

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: October 15, 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.

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

Topic: Library Board meeting

Time: Oct 15, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83510979860?pwd=DYuT4DvwVR38Vav7g9y8j9W08t59YC.1>

Meeting ID: 835 1097 9860

Passcode: 238186

- 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
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

**Wasco County Library Service District
Board Meeting
October 15, 2024
The Dalles Public Library and via Zoom**

SUBJECT TO APPROVAL

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

Staff members present: Jeff Wavrunek, Valerie Stephenson, Kristen Dyer

Called to order: at 4:34 p.m. by Dave Mason

Minutes: no corrections needed; Corliss Marsh made the motion to approve the minutes as presented, seconded by Mary Beechler. The vote was unanimous, the minutes were approved.

Visitors or interested parties: none

Director Reports:

Maupin: Had a live history event on October 4th, which was funded with a Wasco County Cultural Trust Grant. There were 28 people in attendance; we served a light meal, with soup, salad, bread and desserts. The theater troupe, everybody just loved them. They loved the program, how it evolved, and the interaction with the actors. There was great feedback and the public wants them back. A donation jar was set out to help offset the cost of the dinner; and there was \$285 in donations.

Katie is doing more outreach, going to the school, working with the school a lot. An example of that is our first Pumpkin Derby. We received donations of little mini pumpkins, and some gourds; and she took them to the fourth-grade class. There were holes drilled in them so that they could insert wheels; then the students decorated them. Today they raced them, with prizes for the winners. They had so much fun; it's posted on Maupin's Facebook page. Tomorrow the homeschool families will come in and do a race.

The first and third Mondays of the month we do Minecraft; and the second and fourth Mondays we do Lego challenges.

Valerie has talked to Leah, with the Extension Office and 4H, and they have planned out an entire year of 4H programs. Each month they are going to do two 4H programs on Fridays when they have early release.

Currently planning for the Winter Festival, which will be December 8th. This coming weekend the library will be at the Get Ready South Wasco Emergency Preparedness event at the fairgrounds. The library has put together 50 "go" bags for kids, with things like toothbrushes, toothpaste, washcloths, hairbrushes, and emergency ID bracelets.

Because Valerie had to leave early, Mary Beechler asked if she had any thoughts on the Reconsideration of Materials Policy, as today is the second reading. Valerie stated that she did not; knowing that it had been inspired by Deschutes County Library. It was well thought out, as their director was the board chair for the IFC and put the challenge policy together.

Dufur: (via email)

I am so sorry I have had a family emergency come up and won't be at tonight's meeting.

I checked in with the book drop and the repairs should be done by November. I will contact the city again about placement. once the book drop is ready.

Extra hours have proven difficult, but we are still working on it. The school has decided it is best to pass the money onto the city. The struggle with using school staff is that they would have to be paid overtime.

Micah just got a letter today and is making an appointment this week to discuss her benefits. Part of the letter tells her she is over the amount to keep her benefits and another part tells her differently. If she has lost her benefits then she is willing to work more hours.

At this point the board discussed the fact that Micah is employed by both the school district – where she is working in the library, and by the City of Dufur. Regarding the extra hours mentioned in Sarah's report and the money given to the school district to make that happen, the school now wants to send the funds to the City. The board wants to make sure that the City of Dufur is using the money to increase hours at the library. They also want to make sure that Micah's salary when working at the public library is compatible to what other employees for the City of Dufur are currently paid. Dave suggests that when they communicate with Dufur, this would be a good time to start the conversation about formalizing a MOU between the Library District and the City of Dufur.

The Dalles: We had an open library page position that attracted 50 applicants for this entry level job. We interviewed three candidates yesterday and will interview four more tomorrow. The applications are good for a year, which saves time, as this can be a high turnover position.

This month is the Princess Bride Community Reads event, very busy with that. There was a big *Princess Bride* movie viewing at the Granada Theater, which went really well. Chuck Gomez, the owner of the Granada, was extremely pleased; and wants to partner with the library again. Abbey, is thinking about doing another event there this winter.

