

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: September 17, 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: Sep 17, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86021405003>

Meeting ID: 860 2140 5003

One tap mobile

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- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Jeff's evaluation: city manager update, process, goals
 - b. Website (minutes & board roles updated)
 - c. Carpet, HVAC, van
 - d. City policy on security cameras
 - e. Shaniko
- VI. NEW BUSINESS
 - a. Annual calendar: Jeff's evaluation in August, board input to City Manager by July (board can use own format) review Mary's draft
 - b. First reading new policy on library materials challenge policy
 - c. Conflict of interest training
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

**Wasco County Library Service District
Board Meeting
July 16, 2024
The Dalles Public Library and via Zoom**

SUBJECT TO APPROVAL

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

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

Meeting called to order at 4:35 p.m. by Corliss Marsh

Visitors and Interested Parties: none

Director's Reports:

Dufur: none

Maupin: The summer reading program is well underway, and the kids are really enjoying the craft projects and entertainment each week. We haven't had quite as many kids sign up this year, but those that did are active and enjoying it. Our program will run until August 10th with our last big event being National Night Out in Kaiser Park the first Tuesday in August.

Our South Wasco Community Reads will start this coming week with Crow Talk by Hood River author Eileen Garvin. We have ordered 60 books to give away during July and August. Eileen will be here for an author event on September 14th.

My assistant Nancy will be working Saturdays through July and officially be done August 1st. Our recruitment turned up two excellent candidates. I have hired Katie Sowell to be my new library assistant. Katie is a familiar face at the library with her two kids. She is a veterinarian, but only works two days a week doing that and was very excited about the opportunity to work in the library with her focus being on youth activities. She has a lot of STEM and craft experience as well as working with youth. I'm very excited to have her onboard. Katie will start training next week when she returns from her vacation. I was also able to hire an on-call part-time library assistant to help fill in as needed. Amanda O 'Luna started training last week and is working out very well. She is quick to learn and very personable with the patrons. I am thrilled to have been able to find two high quality employees to help out here.

The Dalles: Jeff recently had a conversation with Jeff Stewart, who carved the courtyard bears. Library Jeff mentioned that he had been thinking about having two carved cubby bears chase each other up a pole near the library entrance to go with the courtyard bears. Mr. Stewart is very receptive to the idea.

The library has received two grants to purchase privacy booths. They will use the \$7,000 LSTA grant to purchase a 2-person booth. The second \$10,000 grant, from Google, will be used for a larger, 4-6-person

booth. The plan is to install them in the area where the audiobooks are currently housed. The library will have to cover part of the cost. The booths are sound proofed to cut down considerably on the noise.

The summer reading program is going great. Oregon Birdman was here recently. Very popular program. The Reptile Man will be here later this summer.

Weeding of the collection is going on. Every collection is shelf crowded.

Old Business:

Security Camera policy - City of The Dalles says we cannot use the one the Board has been considering. They will draft their own policy, since it has to be consistent with other departments, as the City owns this building. There was a question regarding policy for Dufur and Maupin. Dufur would use the school's policy, and Maupin would follow City of Maupin, as they are in the same building.

Carpeting – the engineering consultant did not see any floor settling, or cracks. Gary Denney submitted the lowest quote and it is hoped they can start soon.

HVAC – having a difficult time getting quotes. Mike is creating a Request for Proposal (RFP).

Shaniko – they want the computer back in school.

Van – the router will be upgraded with a change order. The wrap is being designed. Delivery date is still unknown. Mary Beechler wants an update from the company as to why all the delays. Mary made a motion that the company give a presentation at the next Board meeting in September to answer questions and give a delivery date estimate. This motion was seconded by Dave Mason; the vote was unanimous.

Board Terms – on the website the list of Board members is out of date. The Board would like that information updated; in addition, the minutes need to be posted, that hasn't been done for quite some time.

Jeff's evaluation – The City has not asked for Board input; in the past, the Board has always been asked. The Board is very disappointed, as it is stated in the IGA that they will give input.

