

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: June 18, 2024 @ 4:30 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 18, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89043652952?pwd=fk5T0udY2btoak9FyMyinbaioRhvZA.1>

Meeting ID: 890 4365 2952

Passcode: 240365

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Library Board terms
- VI. NEW BUSINESS
 - a. Vote
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

**Wasco County Library Service District
Board Meeting
Tuesday, May 21, 2024
Location: Southern Wasco County Library & Zoom**

SUBJECT TO APPROVAL

Board members present: Rita Rathkey, Dave Mason, Tina Coleman

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

Called to order at: 4:39 p.m.

Visitors: none

Minutes: Dave Mason moved to approve the minutes, seconded by Rita Rathkey; the minutes were approved

Director reports:

Dufur – via email: The Dufur library is working with an author for a visit with one of the 4th grade classes. Micah has really increased the adult circulation by attending Potlatch. The seed exchange seems to be gaining traction; this year there were more attendees and they brought seeds to share. Micah is wrapping up her preschool storytimes for the school year. I am looking forward to seeing the impact it makes for the kiddos next year who have had her come into the classroom and read.

A school staff member crocheted the pieces for the very hungry caterpillar and donated it to the library. We've been sharing with everybody who has come in. All age groups are really enjoying it.

The library has started offering tutoring for high school students (this seems to be a spring trend) it has been pretty well attended.

Tina reported that she has not heard back from the superintendent yet. (Jeff said that he had a call from Josie, they are wanting to know what the budget is going to be.) Still no update on the installation of the bookdrop.

Maupin – The Leon Speroff event was very well attended, there were 60 people. On May 6th there was a partnership with the school, and they had a program with Red Grammar, from Los Angeles. He was at the school, answering questions and working with kids. That evening there was a family event with him.

On May 4th Josephine Woolington gave a very good presentation.

Maupin Daze was last weekend; Valerie estimated that there were about 200 people. The book sale brought in \$1,175. Alex Zerbe performed in the park, though he was hindered by wind.

There is a watercolor class on Thursday. The 4-H cooking classes are done for now. The book clubs are going well. Minecraft Mondays has been popular; they will take a break over the summer.

Summer Reading is ready to go, lots of fun and activities planned.

The part-time person has given her notice; the job posting will be posted soon.

The Dalles – Jeff met with the County Commissioners regarding the county budget. He shared with them a story about kids not wanting to leave the library because they were having too much fun. There is more interactive equipment to be installed in the kid's room. The Second Saturday Storytime is going well. This month the theme was outer space and one of the staff members, Corina, dressed up in an alien costume. This was a big hit. Corina's tap dance class is going well. She recently started Giggles & Wiggles for toddlers, which is becoming popular.

In June, every Friday the library will host Lunchtime Concerts on the Deck from 11:30 – 1:30. There will be music from noon until 1:00 and a food truck available.

The library received a grant for \$5,000 from LSTA. The state library liked the idea so much that they gave the library an additional \$2,000. The grant money will be used to purchase a privacy booth for one person that patrons can use. This will be great for those people that need a quiet space to do a Zoom meeting for school, a job, etc. Jeff has written another grant to purchase a larger, 3–4-person unit. The library has not heard yet whether it was accepted.

Jeff shared that the city has approved a new Clerk II position for next fiscal year.

Old Business:

Security Camera Policy – third and final reading; again, there were no concerns or questions. Dave Mason moved to approve the policy as presented, seconded by Rita Rathkey; and the policy passed.

HVAC – It is a priority; the City is having issues getting quotes. The City Council wants it done next fiscal year.

Carpet – Everyone wants to move forward. The building is on solid rock and it is thought that the floor was purposely slanted. However, if there are cracks in the floor when the carpet is pulled up, it will be addressed. Quotes for the new carpeting are being solicited.

New Business: Good news from the county, they are issuing a credit card to the Library District, which should simplify things when it comes to paying invoices. This would be for things such as the Sage consortium fees, Overdrive for digital books, and Ingram for print books. Things are moving toward a more unified county service district. The 2024-2025 budget has been approved by the county budget committee, but still needs to go to the County Commissioners for final approval on June 5. The board would like to follow the by-laws on term limits and go back to an expiration date of June 30th for each member. (Expiration dates had been affected because of board members who had resigned before completing their terms.) Rita Squires will update this information for the board by the next meeting. According to the by-laws, the board is supposed to have input regarding the library director's evaluation. Tina Coleman will check with the city manager regarding this.