We're currently extremely busy planning the Day of the Dead event, which is on November 2nd. This is the second year the library is celebrating this event. There will be two bounce houses, the same musical band as last year, as well as the same Chenoweth dancers. The food truck will also be here again. If the weather is an issue, the band and dancers can be moved into the library. We'll be partnering with One Community Health, who will be offering vaccinations. Kirsten will be on a local radio station promoting the program.

SnapDragon Yoga is back on the 4th Saturday of the month after a hiatus.

Old Business:

Mary's annual board calendar – Mary pointed out that it's really "our" calendar, referring to the entire board. One of the first things on the calendar was policy reviews, and Mary asked Jeff to prioritize the policies; which does he want to do first, second, etc. By January the reconsideration policy will be finished, what will be the next one? Jeff says that he has a list, which he will email to everyone, but that the Wi-Fi Hotspot was the next one. There was then a discussion about when to start the policy reviews, as the goal is to do three each year. Mary pointed out that there are currently 12 policies, but a 13th one needs to be added, covering the use of the Bookmobile. It takes 3 months for any review, the first reading, the second reading, and then the adoption. It was decided that to get the three reviews done within the fiscal year, they will go ahead and start in November, with the WiFi Hotspot policy. The Bookmobile policy is scheduled for March. A third policy (yet to be determined by Jeff) is tentatively scheduled for September.

Mary suggests creating a district-wide policy notebook to be made available at every county library. When new policies are adopted or updated, the notebooks get updated. These notebooks should also include any necessary forms, such as the Reconsideration of Materials Policy challenge forms. Mary volunteered to put the notebooks together.

Dave brought up the topic of evaluations. When to start the director's evaluation? What form to use? It was thought that this discussion should start in March, so that it can be submitted to the city manager by the library chairperson in a timely manner. The board self-evaluation is scheduled for June, but should the timing be changed? According to Mary, this is something that has never been done before. Dave said that he has been involved with this on several other boards. He suggests using a form and he will search for a suitable one. Dave suggested that it should be completed before the next year's goals, and before the new Chair is elected. It was decided that it would be best to start in May, so that the members can complete before the June meeting.

OLA conference is listed as a reminder.

Board work session/goals from July meeting - some of the things were eliminated that did not pertain to goal setting or calendar. Like "create a more unified district," that might be a really expansive issue, but what are the specifics on how? The board also discussed diverse population services. That's something we want to work on district wide, but not sure on the details. Do we put it on the monthly calendar to discuss? Are we not serving our diverse population? Do we need to assess if we are? Not sure how to move forward. We also talked about having current and projected demographics. Who's gathering information for that? Therefore, tasks were winnowed down to just four things: 1.) annual calendar, 2.) policy reviews, 3.) the hotspots, and 4.) MOUs with Maupin and Dufur. These are all goals; the other issues are bigger and Mary wasn't sure what to do with those.

Dave mentioned that at the July meeting they had talked about diversity. Maybe that's a two-year goal. Mary and Tina both disagreed with it being an actual goal; but that being aware of it, and keeping it in mind both when hiring and when looking for new members to be on the Board is really the goal. Maybe there could be a list of broader goals to keep in the forefront.

City policy on security cameras – the IT director and the facilities supervisor need to work on this policy, as it would cover not just the library, but other city buildings. The board talked about each city being responsible for their own library building, since the district does not own them. At that point, Tina made the motion that a district security camera policy is not necessary, as the district does not own the buildings. This motion was seconded by Mary Beechler; there was no discussion, the motion passed unanimously.

Van delivery date – the van is scheduled to be delivered next Thursday, October 24th, at 1:00 pm. It was delayed by a couple of weeks, as there was some touch-up work to be done. The plan is to stock the van with duplicates of some of the popular books and DVDs we currently own. We'll also buy copies of some of the more popular books to stay in the van. During the first visit to each bookmobile stop, there will be an "open house" celebration, complete with treats and give-a-ways. Tina will help with promotional efforts in Dufur; and Mary will do the same in Maupin. Kristen Dyer talked to the board about what she currently has planned for bookmobile visits around the county. The board then shared what their expectations are regarding visits to Dufur in November. These visits do not have to involve the school. Kristen talked about her plans for the rollout parties, as well as future bookmobile visits. Her schedule for outreach is very full.

