13,453	13,259	12,695	12,136	14,427	12,846	15,282	13,277		
LIBRARY2GO		1,477	4,692	2,802	2,973	3,041	3,131	3,552	3,316	3,654	3,555		
TOTAL CIRC		14,639	18,753	16,255	16,232	15,736	15,267	17,979	16,162	18,936	16,832		

The Dalles Public Library April 2023 programming statistics:

Youth Services:

Number of Programs	Type of program	Number attending
10	Storytimes (4 Baby, 3 Toddler, 3 Preschool)	141
3	Fun Fridays	75
3	Book Clubs	09
23	Outreaches to Headstart and daycares	434
6	Tap dance classes	76
8	Snapdragon Yoga	96
	Take & Make kits (preschool & school age)	32 kits

TOTAL: 831

53 programs, 831 attending (most outreach visits included a craft project for each)

Teen Services:

Number of Programs	Type of program	Number attending
3	Outreach visits (NORCOR and middle school)	20
2	Open Console Gaming	00
2	&TWH (writer's group)	02
1	Teens Art Club	08
2	Teen crafts	16
1	Teen Crafternoon	02
1	Graffiti the furniture (impromptu program)	01
1	Teen book club	00
3	MTG (volunteer led group)	27
1	Stocking Bilbo's Pantry (Community Reads event)	06
1	Middle School outreach	100
	Take & Make kits	30 kits

18 programs, 182 attended

TOTAL: 182

Adult Services:

Number of Programs	Type of program	Number attending
3	Book clubs	16
2	Adult art clubs	11
2	Sticks in Stacks	10
Not recorded	Senior outreach visits	not recorded
1	Coffee & Coloring	00
2	Virtual author talks	22

10 programs, 59 attended

TOTALS: 59

All Ages

1	Lego Pizza Night	54
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For Month of April: TOTAL OF 83 PROGRAMS, WITH 1,126 ATTENDING

DUFUR circulation and programming statistics month of April

	Jul-22	22-Aug	Sep-22	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	TOTAL FOR FISCAL YEAR
Adult fiction	No mtg, so no report	6	9	No report submitted	No mtg, so no report	3	3	6	No report submitted	4			
Audiobooks										1			
Biographies			6				2	2		45			
DVDs		6	11			28	46	42		38			
Children's fiction							326						
Easy Readers		49	243			136		237		198			
Fiction		43	333			152	381	288		218			
Nonfiction		25	119			81	211	184		156			
Prek/Board books		11	41			23	44	42		39			
TOTAL CIRCULATION	0	140	762		0	423	1013	801	0	699	0	0	3838

Dufur April programming stats:

- 4 Fiber arts programs average of 9 people each time = 36
- 3 teen after hours programs average of 5 people each time = 15
- 3 Potlatch outreach programs average of 20 people each time = 60
- 3 daycare outreach programs average of 9 people each time = 27
- 3 preschool outreach programs average of 11 people each time = 33
- 4 preschool in library programs average of 14 people each time = 56
- 32 grade school in library programs average of 20 each time = 640
- 4 middle school in library programs average of 15 people each time = 60
- 4 high school in library programs average of 5 people each time = 20

Total of 348 programs, 947 attending

Maupin circulation and programming statistics month of April

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	Total for fiscal year
Ask at desk		2		4			3	4	2	1			16
Audiobooks		18		14			17	12	21	13			95
Board books		38		14			18	14	10	8			102
Children's DVDs		23		21			9	6	7	2			68
Children's non-fiction		27		15			27	21	29	15			134
DVDs		155		188			138	114	127	71			793
Early readers		131		49			40	29	53	26			328
Fiction		207		166			210	194	251	197			1225
Graphic Novels		44		47			9	19	26	11			156
Junior fiction		77		66			32	34	70	44			323
Junior nonfiction		27		19			14	11	27	12			110
Large print		20		22			25	29	18	16			130
Libros en Espanol		11					2	1	2	1			17
New books							1	1	4	1			7
Non-fiction		104		59			82	73	94	80			492
OBOB		2		1			17	7	2	3			32
Picture books		111		128			80	97	145	89			650
Young Adult Fiction		10		9			5	10	14	23			71
Young Adult Nonfiction		1					1	1	0	1			4
Music Cds		2							0				2
Reference		1						2	0				3
Library of Things				14				5	9	14			42
TOTAL CIRCULATION		1011		836		673	730	677	911	628			5466
PATRON COUNT						401		457					858
New patrons added:													3

Maupin April programming stats:

Snapdragon Yoga	24
Garden Expo	100
Blackout Poetry	2
Community Poetry Reading	6
Garden Club board meeting	5
Creative Writing workshops	26
Cookin' the Books	4
Read What You Want book club	6
Ruth Miller Program	4

