

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: January 21, 2025 @ 4:30 p.m.

Location: The Dalles Public Library, and via Zoom

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

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Topic: Library Board meeting

Time: Jan 21, 2025 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81582789379?pwd=TmlqlqJXcRpVYbgPial4QgBho7keXR.1>

Meeting ID: 815 8278 9379

Passcode: 815906

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Policy on library challenge sent to commissioners and approved
 - b. Policy manuals
 - c. Mary's recently updated calendar and next two policies for review
 - d. Update on Dufur's library funds and city, MOU early discussions w Dufur, Maupin
 - e. Second Reading Bookmobile policy
 - f. Library director written reports
- VI. NEW BUSINESS
 - a. Budget recommendations for Jeff
 - b. Review Board goals (see attachment)
 - c. Bookmobile report
 - d. Ethics statement for Board (see attachment)
 - e. Social media policy first reading (2 LGBTQ issues)
 - f. Technology/WIFI city vs county funding
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Our mission is to provide Wasco County citizens with free and equal access to materials relevant to their informational needs, and to serve as an unbiased source of information with opportunities provided for personal, educational, cultural, and recreational enrichment.

**Wasco County Library Service District
Board Meeting
November 19, 2024
The Dalles Public Library and via Zoom**

Subject to approval

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

Staff members present: Jeff Wavrunek, Valerie Stephenson, Sarah Tierney

Called to order: at 4:35 pm

Additions to Agenda: Rita would like to add Bookmobile discussion, and a follow-up to Diverse Populations (from October minutes); Mary would like to add, under New Business, Library Director Reports

Minutes: no corrections needed; Corliss Marsh moved to approve the minutes of the October 15, 2024, as presented; seconded by Mary Beechler. The vote was unanimous, the minutes were approved.

Visitors or interested parties: none

Director Reports:

Maupin – Right now we have Operation Care and Comfort, we are a dropsite for this program based out of San Jose, California. They are collecting things, care packages, etc., to send to active military personnel overseas. We started that at the first of the month, and have quite a bit at the library. A junior high teacher contacted her and asked if they could put together care packages. So, they are putting together packages and we'll add them to ours.

Last night at the high school they had Zombie Nerf Night, about 20-22 kids participated.

Tomorrow we will be serving a Trespass Notice to a person who was previously trespassed from the City. Because he wasn't trespassed from the library at that time, he called the library and said that Valerie had to be his intermediary to the City, and proceeded to verbally unload on her. She reported it to the City, they asked her to send it to them in an email; and they forwarded it to the attorney, and he will be trespassed.

We have started a monthly fiber arts group, called Knots and Needles. They get together for 3 hours the first Monday of each month.

We have a lot of after school stuff going on; working with 4H on early release Fridays, Minecraft is the first and third Mondays, Legos on the second and fourth Mondays. We had 20 kids at Minecraft on Monday, it is becoming very popular.

The student theater group from the school has contacted the library and wants to do their next play in the library in the community room. They'll be doing *A wrinkle in time*. They were supposed to be producing it and performing it this month, but the kids weren't ready, and they pushed it back, but then ran into basketball season so didn't have a place to practice. That's when they reached out to the library and asked if they could do it there, since it is a library book.

The Town & Country Players are preparing for their next play, which is *Murder at the book club*; and they also want to do that at the library. So, lots of theater going on at the library.

The yearly Holiday Festival is coming up, it will be December 8th from 1:00 – 5:00. The tree lighting will be at 5:00; and there'll be lamppost decorating. The library does 5 different craft stations; we get volunteers from the kids at the high school and the theater group. Santa will be here, there'll be photos, hayrides. The theme overall is Country Christmas; the library chose the theme "I spy Christmas" and will be giving away *I spy Christmas* books; and the lamppost they'll be decorating will be *I spy* themed.

In October Valerie was reelected to the Libraries of Oregon board chair position. She just recently signed on and joined the OLA Leadership Committee, and is part of the LIOLA Planning Committee.

Dufur – Micah has resigned, she has found a different job. In going through the previous minutes, Sarah said that the Board thought that Micah was employed by both the school district, and the City of Dufur; but that is not true. She was only employed by the City; Sarah is the only one employed by both the school district and the City of Dufur. When Sarah approaches the City to fill Micah's position, she would like some help writing up the job description, a salary recommendation, duties, priorities, and how many hours. She thinks the City would benefit from that; as the City just got a new mayor, and new council members, and there's going to be a lot of transition in this next year. She also thinks that having the MOU, as mentioned in last month's minutes, will be very beneficial. Frequently the library is forgotten about; it would be very beneficial to be more visible. With a new employee to have a firm job description, what their duties are and what the expectations are, what their hours are and what their pay could be. Dave thanked her for bringing this up, and wants to make sure it is in the minutes so that when they start to form the MOU, they have this information. Mary suggested that Sarah contact Valerie for the job description she used for the children's librarian position she filled recently. And to also check with Jeff, to see what job descriptions he has used for positions recently. Using information from those, and adding in necessary information might be helpful.