New Business:

Second reading on new policy for Library Materials Challenge – there was no further discussion; the comment was made that all suggested changes after the first reading have been made. Mary Beechler made the motion to adopt the Reconsideration of Library Materials Policy as presented tonight. This was seconded by Corliss. The motion carried.

Policy review to start in January - already covered earlier in meeting

Begin planning Dufur & Maupin MOUs - covered earlier in meeting

New position - when Jeff did the Executive Forum training, the trainers stated that at the very most, a supervisor should only be supervising 7 employees. Jeff currently supervises 14 people, as well as 5 volunteers. He talked to the city manager about the possibility of creating an assistant director position at the library. The city manager liked the idea. He pointed out that it would also provide for succession planning. The position will be strongly considered in the next budget and to whether it is sustainable. Tina reminded everyone that they have discussed this previously, as the board thought Jeff should have an assistant director. While the board likes this idea, a workspace needs to be found for the new position.

Financial Review: Looks good, no concerns.

Next meeting: November 19th in The Dalles @ 4:30 pm

Future board meeting locations will be: April and September in Maupin, June in Dufur, all other meetings in The Dalles; no meetings in August and December

Meeting adjourned at 6:00

**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 3 MONTHS ENDING SEPTEMBER 30, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	60,132.90	179,932.43	812,194.00	632,261.57	22.2
004-2100-000.12-00	4,751.97	14,574.57	66,888.00	52,313.43	21.8
004-2100-000.13-00	.00	553.00	13,105.00	12,552.00	4.2
004-2100-000.21-10	12,507.32	38,108.96	218,736.00	180,629.04	17.4
004-2100-000.21-20	330.79	991.97	5,173.00	4,181.03	19.2
004-2100-000.21-30	38.65	118.62	598.00	479.38	19.8
004-2100-000.21-40	19.52	1,802.97	2,108.00	305.03	85.5
004-2100-000.22-00	4,868.27	14,634.36	67,127.00	52,492.64	21.8
004-2100-000.23-00	7,587.80	21,918.75	99,746.00	77,827.25	22.0
004-2100-000.28-00	11.94	2,907.71	13,743.00	10,835.29	21.2
004-2100-000.29-00	263.77	792.86	4,468.00	3,675.14	17.8
004-2100-000.31-10	2,414.65	9,032.31	110,790.00	101,757.69	8.2
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	394.62	1,029.83	6,780.00	5,750.17	15.2
004-2100-000.41-20	.00	192.79	4,120.00	3,927.21	4.7
004-2100-000.41-40	1,983.03	5,568.72	33,000.00	27,431.28	16.9
004-2100-000.43-10	574.82	6,668.19	75,450.00	68,761.81	8.8
004-2100-000.43-40	202.98	250.86	.00	(250.86)	.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	41.84	191.82	22,800.00	22,608.18	.8
004-2100-000.43-77	450.00	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	.00	282.27	2,300.00	2,017.73	12.3
004-2100-000.53-30	1,029.43	2,797.30	10,780.00	7,982.70	26.0
004-2100-000.58-10	231.16	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	2,055.17	2,397.41	23,005.00	20,607.59	10.4
004-2100-000.60-20	349.29	1,258.54	8,250.00	6,991.46	15.3
004-2100-000.60-85	16,869.71	37,738.88	182,450.00	144,711.12	20.7
004-2100-000.64-20	1,364.48	1,456.45	8,000.00	6,543.55	18.2
004-2100-000.64-30	131.27	291.24	5,800.00	5,508.76	5.0
004-2100-000.64-40	2,215.52	3,963.29	62,350.00	58,386.71	6.4
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	.00	35,000.00	35,000.00	.0
004-2100-000.72-20	10,459.33	23,735.83	50,000.00	26,264.17	47.5
004-2100-000.74-20	.00	.00	240,000.00	240,000.00	.0
004-2100-000.74-30	17,437.50	17,437.50	.00	(17,437.50)	.0
004-2100-000.74-40	(6,172.50)	.00	24,000.00	24,000.00	.0
004-2100-000.74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	142,565.23	417,032.42	2,277,276.00	1,860,245.58	18.3

