

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: October 17, 2023 @ 4:00 p.m.

Location: Maupin, and via Zoom

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

Topic: Library Board meeting

Time: Oct 17, 2023 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89118528296?pwd=NnlZNExUckJaSUk2Z0E1d21taGJWZz09>

Meeting ID: 891 1852 8296

Passcode: 568660

- 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. Upper/lower parking lot
 - b. Book drop
 - c. New Programming/outreach staffer
 - d. New Library Page
 - e. Carpet project
 - f. Slanted floor
 - g. Change November LB meeting location to The Dalles
 - h. Executive training
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board meeting
August 15, 2023
Location: The Dalles, and via Zoom

SUBJECT TO APPROVAL

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

Library staff attending: Jeff Wavrunek, Rita Squires, Valerie Stephenson (via Zoom)

Meeting called to order: 1:04 p.m.

Minutes: Tina Coleman moved to accept the minutes, seconded by Rita Rathkey, the vote was unanimous

Visitors and interested parties: Phil Brady, County Commissioner

Director's Reports:

Dufur – (Sarah not here, report sent via email) Summer reading went really well this year. Participants really enjoyed the different programs and I had a record breaking turn out for events. Rita, Valerie and I had a quick email about next year's plans and we all agreed that Rita did a great job coordinating performers and are making loose plans for next year.

The school campus was used for a fire camp in early July. This made a couple of weeks of programs a little difficult but we learned to be flexible.

The Museum of Natural and Cultural History Oregon Dino exhibit will be showing up sometime this week. The library and The Ranger Pride Education Foundation partnered for this event. They paid for it and the library is hosting it. We will also include this as a family activity in the back to school bash.

The library is part of the school cooling shelters this week.

Maupin – Have finished summer reading; had 67 kids signed up, had a different entertainer each week. Prize drawings have been done. Reptile guy, Museum of Natural and Cultural History, and Night Out, were all huge events.

Valerie has been participating with LIOLA, with MaryKay Dahlgren as her mentor; it has been fantastic. They've been meeting via Zoom, and will meet once in person.

Watercolor classes have started. For the Maupin Reads they have 50 books, and will have the author event on Saturday, September 9th.

The library is a cooling station this week due to excessive heat.

Had a patron order, via interlibrary loan, LGBTQ books. This patron has stated that it was to keep these books out of the hands of kids. Valerie canceled the holds, and explained to the patron that it was not appropriate to keep books belonging to other libraries. Patron was informed of this, and that it was not the proper procedure when challenging books. This particular patron has been banned from the City Hall portion of the building for brandishing a weapon; however, will still be allowed in the library. The Board asked if she was concerned about repercussions; she responded that she has not felt threatened, but does have an emergency button under her desk, if necessary.

The Dalles – Have just filled one of the two open positions, the new staffer just started yesterday. The Programming and Outreach Coordinator position interviews were held yesterday, there were lots of really good applicants. Summer reading has wrapped up, with a final party held last week at City Park.

Staff is planning fall programs; the Community Read event this fall will be *The Graveyard Book*, culminating with a discussion at a local cemetery.

Old business: Jeff has met with the City Manager regarding replacing the carpet; because the new Maintenance Manager is on leave, the responsibility has been given back to Jeff. The Board had a couple of suggestions for Jeff to contact for quotes. Regarding the steps to the upper parking lot, someone came to give a quote; in addition, Jeff has talked to a landscaper regarding giving a quote, that would include new landscaping of that area. The backup hard drive for the security camera overheated, smelled like something was burning in backroom. The entire library was shut down for about 4 hours, PUD sent out a team to work on the problem.

The latest update on the van is that the company is having trouble getting the chassis, it probably will not be finished until end of April 2024.

The new curbside book drop has been ordered, should be here soon.

Dave Mason asked about the election of officers, which usually takes place at the July meeting, but didn't this year as there was no meeting. After a brief discussion, it was decided to vote at the end of today's meeting.

Mary Beechler brought up the IGA, mentioning the supporting documents used by other service districts, such as Clackamas County. They clarified everything between the district and each city involved. There is not an IGA with Dufur or Maupin; perhaps what is needed is a MOU, not an IGA? Something in writing that clarifies what the district provides each library, so that everyone involved knows what is being provided. This discussion needs to be continued later, on the 28th at the IGA work session.