Sarah has received a grant from the Oregon Department of Education (ODE) focusing on new shelving, and shelf markers; just updating things and making things more current and usable. The main focus for the new shelves will be the graphic novels, which currently are just on a cart that they wheel around. New shelving will give it a more stable location. It's one of the most popular book types right now at the Dufur Library.

She's looking for a grant to purchase a Smart Board, a Promethean Board. The goal with that is to be more inclusive. She's been working with Azaria, the liaison between the school district and the tribes; she has sent Sarah some amazing information with some storytellers, they're all virtual tribal storytellers. She'd love to be able to present that in the library. She has a projector, but it is rather clunky, and she'd like to have something that is smoother, easier, and more modern. Trying to get a grant for the Smart Board would be really cool.

Currently working with the Food Bank as a drop location for the food drive.

Fiber Arts meets every Tuesday night; there was just a big flurry on Facebook about it, so is curious as to whether or not more people will be there tonight. Right now, they are averaging about 3 people attending each week.

Micah's outreach was doing phenomenal; we were outreaching to the daycare, preschool, and the senior Potlatch. She was meeting with people, and it was a really great thing. Sarah is really disappointed that Micah won't be there anymore, but hopefully the new employee that we find will be able to form that community and friendship with people.

Jeff asked about the cost of a Smart Board, and Sarah told him that they start at around \$3,000. He then pointed out that the Library District had recently given the City of Dufur a pretty substantial increase to the budget. Could some of that be used to purchase the Smart Board, and also new shelving for the adult materials. Sarah said that she probably could for the Smart Board; but as far as the shelving, she currently does not have much adult material. Most items wanted are being filled by borrowing from other libraries, a big reason for this is lack of space. Following up on an email Jeff had sent Sarah previously, he asked her when it was that she had last received a pay raise from the City of Dufur. Sarah said that she had looked into it, and it has been at least two years.

The Dalles – It's been stressful; we hired a new page, Claire; she was really good and was well liked by staff. However, due to her other commitments (working full-time at another job, as well as helping to start a restaurant); she realized that this was not going to work out for her, and gave her notice. Since she had just been hired, they moved to the second choice from that hiring; and offered the job to Julia, who just started today. That hiring was a bit stressful as the HR person for the City of The Dalles has recently resigned. That's one employment situation; the other one, we had hired Jill Bingham for a recently created position that was part-time children's and young adult services. She was doing great, but gave her two-weeks' notice, as she has accepted a position as a public health nurse in White Salmon.

One of the people who had applied for the teen position and interviewed really well, had a Masters in Library Science. Jeff reached out to her to let her know about this opening, and she is interested in applying. The Finance Department is supposed to be posting the position soon. Jeff is happy that he has got at least one really good candidate that is going to apply.

Rita asked about any progress in the assistant director position; but was reminded that that position will not be open until next fiscal year, so about 8 months from now. Right now, the City has hired a firm to do a wage study/comparison for City positions. Jeff needs to talk to Matthew Klebes about getting the cost for the assistant director position. Mary Beechler suggested that perhaps they could do a county comparison for the assistant director position, perhaps that would be a higher amount since it is county-wide, rather than just city-wide. Jeff said that Matthew is supportive of an assistant position; but Jeff needs to get the position costed out before he can start working on the budget. Any day now Jeff should be getting the estimated tax report for next year, so that he can start working on the budget.

We recently had the Princess Bride Community Reads Event, that went really well. We had partnered with the Granada Theatre, they showed the movie; there was a huge turnout, a lot of people actually dressed up. We turned the Makerspace into a haunted house for Halloween, it was scary. It was really popular, had a lot of good feedback. Abbey did a good job of creating that for the library. We're working on a Winter Reading program.

Like Maupin, we're doing a lot of things on a Saturday before Christmas; we're going to have a Santa Claus, so they can take pictures, and engage in different craft activities.

Rita asked Jeff if he knew how many people came to the Day of the Dead event. Jeff said that it was at least as many as last year; but the big difference was that this year it was more spread out, took up the whole afternoon, instead of just a couple of hours in the evening. It worked out really well; one thing the parents loved was that we had a bounce house – inside the library! We had the same musical group, and the same dancers as last year. It was a great event, great partnerships. According to Kirsten, we had about 800 people. Everyone that partnered with us wants to do it again next year.