Financial review: A lot of areas are still under budget; Jeff explained that any money not spent will roll over, and could be used for future big money expenditures, such as expansion.

Adjourned at 5:58 p.m.

The next meeting will be on June 18th at 4:30 p.m. in The Dalles.

**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

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000,11-00	REGULAR SALARIES	60,459.37	642,424.14	724,176.00	81,751.86 88.7
004-2100-000,12-00	PARTTIME/TEMP SALARIES	3,609.45	45,268.35	62,170.00	16,901.65 72.8
004-2100-000,13-00	OVERTIME SALARIES	7.06	697.32	12,100.00	11,402.68 5.8
004-2100-000,21-10	MEDICAL INSURANCE	13,269.48	140,484.40	167,981.00	27,496.60 83.6
004-2100-000,21-20	L-T DISABILITY INSURANCE	354.12	3,856.73	4,609.00	752.27 83.7
004-2100-000,21-30	LIFE INSURANCE	43.89	478.23	548.00	69.77 87.3
004-2100-000,21-40	WORKERS COMP INSURANCE	19.42	1,674.77	1,783.00	108.23 93.9
004-2100-000,22-00	FICA	4,804.71	51,668.35	60,243.00	8,574.65 85.8
004-2100-000,23-00	RETIREMENT CONTRIBUTIONS	7,400.85	78,207.07	81,622.00	3,414.93 95.8
004-2100-000,28-00	VEBA CONTRIBUTIONS	11.94	3,002.60	11,215.00	8,212.40 26.8
004-2100-000,29-00	OTHER EMPLOYEE BENEFITS	260.43	2,809.88	4,098.00	1,288.12 68.6
004-2100-000,31-10	CONTRACTUAL SERVICES	4,374.74	88,976.92	249,452.00	160,475.08 35.7
004-2100-000,32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000,41-10	WATER & SEWER	104.62	3,017.84	5,780.00	2,762.16 52.2
004-2100-000,41-20	GARBAGE SERVICES	192.79	1,710.35	1,850.00	139.65 92.5
004-2100-000,41-40	ELECTRICITY	1,900.74	22,684.35	31,132.00	8,447.65 72.9
004-2100-000,43-10	BUILDINGS AND GROUNDS	153.20	28,647.77	49,850.00	21,202.23 57.5
004-2100-000,43-40	OFFICE EQUIPMENT	.00	16,317.64	21,115.00	4,797.36 77.3
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	185.40	2,527.85	20,500.00	17,972.15 12.3
004-2100-000,43-77	HVAC SYSTEMS	.00	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	.00	504.45	2,300.00	1,795.55 21.9
004-2100-000,53-30	TELEPHONE	750.73	8,449.86	13,455.00	5,005.14 62.8
004-2100-000,58-10	TRAVEL, FOOD & LODGING	.00	2,922.66	11,956.00	9,033.34 24.5
004-2100-000,58-50	TRAINING AND CONFERENCES	270.00	1,550.00	16,690.00	15,140.00 9.3
004-2100-000,58-70	MEMBERSHIPS/DUES/SUBSCRIP	84.00	931.00	11,135.00	10,204.00 8.4
004-2100-000,60-10	OFFICE SUPPLIES	2,003.81	21,458.34	38,555.00	17,096.66 55.7
004-2100-000,60-20	JANITORIAL SUPPLIES	370.81	5,491.95	8,050.00	2,558.05 68.2
004-2100-000,60-85	SPECIAL DEPT SUPPLIES	13,510.60	149,957.83	151,510.00	1,552.37 99.0
004-2100-000,64-20	LIBRARY BOOKS AND BINDING	11,955.03	108,219.44	151,500.00	43,280.56 71.4
004-2100-000,64-30	LIBRARY PERIODICALS	185.50	3,378.03	5,800.00	2,421.97 58.2
004-2100-000,64-40	AUDIO/VISUAL MATERIALS	3,669.98	29,463.92	62,350.00	32,886.08 47.3
004-2100-000,64-80	COMPUTER SOFTWARE	.00	5,757.44	69,887.00	64,129.56 8.2
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	129,952.67	1,504,114.66	2,880,411.00	1,376,296.34 52.2

