

**AGENDA**

**WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING**

Date: January 16, 2024 @ 4:30 p.m.

Location: The Dalles, and via Zoom

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

Topic: Wasco County Library District Board meeting  
Time: Jan 16, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82600335978?pwd=enlwTXlzd2llcXNqRFI1TEkwbHY3QT09>

Meeting ID: 826 0033 5978

Passcode: 503579

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
  - a. New library van
  - b. Book Drop
  - c. IGA
  - d. Maintenance supervisor
- VI. NEW BUSINESS
  - a. Security camera policy
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

**Wasco County Library Service District  
Board Meeting  
Tuesday, November 21, 2023  
Location: The Dalles Library Meeting Room & Zoom**

**SUBJECT TO APPROVAL**

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

**Staff present:** Jeff Wavrunek, Valerie Stephenson, Kirsten Wells

**Meeting called to order** at 4:09 by Corliss Marsh

**Minutes:** from October need to be amended for clarity.

**Visitors:** Phil Brady

**Director Reports:**

**Dufur** – (Submitted in advance for review through email.) Dufur library has been busy with all different activities including partnering with the forest service providing a job hiring seminar. The local forest service had an employee that helped 4 local youth apply for temporary positions.

The Teen advisory committee is starting to grow again; they hosted a Friendsgiving potluck

We have been doing outreach to local homeschool families; trying to increase the services that we provide for them. Kristen reminded me about the Scholastic program and I was able to share that with a family last night. They were THRILLED.

We have plans to provide the gift wrap and a location for people to wrap presents in the first three Thursdays in December

Micah will be working over Christmas break. This will be our second winter break that we have been open.

**Maupin** -- In late October the library hosted a Hands-on Harps workshop with Lisa Lynn and Aria Frankfurter that drew 11 people at the workshop and 21 at the concert. Partnered with 4H (Leah) for Cooking Camp on Wednesday afternoons (schools have early release) 2:15-4:30. All boys and one little sister attended. Will continue for one more week and then again in the spring. Minecraft Builder on Mondays, which is setup by Kelia Carver, 7-10 kids attend. Creative Writing workshops average 16 people and are led by Donna. There will be adjusted hours due to Valerie's foot surgery. Mary Beechler and library assistant, Nancy Wesson, helped cover while Valerie was out for 10 days. Trimmed an hour off each day to stay in budget, closing one hour early each day in November. There

will be a Maupin Merry & Bright Festival on December 3rd. The library will partner with the city, chamber and school district. The library will merge the festival with the annual family craft night from 1:00-5:00 pm. There will be 6 stations for crafts. The County Courthouse contacted the library to coordinate on providing law information. Set the law information station up next to the self-checkout station. We are providing a dock for the laptop that can be taken to the reading rooms for privacy. A Living History presentation group creates a play based on local history. Collaboration with local theater and school groups is hoped for.

**The Dalles --** There is a new format for the library newsletter. It looks fantastic, very appealing. Getting lots of compliments. The Winter Reading Program is themed "Stomp, Chomp & Read." The Museum of Natural and Cultural History's "Oregon's Dino Story" exhibit is coming in December-January. We are expecting a huge turnout of families to interact with it. An interesting upcoming program is the Win Reality Oculus virtual battling experience. For the Day of the Dead event the library partnered with the Latino Network and generated an estimated 800 people in attendance. There was a band, dancing, face painting, and treats. It was highly successful; hope to make it an annual event. *The Graveyard book* event in October was very well attended. Family Laser Tag has been very popular as have the Junk Journals. The Kayak Adventure program had 100 people attend. Mike Ballinger wrote a song for Bob Kenyon, and the 100 people attending sang it, which was really neat. A lot of people who attended were in the library for the first time. The Ed Edmo event, initiated through the Wasco County Cultural Trust grant, drew 75 people. We used a new microphone system and gave away Ed's book. The library has a partnership with OSU- Hands On! Classes. The Leather Working class attracted 24 people in the maker space and a wait list. The library director made a Local Government Academy presentation on November 2nd. About 20 folks signed up. New library page hires John Kleeman, (former ESL teacher in Taiwan) and Ambrielle Feil (former teacher) were introduced.

#### **Old Business:**

Updates on the slanted floor, sculpture, and book drop relocation were given. Slanted floor needed to fill in the floor with concrete to level out. There will be some delays due to City staffing changes regarding the maintenance supervisor position. There was discussion on the policy regarding trespassing patrons and the security cameras. There were concerns about the perception of profiling. There is no permanent record as the security videos are deleted after a certain amount of time. Is a policy is needed around security cameras and trespassed profiles?