Total of 9 programs, 177 attended

**RESOURCES
Wasco County Library Service District**

(Fund)

(Name of Municipal Corporation)

	Historical Data		Adopted Budget This Year 2022-2023	RESOURCE DESCRIPTION	Budget For Next Year FY 2023-2024			
	Actual Second Preceding Year 2020-2021	First Preceding Year 2021-2022			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	1,376,236	1,492,459	1,492,459	1. Available cash on hand* (cash basis) or	1,612,878			1
2	0	0	0	2. Net working capital (accrual basis)	0			2
3	24,233	47,320	63,334	3. Previously levied taxes estimated to be received	74,028			3
4	12,768	9,538	14,115	4. Interest	9,540			4
5	0	-12067	0	5. Transferred IN, from other funds	0			5
6				OTHER RESOURCES				6
7	15,395	35,450	0	Miscellaneous receipts	0			7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	1,428,632	1,572,700	1,569,908	29. Total resources, except taxes to be levied	1,696,446			29
30			1,583,354	30. Taxes estimated to be received	1,850,708			30
31	1,557,750	1,604,646		31. Taxes collected in year levied				31
32	2,986,382	3,177,346	3,153,262	32. TOTAL RESOURCES	3,547,154			32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
Wasco County Library Service District
(name of organizational unit - fund)**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next year FY 2023-2024			
	Actual Second Preceding Year FY 2020-2021	First Preceding Year FY 2021-2022	Adopted Budget This Year FY 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				PERSONNEL SERVICES				1
2								2
3								3
4								4
5								5
6								6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	1,476,162	1,559,698	1,988,873	8 Contractural Library Services	2,058,540			8
9	0	0	5,000	9 Legal Services	15,000			9
10	0	4,000	8,500	10 Audit	8,500			10
11	0	0	0	11 Insurance	0			11
12	0	220	2,000	12 Office Supplies	2,000			12
13	48	549	1,500	13 Legal Notices	1,500			13
14	17,713	0	1,500	14 Taxes/Permits/Assessments	1,500			14
15	1,493,923	1,564,467	2,007,373	15 TOTAL MATERIALS AND SERVICES	2,087,040			15
				CAPITAL OUTLAY				
16								16
17								17
18								18
19								19
20								20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22								22
23								23
24	0	0	0		0	0	0	24
25			325,000	25 OPERATING CONTINGENCY	450,000			25
26			810,889	26 Reserved For Future Expenditure	1,000,114			26
27	1,492,459	1,612,879		27 Ending Balance (Prior Years)				27
28			10,000	28 UNAPPROPRIATED ENDING FUND BALANCE	10,000			28
29								29
29	2,986,382	3,177,346	3,153,262	29 TOTAL REQUIREMENTS	3,547,154			30

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Wasco County

**FORM LB-50
2023-2024**

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Wasco County Library Service District has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Wasco County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>511 Washington Sreet, Suite 302</u> <small>Mailing Address of District</small>	<u>The Dalles</u> <small>City</small>	<u>Oregon</u> <small>State</small>	<u>97058</u> <small>ZIP code</small>	<u>May 11, 2023</u> <small>Date</small>
<u>Jeff Wavrunek</u> <small>Contact Person</small>	<u>Budget Officer</u> <small>Title</small>	<u>541-506-2042</u> <small>Daytime Telephone</small>	<u>jwavrunek@ci.the-dalles.or.us</u> <small>Contact Person E-Mail</small>	

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	0.68		
2. Local option operating tax	2			Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3. Local option capital project tax	3			
4. City of Portland Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0		

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.68
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

Wasco County Library Service District

Fiscal Year 2023-2024 Proposed Budget

FISCAL YEAR 2023-2024 BUDGET MESSAGE

SECTION I: Background

Fiscal year 2023-2024 will be the seventeenth year of operation for the Wasco County Library Service District. In November 2006 Wasco County voters approved the creation of a Library Service District for Wasco County under ORS Ch. 451 with a formation date of July 1, 2007 and a District tax rate of \$.68 per \$1,000 of TAV (taxable assessed value).

A Feasibility Study Report for the District was prepared by Ruth Metz Associates in January 2006. The proposed 2023-2024 fiscal year budget continues the service plan outlined in the report. During the District's first year of operation, branch libraries were established at Dufur, Maupin, and The Dalles with library stations at Shaniko and Tygh Valley. The branch libraries receive funding directly from the District while funding for the stations is included in the funding for countywide services that The Dalles branch receives.

Under the terms of the Intergovernmental Agreements entered into with the three branch libraries, each entity receives district funding for basic operating costs and routine building maintenance (for Maupin and The Dalles branches only). In addition, each library benefits from districtwide services such as Sage Library System membership, children's programming, collection development, technical support, outreach, courier, and staff training. The stations receive computer workstations, supplies, technical support, book collections, and access to the Internet and Sage Library System collection.

