

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

Date: June 20, 2023 @ 4:00 p.m.

Location: The Dalles Public Library, and via Zoom

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

Topic: Library Board Meeting

Time: Jun 20, 2023 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85676995845?pwd=ZXdZcHJHQktla1FjSThsYkNvQXp3QT09>

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
  - a. IGA
  - b. New Facilities Maintenance Supervisor for City of The Dalles
- VI. NEW BUSINESS
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

Wasco County Library Service District  
Board meeting  
May 23, 2023  
Location: Dufur, and via Zoom

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

**Library staff attending:** Jeff Wavrunek, Valerie Stephenson, Sarah Tierney, Rita Squires

**Meeting called to order:** 4:05 p.m.

**Minutes:** No changes necessary, Tina Coleman moved to approve, seconded by Mary Beechler; passed unanimously

**Visitors and interested parties:** Dave Mason, a prospective board member replacing Vicki Thomas, who has resigned. Dave introduced himself, and gave some background information. He has many years of experience being on boards.

**Director's Reports:**

**Dufur** - Working on ads for the Summer Reading Program, will have Teen Takeover flyers next week. As part of the Teen Takeover, they are planning on refreshing the Hive. The salsa garden last year was a hit, and will plant one again this year. Had a meeting with LEO, got lots of good ideas. Sarah is currently working on an ODE grant; 60% of that must be spent on collection development. If she gets the grant she will use for ebooks. She is also getting a Smartboard, as well as more shelving. Title 1 has installed a Little Free Library on the school grounds.

Micah is still doing outreach at Dufur's Potlatch and daycares. It is going well. There are some third graders writing stories to go in the Story Dispensers.

Summer Reading will soon be promoted on the reader board. Children attending summer school will be able to attend summer reading programs this year, which will help boost attendance.

**Maupin** – Recently had a May the Fourth Star Wars themed event, which was well attended. Had the Oregon State Poet Laureate, Anis Mojgani, for a program. He went to the high school in the afternoon, where he was able to visit two classes.

Has started strategic planning with Darcy Hanning, from the Oregon State Library. For Maupin Daze, the Portland Takio drummers performed in the park. There was also a book sale, summer reading sign-up, and a photo booth inside the library.

For summer reading there are 7 performers coming. There will be an open house at the library celebrating Valerie's graduation from library school. She is currently working on Maupin Reads, which will be *Girl who wrote in silk*, by Kelli Estes. They have purchased 50 copies of the book to give away. The author will be there on Saturday, September 9<sup>th</sup>.

**The Dalles** – Scott Hege, one of the county commissioners, was recently at the library to check out the Story Dispenser. Jeff talked to the Dufur City Clerk regarding paying Micah.

The Star Wars event on May 4<sup>th</sup> was crowded. Unfortunately, there was a difficult interaction between two patrons. Jeff talked to both of them and feels that all has been resolved amicably.

The painters have started on the outside of the building, hopefully it will be done before the Summer Reading Kickoff event. They will also stain the deck in front of the library.

Aprile Keith, the outreach and programming coordinator, has resigned. Her last day will be June 2<sup>nd</sup>. We will post the position soon.

Union negotiations have finished and staff will be getting a healthy raise this year.

Planning for summer reading is going well. The kick off will be a big event, similar to last year, which was very popular.

Last Saturday the Extension Office did an outdoor cooking class for teens which was well attended.

#### **Old Business:**

An update on the work session - Corliss has been in contact with Matthew Klebes regarding the IGA. He and the city attorney, have been looking at it and red lining parts. After a discussion, it was decided that at least two board members should meet with Matthew and Jonathon before they come to the next Board meeting. The Board agrees that they need to go in with a solid plan, so that they don't spend a lot of time going back and forth on little things. The Board will have another work session on June 5<sup>th</sup> to flesh out core ideas for the IGA. Mary Beechler will reach out to Tyler Stone and see if the county attorney can take a look at it before they meet with the city manager.

Strategic planning notes were shared by the director. Some areas of concern have been addressed, such as spending more of the budget before the end of the fiscal year. There were some safety concerns that have been shared with the city manager. The Board felt that the building needs a structural engineering assessment.

There was discussion regarding a drive-thru outside book drop, Jeff shared that he talked to some staff regarding this, and the consensus was that they didn't want one due to possible difficulties and safety concerns in getting it emptied. After some discussion, the Board asked Jeff to push forward on this, as they think an outside drop would benefit the public.

