

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD MEETING

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

Location: The Dalles, and via Zoom

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

Topic: Library Board meeting

Time: Nov 21, 2023 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82359019209?pwd=a2ZjQ2lxWXFNTk5vdS90TURGTm1mUT09>

Meeting ID: 823 5901 9209

Passcode: 662266

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
 - a. Mike Middleton, County Finance Director
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Slanted floor
 - b. Book Drop
 - c. IGA
- VI. NEW BUSINESS
 - a. Budget
 - b. Maintenance supervisor
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board meeting
October 17, 2023
Location: Maupin, and via Zoom

SUBJECT TO APPROVAL

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

Staff members attending: Jeff Wavrunek, Valerie Stephenson, Rita Squires

Meeting called to order at 4:07 by Tina Coleman

Minutes: Mary Beechler moved to accept the minutes, seconded by Dave Mason, vote was unanimous

Visitors: Donna Henderson, via Zoom

Directors Reports:

Maupin – Has been busy, there were 20 people at the recent author event; they gave 50 books away. On October 26th they will have the Hands-on-Harps workshop, with a performance after. Celebrated Banned Books week. They have partnered with 4-H on early release day for a program; will try for six weeks to see how it goes, very excited. So far, 4 kids have registered. There is a pumpkin decorating contest going on where you decorate a pumpkin as your favorite book character. Keelia Carver and a high school volunteer are offering a Minecraft program twice a month.

The yearly statistical reports are done.

Offering a creative writing workshop twice a month, a teen group and an adult group. Have had up to 16 people attending, been very popular.

Dufur – Report via email:

This month we will add on an additional preschool story time. Micah has been doing one in the classroom since the beginning of the school year with 3-year-olds. The 4-year-olds will start coming to the library next week.

Dates have been set for next year's summer reading and Rita has been making great progress scheduling performers.

Potlatch is continuing to have great attendance and they are supporting the library. Micah has been bringing different types of options and they have really been enjoying it.

The Dalles – Jeff was asked to be a judge at the Farmers Market pumpkin baking contest. It was a lot of fun. This month the library is hosting a community read event for *The graveyard book*. It is going well, as turnout at events has been great; Jeff has been promoting this every chance he gets.

Just finished statistics, our numbers are consistently high. Jeff has a power point presentation he will share with the City Local Government Academy on November 2nd. The library is operating at a high level, statistics show that it continues to grow.

Sci-Fi book club has decided they want specially designed t-shirts. They are excited by the possibilities. Bob Shonbrun will design, then order through Canva. A non-fiction book club will start up in January, led by Kirsten Wells.

Old Business: IGA – the board still does not have a copy from Matthew Klebes of what changes the City of The Dalles wants; Tina Coleman will follow up. At the last meeting with Matthew Klebes, they discussed the administrative fee, and with input from the Finance Director, it was explained. It makes more sense now; the Board feels better about the fee. They know it reflects the actual cost. With the administrative fee, the library gets billed for services actually used. However, the Board still wants the methodology put in the IGA. The City is agreeable to yearly meetings to explain any necessary changes.

Jeff had thought that the administrative fee formula was based on total budget. Tina Coleman says they asked that specific question, it has nothing to do with the budget. It was asked when the new IGA would go into effect; that is unknown, but assumed to be the day the IGA is signed. Donna Henderson questioned the formula (the amount that goes to Dufur and Maupin); it was explained that revenue distributions come from Jeff, and are not part of the IGA.

New Business: The steps between the upper and lower parking lot were brought up to the City Manager, who does not want to do anything. His idea is to use part of the parking lot to build a new, shared, shed for maintenance and the library. Currently maintenance has a small shed in the upper parking lot, the library has a mobile storage unit, which will be moved soon.

The new outdoor bookdrop has arrived, and will be installed soon. It will be located on the left side of the lower parking lot as you exit. The City is getting quotes for a concrete pad for the bookdrop.

The new Outreach and Programming Coordinator has been hired, her name is Kirsten Wells. She is currently working on a Day of the Dead event. A new Library Page has also been hired, replacing one who left after just a month. She resigned because it wasn't a good fit for her. This newest employee has a teaching background, and is very committed to the community.

Carpet – There has been concern over the slanted floor; from the original inspection, they thought everything looked solid and was on rock. Last week maintenance drilled a hole, and everything looks good, they will back fill under there and level the floor before placing new carpet. So far, the library only has one quote for carpeting. Will need to get more once the floor has been leveled.

The City has a new trespass policy; we'll be taking a hardline regarding teens that have been a problem. We are getting a quote for a security camera that gives us a better image. Dave asked if there is a policy about using the images from security cameras, if not, there should be.