New Business:

Board nominations – Mary Beechler nominated Dave Mason as the new chairperson; seconded by Corliss Marsh. Corliss moved to appoint Rita Rathkey as the vice chairperson, seconded by Mary Beechler. After a brief discussion, the vote to accept this was passed, with only one opposed.

IGA – The new chairperson has been directed to draft a document showing the Board's frustration with the City in not following the recently passed IGA regarding Jeff's evaluation.

Dufur budget – They recently received an increase to be used for staffing on Saturdays and evenings. Jeff will follow-up and find out where the money went at this time, as there seems to be some confusion on the part of the school as to what it was meant for.

Google SIP – Board is in support

Financial Review – End of fiscal year, though there are still outstanding invoices, they’ll continue to trickle in for a little while. There were funds not spent for things that were budgeted for, but the budget plans changed. That money will rollover into next fiscal year.

The meeting was adjourned at 5:35 p.m.

The next meeting will be at 4:30 p.m. on Tuesday, September 17th at The Dalles.

**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

Program statistics The Dalles for month of July 2024

Youth Services (ages 0-10):

11	Storytimes	168 attended
4	Fun Fridays	65 attended
4	Tap Dance classes	52 attended
5	Summer Reading events	596 attended
2	Tumi Tales	0 (one cancelled)
7	Outreach storytimes	98 attended

Total of 33 programs, with 979 attending

Teen Services (age 11-18):

2	Teen Art Clubs	0 attended
3	Writer's Clubs	3 (1 was cancelled)
2	Open Console Gaming	9 attended
1	Virtual Reality	5 attended
3	Outreach visits	31 attended
2	Art Attack	2 attended
1	Build-a-Deck (4 day skateboard wrkshp)	46 attended
	Take & Make kits (solar system)	20 given away

**TOTAL OF 14 PROGRAMS, 96 ATTENDED,
20 TAKE & MAKE KITS GIVEN AWAY**

Adult Services (age 19+)

1	Junk Journaling workshop	cancelled
4	Art Clubs	16 attended
5	Book Clubs	34 attended
1	Coffee & Coloring	6 attended
1	Guided Watercoloring	22 attended
1	Mindfulness Art	0 attended
2	Tap Dance classes	22 attended
3	Four Chord Uke classes	10 (1 cancelled)
4	Virtual Author events	participation not recorded
2	Ceramics with Lise Larsen classes	24 attended
6	Outreach visits	41 attended
2	Dance Fitness with Claire	participation not recorded
2	Self-Defense Classes	participation not recorded
1	Straw Weaving workshop	12 attended
1	Open MakerSpace	2 attended
1	Embroidery: peony	6 attended
1	Wonder Woodlands demonstration	30 attended
1	Wonder Woodlands workshop	30 attended
1	Chair Massage outreach	25 (attendance recorded before event actually happened)
1	Coffee & Computers w/Kimball	1 attended
	Take & Make kits (solar system)	20 given away

**TOTAL 41 PROGRAMS OFFERED, WITH 281 ATTENDING;
20 TAKE & MAKE KITS GIVEN AWAY**

All Ages programs:

1	Family Lego Pizza Night	45 attended
4	Music & Magic in the Park	264 attended
1	Meet a Ballerina	14 attended
1	Harry Potter afternoon	300 attended
1	Farmers Market outreach visit	68 attended

TOTAL OF 8 PROGRAMS OFFERED, WITH 691 ATTENDING

*The Dalles Public Library offered a total of 96 programs, with 2,047 attending;
and 40 Take & Make kits given away.*

Program statistics The Dalles for month of August 2024

Youth Services (ages 0-10):

15	Story times	221 attended
3	Fun Fridays	70 attended
2	Summer Reading events	91 attended
2	Tumi Tales	5 attended
1	Code Knights – Minecraft	18 attended
2	Outreach storytimes	22 attended

TOTAL: 25 programs, 427 attended

Teen Services (age 11-18):