Dave Mason then shared that he had a meeting with The Dalles City Manager, Matthew Klebes, as a follow-up to the meeting from a couple months ago. Matthew mentioned that they should probably have a conversation in January about the budget and the admin formula. So, he didn't forget about that; but the other point was Jeff's evaluation, which he did forget about. Dave mentioned to Matthew that per the recent study the City had done, the span of Jeff's supervision duties needs to be reduced, and adding an admin position, so that will be brought up. The plan is that when Jeff starts working on the budget, Dave and Jeff will meet with Matthew, so that they can bring up the board's concerns.

With the HR person for the City now gone, Dave asked what was being done until a new person is hired. Jeff said that the hiring process will probably go on for 3 or 4 months, and in the meantime, some of those duties are being divided up. For instance, since the Library is the first one with a new hire, Jeff will be doing some of the “on boarding” duties. Finance Department will be posting new positions, such as the one we now have for Children’s/Teens.

There were two other things Dave talked to Matthew about; one was the Google funds, there had recently been a joint meeting with the City and the County. That was pretty well covered in a recent newspaper article, where the City was lobbying to divide the money up so they could deal with the water treatment plant and pipeline. So, they weren’t interested in a separate foundation thing. The second thing they talked about (it’s actually on the agenda under old business, #c); Dave explained to Matthew how the board had struggled with the Security Camera Policy for a long time, and we felt like we got push-back from the City. Matthew clarified that that is something the City should be responsible for; and the IT people should be writing that. However, they are short staffed right now, and it’s not going to happen any time soon.

Old Business: Policy on Library Challenges sent to Commissioners – we went through our second reading; now the board will sign, and it will be sent to the Commissioners for their signatures.

Policy manual – Mary received all the supplies she needs, and will now assemble the manuals and will bring them to the next meeting in January.

Update on Dufur and the City MOUs – Jeff has not yet talked to them, he wanted to first research MOUs to get a template; and also, to look at the original documents of the formation with the county to get an idea of the expectations of what the cities (Dufur, Maupin, and The Dalles) were going to contribute. We know that there’s a big difference between Dufur and Maupin, because Dufur School system houses the public library. So, an MOU with them would be a lot different; the monies there would have to be spent a lot differently than in Maupin. Also, certain expenses, like janitorial, electricity, would need to be parceled out. The expectation is the City would house the money, and it is strictly for the library, not for other City accounts. Mary suggested that they start the conversation by asking what the City (both Dufur and Maupin) expects, which could be a lot different than our expectations. There was then talk about whether to have representatives of Dufur and Maupin come to the next board meeting to start this conversation. Dave suggested that rather than having them come to an official board meeting, that Mary, as the board rep for south Wasco County, Valerie, and Jeff meet with the Mayor and/or City Manager of Maupin and start with a casual conversation. They would also do the same thing for Dufur; and that would have to include someone from the school, as well as someone from the City. Rita said that before those conversations start, the Board needs to decide what they expect of the cities. For example, Sarah had shared that the City of Dufur never have her at the Council meetings, or let her know what is going on. Maybe that’s something we’d like to see, acknowledging our library person there. Mary said that we want to be clear about what we expect; she’d like to see

more effort to get adult stuff in Dufur. We want to make that clear in the MOU that we want adult services; and clarity on what the money was for. Dave pointed out that this is why they want Saturday hours in Dufur. Jeff said that Sarah hinted that she didn't have room for adult shelving. Mary said that from her perspective, that's just an excuse; they're supposed to be serving the whole population base, figure it out. Jeff says that there should be some sort of shelving she can buy; Mary said that she can also weed. Rita said that if she doesn't have enough shelving for the adult population, then what are we doing at the school? Maybe the City needs to start looking for another location. Those are the kinds of things we need to talk to them about. Mary says that she can start the conversation with Maupin, and report back to the Board in January.

New Business: Policy review – This is the first reading of the brand-new Bookmobile Policy. Mary suggested rewording the first sentence under “Borrowing” to make it easier to read. Adding commas, or putting part in parentheses would make it flow better. “The library district will provide library card applications for children under 18 to obtain permission from an adult family member for library card sign up at preschools and daycare centers.” After discussion, Jeff is going to look at the Materials Loan policy, and reword this to follow that policy. Rita wanted clarification on the “Collection Development” part. After a brief discussion, it was understood to mean that the collection will be based on patron requests. Rita thinks the wording could use a little clarification, and she will work on that before the next reading.

Board Self Evaluation – Dave said that this is much further down in the calendar, and not necessary to discuss today. He has agreed, at a future date, to do some research on forms, and at the appropriate time will share an evaluation form. In addition, he will also find an evaluation form to be used when doing Jeff's evaluation.