Executive Training – Jeff thanked everyone who filled out an evaluation, it was very informative; he really enjoyed the training. There were 10 people from The Dalles, as well as City of Beaverton and Clark County department managers. The people leading the workshop were very knowledgeable; it was a good experience.

As far as next fiscal year's budget, money for Dufur and Maupin, needs to come out of The Dalles Library budget according to the auditors for the City of The Dalles.

Status of Van – anticipate receiving the van at the end of April 2024.

Financial Review: Some of the line item expenditures are already paid out, Jeff explained that those are for yearly fees, such as Sage.

Next meeting: Will be on November 21st at 4:30 at The Dalles.

Meeting adjourned at 5:43 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

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
LIBRARY						
004-2100-000,11-00	REGULAR SALARIES	58,661.71	225,198.04	724,176.00	498,977.96	31.1
004-2100-000,12-00	PARTTIME/TEMP SALARIES	3,332.80	15,296.69	62,170.00	46,873.31	24.6
004-2100-000,13-00	OVERTIME SALARIES	.00	.00	12,100.00	12,100.00	.0
004-2100-000,21-10	MEDICAL INSURANCE	12,604.82	48,028.87	167,981.00	119,952.13	28.6
004-2100-000,21-20	L-T DISABILITY INSURANCE	354.34	1,391.55	4,609.00	3,217.45	30.2
004-2100-000,21-30	LIFE INSURANCE	43.89	172.22	548.00	375.78	31.4
004-2100-000,21-40	WORKERS COMP INSURANCE	20.79	1,531.15	1,783.00	251.85	85.9
004-2100-000,22-00	FICA	4,656.34	18,083.75	60,243.00	42,159.25	30.0
004-2100-000,23-00	RETIREMENT CONTRIBUTIONS	6,716.82	26,665.20	81,822.00	54,956.80	32.7
004-2100-000,28-00	VEBA CONTRIBUTIONS	16.62	2,012.94	11,215.00	9,202.06	18.0
004-2100-000,29-00	OTHER EMPLOYEE BENEFITS	252.68	989.39	4,098.00	3,108.61	24.1
004-2100-000,31-10	CONTRACTUAL SERVICES	26,353.92	58,050.97	249,452.00	191,401.03	23.3
004-2100-000,32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000,41-10	WATER & SEWER	634.43	1,504.55	5,780.00	4,275.45	26.0
004-2100-000,41-20	GARBAGE SERVICES	127.56	366.34	1,850.00	1,483.66	19.8
004-2100-000,41-40	ELECTRICITY	1,363.00	6,696.59	31,132.00	24,435.41	21.5
004-2100-000,43-10	BUILDINGS AND GROUNDS	2,366.30	13,789.69	49,850.00	36,060.31	27.7
004-2100-000,43-40	OFFICE EQUIPMENT	420.41	14,943.15	21,115.00	6,171.85	70.8
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	77.40	355.34	20,500.00	20,144.66	1.7
004-2100-000,43-77	HVAC SYSTEMS	.00	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	18.92	18.92	2,300.00	2,281.08	.8
004-2100-000,53-30	TELEPHONE	682.03	2,861.87	13,455.00	10,573.13	21.4
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	1,075.34	8,606.16	38,555.00	29,948.84	22.3
004-2100-000,60-20	JANITORIAL SUPPLIES	709.61	2,256.44	8,050.00	5,793.56	28.0
004-2100-000,60-85	SPECIAL DEPT SUPPLIES	10,810.84	44,451.23	151,510.00	107,058.77	29.3
004-2100-000,64-20	LIBRARY BOOKS AND BINDING	8,157.88	33,199.34	151,500.00	118,300.66	21.9
004-2100-000,64-30	LIBRARY PERIODICALS	447.71	447.71	5,800.00	5,352.29	7.7
004-2100-000,64-40	AUDIO/VISUAL MATERIALS	2,655.42	7,889.08	62,350.00	54,460.92	12.7
004-2100-000,64-80	COMPUTER SOFTWARE	1,765.80	2,726.55	69,887.00	67,160.45	3.9
004-2100-000,69-50	MISCELLANEOUS EXPENSES	.00	78.95	250.00	171.05	31.6
004-2100-000,69-80	ASSETS < \$5000	.00	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	144,527.38	568,020.07	2,880,411.00	2,312,390.93	19.7

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000,81-01 TO GENERAL FUND	12,416.67	49,666.68	183,000.00	133,333.32	27.1
004-9500-000,81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000,81-37 TO CAPITAL PROJECT FUND	833.37	3,333.48	10,000.00	6,666.52	33.3
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	13,250.04	53,000.16	1,339,117.00	1,286,116.84	4.0
TOTAL FUND EXPENDITURES	157,777.42	621,020.23	4,219,528.00	3,598,507.77	14.7

The Dalles programming stats for month of October, 2023

YOUTH SERVICES DEPT.

