

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: August 15, 2023 @ 1:00 p.m.

Location: The Dalles Public Library, and via Zoom

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

Topic: The Dalles-Wasco County Library Board Meeting
Time: Aug 15, 2023 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88399281802?pwd=QTUwN3E1dUJQYlRMTdMWFJFM3NKZz09>

Meeting ID: 883 9928 1802

Passcode: 408642

- 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. Where does the Board think we need signage in The Dalles directing folks to the Library?
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location

Adjourn

**Wasco County Library Service District
Board meeting
June 20, 2023
Location: The Dalles, and via Zoom**

SUBJECT TO APPROVAL

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

Library staff attending: Jeff Wavrunek, Rita Squires

Meeting called to order: 4:06 p.m.

Minutes: Mary Beechler moved to accept the minutes, seconded by Tina Coleman, the vote was unanimous

Visitors and interested parties: None

Director's Reports:

Dufur – not here, no report

Maupin – not here, no report

The Dalles -- There are currently two positions open, one full-time to replace the previous programming and outreach coordinator; the second position is a new page position, which is part-time. Currently, there have been over 30 applications, with one being bilingual, which would be a plus. Jeff had a unique interaction with a patron today, she wanted to compliment him on the new book section.

Summer Reading has started; unfortunately, due to high winds, the bounce house rented for the kick-off party had to be cancelled.

Nicole Giller, the person who has been doing the Snapdragon Yoga, is leaving the area at the end of summer; this is something that will affect both The Dalles and Maupin.

The painting of the building is mostly done, just a few spots that were missed, cleaning up overspray. Window washers are supposed to be here next week on June 26th; this is something done annually.

We are getting a quote for janitorial work from the company currently cleaning the bathrooms. The mobile Farmer's Market will be here every Wednesday, starting June 21st; they'll be in the lower parking lot from 3:00 – 5:00.

Old business: The new Facilities Manager has been hired, he just started last week. There has been a discussion regarding offering an outside bookdrop that patrons can drive up to; the board wants Jeff to proceed with that, as they think it will be beneficial to patrons. He is currently checking on prices.

New business: Due to problems with bad addresses given when people apply for library cards, the new procedure will be mailing the actual card, instead of giving it to them the same day. They will still be allowed to check out a limited number of items that day. When they receive the card in the mail, they bring it in on their next visit, and the card application process is completed. The board thought this was a good idea, and hopes it will reduce the number of bad addresses.

Other libraries do not have signed versions of their policies on their websites; they have the policies posted, just no signatures.

Financial report: There was a question regarding the percentage expended shown on page two, which was clarified by Jeff.

IGA – Corliss Marsh and Rita Rathkey met with Matt Klebes, City Manager of The Dalles; they have exchanged proposed changes. Rita has done some research on Service Districts in the state. She particularly liked the way Clackamas County IGA has standards. She will share a link to some of these districts with the rest of the Board. Jeff shared the proposed 2023-24 budget for the Service District.

In the IGA proposed by the City, the City wants full control of the Library. They want final say on how the budget is spent, and what is going on. Mary Beechler does not want the City having control of the district's money. She thinks the IGA should have money amounts in it, and that does not undermine what Jeff is doing as Librarian. Corliss thinks another meeting with Matt Klebes is needed.

The Board thinks there should be a formula used for how much money is given to each library. Once a formula is in place, it should not need to be changed. There is too much back and forth, the City's proposed IGA gives them all the power. The Board would like at least one commissioner attend a meeting to talk about the IGA with Matt Klebes.

The next meeting was scheduled for July 18th at 4:00 at The Dalles; however, this was later decided to skip July's meeting, which is normal, and instead the next meeting will be on Tuesday, August 15th, at 1:00 p.m. in The Dalles.

Meeting adjourned at 5:30 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chairman

