

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: July 16, 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: Jul 16, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84238863020?pwd=vq3W5tzztPhqxrIVVpAbfqONbB0B8h.1>

Meeting ID: 842 3886 3020

Passcode: 540003

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Security Camera Policy
 - b. Carpet
 - c. HVAC
 - d. Shaniko
- VI. NEW BUSINESS
 - a. Dufur budget
 - b. Work session
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

**Wasco County Library Service District
Board Meeting
Tuesday, June 18, 2024
Location: The Dalles Library & Zoom**

Board Members Present: Corliss Marsh, Rita Rathkey, Mary Beechler, Dave Mason

Staff Members Present: Maggie Pando, Valerie Stephenson, Sarah Tierney

Called to order: 4:37 p.m.

Recognition of Visitors and Interested Parties: none

Minutes: Rita Rathkey moved to accept the minutes, seconded by Mary Beechler; and the minutes were approved

Director reports:

Maupin: Got through Maupin Daze, had Alex Zerbe in the Park; served about 200 people, and had a fantastic book sale for the foundation. Since then it has been a little quieter on purpose before the launch of the Summer Reading Program, because the summer is going to be crazy busy.

Summer Reading started this week, kids will be making clothespin birds this week as a craft. They'll have the first performer next week. It'll be Rhys Thomas, doing magic, juggling, and comedian stuff. Maupin doesn't have quite as many kids signed up this year, not sure what's behind that; hopefully will get some more.

Nancy Wesson, library assistant, has moved, but is still coming in on Saturdays for right now to help out with the transition. Her position has been posted, there are 3 applicants, and reviews will start next week, and then interviews. Valerie is excited about the applicants and hopeful that they will get someone good.

Maupin has books and bags set up to give away for summer reading. Tomorrow, Greta Berquist, from the State Library is coming, even though the library will be closed for Juneteenth; Valerie will meet with her and show her the library.

Dufur: Sarah met with Greta today; it's always so encouraging to chat with her, she's always so positive and helpful. She had some good ideas for Facebook and advertising, and shared some resources for the school library.

The library has requalified for a revitalization grant, but had to ask for an extension of the deadline, which was granted. One of the glitches they've had is that when Jeff sent the email for the budget approval, he wasn't specific on what that budget is supposed to be used for, so now the COF and the superintendent were thinking "oh, we have more money" without realizing that the library board was trying to get a second employee for Saturday hours. That group meets again on June 20th, and even though Sarah has been trying to explain that to them, but thinks it would be very beneficial if Jeff, as well as the library board were to send an email stating exactly what that money is for. Corliss assured Sarah that someone from the Board will send an email explaining what that money is earmarked for.

The Dalles: Jeff is on vacation this week. Maggie told the board about the second chance Summer Reading Party that will be going on this evening from 6:00 – 7:00; so that those families who couldn't come this afternoon can also participate in the kick-off festivities. The Kick-off Party, which was from 2:00 – 4:00 today, was still going on at 4:15 and the gate count was over 1,000. Greta Berquist, from the State Library, was here in the middle of all this, arriving shortly after it started; and was still here helping with clean-up. While here, Greta had a chance to meet with the student intern, Aela Buchanan, who was hired through an LSTA grant.

Old Business: Library Board terms – there was a discussion regarding term limits and representation. Corliss moved to approve the Board terms, after they have been amended to show that Rita Rathkey is a representative of the City of The Dalles, and Dave Mason is At Large, seconded by Mary Beechler, vote was unanimous. Corliss's term expires at the end of June (less than two weeks away), and if she is to be reappointed, Jeff needs to start that process before then.

Jeff's evaluation – Tina was originally going to follow-up with the City of The Dalles regarding Board input for the evaluation. However, since she is not available right now, Corliss will contact Matthew Klebes on behalf of the Board.

Floor – The City brought in an engineer who has done a lot of work for the City in the past. They pulled up a large section of the carpet and looked underneath and reported that it was fine. They will sign-off on it to move forward with the carpet project.

Shaniko – Maggie shared that she had heard from Debra, and they have found the missing modem; which is great. We currently have the equipment here, the station could be moved back into City Hall, and if the public needs to do a search, or print something, it will be available.

The question was brought up about what the District provides Shaniko, as there are no real library services available, it is just the computer/printer and internet. There are no programs, no library van visits, no books to check out. The consensus was that this is something to be discussed at the work session in July, along with services for other rural areas of the County.

New Business: There was a discussion regarding the need to have a work session, which has been talked about several times. The decision was made to hold a short Board meeting on Tuesday, July 16, 2024, at 4:30 p.m., followed by a work session that will go on as long as necessary. The goal of the session is planning for the Library for the coming year, month by month.