New business: Signage – the library needs to put up more directional signage, which we would pay for, so that people looking for the library can find us; such as having one as you come out of the roundabout. It was suggested that someone needs to check as to proper size and placement, before any are ordered. Corliss mentioned that the Library Foundation should be approached for help with funding for the signs, as well as an informational sign for the London planetree out front.

Election for chair and vice chair – after a brief discussion, Rita Rathkey made the motion to nominate Tina Coleman as chairman, with Corliss Marsh as vice chairman; this was seconded by Dave Mason. Both Tina and Corliss agreed to accept the positions, and the vote was unanimous.

Financial report: no comments

Statistics: Regarding circulation statistics, the Board is curious about what other similar sized libraries in Oregon report. It was mentioned that all the different events we offer, especially the big programs, bring in a lot of people, who then end up checking out items.

A reminder that the Friends of the Library book sale is on August 26th, they are promoting it as a "back to school" sale. It will, again, be a bag sale. For members of the Friends, they can purchase one bag, and get one for free.

There was discussion regarding meeting days and times, with the decision being made to change the meetings to the first Tuesday of the month, at 4:00. (This decision was later changed, as statistical information and financial reports would not be available this early in the month. The Board meetings will remain at 4:00 on the third Tuesday of the month.)

The September 19th meeting will be held in The Dalles; October's in Maupin, and November's in Dufur. Meeting adjourned at 2:30 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Tina Coleman, Chairman

Corliss Marsh, Vice Chairman

Rita Rathkey, Board Member

Mary Beechler, Board Member

Dave Mason, Board Member

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>LIBRARY</u>						
004-2100-000,11-00	REGULAR SALARIES	56,885.42	166,536.33	724,176.00	557,639.67	23.0
004-2100-000,12-00	PARTTIME/TEMP SALARIES	4,502.52	11,963.89	62,170.00	50,206.11	19.2
004-2100-000,13-00	OVERTIME SALARIES	.00	.00	12,100.00	12,100.00	.0
004-2100-000,21-10	MEDICAL INSURANCE	12,600.43	35,424.05	167,981.00	132,556.95	21.1
004-2100-000,21-20	L-T DISABILITY INSURANCE	386.50	1,037.21	4,609.00	3,571.79	22.5
004-2100-000,21-30	LIFE INSURANCE	47.76	128.33	548.00	419.67	23.4
004-2100-000,21-40	WORKERS COMP INSURANCE	21.81	1,510.36	1,783.00	272.64	84.7
004-2100-000,22-00	FICA	4,609.23	13,427.41	60,243.00	46,815.59	22.3
004-2100-000,23-00	RETIREMENT CONTRIBUTIONS	6,551.40	19,948.38	81,622.00	61,673.62	24.4
004-2100-000,28-00	VEBA CONTRIBUTIONS	16.62	1,996.32	11,215.00	9,218.68	17.8
004-2100-000,29-00	OTHER EMPLOYEE BENEFITS	250.21	736.71	4,098.00	3,361.29	18.0
004-2100-000,31-10	CONTRACTUAL SERVICES	5,437.26	31,697.05	249,452.00	217,754.95	12.7
004-2100-000,32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000,41-10	WATER & SEWER	408.57	870.12	5,780.00	4,909.88	15.1
004-2100-000,41-20	GARBAGE SERVICES	127.56	238.78	1,850.00	1,611.22	12.9
004-2100-000,41-40	ELECTRICITY	1,833.99	5,333.59	31,132.00	25,798.41	17.1
004-2100-000,43-10	BUILDINGS AND GROUNDS	5,080.40	11,423.39	49,850.00	38,426.61	22.9
004-2100-000,43-40	OFFICE EQUIPMENT	13,872.51	14,522.74	21,115.00	6,592.26	68.8
004-2100-000,43-45	JOINT USE OF LABOR/EQUIP	.00	.00	350.00	350.00	.0
004-2100-000,43-51	GAS/OIL/LUBRICANTS	.00	.00	.00	.00	.0
004-2100-000,43-52	LIBRARY VEHICLE	142.84	277.94	20,500.00	20,222.06	1.4
004-2100-000,43-77	HVAC SYSTEMS	1,979.61	1,979.61	15,460.00	13,480.39	12.8
004-2100-000,52-10	LIABILITY	.00	7,247.38	7,583.00	335.62	95.6
004-2100-000,52-30	PROPERTY	.00	11,380.61	12,581.00	1,200.39	90.5
004-2100-000,52-50	AUTOMOTIVE	.00	466.89	4,400.00	3,933.11	10.6
004-2100-000,53-20	POSTAGE	.00	.00	2,300.00	2,300.00	.0
004-2100-000,53-30	TELEPHONE	153.82	1,999.84	13,455.00	11,455.16	14.9
004-2100-000,58-10	TRAVEL FOOD & LODGING	.00	203.05	11,956.00	11,752.95	1.7
004-2100-000,58-50	TRAINING AND CONFERENCES	.00	.00	16,690.00	16,690.00	.0
004-2100-000,58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	240.00	11,135.00	10,895.00	2.2
004-2100-000,60-10	OFFICE SUPPLIES	3,310.25	7,530.82	38,555.00	31,024.18	19.5
004-2100-000,60-20	JANITORIAL SUPPLIES	793.06	1,546.83	8,050.00	6,503.17	19.2
004-2100-000,60-85	SPECIAL DEPT SUPPLIES	6,677.63	33,640.39	151,510.00	117,869.61	22.2
004-2100-000,64-20	LIBRARY BOOKS AND BINDING	12,859.47	25,041.46	151,500.00	126,458.54	16.5
004-2100-000,64-30	LIBRARY PERIODICALS	.00	.00	5,800.00	5,800.00	.0
004-2100-000,64-40	AUDIO/VISUAL MATERIALS	3,121.33	5,233.66	62,350.00	57,116.34	8.4
004-2100-000,64-80	COMPUTER SOFTWARE	.00	960.75	69,887.00	68,926.25	1.4
004-2100-000,69-50	MISCELLANEOUS EXPENSES	.00	78.95	250.00	171.05	31.8
004-2100-000,69-80	ASSETS < \$5000	8,869.85	8,869.85	67,625.00	58,755.15	13.1
004-2100-000,72-20	BUILDINGS	.00	.00	280,000.00	280,000.00	.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	198,000.00	198,000.00	.0
004-2100-000,74-50	COMPUTER EQUIPMENT	.00	.00	.00	.00	.0
	TOTAL LIBRARY	152,517.84	423,492.69	2,880,411.00	2,456,918.31	14.7