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	22,084.30	66,252.90	251,353.00	185,100.10	26.4
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	66,252.90	1,843,222.00	1,776,969.10	3.6
TOTAL FUND EXPENDITURES	164,649.53	483,285.32	4,120,500.00	3,637,214.68	11.7

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

Youth services:

<u>Number of Programs</u>	<u>Type of Program</u>	<u>Total Number Attending</u>	<u>Notes</u>
13	Storytimes	176	one cancelled due to carpeting
4	Fun Friday	48	one cancelled due to carpeting
4	Tap Dance class	112	includes the parents watching
2	Tumi Tales (READ dog)	6	
24	Preschool Outreach visits	296	
<u>1</u>	Elementary school open house	<u>190</u>	
48	TOTALS	828	

Teen services:

<u>Number of Programs</u>	<u>Type of Program</u>	<u>Total Number Attending</u>	<u>Notes</u>
3	Norcor outreach visits	16	1 visit cancelled
2	Art Club	5	1 cancelled due to carpeting
<u>5</u>	TOTALS	<u>21</u>	

Adult services:

<u>Number of Programs</u>	<u>Type of Program</u>	<u>Total Number Attending</u>	<u>Notes</u>
7	Book clubs	44	
4	Art Club	9	2 cancelled due to carpeting
1	Embroidery workshop	13	
1	Guided watercolor class	24	
1	Mindfulness Art	0	cancelled
3	Ukulele class	21	
2	Tap Dance class	28	
8	Outreach visits	50	
1	Coffee & Coloring	0	cancelled due to carpeting
1	Coffee & Computers with Kimball	1	
1	Japanese Tea Ceremony	attendance not recorded	
3	Outreach visit to Teachers	167	welcome back to school event
1	Open Makerspace	0	cancelled
1	Chair massage outreach event	25	attendance recorded before event happened
2	Dance Fitness with Claire	attendance not recorded	
2	Self-Defense class for women	attendance not recorded	
3	Virtual Author events	participation not recorded	
<u>42</u>	TOTALS	<u>382</u>	

There was also a Take & Make fall wreath kit for adults, 23 of them were given out

All ages events:

<u>Number of Programs</u>	<u>Type of Program</u>	<u>Total Number Attending</u>	<u>Notes</u>
1	Family Lego Pizza Night	48	
1	Back to School Scavenger Hunt	120*	passive program, goody bag for participants
1	Middle Earth Day	87	various activities
1	Farmer's Market Outreach	94	
<u>4</u>	TOTALS:	<u>349</u>	

*120 goody bags given out, but probably twice that number actually participated, as parents were helping the kids search

Total of 99 programs offered, with 1,580 attending; 1 take & make kits offered, 23 given away

Dufur Statistics

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL FOR FISCAL YEAR
Adult fiction		3	4										7
Adult nonfiction													0
Audiobooks			1										1
Biographies			1										1
CD's													0
DVDs		7	3										10
Children's fiction													0
Easy Readers													0
Fiction		22	282										304
Nonfiction		12	228										240
E		43	335										378
Prek/Board books		14	26										40
TOTAL CIRCULATION	0	101	880	0	0	0	0	0	0	0	0	0	981

Nothing reported

Dufur programming statistics September 2024

- 33 elementary programs, averaging 23 people per program $33 \times 23 = 759$
- 4 fiber arts programs, averaging 3 people per program $4 \times 3 = 12$
- 4 potlatch outreach visits, averaging 18 people per program $4 \times 18 = 72$
- 3 preschool outreach programs, averaging 7 people per program $3 \times 7 = 21$

Total of 44 programs, with 864 attending

Maupin statistics	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total for fiscal year
Adult Graphic Novels		2	1										3
Ask at desk		2	3										5
Audiobooks		4	11										15
Board books		16	12										28
Children's DVDs		4	6										10
Children's non-fiction													0
DVDs		124	140										264
Early readers		15	14										29
Fiction		226	216										442
Graphic Novels													0
Junior fiction		53	53										106
Junior/Children's non-fiction		6	11										17
Junior graphic novels		13	9										22
Junior series													0
JM non-fiction		1											1
Large print		24	17										41
Library of Things		2	12										14
Libros en Espanol		1											1
Music Cds		1	1										2
New books			1										1
Non-fiction		75	69										144
OBOB		1	6										7
Picture books		43	68										111
Stacks		6	3										9
Young Adult Graphic Novels		14	18										32
Young Adult Fiction		17	15										32
Young Adult Nonfiction			1										1
Reference													0
TOTAL CIRCULATION	0	650	686	0	0	0	0	0	0	0	0	0	1336
PATRON COUNT													0
New patrons added:			10										10
Reading Room Visits			13										
Reference													