Bookmobile – Kristen had two more dates for Bookmobile stops where Board members could ride along; Tygh Valley on November 27th, and Antelope on December 4th. Dave is interested in going the 27th, if he doesn't have jury duty; Corliss would go if he isn't available. Mary gave an update on her ride along experience, and also praised Kristen's patience and kindness; saying she has a great demeanor with dealing with the public. She said that the Maupin stop only had one family attend; that could be because it was held in front of the library. However, when they went to Shaniko, there were about 12 residents that came out. For Shaniko, this is huge. There was a lot of excitement, people took calendars, were placing holds on books. It was a really good visit. Rita would like to go on the December 4th trip.

Library Director Reports – Mary suggested that the directors submit their reports in writing prior to the meetings. This would make it easier on the person taking the minutes; and also allow the directors to expand on their reporting. It would speed up the meetings, as they wouldn't have to sit there through each report. If there are questions about the reports, that could be asked at the meeting; but if there are no questions, it allows the meeting to move along, and get to important things. This will be tried for 3 months, to see how well it works.

Discussion about diversity – Rita said that when this has been discussed before under Goals, she wasn't clear where this fell. Are we measuring, somehow, the population that we're serving? Everyone agrees that this is sort of a gray area; it has been talked about, but perhaps no one knows how to measure something like this. Jeff shared that one way he measures is by paying attention to feedback he gets; both from patrons and from staff. There was a request for a cleaner reading book club, and we now have the Clean Reads Book Club (clean language, more inspirational fiction, etc.); there was also a request for a fantasy book club, and we're now offering that. Rita asked if we were keeping track of something like that, was there a written log; something to refer to in case someone ever asked. Jeff said that it would be easy to refer back to the newsletters, then you could see when we started offering these. For instance, for years we offered a LGBTQ book club, but then interest waned, and eventually it was dropped. Mary said that having diversity as a Board goal is problematic. The Board can promote events or collections, talk to the public; but ultimately, they have to rely on the directors to know what their patrons want.

Dave shared that he was reflecting back to last month's meeting about establishing goals. He reminded them that they came up with three goals; one was policy review, 3 per year on a 3-year cycle. Number two was MOUs with Dufur and the City of Maupin; and number three was to review and update the IGA annually. They opted not to do Board diversity as a goal, but to instead do quarterly check-ins with Board diversity. Having that on the calendar can lead to discussions such as this one right now. We could ask how Board diversity could apply to vacancies on the board, such as the Member at Large. He had recently talked to Janet Hamada at NextDoor, and mentioned that this is something they could be looking at in 2025-26. She told him that was great, because they offer a Board 101 program to mentor Hispanic people who get placed on community boards. He said that would be an example, if we visit this quarterly, we can say "oh, this thing is coming up on our agenda, I wonder how diversity can fit in here." Mary thought that bringing it up quarterly could be a bit much; but why can't this be part of the Board's self-evaluation? Put it in there, and then that conversation happens in May, June and July; we have terms coming up.

Financial Review – Looks good

Mary had a question about the circulation statistics as reported in one of the other attachments. She wanted to know if the Interlibrary Loan numbers reported were just for The Dalles, or was that the whole county? Jeff confirmed that those ILL numbers were just for The Dalles; but that Dufur and Maupin could report their own numbers. Jeff will talk to Maggie Pando about showing Sarah and Valerie how to get those numbers. Mary would like to see all 3 libraries using the same format, then there would be standardized reports for the whole county. That would give us a county-wide picture. It was pointed out that the Library 2 Go numbers were for the whole county, not just The Dalles.

Mary is questioning a number on the budget, on the City of The Dalles page, the Library Books and Binding number, it shows that the budget is only \$8,000. She questioned whether that is wrong, as she thinks it should be way bigger than that. Jeff said that money is specifically for patrons of The Dalles, books that they are requesting. Corliss

then asked where the actual book budget is. Jeff said that has been moved to the County budget.

Next meeting date and location will be at 4:30 on January 21, 2025, at The Dalles. A reminder that the April and September meetings will be held in Maupin, and the June meeting will be in Dufur.