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000,81-01 TO GENERAL FUND	24,833.34	37,250.01	183,000.00	145,749.99	20.4
004-9500-000,81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000,81-37 TO CAPITAL PROJECT FUND	1,666.74	2,500.11	10,000.00	7,499.89	25.0
004-9500-000,88-00 CONTINGENCY	.00	.00	250,455.00	250,455.00	.0
004-9500-000,88-01 RSRV FUTURE EXPENDITURES	.00	.00	94,662.00	94,662.00	.0
004-9500-000,89-00 UNAPPROPRIATED ENDING BAL	.00	.00	801,000.00	801,000.00	.0
TOTAL OTHER	26,500.08	39,750.12	1,339,117.00	1,299,366.88	3.0
TOTAL FUND EXPENDITURES	179,017.92	463,242.81	4,219,528.00	3,756,285.19	11.0

The Dalles circulation statistics

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	STATS for 2023 -2024			Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24		
1	STATS for 2023 -2024			Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24		
2																	
3																	
4																	
5	VISITOR COUNT			18,001	9,608	8,690											
6	INTERNET USERS																
7		Library		639	727	642											
8		wifi users		437	430	842											
9																	
10	Overdrive Read			424	422	344											
11	Open EPUB ebook			0	0	0											
12	Kobo Ebook			12	6	8											
13	adobe PDF ebook			0	0	0											
14	kindle book			357	300	255											
15	adobe EPUB ebook			8	8	1											
16	overdrive MP3 audio			25	40	22											
17	Open PDF ebook			0	0	0											
18	Pending (ebook)			15	3	6											
19	Pending (audiobook)			37	23	22											
20	overdrive listens			1,145	1,215	1,010											
21	Advantage				combine												
22				2,236	with Sept	3,648											
23	LIBRARY2GO total			4,259	2,017	5,316											
24																	
25	TUMBLEBOOKS			0	0	0											
26																	
27	PATRONS ADDED			99	68	65											
28																	
29	ILL'S SENT			1,093	1,077	1,043											
30	ILL'S RECEIVED			593	626	524											
31																	
32	MONTHLY CIRC			14,188	14,283	12,851											
33	LIBRARY2GO			4,259	2,017	5,316											
34																	
35	TOTAL CIRC			18,447	16,300	18,167											
36																	

The Dalles Public Library September 2023 programming statistics

Youth Services:

Number of Programs:	Type of program	Number attending
13	Storytimes (4 baby*, 4 toddler, 5 preschool) *due to jury duty, baby storytime did not always happen, but the parents continued to come and play	109
3	Fun Fridays	77
8	Tap Dance classes	166
2	Book clubs	8
2	Tumi Tales (READ dog)	13
5	Snapdragon Yoga classes	75
6	Outreach to preschools, Head Start, etc.	67
39	TOTALS	515

Teen Services:

Number of Programs:	Type of program	Number attending
2	Outreach to Norcor (one other cancelled due to illness)	9
1	Open Console Gaming (passive event)	2
1	Anumanga	3
1	Graphic Novel book club	3
1	Underground Radio (passive event)	5
4	Magic the Gathering (volunteer led event)	27
1	Teen Writers Club	1
2	Teen Paint Night (1 was in conjunction with adult event)	14
1	Oreo Taste Test (tasting different flavored Oreos)	14
14	TOTAL	78

+ 20 Bookish Box kits given away

Adult Services:

Number of Programs:	Type of program	Number attending
3	Book clubs	22
1	Coffee & Coloring	6
2	Adult Art Club	13
2	Snacks in Stacks	13
2	Paint Night (1 was in conjunction with teen event)	28
4	Tap Dance class	49
3	Art class with Yvonne Peppin-Wakefield	15
1	Kerry Grombacher (music program)	41
1	Art with Ellen Taylor	12
3	Snapdragon Yoga for adults	6
5	Senior Outreach (2 others cancelled due to Covid there)	41
1	Chenoweth Elementary (outreach to staff there)	5
29	TOTAL	310

- 25 Take & Make kits given away

All Ages events:

Number of Programs:	Type of program	Number attending
1	Family Lego Pizza Night	40
1	Kiwanis Steak Feed (outreach)	25*
2	TOTAL	65

*number of people we interacted with

TOTALS: 67 Programs in the library, 15 outreach events, with total of 968 attending

Dufur statistics

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL FOR FISCAL YEAR
1													
2 Adult fiction	5		6										
3 Audiobooks													
4 Biographies	4		6										
5 DVDs	14		15										
6 Children's fiction													
7 Easy Readers	86		275										
8 Fiction	75		234										
9 Nonfiction	88												
10 Prek/Board books	16		27										
11 TOTAL CIRCULATION	288	0	563		0	0	0	0	0	0	0	0	851
12													
13 July numbers include June 2023 as well													
14													

Dufur School/Community Library programming statistics for September 2023

Children's Dino stories (museum of Natural and Cultural history) We had one big event with 85 people in attendance and several smaller events

Fiber guild, 4 events averaging 6 in attendance = 24 attending

Potlatch, 4 events averaging 30 in attendance = 120 attending

Eiesland's Daycare, 4 events averaging 12 in attendance = 36 attending

Dufur sprouts preschool, 2 events averaging 10 in attendance = 20 attending

Elementary kids, 35 events averaging 19 in attendance = 665 attending

High school, 2 events averaging 2 in attendance = 4 attending

TOTAL: 52 events, 954 attending

Maupin statistics

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total for fiscal year
1 Maupin statistics													
2 Ask at desk	6		8										14
3 Audiobooks	5		10										15
4 Board books	15		15										30
5 Children's DVDs													0
6 Children's non-fiction	17												17
7 DVDs	44		26										70
8 Early readers	29		57										86
9 Fiction	241		213										454
10 Graphic Novels	25												25
11 Junior fiction	47		78										125
12 Junior nonfiction	25		22										47
13 Large print	7		16										23
14 Libros en Espanol	4		2										6
15 New books	1		3										4
16 Non-fiction	77		72										149
17 OBOB	5		3										8
18 Picture books	59		88										147
19 Stacks	5		4										9
20 Young Adult Graphic Novels			26										26
21 Young Adult Fiction	17		20										37
22 Young Adult Nonfiction	2		1										3
23 Music Cds													0
24 Reference													0
25 Library of Things	13		6										19
26 TOTAL CIRCULATION	854	0	730	0	0	0	0	0	0	0	0	0	1384
27 PATRON COUNT													0
28 New patrons added:	10												0

Maupin programming statistics for month of September 2023

Read What You Want Book Club	= 7
Creative Writing Workshops	= 17
Snapdragon Yoga	= 3
Jody <u>Kemple</u> Author	= 57
Outreach to <u>Headstart</u> and Preschool	= 18

Total of 6 events, with 102 attending