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>OTHER</u>						
004-9500-000,81-01	TO GENERAL FUND	.00	149,000.00	183,000.00	34,000.00	81.4
004-9500-000,81-10	TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000,81-37	TO CAPITAL PROJECT FUND	.00	10,000.00	10,000.00	.00	100.0
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	.00	159,000.00	1,339,117.00	1,180,117.00	11.9
	TOTAL FUND EXPENDITURES	129,952.67	1,663,114.66	4,219,528.00	2,556,413.34	39.4

The Dalles circulation stats

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	9,925	10,431	6,904			
INTERNET USERS	Library wiff users	639	727	642	536	530	632	484	536	633	534	671	
		437	430	842	518	775	397	395	583	435	806	397	
Overdrive Read		424	422	344	408	370	431	454	370	383	389	451	
Open EPUB ebook		0	0	0	2	1	0	0	0	0	0	0	
Kobo Ebook		12	6	8	4	9	8	3	7	1	0	0	
OverDrive Magazines		0	0	0	0	0	0	0	0	0	0	117	
Kindle book		357	300	255	268	232	342	356	262	280	271	307	
adobe EPUB ebook		8	8	1	5	1	2	4	8	8	7	2	
overdrive MP3 audio		25	40	22	29	28	38	20	30	22	26	24	
Open PDF ebook		0	0	0	0	0	0	0	0	0	0	0	
Pending (ebook)		15	3	6	3	10	9	5	15	8	11	8	
Pending (audiobook)		37	23	22	36	30	27	22	26	29	31	40	
overdrive Listens		1,145	1,215	1,010	1,073	1,100	1,071	1,165	1,064	1,173	1,233	1,316	
Advantage	combined												
	2,236 with sept			3,648	1,966	2,014	2,037	2,095	2,029	2,132	2,162	2,375	
LIBRARY2go total		4,259	2,017	5,316	3,794	3,795	3,965	4,124	3,811	4,036	4,130	4,640	
TUMBLEBOOKS		0	0	0	0	0	12	3	0	0	1	0	
PATRONS ADDED		99	68	65	73	66	42	62	84	53	70	79	
ILL'S SENT		1,093	1,077	1,043	1,070	1,208	1,090	1,352	1,188	1,169	1,179	1,255	
ILL'S RECEIVED		593	626	524	560	484	475	640	543	513	472	546	
MONTHLY CIRC		14,188	14,283	12,851	13,350	13,332	13,553	13,513	13,612	11,359	12,735	12,645	
LIBRARY2GO		4,259	2,017	5,316	3,794	3,795	3,965	4,124	3,811	4,036	4,130	4,640	
TOTAL CIRC		18,447	16,300	18,167	17,144	17,127	17,518	17,637	17,423	15,395	16,865	17,285	

The Dalles programming stats for May 2024

YOUTH SERVICES DEPT:

#	Event	Attending
14	Storytimes (Giggles & Wiggles, Toddler, Friday morning)	105
5	Fun Fridays (had performer for one event)	97
1	Tumi Tales	3
20	Outreach visits	262
1	Second Saturday Storytime	15
12	Tap Dance Classes (covers ages 4-12)	97
1	Colonel Wright Marimba Group	27
3	End of Year Elementary School outreach visits	209
<u>1</u>	Children's Fair (once a year)	<u>79</u>
58	TOTALS	894

TEEN SERVICES DEPT:

#	Event	Total Attending
2	Writers Club	1
4	Outreach visits (Norcor – there)	24
1	Junk Journaling	3
2	Teen Art Club	3*
2	Teen Art Attack (1 of the events cancelled day of)	5
2	Open Console Gaming (1 of the events cancelled day of)	0
1	Sushi Candy craft making	16
1	Movie afternoon	4
1	Springtime Shadow Box craft making	1
<u>1</u>	End of school year: Middle School Family Carnival Night	<u>152</u>
17	TOTALS	209

10 Take & Make kits given out

***number attending one of these events not recorded**

ADULT SERVICES DEPT.