Mary Beechler made the motion to adjourn, seconded by Rita Rathkey, was unanimous; and the meeting adjourned at 5:58

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

Dave Mason, Chairman

Rita Rathkey, Vice Chairman

Corliss Marsh, Board Member

Mary Beechler, Board Member

Tina Coleman, Board Member

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	63,131.50	377,558.95	812,194.00	434,635.05	46.5
004-2100-000.12-00	2,661.45	23,128.68	66,888.00	43,759.32	34.6
004-2100-000.13-00	.00	788.61	13,105.00	12,316.39	6.0
004-2100-000.21-10	11,785.22	76,162.55	218,738.00	142,575.45	34.8
004-2100-000.21-20	394.83	2,309.20	5,173.00	2,863.80	44.6
004-2100-000.21-30	38.65	242.31	598.00	355.69	40.5
004-2100-000.21-40	17.51	1,863.61	2,108.00	244.39	88.4
004-2100-000.22-00	4,911.28	29,897.63	67,127.00	37,229.37	44.5
004-2100-000.23-00	7,764.99	45,210.97	99,746.00	54,535.03	45.3
004-2100-000.28-00	24.78	2,982.05	13,743.00	10,760.95	21.7
004-2100-000.29-00	265.99	1,618.50	4,468.00	2,849.50	36.2
004-2100-000.31-10	2,422.46	16,286.23	110,790.00	94,503.77	14.7
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	203.78	1,858.37	6,780.00	4,921.63	27.4
004-2100-000.41-20	192.79	779.55	4,120.00	3,340.45	18.9
004-2100-000.41-40	1,961.12	11,129.01	33,000.00	21,870.99	33.7
004-2100-000.43-10	5,642.83	15,082.41	75,450.00	60,367.59	20.0
004-2100-000.43-40	.00	402.94	.00	(402.94)	.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	1,489.88	1,875.78	22,800.00	20,924.22	8.2
004-2100-000.43-77	.00	450.00	15,825.00	15,375.00	2.8
004-2100-000.52-10	.00	10,609.85	8,340.00	(2,269.85)	127.2
004-2100-000.52-30	.00	13,485.88	13,250.00	(235.88)	101.8
004-2100-000.52-50	.00	1,280.97	4,400.00	3,119.03	29.1
004-2100-000.53-20	19.73	374.01	2,300.00	1,925.99	16.3
004-2100-000.53-30	1,498.24	5,005.99	10,780.00	5,774.01	46.4
004-2100-000.58-10	.00	231.16	9,180.00	8,948.84	2.5
004-2100-000.58-50	.00	.00	11,470.00	11,470.00	.0
004-2100-000.58-70	.00	240.00	3,950.00	3,710.00	6.1
004-2100-000.60-10	365.98	7,077.97	23,005.00	15,927.03	30.8
004-2100-000.60-20	473.35	2,350.59	8,250.00	5,899.41	28.5
004-2100-000.60-85	13,327.31	79,845.42	182,450.00	102,604.58	43.8
004-2100-000.64-20	281.92	5,881.15	8,000.00	2,118.85	73.5
004-2100-000.64-30	24.00	384.68	5,800.00	5,415.32	6.6
004-2100-000.64-40	2,772.49	10,916.19	62,350.00	51,433.81	17.5
004-2100-000.64-80	.00	105.13	.00	(105.13)	.0
004-2100-000.69-50	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80	.00	2,449.99	35,000.00	32,550.01	7.0
004-2100-000.72-20	.00	23,735.83	50,000.00	26,264.17	47.5
004-2100-000.74-20	.00	220,639.00	240,000.00	19,361.00	91.9
004-2100-000.74-30	.00	17,437.50	.00	(17,437.50)	.0
004-2100-000.74-40	.00	.00	24,000.00	24,000.00	.0
004-2100-000.74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	121,672.08	1,011,678.66	2,277,278.00	1,265,599.34	44.4

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	22,084.30	132,505.80	251,353.00	118,847.20	52.7
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	.00	.00	110,000.00	110,000.00	.0
004-9500-000.88-00 CONTINGENCY	.00	.00	227,727.00	227,727.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	431,627.00	431,627.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	822,515.00	822,515.00	.0
 TOTAL OTHER	 22,084.30	 132,505.80	 1,843,222.00	 1,710,716.20	 7.2
 TOTAL FUND EXPENDITURES	 143,756.38	 1,144,184.46	 4,120,500.00	 2,976,315.54	 27.8