The Board questioned whether the director could delegate some tasks to other staff to reduce some of his workload.

Jeff has talked to the Neon Sign Museum regarding getting a sign for the library.

**New Business** – There was discussion regarding Dave Mason replacing Vicki Thomas, now that she has resigned from the Library Board. This is the at-large position, and he would finish out her term. Tina Coleman made the motion to approve Dave Mason for the at-large position; Mary Beechler seconded that motion. There was no further discussion, a vote was made, which was unanimous.

Hotspots – because the hot spots were purchased with a grant, the library has been checking them out to the homeless population. Some of the hotspots are having difficulty getting returned. There was a discussion as to whether or not the library should let the unhoused continue to check out expensive equipment, once the grant is finished. It was suggested that someone contact the pallet shelter manager about possible solutions.

Library van – at a recent meeting, the director said that there was talk about hybrid and electric vehicles. After a brief discussion, the Board indicated that this is not the preferred option for the new library van. The wait time for such a vehicle is long and the range is not practical for a vehicle traveling countywide.

**Finance:** The Board likes that more of the budget is being spent. When the budget message is generated next year, it was suggested that the second paragraph be removed.

The next meeting was scheduled for June 20<sup>th</sup>, 2023, at 4:00 in The Dalles.

Meeting adjourned at 5:50

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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Rita Rathkey, Board Member

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Tina Coleman, Board Member

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	48,019.50	508,808.83	577,254.00	68,445.17	88.1
004-2100-000.12-00	3,187.61	41,346.22	33,488.00	( 7,858.22)	123.5
004-2100-000.13-00	.00	189.33	10,660.00	10,470.67	1.8
004-2100-000.21-10	11,280.22	124,819.31	219,973.00	95,153.69	56.7
004-2100-000.21-20	336.58	3,550.49	3,849.00	298.51	92.2
004-2100-000.21-30	43.30	460.74	533.00	72.26	86.4
004-2100-000.21-40	21.03	1,284.84	1,642.00	357.16	78.3
004-2100-000.22-00	3,854.66	41,474.95	47,163.00	5,688.05	87.9
004-2100-000.23-00	5,474.15	55,241.83	65,321.00	10,079.17	84.6
004-2100-000.28-00	30.50	2,669.82	8,715.00	6,045.18	30.6
004-2100-000.29-00	217.75	1,387.69	3,334.00	1,946.31	41.6
004-2100-000.31-10	17,055.29	106,401.36	246,383.00	139,981.64	43.2
004-2100-000.32-20	61.88	61.88	750.00	688.12	8.3
004-2100-000.41-10	176.12	3,391.99	5,580.00	2,188.01	60.8
004-2100-000.41-20	111.22	1,066.48	1,798.00	731.52	59.3
004-2100-000.41-40	1,677.82	21,362.83	31,132.00	9,769.17	68.6
004-2100-000.43-10	1,620.22	21,217.19	47,900.00	26,682.81	44.3
004-2100-000.43-40	1,034.90	15,427.53	55,820.00	40,392.47	27.6
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	142.38	1,594.90	20,500.00	18,905.10	7.8
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	6.25	86.62	2,300.00	2,213.38	3.8
004-2100-000.53-30	598.00	7,238.33	13,455.00	6,216.67	53.8
004-2100-000.58-10	2,552.21	2,686.09	13,990.00	11,303.91	19.2
004-2100-000.58-50	.00	2,473.24	17,285.00	14,811.76	14.3
004-2100-000.58-70	25.00	1,023.00	7,611.00	6,588.00	13.4
004-2100-000.60-10	3,722.19	20,009.29	38,555.00	18,545.71	51.9
004-2100-000.60-20	916.36	4,686.68	8,050.00	3,363.32	58.2
004-2100-000.60-85	8,609.57	121,528.53	147,475.00	25,946.47	82.4
004-2100-000.64-20	10,463.25	90,966.76	140,500.00	49,533.24	64.8
004-2100-000.64-30	87.90	2,479.99	5,800.00	3,320.01	42.8
004-2100-000.64-40	2,729.45	30,297.21	62,350.00	32,052.79	48.6
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	1,190.00	17,069.87	64,200.00	47,130.13	26.6
004-2100-000.72-20	24,750.00	24,750.00	54,800.00	30,050.00	45.2
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>149,995.31</b>	<b>1,300,142.11</b>	<b>2,295,524.00</b>	<b>995,381.89</b>	<b>56.6</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	.00	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	1,666.60	10,000.00	10,000.00	.00	100.0
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	1,666.60	138,040.00	1,247,120.00	1,109,080.00	11.1
TOTAL FUND EXPENDITURES	151,661.91	1,438,182.11	3,542,644.00	2,104,461.89	40.6