Corliss, had something to add to New Business; she shared that she had attended the joint meeting between the City Council and the County Commissioners, when they were talking about Google money. They just signed an agreement, they're going to receive money, and they're asking what they should do with this money. There is a survey on the County's website asking what to do.

They are also asking all the taxing districts what they would like to see done with the money. One board member mentioned that if the District were to receive monies, it would be nice to expand the children's area, as that space has already been outgrown. Others agreed, and further stated that the entire library needs to be expanded; there is no storage space, and the area has been outgrown.

There was several minutes of discussion as to what the District might want to see the money used for, if received. Would creating an endowment fund be an option? Should each of the three libraries receive a percentage? Should the money be used to expand The Dalles Library, as it is the main library in the District, and all would benefit? Another suggestion was to use the money to expand services to the Hispanic community.

Further discussion brought up the fact that expanding services wouldn't be a one-time thing. It would have to include staffing to provide services. With the number of Hispanic families in this area (The Dalles), perhaps the next time there is a Board position open, someone from the Hispanic community should be appointed. There was also talk about how many board members are allowed. Are they restricted to the existing five? Discussion of this will be continued at the July work session.

In other New Business, Dave asked for updates from those that attended the recent library conference. Mary shared that the best workshop she attended was about the challenge policy. Most libraries that are having problems with their book challenge policies, and how to write one that's going to protect you better. The Deschutes Library lead this discussion and Mary would like to take their policy and use it to help beef up our policy. Of all of the District's policies, this is the most important one. Book challenges are a big deal right now, nationwide. Corliss said that she attended a workshop on Friends groups, and it was very good. She also saw a bike that was being used to deliver books/library services. She thought it was a great idea. Something like that could be used to take books or materials over to the park when an event was going on.

Financials: On page two, regarding total fund expenditures, Mary said that she knows there is a large amount set aside for the van purchase, but why is the unexpended number so high?

Next meeting will be Tuesday, July 16th at 4:30, with a Board meeting followed by a work session.

Meeting adjourned: 6:00 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 12 MONTHS ENDING JUNE 30, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000,11-00	60,560.30	702,984.44	724,176.00	21,191.56	97.1
004-2100-000,12-00	6,702.11	51,970.46	62,170.00	10,199.54	83.6
004-2100-000,13-00	.00	697.32	12,100.00	11,402.68	5.8
004-2100-000,21-10	13,269.48	153,753.88	167,981.00	14,227.12	91.5
004-2100-000,21-20	354.14	4,210.87	4,609.00	398.13	91.4
004-2100-000,21-30	43.88	522.11	548.00	25.89	95.3
004-2100-000,21-40	19.08	1,693.85	1,783.00	89.15	95.0
004-2100-000,22-00	5,048.47	56,716.82	60,243.00	3,526.18	94.2
004-2100-000,23-00	7,442.09	85,649.16	81,622.00	(4,027.16)	104.9
004-2100-000,28-00	11.94	3,014.54	11,215.00	8,200.46	26.9
004-2100-000,29-00	273.19	3,083.07	4,098.00	1,014.93	75.2
004-2100-000,31-10	32,860.60	121,837.52	249,452.00	127,614.48	48.8
004-2100-000,32-20	.00	.00	750.00	750.00	.0
004-2100-000,41-10	199.97	3,217.81	5,780.00	2,562.19	55.7
004-2100-000,41-20	231.67	1,942.02	1,850.00	(92.02)	105.0
004-2100-000,41-40	1,697.48	24,381.83	31,132.00	6,750.17	78.3
004-2100-000,43-10	1,907.50	30,555.27	49,850.00	19,294.73	61.3
004-2100-000,43-40	267.00	16,584.64	21,115.00	4,530.36	78.5
004-2100-000,43-45	.00	.00	350.00	350.00	.0
004-2100-000,43-61	.00	.00	.00	.00	.0
004-2100-000,43-62	117.37	2,645.22	20,500.00	17,854.78	12.9
004-2100-000,43-77	.00	3,531.70	15,460.00	11,928.30	22.8
004-2100-000,52-10	.00	7,247.38	7,583.00	335.62	95.6
004-2100-000,52-30	.00	11,380.61	12,581.00	1,200.39	90.5
004-2100-000,52-50	.00	466.89	4,400.00	3,933.11	10.6
004-2100-000,53-20	1.55	506.00	2,300.00	1,794.00	22.0
004-2100-000,53-30	163.50	8,613.36	13,455.00	4,841.64	64.0
004-2100-000,58-10	.00	2,922.66	11,956.00	9,033.34	24.5
004-2100-000,58-60	.00	1,550.00	16,690.00	15,140.00	9.3
004-2100-000,58-70	.00	931.00	11,135.00	10,204.00	8.4
004-2100-000,60-10	752.55	22,210.89	38,555.00	16,344.11	57.6
004-2100-000,60-20	289.95	5,781.90	8,050.00	2,268.10	71.8
004-2100-000,60-85	16,133.30	166,090.93	151,510.00	(14,580.93)	109.6
004-2100-000,64-20	12,830.87	121,050.31	151,500.00	30,449.69	79.9
004-2100-000,64-30	.00	3,378.03	5,800.00	2,421.97	58.2
004-2100-000,64-40	2,324.34	31,788.26	62,350.00	30,561.74	51.0
004-2100-000,64-80	.00	5,757.44	69,887.00	64,129.56	8.2
004-2100-000,69-60	.00	78.95	250.00	171.05	31.6
004-2100-000,69-80	.00	8,869.85	67,625.00	58,755.15	13.1
004-2100-000,72-20	.00	.00	280,000.00	280,000.00	.0
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	198,000.00	198,000.00	.0
004-2100-000,74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	163,502.33	1,667,616.99	2,880,411.00	1,212,794.01	57.9