The service plan outlined in the Feasibility Study was phased in over two years for The Dalles branch and is being maintained in the proposed budget. The delay in the proposed increase in hours at The Dalles branch was due to the library increasing its hours from 20 to 40 hours per week immediately following the November 2006 election. As a result, a further increase to 55 hours as outlined in the study was delayed. In July 2008 library hours were increased from 40 to 57 hours per week at The Dalles branch.

SECTION II: Proposed Budget Highlights

For FY 2023-2024 District revenues are estimated at \$1,934,276. These revenues include \$ 1,850,708 from property taxes (91% collectibles rate), \$74,028 in prior year's taxes and

\$9,540 in interest. When added to the beginning fund balance (\$1,612,878), the resulting total resources equal \$3,547,154.

During FY 2023-2024 districtwide goal related expenditures include cooperative database purchasing, live and online training for staff and Library Board, expanded public programming, outreach services, van purchase, interactive educational equipment purchase, upgraded library PCs, website maintenance, downloadable audio and e-book service (Library2Go), streaming video service (Kanopy), Sage Library System membership, and courier. \$31,000 has been additionally funded to the Adantage Library2Go account to give Wasco County residents exclusive rights to some of the more popular digital and audio book titles. This money has been well spent as circulation of these items in Library2Go has been steadily increasing. These Districtwide expenditures are included in the allocation to The Dalles branch.

SECTION III: Budget Components

A. Contractual Library Services

The funding to be paid directly to Maupin, Dufur and The Dalles Library operating expenses includes an increase over each library’s FY 2022-2023 allocation. The Dalles received money to accommodate districtwide personnel costs (bookmobile/outreach employee), a bookmobile/outreach van, and educational play equipment for the Library District. The Dalles allocation also enables the library to have sufficient funds in its beginning balance to operate the library and provide districtwide services until tax revenues are received each year in November.

The cost of districtwide services is included in the amount for the City of The Dalles.

City of The Dalles	\$1,944,428
Dufur School District	31,059
Southern Wasco Co. Library	83,053
Total	\$2,058,540

B. Library District General Expenses

This category includes the cost to the County for governing the District. It includes legal services, audit, office supplies, legal notices, and assessments. For FY 2023-2024 these expenses are budgeted at \$28,500. Contingency for the District is budgeted at \$450,000. This accounts for the uncertainty related to the economy, high inflation, and the bookmobile/outreach van and interactive educational equipment purchases. The Unappropriated Ending Balance of \$10,000 provides funds for operation during the next fiscal year (FY 2023-2024) until the first tax revenues are received in late November.

C. Reserve Fund

The District Feasibility Study recommends building a reserve fund in order to sustain the service level over time. If revenues are higher than anticipated, the reserve fund should continue to be built until it is certain that higher service levels can be sustained. Funds Reserved for Future Expenditure in the FY 2023-2024 budget total \$1,000,114.

5-11-23

Library District Budget Committee Motions:

Motion #1 To recommend the adoption of the 68 cents per \$1,000 tax rate for the Wasco County Library Service District for Fiscal Year 2023-2024.

Motion #2 To approve the Fiscal Year 2023-2024 Library Service District Budget in the amount of \$3,547,154 as proposed.

May 11, 2023

Proposed

FISCAL YEAR 2023-2024 BUDGET

WASCO COUNTY LIBRARY SERVICE DISTRICT

REVENUE

Beginning Fund Balance	1,612,878
Property Tax - Current Year	1,850,708
Property Tax - Prior Year	74,028
Interest	9,540

TOTAL RESOURCES 3,547,154

EXPENDITURES

Contractual Library Services	
City of The Dalles	1,944,428
Dufur School District	31,059
City of Maupin	83,053
Subtotal Library Services	2,058,540
Legal Services	15,000
Audit	8,500
Office Supplies	2,000
Legal Notices	1,500
Taxes/Permits/Assessments	1,500
Total Expenditures	2,087,040
Reserved for Future Expenditure	1,000,114
Contingency	450,000
Unappropriated	10,000
Total	3,547,154

Wasco County Library District Strategic Planning Session

November 2022

Summary Notes

- 1) Create a new IGA with the city, county, and library board
- 2) Administrative fee negotiated and capped
- 3) Be the library of the future
- 4) The Dalles Library needs upgraded facilities (carpet/paint/etc.)
- 5) Safety concerns at The Dalles Library need to be addressed
- 6) Use 90% of budget
- 7) HVAC replacement at The Dalles (city's contribution?)
- 8) Better landscaping (between/around parking lots and sidewalks)
- 9) Wider steps between lower and upper parking lot
- 10) Dropbox return outside
- 11) Concrete patio poured behind children's wing
- 12) Better signage so The Dalles Library is easier to find