# The Dalles circulation stats for May 2023

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	8,797	10,040	8,235	6,939	
<b>INTERNET USERS</b>	Library	523	591	584	628	554	525	567	441	628	481	595	
	Byod	792	856	859	876	734	802	641	704	838	739	545	
<b>Overdrive Read</b>		277	246	214	285	306	265	364	295	329	335	330	
<b>Open EPUB ebook</b>		1	0	0	0	1	0	1	1	1	0	0	
<b>Kobo Ebook</b>		6	0	4	5	4	7	6	8	12	12	12	
<b>adobe PDF ebook</b>		0	0	0	0	0	1	0	1	1	0	0	
<b>kindle book</b>		206	203	176	175	223	254	313	258	276	231	282	
<b>adobe EPUB ebook</b>		66	51	53	32	36	42	24	20	32	30	8	
<b>overdrive MP3 audio</b>		239	238	195	132	117	86	86	80	87	105	18	
<b>Open PDF ebook</b>		0	0	0	0	0	0	0	0	0	0	0	
<b>Pending (ebook)</b>		9	9	7	1	15	11	7	12	9	12	7	
<b>Pending (audiobook)</b>		7	20	21	27	24	23	18	27	39	41	25	
<b>overdrive Listens</b>		666	737	628	762	707	795	885	789	970	905	1,099	
<b>Advantage</b>		July& aug =	3,188	1,504	1,554	1,608	1,647	1,848	1,825	1,898	1,884	1,978	
<b>LIBRARY2Go total</b>		1,477	4,692	2,802	2,973	3,041	3,131	3,552	3,316	3,654	3,555	3,759	
<b>TUMBLEBOOKS</b>		3	6	2	9	1	1	3	58	6	3	0	
<b>PATRONS ADDED</b>		99	90	85	50	59	48	82	58	96	59	52	
<b>ILL'S SENT</b>		983	1,149	1,081	1,137	1,056	976	1,251	989	1,205	1,003	1,025	
<b>ILL'S RECEIVED</b>		621	693	700	525	561	477	674	621	712	589	553	
<b>MONTHLY CIRC</b>		13,162	14,061	13,453	13,259	12,695	12,136	14,427	12,846	15,282	13,277	13,772	
<b>LIBRARY2GO</b>		1,477	4,692	2,802	2,973	3,041	3,131	3,552	3,316	3,654	3,555	3,759	
<b>TOTAL CIRC</b>		14,639	18,753	16,255	16,232	15,736	15,267	17,979	16,162	18,936	16,832	17,531	

# The Dalles Public Library May 2023 programming statistics:

## Youth Services:

<b>Number of Programs</b>	<b>Type of program</b>	<b>Number attending</b>
10	Storytimes (4 Baby, 2 Toddler, 4 Preschool)	120
4	Fun Fridays	62
3	Book Clubs	08
21	Outreaches to Head Start and daycares	418
9	Snapdragon Yoga	not recorded
1	First Saturday event: Angel Ocasio	57
1	Colonel Wright: Kindergarten meet & greet	55
1	Chenoweth Elementary Family Fun Night	145
1	Stuffed animal sleepover	27
1	Sleepover breakfast	30
1	Children's Fair in City Park	312
	Take & Make kits (preschool & school age)	54 kits
	<b>TOTAL:</b>	<b>1179</b>

**51 programs, 1,179 attending (most outreach visits included a craft project for each)**

## Teen Services:

<b>Number of Programs</b>	<b>Type of program</b>	<b>Number attending</b>
2	Norcor outreach visits	30
1	Middle School outreach	100
1	Open Console Gaming	00
2	Teen writers	08
1	Teens Art Club	04
1	Teen Crafternoon	07
1	Teen graphic novel book club	00
4	MTG (volunteer led group)	28
1	Outdoor Cooking (teen event, but had children and adults)	16
1	Underground Radio	03
	Take & Make kits (felt heart)	30 kits
	<b>TOTAL:</b>	<b>169</b>