#	Event	Attendance
12	Storytimes (Baby, Toddler, Friday morning)	112
04	Fun Fridays	82
06	Tap Dance classes	89
03	Book Clubs (Beginning, Adventure Readers, Bookworms)	11
05	Tumi Tales (reading to dog)	18
23	Preschool outreach visits	325
01	Elementary School outreach	48
01	Daycare visit here	21
01	Spooky Storytime (Community Reads event)	24
01	First Saturday performance: Magical Mr. M	<u>35</u>
	TOTAL:	765
	Take & Make kits 20	
	Total attendance: 765 57 events kits: 20	

TEEN SERVICES DEPT.

#	Event	Attendance
01	Halloween Candy County (passive event)	30
02	Writer's Club	02
01	Teen Art Club	08
03	Magic the Gathering (volunteer led event)	24
01	Teen Craft	07
03	Events related to community reads	35
01	Teen Coffee House	19
01	Open Console Gaming	01
01	Caramel Apple making	24
01	Underground Radio	00
01	Graphic Novel Book Club	02
04	Norcor outreach visits	<u>13</u>
	TOTAL:	165
	Take & Make kit 45	
	Total attendance: 165 20 events kits: 45	

ADULT SERVICES DEPT.

#	Event	Attendance
04	Book clubs	18
02	Writers Club	02
01	My First Masterpiece/class with Yvonne Peppin-Wakefield	04
01	Coffee and Coloring (passive event)	00
02	Art Clubs	06
02	Beginning crochet (1) Beginning Knitting (1)	16
02	Sticks in Stacks	05
02	Ghost Walk through The Dalles	38
01	Celtic Harp workshop	08
01	Celtic Harp performance	43
01	Beginning Ukulele	15
09	Events for Community Reads* *includes discussion of book held at local cemetery	106
03	Tap Dance class for adults	34
06	Outreach visits to senior facilities	<u>53</u>
	TOTAL:	348
	Take & Make kits – 20	
	Totals attendance: 348, 37 events kits: 20	

ALL AGES EVENTS

#	Event	Attendance
01	Family Lego Pizza Night	55
04	Community Reads events for all ages	<u>327</u>
	TOTAL:	382
	Total attendance: 382 5 events	

Dufur circulation 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
Adult fiction	5	No meeting in August, no stats reported	6	2									
Audiobooks													
Biographies	4		6	8									
DVDs	14		15	88									
Children's fiction													
Easy Readers	86		275	348									
Fiction	75		234	255									
Nonfiction	88			236									
Prek/Board books	16		27	51									
TOTAL CIRCULATION	288		0	563	988	0	0	0	0	0	0	0	0

July numbers include June 2023 as well

Programming statistics for Dufur School/Community Library month of October 2023

4	Preschool events	average of 11 attendees each =	44
3	Day care outreach	average of 15 attendees each =	45
4	Potlatch outreach	average of 38 attendees each =	152
5	Fiber arts	average of 7 attendees each =	35
39	Grade school events	average of 20 attendees each =	<u>780</u>
		TOTAL:	1,056

Maupin circulation statistics

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
Ask at desk	6		8	5									19
Audiobooks	5		10	11									26
Board books	15		15	7									37
Children's DVDs				10									10
Children's non-fiction	17			26									
DVDs	44		86	64									194
Early readers	39		57	24									120
Fiction	241		213	209									663
Graphic Novels	25												25
Junior fiction	47		78	51									176
Junior non-fiction	25		22	19									66
Junior graphic novels				7									
Large print	7		16	19									42
Libros en Espanol	4		2										6
New books	1		3	1									5
Non-fiction	77		72	91									240
OBOB	5		3	2									10
Picture books	59		88	91									238
Stacks	5		4	5									14
Young Adult Graphic Novels			26	31									57
Young Adult Fiction	17		20	9									46
Young Adult Nonfiction	2		1										3
Music Cds				2									2
Reference													0
Library of Things	13		6										19
TOTAL CIRCULATION	654	0	730	684	0	0	0	0	0	0	0	0	2068
PATRON COUNT													0
New patrons added:	10			6									0
Patrons				551									
Reference				111									

No meeting in August, no stats reported

Maupin programming statistics October 2023

20	Kelli Estes Author Event
14	Minecraft Monday
6	Read What You Want Book Club
6	Cookin' the Books
8	4-H Cooking Camp
5	Snapdragon Yoga
19	Creative Writing Workshop for Adults
8	Hands on Harps Workshop
20	Celtic Harp Music Concert

TOTALS: 9 events Attendance: 106