The Dalles December 2024 circ stats

STATS for 2024 - 2025		Jul-24	Aug-24	Sep-24	Oct-24	24-Nov	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
VISITOR COUNT		10,448	9,469		9,843	10,388	8,922						
INTERNET USERS	Library	752	798		533	431	533						
	wifi users	513	426	211	549	571	466						
Overdrive Read		510	857	492	500	420	431						
Open EPUB ebook			0	0	0	0	0						
Kobo Ebook		1	1	0	3	5	2						
OverDrive Magazines		228		199	200	218	286						
kindle book		297	473	229	244	197	232						
adobe EPUB ebook		1	3	4	3	2	0						
overdrive MP3 audio		15	35	26	41	14	0						
Open PDF ebook		-	0	0	0	0	0						
Pending (ebook)		3	5	9	4	9	10						
Pending (audiobook)		38	60	26	37	27	26						
overdrive Listens Advantage		1,307	2,200	1,273	1,240	1,129	1,283						
		2,442	2,390	2,439	2,427	2,207	2,439						
LIBRARY2Go total		4,842	6,024	4,697	4,699	4,228	4,709						
TUMBLEBOOKS		-	0	1	6	20	22						
PATRONS ADDED		80	74	64	79	65	67						
ILL'S SENT		1,193	1,295	1,138	1,345	1,068	1,103						
ILL'S RECEIVED		588	515	494	572	533	533						
MONTHLY CIRC		15,329	14,091	10691	14,014	12,387	12,725						
LIBRARY2GO		4,842	6,024	4,697	4,699	4,228	4,709						
TOTAL CIRC		20,171	20,115	15,388	18,713	16,615	17,434						

The Dalles Public Library: programming statistics for month of December, 2024

YOUTH SERVICES PROGRAMS:

12	Storytimes offered	263 attended
3	Fun Fridays offered	30 attended
2	Tumi Tales: Read with a Dog	4 attended
19	Outreach visits to daycares, preschools, etc.	211 attended (1 cancelled due to everyone napping)
4	Tap Dance Classes	156 attended
1	Col. Wright Troubadours performance	23 attended
1	Take & Make: paper gingerbread house	29 kits given away

41 programs offered, 687 attended; 1 Take & Make offered, 29 kits given away

TEEN SERVICES PROGRAMS:

1	Teen Art Club	7 attended
3	Outreach visits to Norcor	7 attended
3	Outreach visits to Middle/High School	0 all cancelled due to schedule conflicts
7	Console Gaming offered	25 attended
1	Open VR gaming time	0 no one showed
1	Teen Library Council	10 attended
3	Hot Cocoa Bar	41 attended
1	Murder Mystery event	3 attended
1	RPG	14 attended
1	Take & Make: macramé tree	10 kits given away

22 programs offered, 107 attended; 1 Take & Make offered, 10 kits given away

ADULT SERVICES PROGRAMS:

6	Book Clubs	43 attended
1	Coffee & Coloring	5 attended
1	Coffee & Computers with Kimball	2 attended
1	Embroidery w/Steph Evans	12 attended
2	Virtual Events	not reported
2	Adult Art Club	21 attended
1	Holiday Ribbon Wreath	15 attended
1	Candle Making	51 attended
1	Guided Watercolor w/Yvonne Peppin-Wakefield	25 attended
2	Ukulele Christmas Class	18 attended
1	Island Holiday Party w/Victor Johnson	125 attended
2	Tap Classes	32 attended
6	Outreach visits to senior living facilities	40 attended
1	Murder Mystery	24 attended
1	Second Saturday Self-defense Class	not reported
2	Take & Make kits	50 kits given away

Total of 30 programs offered, with 413 attending; 2 Take & Makes, with 50 kits given away

ALL AGES EVENTS:

1	Annual Holiday Fun Party	150 attended
1	Movie: Muppet Christmas Carol (at Granada)	185 attended
1	Holiday Gift Workshop	500 attended
1	Family Lego Pizza Night	75 attended
11	Bookmobile stops	57 attended

Total of 15 programs offered, 967 attended

The Dalles-Wasco County Library Report

January 21, 2025

- a) I was gone for two weeks in December with the passing of my father.
Trying to catch up!
- b) Started working on the budget. Had to hand in a 5-year capital expenditure plan.
- c) Guided water color class last Thursday night had about 16 attendees
- d) Role playing games group is meeting at the library on 3rd Saturday 10-2.
Getting good attendance
- e) Princess Tea Party was a huge hit. Hundreds of attendees. Pictures in the Columbia Gorge News last Wednesday
- f) Mr and Mrs Santa Claus were super popular at our December 14th Holiday event. Our two Murder at the Ugly Christmas Sweater Party events were well loved.
- g) Hundreds of people showed up at the Muppet Christmas Carol at the Granada Theater.
- h) Victor Johnson drew a big audience along with our own Ukulele class for a holiday performance
- i) Gift wrapping station was a huge hit over the holidays
- j) Interviewed 8 good candidates on Thursday and Friday to fill the children's/teen position
- k) The van leak got fixed. Still need to fix the lock and heated seat.
- l) Will be meeting with city manager on Friday, the 24th.

Dufur School/Community Library statistics

Dufur's Circulation Report for December 2024:

The new update is wreaking havoc on reports. I have not been able to run the report for items checked out.