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 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	163,502.33	1,826,616.99	4,219,528.00	2,392,911.01	43.3

The Dalles Public Library programming statistics for the month of June 2024

Children's programs:

52 programs, with 563 attending

Teen programs:

14 programs, with 84 attending

Adult programs:

47 programs, with 786 attending

All ages (includes the summer reading kick-off party)

7 programs, with 1,471 attending

For a total of 120 programs, 2904 attending

Dufur School/Community Library
 Circulation and programming statistics for the month of June 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	TOTAL FOR FISCAL YEAR
1													
2 Adult fiction	5		6	2		11			6	4			34
3 Adult nonfiction										8	5		13
4 Audiobooks						1							1
5 Biographies	4		6	8					6	8	7		39
6 CD's											1		1
7 DVDs	14		15	88		27			42	50	27		263
8 Children's fiction													0
9 Easy Readers	86		275	348					188		179		1076
10 Fiction	75		234	255					136	172	145		1017
11 Nonfiction	88			236		50			150	154	147		825
12 E						203				231			434
13 Prek/Board books	16		27	51					21	27	12		154
14 TOTAL CIRCULATION	288	0	563	988	0	292	0	0	549	654	523	0	3857
15													
16 July numbers include June 2023 as well													
17													
18													

No programming statistics reported yet

Southern Wasco Public Library
 Circulation and programming statistics for the month of June 2024

Maupin 2023-2024 circulation stats - Excel													Total for fiscal year
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	
Ask at desk	6	4	8	5	3	2	2	1	3	1	3	5	43
Audiobooks	5	7	10	11	10	13	28	16	21	24	20	7	172
Board books	15	16	15	7	13	5	4	8	6	5	5	6	105
Children's DVDs				10	7	9	11	7	5	3	1	1	54
Children's non-fiction	17			26									43
DVDs	44	96	86	64	149	221	202	159	139	91	97	66	1414
Early readers	39	38	57	24	32	24	26	35	36	13	23	35	382
Fiction	241	242	213	209	240	204	217	195	140	171	163	190	2425
Graphic Novels	25												25
Junior fiction	47	72	78	51	54	69	45	53	46	37	51	65	668
Junior/Children's non-fiction	25	13	22	19	17	15	14	26	17	15	11	10	204
Junior graphic novels				7	9	9	12	7	10	18	16	14	102
Junior series								3	2	3		1	9
JM non-fiction		31			23	19		10	22	6	10	9	130
Large print	7	8	16	19	10	14	18	20	14	14	16	17	173
Library of Things	13		6					1	2	5	2	7	36
Libros en Espanol	4	5	2			1	2	1	1	1			17
Music Cds				2	1	1						2	6
New books	1	2	3	1	2	1	1			1			12
Non-fiction	77	85	72	91	74	77	83	89	84	84	65	70	951
OBOB	5	1	3	2	6	4	8	2	2	5	5	4	47
Picture books	59	69	88	91	87	106	52	68	102	55	52	77	906
Stacks	5	3	4	5	14	5	11	9	7	12	6	5	86
Young Adult Graphic Novels		33	26	31	26	16	24	23	17	15	28	35	274
Young Adult Fiction	17	20	20	9	14	16	13	14	9	8	11	19	170
Young Adult Nonfiction	2		1				1		1	1			6
Reference													0
TOTAL CIRCULATION	654	745	730	684	791	831	774	747	686	588	585	645	8460
PATRON COUNT													0
New patrons added:	10			6								15	31
Patrons				551								562	
Reference				111									
Computer usage				33									

Maupin programming stats for June 2024

Storytime – 2

Writers Workshop - 7

8th grade class visit – 11

Title I Summer Reading Signup – 8

Minecraft - 23

Cookin' the Books - 5

Read What You Want Book Club – 9

Rhys Thomas - 27