#	Event	Attending
6	Book clubs	44
1	Coffee & Coloring	8
2	Writers Group	2
4	Adult Art Club	7*
10	Senior Outreach visits	76
2	Four Chord Ukeulele class	17
3	Virtual author events	**
1	Embroidery workshop	8
1	Guided Watercolors	*
1	Coffee and Computers	3
5	Tap Dance classes (teen & adult)	49
1	Fire Poi training and performance	28
1	Self Defense for Women	15
1	Mindfulness Art workshop	*
1	Art & Photography workshop	*
1	Murder Mystery Night (open to teens and adults)	*
2	GOBHI Café – mental health support group	*
2	Introduction to Mah Jongg class	*
1	Springtime Shadow Box craft making	14
47	TOTALS	271

10 Take & Make kits given out

*number attending one or more of these events not recorded at this time

**virtual attendance not recorded at this time

ALL AGES PROGRAMS

#	Event	Attending
1	Family Lego Pizza Night	*
4	Chess Lessons (attendance average is 6-8)	*
1	Star Wars Day	172
1	Mother's Day Mug Making	40
1	1,000 Origami Cranes project	passive program, not counted
8	TOTALS	211

*number attending one or more of these events not recorded at this time

TOTAL OF 130 PROGRAMS HELD 1,585 WITH ATTENDING

MAUPIN STATISTICS FOR MAY 2024

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	4	8	5	3	2	2	1	3	1	3		38
Audiobooks	5	7	10	11	10	13	28	16	21	24	20		165
Board books	15	16	15	7	13	5	4	8	6	5	5		99
Children's DVDs				10	7	9	11	7	5	3	1		53
Children's non-fiction	17			26									43
DVDs	44	96	86	64	149	221	202	159	139	91	97		1348
Early readers	39	38	57	24	32	24	26	35	36	13	23		347
Fiction	241	242	213	209	240	204	217	195	140	171	163		2235
Graphic Novels	25												25
Junior fiction	47	72	78	51	54	69	45	53	46	37	51		603
Junior/Children's non-fiction	25	13	22	19	17	15	14	26	17	15	11		194
Junior graphic novels				7	9	9	12	7	10	18	16		88
Junior series								3	2	3			8
JM non-fiction		31			23	19		10	22	6	10		121
Large print	7	8	16	19	10	14	18	20	14	14	16		156
Library of Things	13		6					1	2	5	2		29
Libros en Espanol	4	5	2			1	2	1	1	1			17
Music Cds				2	1	1							4
New books	1	2	3	1	2	1	1			1			12
Non-fiction	77	85	72	91	74	77	83	89	84	84	65		881
OBOB	5	1	3	2	6	4	8	2	2	5	5		43
Picture books	59	69	88	91	87	106	52	68	102	55	52		829
Stacks	5	3	4	5	14	5	11	9	7	12	6		81
Young Adult Graphic Novels		33	26	31	26	16	24	23	17	15	28		239
Young Adult Fiction	17	20	20	9	14	16	13	14	9	8	11		151
Young Adult Nonfiction	2		1				1		1	1			6
Reference													0
TOTAL CIRCULATION	654	745	730	684	791	831	774	747	686	588	585	0	7815
PATRON COUNT													0
New patrons added:	10			6									16

Programs:

- 4-H afterschool - 9
- Homeschool families - 10
- Ranger talk w/ Sue-Ann - 3
- Red Grammer - 95 kids/teachers daytime, 201 total evening concert, total reach 236 (some kids attended both events but were only counted once)
- Josephine Woolington Author Event - 12
- Read What You Want Book Club - 4
- Cookin' the Books - 5
- Maupin Daze (Booksale, SRP Sign-Up, Alex Zerbe performance in park) - total 200
- Minecraft Monday - 14
- Joseph O'Neil Watercolor class - 9

DUFUR MAY 2024 STATISTICS FOR JUNE 2024 MEETING

Nothing reported at this time

Board Term Limits, updated as of June 14, 2024

Maupin representative: Mary Beechler, expires June 30th, 2027 not eligible for reappointment

Dufur representative: Tina Coleman, expires June 30th 2027 not eligible for re-appointment

City of The Dalles representative: Corliss Marsh, expires June 30th 2024; eligible for re-appointment

Rita Rathkey, expires June 30th 2025 will be eligible for two re-appointments

Dave Mason, expires June 30th, 2025 will be eligible for two re-appointments