Dufur's Program statistics for December 2024:

fiber program participants 27

26 activities for k-5 grade serving about 520 kiddos total for the month.

2 preschool activities serving 40 kiddos for the month

Dufur director's report:

The month of December was pretty slow in Dufur. The library was closed from the 12/23-1/6

There was a small uptick in Tuesday evening fiber arts participants.

I have been in contact with our IT person on plans for a Promethean board.

It was confirmed that a grant I applied for we received. This will be used for additional shelving.

Ready to Read grant check has been received.

Rita has been doing a great job planning programs for Summer reading so far there are 5 planned.

Next month we will be hosting the Scholastic book fair (2/3 - 2/7). This is a fun way to spread the love of reading. The funds that we earn from the book fair are used for library week in April and also summer reading.

We are running into obstacles replacing Micah. It has been hard to find someone who is willing to work so few hours and also every Saturday. I have requested a meeting with Kathy from City hall to see if we can work out some different ideas.

Maupin's Circulation Report for December 2024

Unable to run at this time

Maupin's Programming Report for December 2024

Program totals in November / December:

Storytime: 11

Lego Challenger: 16

Minecraft Monday: 63

WIC: 9

4-H: 26

Knots & Needles: 12

Read What You Want book Club: 15

Cookin' the Books: 21

Garden Club: 34

Homeschool families: 30

Maupin's director's report

Library Board Report for January 2025 for the SWC Library

- The Maupin Holiday Festival was a huge success again this year. The approximate number of attendees was 225 people in the library, civic center and Kaiser Park.
- The library chose the specific theme of "I Spy Christmas". The library offerings this year were:
 - Five different family holiday craft stations, one with an I Spy ornament
 - I Spy Christmas and I Spy Christmas Treats book giveaways
 - Santa Claus letter writing station
- The Library and the Maupin Dig and Hoe Garden Club co-sponsored one of the lampposts again this year and were awarded first prize for our "I Spy Christmas" decorated post.
- In November we started a care package drive for active military personnel who are stationed away from home this holiday season in partnership with Operation Care and Comfort based in San Jose, CA. The drive was a huge success. The SWC Middle school students worked hard to help collect items and bring them to the library. In total we were able to ship 7 very full boxes full of goodies to be dispersed to those who work to keep us safe.
- The library is currently hosting the latest performance of the South Wasco School District Theater Program performance of A Wrinkle in Time. Performances will be held This coming weekend Friday at 3:00pm, Saturday at 6:00pm and Sunday at 3:00pm. All performances will be held in the Civic Center community room. Tickets sales are limited so advance purchase is recommended.
- The Town and Country Players are also working on a play that will be performed in the library on February 14th and 15th, 21st & 22nd at 7:00pm. They will be performing "Murder at the Book Club"
- Beginning next week the library will host a month long exhibit from the Museum of Natural and Cultural History "Native Innovations" that celebrates the first innovators, scientists and engineers in Oregon, exploring how Native Americans have used knowledge, creativity and problem solving skills to live and thrive here for thousands of years. This exhibit will be open to everyone each day, the library is open and we encourage teachers and other large groups to make appointments for special exhibit access for their classes.
- Knots and Needs is increasing in popularity, and participants want to meet twice a month now instead of just once. This fiber arts collective group has people working their individual crafts but also sharing and teaching others who want to learn. They will now meet on the 1st and 3rd Mondays in the library from 5:30 to 8:30
- Afterschool programs continue with Minecraft and Legos on Mondays and 4-H on Fridays with early release from school.

First reading

Social Media Policy

WASCO COUNTY LIBRARY DISTRICT

The Wasco County Library District is excited to connect with the community through our social media channels! We share online news about upcoming events, library hours, new resources, photographs from programs and much more. We encourage you to engage with us by liking, commenting, sharing, and contributing your ideas.

When participating in our social media platforms, we ask users to keep postings and comments appropriate for all audiences and to agree to the following guidelines:

- **Respect and Civility:** Please be respectful in your interactions. We encourage open discussion, but we will not tolerate comments that are obscene, racist, derogatory, or offensive.
- **Common Courtesy:** Be mindful of the impact your posts have on real people - many of whom are your neighbors. Personal attacks, insults, or threatening language will be removed.
- **Promotional Use of Content:** We may share your comments, stories or photos for promotional purposes to showcase the vibrant community in the Wasco County Library District. By attending public library events, patrons give the library permission to use their likeness (or their child's likeness) in print and online.

We are committed to creating a welcoming, informative, and respectful environment for the Wasco County community. The library reserves the right to remove any content that is deemed, in its sole view, to be inappropriate. The library also reserves the right to ban or block users who violate this policy.