Mary Beechler, Vice Chairman

Rita Rathkey, Board Member

Tina Coleman, Board Member

Dave Mason, Board Member

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000,11-00	55,449.93	55,449.93	724,176.00	668,726.07	7.7
004-2100-000,12-00	3,430.48	3,430.48	62,170.00	58,739.52	5.5
004-2100-000,13-00	.00	.00	12,100.00	12,100.00	.0
004-2100-000,21-10	11,632.40	11,632.40	167,981.00	156,348.60	6.9
004-2100-000,21-20	328.53	328.53	4,609.00	4,280.47	7.1
004-2100-000,21-30	40.55	40.55	548.00	507.45	7.4
004-2100-000,21-40	1,469.33	1,469.33	1,783.00	313.67	82.4
004-2100-000,22-00	4,439.99	4,439.99	60,243.00	55,803.01	7.4
004-2100-000,23-00	6,698.49	6,698.49	81,622.00	74,923.51	8.2
004-2100-000,28-00	1,963.08	1,963.08	11,215.00	9,251.92	17.5
004-2100-000,29-00	248.37	248.37	4,098.00	3,849.63	6.1
004-2100-000,31-10	18,399.57	18,399.57	249,452.00	231,052.43	7.4
004-2100-000,32-20	.00	.00	750.00	750.00	.0
004-2100-000,41-10	241.75	241.75	5,780.00	5,538.25	4.2
004-2100-000,41-20	.00	.00	1,850.00	1,850.00	.0
004-2100-000,41-40	1,596.48	1,596.48	31,132.00	29,535.52	5.1
004-2100-000,43-10	4,837.96	4,837.96	49,850.00	45,012.04	9.7
004-2100-000,43-40	.00	.00	21,115.00	21,115.00	.0
004-2100-000,43-45	.00	.00	350.00	350.00	.0
004-2100-000,43-51	.00	.00	.00	.00	.0
004-2100-000,43-52	.00	.00	20,500.00	20,500.00	.0
004-2100-000,43-77	.00	.00	15,460.00	15,460.00	.0
004-2100-000,52-10	7,247.38	7,247.38	7,583.00	335.62	95.6
004-2100-000,52-30	11,380.61	11,380.61	12,581.00	1,200.39	90.5
004-2100-000,52-50	468.89	468.89	4,400.00	3,933.11	10.6
004-2100-000,53-20	.00	.00	2,300.00	2,300.00	.0
004-2100-000,53-30	931.76	931.76	13,455.00	12,523.24	6.9
004-2100-000,58-10	.00	.00	11,956.00	11,956.00	.0
004-2100-000,58-50	.00	.00	16,690.00	16,690.00	.0
004-2100-000,58-70	240.00	240.00	11,135.00	10,895.00	2.2
004-2100-000,60-10	.00	.00	38,555.00	38,555.00	.0
004-2100-000,60-20	153.98	153.98	8,050.00	7,896.02	1.9
004-2100-000,60-85	12,310.35	12,310.35	151,510.00	139,199.65	8.1
004-2100-000,64-20	3,243.96	3,243.96	151,500.00	148,256.04	2.1
004-2100-000,64-30	.00	.00	5,800.00	5,800.00	.0
004-2100-000,64-40	.00	.00	62,350.00	62,350.00	.0
004-2100-000,64-80	.00	.00	69,887.00	69,887.00	.0
004-2100-000,69-50	.00	.00	250.00	250.00	.0
004-2100-000,69-80	.00	.00	67,625.00	67,625.00	.0
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	146,751.84	146,751.84	2,880,411.00	2,733,659.16	5.1

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 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	12,416.67	183,000.00	170,583.33	6.8
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.37	833.37	10,000.00	9,166.63	8.3
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	 13,250.04	 1,339,117.00	 1,325,866.96	 1.0
 TOTAL FUND EXPENDITURES	 160,001.88	 160,001.88	 4,219,528.00	 4,059,526.12	 3.8

The Dalles circulation stats for June 2023

STATS for 2022 -2023		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
VISITOR COUNT		5,149	8,936	9,015	5,741	6,814	7,562	7,414	8,797	10,040	8,235	6,939	xxxxxx
INTERNET USERS	Library	523	591	584	628	554	525	567	441	628	481	595	641
	Byod	792	856	859	876	734	802	641	704	838	739	545	412
Overdrive Read		277	246	214	285	306	265	364	295	329	335	330	373
Open EPUB ebook		1	0	0	0	1	0	1	1	1	0	0	0
Kobo Ebook		6	0	4	5	4	7	6	8	12	12	12	1
adobe PDF ebook		0	0	0	0	0	1	0	1	1	0	0	0
kindle book		206	203	176	175	223	254	313	258	276	231	282	297
adobe EPUB ebook		66	51	53	32	36	42	24	20	32	30	8	6
overdrive MP3 audio		239	238	195	132	117	86	86	80	87	105	18	22
Open PDF ebook		0	0	0	0	0	0	0	0	0	0	0	0
Pending (ebook)		9	9	7	7	15	11	7	12	9	12	7	7
Pending (audiobook)		7	20	21	27	24	23	18	27	39	41	25	23
overdrive Listens Advantage	July& aug. =	666	737	628	762	707	795	885	789	970	905	1,099	1,068
		3,188	3,188	1,504	1,554	1,608	1,647	1,848	1,825	1,898	1,884	1,978	2,107
LIBRARY2go total		1,477	4,692	2,802	2,973	3,041	3,131	3,552	3,316	3,654	3,555	3,759	3,904
TUMBLEBOOKS		3	6	2	9	1	1	3	58	6	3	0	0
PATRONS ADDED		99	90	85	50	59	48	82	58	96	59	52	93
ILL'S SENT		983	1,149	1,081	1,137	1,056	976	1,251	989	1,205	1,003	1,025	1,119
ILL'S RECEIVED		621	693	700	525	561	477	674	621	712	589	553	563
MONTHLY CIRC LIBRARY2GO		13,162	14,061	13,453	13,259	12,695	12,136	14,427	12,846	15,282	13,277	13,772	14,288
		1,477	4,692	2,802	2,973	3,041	3,131	3,552	3,316	3,654	3,555	3,759	3,904
TOTAL CIRC		14,639	18,753	16,255	16,232	15,736	15,267	17,979	16,162	18,936	16,832	17,531	18,192