2	Open console gaming	4 attended
1	Art Attack	7 attended
1	Teen Art Club	7 attended
1	Butterfly Taxidermy (2-part workshop led by intern; open to teens & adults)	34 attended

TOTAL: 5 PROGRAMS, 52 ATTENDED

Adult Services (age 19+)

6	Book clubs	36 attended
1	Coffee & Coloring	5 attended
3	Virtual author events	participation not recorded
2	Adult Art Clubs	8 attended
2	Ceramics with Lise Larsen (part two of two-part program)	24 attended
2	Dance Fitness class	attendance not recorded
2	Self Defense class for women	attendance not recorded
3	Crazy for Uke class	27 attended
1	Mindfulness Art	2 attended
1	Open MakerSpace	4 attended
1	Embroidery: Ladybug	7 attended
1	Murder Mystery Night	13 attended
1	Fabric Stamping workshop	16 attended
6	outreach visits	35 attended
1	Chair massage at senior locations	25 – attendance recorded before event happened

TOTAL OF 33 PROGRAMS, 202 attended

All Ages programs:

1	Aerial Arts demonstration	20 attended
2	Music & Magic in the Park	193 attended
1	Family Lego Pizza Night	40 attended
1	Farmer's Market outreach	108 attended

Total of 5 programs, 361 attending; in addition, there were 200

Take & Make kits containing fun school supplies given away

The Dalles Public Library offered a total of 68 programs, with 1,042 attending; and 200 Take & Make kits given away.

Dufur Statistics													TOTAL FOR FISCAL YEAR
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	
Adult fiction		3											3
Adult nonfiction													0
Audiobooks													0
Biographies													0
CD's													0
DVDs		7											7
Children's fiction													0
Easy Readers													0
Fiction		22											22
Nonfiction		12											12
E		43											43
Prek/Board books		14											14
TOTAL CIRCULATION	0	101	0	0	0	0	0	0	0	0	0	0	101

Nothing reported

(NO program stats reported for month of July)

DUFUR PROGRAM STATISTICS FOR MONTH OF AUGUST, 2024	
10 people for Traveling Lantern	= 10
4 Fiber arts nights averaging 4 people	= 16
4 Potlatch outreaches averaging 24 people	= 96
4 daycare Outreaches averaging 14 people	= 56
TOTAL OF 13 PROGRAMS, WITH 178 ATTENDING	

Maupin statistics

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											2
Ask at desk		2											2
Audiobooks		4											4
Board books		16											16
Children's DVDs		4											4
Children's non-fiction													0
DVDs		124											124
Early readers		15											15
Fiction		226											226
Graphic Novels													0
Junior fiction		53											53
Junior/Children's non-fiction		6											6
Junior graphic novels		13											13
Junior series													0
JM non-fiction		1											1
Large print		24											24
Library of Things		2											2
Libros en Espanol		1											1
Music Cds		1											1
New books													0
Non-fiction		75											75
OBOB		1											1
Picture books		43											43
Stacks		6											6
Young Adult Graphic Novels		14											14
Young Adult Fiction		17											17
Young Adult Nonfiction													0
Reference													0
TOTAL CIRCULATION	0	650	0	0	0	0	0	0	0	0	0	0	650
PATRON COUNT													0
New patrons added:													0
Patrons													
Reference													

not reported for this month

Maupin's Program stats for July 2024

Ice Cream in a Bag	= 19
Sock Puppets	= 10
Eric Herman & the Puppy Dogs	= 14
Read What You Want book club	= 2
Writers workshop	= 7
Bug Hotel	= 19
MNCH Journey Under the Sea	= 31
Cookin' the Books book club	= 4
Tea Light Lantern	= 25
Reptile Man	= 83
Happy Monser	= 12
Build-a-Pal Stuffed Animal	= 12

Total of 12 programs, with 239 attending

Maupin's Program stats for August 2024

Traveling Lantern Theater	= 16
National Night Out	= 65
Solo Cup Critters	= 13
Storytime	= 11 kids
Dark Sky meeting	= 7
SRP Reading logs turned in	= 16

Total of 6 programs, with 128 attending