ADOPTED by the Wasco County Library Service District Board of
Directors on the
___ day of _____.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Dave Mason, Chairman

Rita Rathkey, Vice-Chair

Tina Coleman, Board Member

Corliss Marsh, Board Member

Mary Beechler, Board Member

ADOPTED by the Wasco County Commissioners, Governing Body of the Wasco
County
Library Service District, on the _____ day of _____, _____.

WASCO COUNTY COMMISSIONERS
Governing Body of the
Wasco County Library Service District

County Commissioner

County Commissioner

County Commissioner

Second reading

Bookmobile Policy **WASCO COUNTY LIBRARY DISTRICT**

Mission Statement

The bookmobile will provide library service to people in the district who are unserved or underserved due to physical, economic, social, geographic, or other barriers.

Goals

The primary functions of the bookmobile service are to:

1. Provide information to people of all ages and abilities for their recreation, education, and lifelong learning.
2. Introduce non-users to library collections and services.
3. Conveniently provide popular materials in a variety of formats that will increase library use and encourage a lifelong desire to learn.
4. Present programs that encourage use of the bookmobile and the library.
5. Increase visibility of the library by generating a positive image throughout the entire community.

Guidelines for Stops

Stops are 30 to 120 minutes depending on usage and need. The schedule will be arranged to provide service to the largest number of people as efficiently as possible.

1. The location must be within the district boundaries.
2. The stop must provide ample room to maneuver and park the bookmobile on a level, solid parking area.
3. The stop must provide maximum accessibility and safety for customers and staff and sufficient parking for patrons.
4. Population density and proximity to the library and other stops will be considered in establishing or continuing bookmobile stops.

Schedule

1. The bookmobile schedule will be adapted to respond to usage of service including circulation, door count, reference questions, and other library services.
2. The bookmobile will not provide regularly scheduled service on library holidays, but may provide service for special events.
3. All efforts will be made to adhere to the published bookmobile schedule. However, schedule changes may be adjusted based on the discretion of the library director and staff. All efforts will be made to notify the public about any bookmobile schedule changes.

Policies

The Wasco County Library District bookmobile will follow the existing Wasco County Library District policies in all aspects, with the addition of specific bookmobile policies outlined below.

Driving

A district staff member or board member will drive the bookmobile at all times. Volunteers will not drive the bookmobile.

Borrowing

The library district will provide library card applications for adults and for children under 18 that require permission from an adult family member. This will allow children to have a library account and borrow materials without their parents present. District staff will keep a copy of student lists and library card numbers issued in this manner.

Fees for Service

Fees accrued by bookmobile patrons may be nullified (for items not yet checked in) or forgiven (for items that have been returned) at the discretion of the staff member on board. Fines that are accrued on the bookmobile due to unforeseen bookmobile schedule delays or cancellations will be automatically forgiven and/or nullified. The bookmobile will only accept checks for fee collection.

Emergencies

The bookmobile will follow The Dalles Library emergency closing schedule. The bookmobile will not provide service if there is inclement weather that may inhibit driving. All efforts will be made to notify the public about any bookmobile cancellations.

Volunteers

Volunteers are encouraged to help support the bookmobile service. Volunteers can ride on the bookmobile or meet the bookmobile at a scheduled stop. Volunteers will be made aware of differing environments while working on the bookmobile, such as limited use of bathrooms, varying patron attendance, and the potential for vehicle breakdowns.

Collection Development

In order to meet the needs and demands of patrons, the bookmobile collection will be developed in response to patron requests. The requests at each bookmobile stop will be gathered and used to adjust the collection for the next courier.

ADOPTED by the Wasco County Library Service District Board of
Directors on the _____ day of _____.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Dave Mason, Chairman

Rita Rathkey, Vice-Chair

Tina Coleman, Board Member

Corliss Marsh, Board Member

Mary Beechler, Board Member

ADOPTED by the Wasco County Commissioners, Governing Body of the Wasco
County
Library Service District, on the _____ day of _____, _____.

WASCO COUNTY COMMISSIONERS
Governing Body of the
Wasco County Library Service District

County Commissioner

County Commissioner

County Commissioner

United for Libraries



Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

PUBLIC LIBRARY TRUSTEE **ETHICS STATEMENT**

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Wasco County Library
Board Goals 2024-25
(established 10/15/24)

1. Policy review: 3 per year, 3 year cycle
2. Create MOU's with Dufur City and Maupin City
3. Review and/or update IGA annually

Quarterly check-in re Board Diversity (check in w NDI and their board 101 project)

Include Mission statement in meeting notice, agendas et al.