#### **Budget:**

Jeff had a conversation with Mike Middleton, Finance Director for the County, Angie Wilson, City Finance Director, and Matthew Klebes, City Manager, regarding allocating funds for Maupin and Dufur. Funds will be moved out of The Dalles Budget and into the budget for the Library District. Mike Middleton, agreed that there will be no administrative fee by the county. It was communicated to Mike that there are a lot of invoices from Ingram (book invoices). District wide expenses would be paid by the Library District and then remaining budget funds distributed by the library district to each

library location. The administrative fee for this fiscal year is using the library's operating budget as a factor to calculate the administrative fee the library pays the city. This has not been done before. Another example of costly administrative items is based on the cost of one city council item (van purchase approval) that the library put before the council last year. That one item cost the library \$3,800 in administrative fees. The Board wants to question the administrative fee again and how it's calculated.

**New Business:**

There are concerns with the IGA. Board wants clarification on their role – as decided by the county. The Board wants to meet again with Matthew Klebes, the city manager, with their questions about last year's formula vs this year's formula. They understood something different from their summer meeting. Also, the Board wants input on the hiring of the head librarian. The head librarian is entrusted with the hiring of the remaining library staff. Board will not make November 27th deadline.

**Next Meeting:**

Meeting scheduled for January 16th at 4:30 at The Dalles Library. There is a continued commitment to meeting on 3rd Tuesdays at 4:30. Meeting adjourned at 5:43 pm.

**Wasco County Library Service  
District, Board of Directors**

Tina Coleman, Chairman

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Corliss Marsh, Vice Chairman

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Rita Rathkey, Board Member

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Mary Beechler, Board Member

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Dave Mason, Board Member

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CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	58,613.29	342,839.59	724,176.00	381,336.41 47.3
004-2100-000.12-00	PARTTIME/TEMP SALARIES	3,975.23	23,467.89	62,170.00	38,702.11 37.8
004-2100-000.13-00	OVERTIME SALARIES	49.41	173.20	12,100.00	11,926.80 1.4
004-2100-000.21-10	MEDICAL INSURANCE	13,028.66	74,370.41	167,981.00	93,610.59 44.3
004-2100-000.21-20	L-T DISABILITY INSURANCE	347.38	2,086.31	4,609.00	2,522.69 45.3
004-2100-000.21-30	LIFE INSURANCE	43.30	258.82	548.00	289.18 47.2
004-2100-000.21-40	WORKERS COMP INSURANCE	21.01	1,574.42	1,783.00	208.58 88.3
004-2100-000.22-00	FICA	4,695.60	27,526.89	60,243.00	32,716.11 45.7
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	7,327.61	41,320.42	81,622.00	40,301.58 50.6
004-2100-000.28-00	VEBA CONTRIBUTIONS	11.94	2,041.50	11,215.00	9,173.50 18.2
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	254.73	1,501.56	4,098.00	2,586.44 36.6
004-2100-000.31-10	CONTRACTUAL SERVICES	4,100.72	65,913.42	249,452.00	183,538.58 26.4
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	308.90	2,264.29	5,780.00	3,515.71 39.2
004-2100-000.41-20	GARBAGE SERVICES	192.92	694.99	1,850.00	1,155.01 37.6
004-2100-000.41-40	ELECTRICITY	2,294.59	11,266.71	31,132.00	19,865.29 36.2
004-2100-000.43-10	BUILDINGS AND GROUNDS	2,012.43	17,078.43	49,850.00	32,771.57 34.3
004-2100-000.43-40	OFFICE EQUIPMENT	473.20	15,416.35	21,115.00	5,698.65 73.0
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	735.39	1,256.06	20,500.00	19,243.94 6.1
004-2100-000.43-77	HVAC SYSTEMS	575.25	3,531.70	15,460.00	11,928.30 22.8
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	117.30	136.22	2,300.00	2,163.78 5.9
004-2100-000.53-30	TELEPHONE	599.54	4,563.55	13,455.00	8,891.45 33.9
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	1,823.20	13,326.39	38,555.00	25,228.61 34.6
004-2100-000.60-20	JANITORIAL SUPPLIES	231.41	3,111.85	8,050.00	4,938.15 38.7
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	16,709.34	68,615.19	151,510.00	82,894.81 45.3
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	12,674.75	56,741.74	151,500.00	94,758.26 37.5
004-2100-000.64-30	LIBRARY PERIODICALS	.00	447.71	5,800.00	5,352.29 7.7
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	5,552.71	13,741.41	62,350.00	48,608.59 22.0
004-2100-000.64-80	COMPUTER SOFTWARE	.00	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
<b>TOTAL LIBRARY</b>		<b>136,769.81</b>	<b>826,480.30</b>	<b>2,880,411.00</b>	<b>2,053,930.70 28.7</b>

CITY OF THE DALLES  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 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	74,500.02	183,000.00	108,499.98	40.7
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.37	5,000.22	10,000.00	4,999.78	50.0
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	13,250.04	79,500.24	1,339,117.00	1,259,616.76	5.9
TOTAL FUND EXPENDITURES	150,019.85	905,980.54	4,219,528.00	3,313,547.46	21.5