not reported for this month

Maupin program statistics month of September 2024

Storytime	9
Eileen Garvin Author Event	20
Read What You Want Book Club	6
WIC	5
Writers workshops	9
7 th Grade Class visit	22
8 th Grade Class visit	13
High School Class visit	<u>20</u>

TOTAL: 104

8 programs offered, 104 attending

The Wasco County Library District serves residents of Wasco County with three libraries. 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.

	January	February	March	April	May	June	July	August NO MEETING	Sept	October	November	December
<u>Policy review</u>	Jeff will prioritize 3 policies a year	tell me which three	I'll put in calendar									
<u>IGA's/MOU's</u>	Dave, Jeff, Rita prelim talk about Maupin Dufur MOU									review and schedule meeting with cities		
<u>Evaluations</u>					director's-- submit to city	board self-eval.						
<u>OLA/ALA conferences</u>			plan	plan/attend								
<u>Goals review</u>	review previous year's goals							start goal setting for upcoming fiscal year		continue goal setting if needed		
<u>Budgets</u>	give input to director	director report to us - city/county	director report to us - city/county									
<u>Board</u>					bylaws and board terms reviewed	board self-eval.	chair election					

Second reading

Wasco County Library District

Reconsideration of Library Materials Policy

I. PURPOSE

To provide a process by which a resident of the Wasco County Library District may request the review of a staff decision regarding the addition or deletion of an item from the District library collections.

II. RULES AND REGULATIONS

It is the goal of the District to provide materials for the interest, information, and entertainment of all customers. Materials will not be excluded because of the origin, background, or views of those contributing to their creation. Creators or content by or about state or federal protected classes: race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information will be protected in accordance with state and federal anti-discrimination laws.

The District shall provide materials and information presenting varied points of view on current and historical issues. Inclusion of library materials is not an endorsement of content.

Customers wishing to Request Reconsideration of Library Materials must adhere to the following:

1. The customer must be a registered Wasco County Library District resident card holder.
2. Groups or organizations may not submit a request for Reconsideration of Library Materials.
3. A limit of one Request for Reconsideration of Library Materials form may be submitted per calendar month per customer.
4. Each form can only be used for a single title. An individual title will only be reviewed one time per calendar year. If a title has already gone through the review process for the year, customers wishing to submit a review of that same title will receive the same report provided in the original review process.

III. PROCEDURE

Customer requests for review of District library materials will be given a fair hearing. A Request for Reconsideration of Library Materials will consist of the following procedure:

1. A customer who expresses concerns will be referred to a District staff member to respond to questions.
2. The customer will be advised that if they are not satisfied with the verbal response provided by staff, they may choose to initiate a formal review by completing a "Request for Reconsideration of Library Materials" form.
3. Completed "Request for Reconsideration" form will be referred to the Library Director who will assign a professional librarian with relevant expertise to examine or read the item in question, check the reviews, and determine if the item conforms to the Material Selection policy used by the District.
4. No item shall be removed from circulation during the review process.
5. The Library Director will review the recommendation of District library staff and make a

decision within 30 calendar days of the written request. The Director will respond in writing to the customer.

6. The Library Director will advise the customer that they may request that the Wasco County Library District Board review the decision of the Director.

7. Board review request

- A request for board review must be signed by a registered Wasco County Library District resident card holder. Groups or organizations may not submit a request for Board review.
- The Board will review the request for board review and determine if a formal review is merited. The Board reserves the right to deny consideration of a request for board review when multiple requests are submitted which would create an unreasonable workload, or when the Board determines that a request lacks sufficient merit.
- If the Board concludes that it will review the request, Board members will review the challenge in question, as well as any associated materials presented by District staff and the customer. The Board will discuss the issue during public session of a Board meeting prior to making a final determination.