**15 programs, 169 attended**

## Adult Services:

<b>Number of Programs</b>	<b>Type of program</b>	<b>Number attending</b>
4	Book clubs	14
2	Adult art clubs	12
1	Adult writer's group	00
1	Chinese Medicine: summer allergies and self-care	00
2	Sticks in Stacks	04
13	Senior outreach visits	84
1	Coffee & Coloring	00
3	Virtual author talks	not recorded
1	Star Wars Paint Night	08
1	Story Dispenser program	00
2	Scrabble Club (volunteer led program, we supply the space)	00
1	Threa Journaling	07
5	VR Guided Meditation	00
	Take & Make kits (felt heart)	30 kits
	<b>TOTALS:</b>	<b>129</b>

**37 programs, 129 attended**

## All Ages

1	Lego Pizza Night	59
1	May the 4 <sup>th</sup> be with you: Star Wars Day	400
1	Mother's Day gift workshop	51
1	Floor is Lava	29
	<b>TOTALS:</b>	<b>544</b>

**Over all Month of May: TOTAL OF 107 PROGRAMS, WITH 2,021 ATTENDING**



## Dufur circulation statistics 2023

	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	No report submitted			2	2	No report submitted	45	9		
DVDs		6	11	No report submitted		28	46	42	No report submitted	38	30		
Children's fiction							326						
Easy Readers		49	243	No report submitted		136		237		198	212		
Fiction		43	333	No report submitted		152	381	288		218	210		
Nonfiction		25	119	No report submitted		81	211	184		156	117		
Prek/Board books		11	41	No report submitted		23	44	42		39	33		
<b>TOTAL CIRCULATION</b>	<b>0</b>	<b>140</b>	<b>762</b>		<b>0</b>	<b>423</b>	<b>1013</b>	<b>801</b>	<b>0</b>	<b>699</b>	<b>611</b>	<b>0</b>	<b>4449</b>

## Dufur – programming statistics for month of May 2023

# of Programs	Type of program	Number Attending
5	Fiber arts programs, averaging 5 in attendance	25
5	Potlatch	147
4	Preschool	37
4	Daycare visits	25
42	School age programs averaging 20 in attendance	840

**Total of 60 programs, with 2,148 in attendance**

# Maupin circulation statistics 2023

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	4		20
Audiobooks		18		14			17	12	21	13	8		103
Board books		38		14			18	14	10	8	10		112
Children's DVDs		23		21			9	6	7	2	5		73
Children's non-fiction		27		15			27	21	29	15	18		152
DVDs		155		188			138	114	127	71	94		887
Early readers		131		49			40	29	53	26	30		358
Fiction		207		166			210	194	251	197	209		1434
Graphic Novels		44		47			9	19	26	11	25		181
Junior fiction		77		66			32	34	70	44	40		363
Junior nonfiction		27		19			14	11	27	12	17		127
Large print		20		22			25	29	18	16	19		149
Libros en Espanol		11					2	1	2	1			17
New books							1	1	4	1			7
Non-fiction		104		59			82	73	94	80	68		560
OBOB		2		1			17	7	2	3	2		34
Picture books		111		128			80	97	145	89	52		702
Stacks											1		1
Young Adult Fiction		10		9			5	10	14	23	9		80
Young Adult Nonfiction		1					1	1	0	1	2		6
Music Cds		2							0	1			3
Reference		1						2	0				3
Library of Things				14				5	9	14			42
<b>TOTAL CIRCULATION</b>		<b>1011</b>		<b>836</b>		<b>673</b>	<b>730</b>	<b>677</b>	<b>911</b>	<b>629</b>			<b>5467</b>
<b>PATRON COUNT</b>						<b>401</b>		<b>457</b>					<b>858</b>
New patrons added:									3				

No meeting in August, nothing submitted for July

nothing submitted for this month

No meeting in December, nothing submitted for November

no individual shelving location, just total for this month

## Maupin programming statistics for month of May 2023

Number of Programs	Type of program	Number attending
1	Garden Club board meeting	5
1	Title 1 School Night – May the 4 <sup>th</sup> be with You	34
2	Snapdragon Yoga	12
1	Oregon State Poet Laureate, Anis Mojgani	43
1	Read What You Want book club	6
1	Cookin' the Books	11
1	Maupin Daze: book sale, Portland Taiko, SRP sign up, school art show, photo booth	200
1	Open House/Graduation Party	28

**Total of 9 programs, with 339 in attendance**

May Reading Room usage: 28