# The Dalles Public Library circulation stats for December 2023

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
VISITOR COUNT		18,001	9,608	8,690	8,520	9,938	10,121						
INTERNET USERS	Library	639	727	642	536	530	632						
	wifi users	437	430	842	518	775	397						
Overdrive Read		424	422	344	408	370	431						
Open EPUB ebook		0	0	0	2	1	0						
Kobo Ebook		12	6	8	4	9	8						
adobe PDF ebook		0	0	0	0	0	0						
kindle book		357	300	255	268	232	342						
adobe EPUB ebook		8	8	1	5	1	2						
overdrive MP3 audio		25	40	22	29	28	38						
Open PDF ebook		0	0	0	0	0	0						
Pending (ebook)		15	3	6	3	10	9						
Pending (audiobook)		37	23	22	36	30	27						
overdrive Listens		1,145	1,215	1,010	1,073	1,100	1,071						
Advantage		2,236 combined		3,648	1,966	2,014	2,037						
		2,236 with sept											
LIBRARY2Go total		4,259	2,017	5,316	3,794	3,795	3,965						
TUMBLEBOOKS		0	0	0	0	0	12						
PATRONS ADDED		99	68	65	73	66	42						
ILL'S SENT		1,093	1,077	1,043	1,070	1,208	1,090						
ILL'S RECEIVED		593	626	524	560	484	475						
MONTHLY CIRC		14,188	14,283	12,851	13,350	13,332	13,553						
LIBRARY2GO		4,259	2,017	5,316	3,794	3,795	3,965						
TOTAL CIRC		18,447	16,300	18,167	17,144	17,127	17,518						

**The Dalles Public Library programming statistics for the month of December 2023**

**Youth services:**

<b>Number of Programs</b>	<b>Type of Program</b>	<b>Total Number Attending</b>	<b>Notes</b>
11	Storytimes	80	2 of them no one showed up (weather)
2	Book clubs	9	
4	Fun Friday	76	
4	Tap Dance class	30	+54 parents watching
2	Tumi Tales (READ dog)	9	
13	Outreach visits	149	2 cancelled due to illness/weather
1	First Saturday event	43	Angel Ocasio
<u>1</u>	Col. Wright Troubadours	<u>26</u>	holiday music from around the world
<b>38</b>	<b>TOTALS</b>	<b>422</b>	

**Teen services:**

<b>Number of Programs</b>	<b>Type of Program</b>	<b>Total Number Attending</b>	<b>Notes</b>
2	Writers Club	2	
1	Coffee House	18	
4	Virtual Batting Practice	2	
1	Animanga		cancelled due to illness
1	Zines (mini magazines)	1	
1	Graphic Novel book club		cancelled due to illness
4	Norcor outreach visits	21	2 visits cancelled due to illness
1	Junk Journal workshop	2	
1	Art Club	4	
3	Art Attack	12	1 was impromptu workshop
<u>1</u>	Teen Crafts	<u>11</u>	
<b>20</b>	<b>TOTALS</b>	<b>73</b>	

**Adult services:**

<b>Number of Programs</b>	<b>Type of Program</b>	<b>Total Number Attending</b>	<b>Notes</b>
4	Book clubs	17	
2	Writers club	7	
2	Art Club	6	1 cancelled due to illness
4	Craft projects	42	
1	Sticks in Stacks	3	
3	Ukulele class	16	
2	Tap Dance class	27	
8	Outreach visits	58	
<u>1</u>	Murder Mystery	<u>19</u>	open to teens & adults
<b>27</b>	<b>TOTALS</b>	<b>195</b>	

There was also a Take & Make candle kit for adults, 43 of them were given out

**All ages events:**

<b>Type of Program</b>	<b>Total Number Attending</b>	<b>Notes</b>
Family Lego Pizza Night	104	
Prince & Princess Tea Party	150	
Gingerbread House Decorating	50	Each family got a house to decorate together
Holiday gift making workshop	200	
Holiday Party	250	Annual event
Dinosaur Scavenger Hunt	72	passive program, goody bag for participants
Victor Johnson holiday music	70	
Family Laser Tag	<u>34</u>	
<b>TOTALS:</b>	<b>930</b>	

There was also an Ugly Sweater themed cookie decorating kit for all ages, 110 of them were given away

*Total of 93 programs offered, with 1,620 attending; 2 take & make kits offered, 153 given away*



## Dufur statistics for December 2023

	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		6	2		11							
Audiobooks						1							
Biographies	4		6	8									
DVDs	14		15	88		27							
Children's fiction													
Easy Readers	86		275	348									
Fiction	75		234	255									
Nonfiction	88			236		50							
E						203							
Prek/Board books	16		27	51									
<b>TOTAL CIRCULATION</b>	<b>288</b>	<b>0</b>	<b>563</b>	<b>988</b>	<b>0</b>	<b>292</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2131</b>

July numbers include June 2023 as well

### Programs:

- 18 school age programs averaging 20 students per program
- 4 preschool programs averaging 11 students per program
- 3 outreach to potlatch averaging 20 people per program
- day care was canceled due to illness
- Fiber arts guild 2 programs averaging 5 people per program
- 3 gift wrap programs averaging 3 people per program

## **Maupin statistics for December 2023**

Nothing reported at this time