

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: July 15, 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.

Topic: Library Board Meeting

Time: Jul 15, 2025 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84082588785?pwd=3KhSlbzGq2bS109CvhNZLB10DEAAj.1>

Meeting ID: 840 8258 8785

Passcode: 088883

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS (submitted via email)
- V. OLD BUSINESS
 - a. Strategic Planning with Darci Hanning
 - b. Sign the Ethics Statement
 - c. Update on letters addressed to the Library Board
 - d. Library Board training: <https://slo.oregon.gov/publibboard/training>
- VI. NEW BUSINESS
 - a. Vote on Library Board officers
- 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
Tuesday, June 17, 2025
Location: The Dalles Public Library & Zoom**

SUBJECT TO APPROVAL

Board Members Attending: Dave Mason, Mary Beechler, Rita Rathkey, Corliss Marsh, Tina Coleman

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

Visitors or Interested Parties: none

Meeting called to order: 4:31 p.m.

Minutes: after a brief discussion regarding wording, Rita Rathkey moved to approve the minutes as amended, seconded by Mary Beechler; the vote was unanimous

Director's Reports: were submitted via email. There was a question regarding the bookmobile that is being sent for repair work; the seat has still not been fixed, it has not worked since it was received. There was another question regarding Dufur's kick-off for summer reading. Unable to be answered, as Sarah was not at the meeting.

Old Business: Strategic Planning – stakeholders, who will they be? Need to think about timing of meetings, and staff involvement; will need input from parents, business owners, library staff, and more. Make sure that there is more diversity by including other interested parties. Jeff will check to see if Darci is available for a work session to discuss some of the questions the Board has before the July meeting. There was a discussion regarding the advantages of creating shared Google docs for all the forms, minutes, policies, etc. It was agreed that if such a thing were created, it would be “view only” so that inadvertent changes cannot be made.

By-Laws – second reading; a discussion as to whether or not “Order of Business” needs to be included in the By-Laws. The consensus was yes. There was a brief discussion as to terms of office.

Budget Update – the new assistant director will begin effective July 1st.

New Business: Board vacancies – the three openings were discussed; Mary Beechler moved to accept the reappointment of Corliss Marsh and Rita Rathkey, as well as the appointment of Mary Jo Commerford-Brady; seconded by Tina Coleman. The vote was unanimous.

Maupin MOU – everything is covered, and it has been passed by the City of Maupin.

Dufur MOU – Tina Coleman was not sure when to start contacting people, as it is a lot of new people, both for the school district and City of Dufur. They are not yet in place. The MOU will be between the library district, the school district, and the City of Dufur.

July annual meeting – discussion of who offers training to new members. Reminder that at this meeting they will be signing the ethics statement. Review the IGA has been added to the calendar for November.

Board self-review – Dave reported on the results. There was a discussion of how they did overall, as this has never been done before.

Financial Review: no concerns, everything looks good.

Next meeting: will be held July 15, 2025 at 4:30 p.m. in The Dalles

Meeting adjourned: at 5:54 p.m.

At the end of the meeting, letters addressed to each of the library board members individually were passed out. If necessary, the content of the letters will be discussed at the next Board meeting.

**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 12 MONTHS ENDING JUNE 30, 2025

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000,11-00	REGULAR SALARIES	62,912.77	776,505.53	812,194.00	35,688.47 95.6
004-2100-000,12-00	PARTTIME/TEMP SALARIES	4,136.78	45,235.04	66,888.00	21,652.96 67.6
004-2100-000,13-00	OVERTIME SALARIES	.00	788.61	13,105.00	12,316.39 6.0
004-2100-000,21-10	MEDICAL INSURANCE	10,161.70	143,869.15	218,738.00	74,868.85 65.8
004-2100-000,21-20	L-T DISABILITY INSURANCE	392.43	4,777.02	5,173.00	395.98 92.4
004-2100-000,21-30	LIFE INSURANCE	39.57	487.63	598.00	110.37 81.5
004-2100-000,21-40	WORKERS COMP INSURANCE	19.62	1,985.57	2,108.00	122.43 94.2
004-2100-000,22-00	FICA	4,985.85	61,115.45	67,127.00	6,011.55 91.0
004-2100-000,23-00	RETIREMENT CONTRIBUTIONS	7,875.18	95,872.16	99,746.00	3,873.84 96.1
004-2100-000,28-00	VEBA CONTRIBUTIONS	24.78	4,517.11	13,743.00	9,225.89 32.9
004-2100-000,29-00	OTHER EMPLOYEE BENEFITS	274.87	3,330.89	4,468.00	1,137.11 74.6
004-2100-000,31-10	CONTRACTUAL SERVICES	2,422.46	30,820.99	110,790.00	79,969.01 27.8
004-2100-000,32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000,41-10	WATER & SEWER	197.66	2,982.41	6,780.00	3,797.59 44.0
004-2100-000,41-20	GARBAGE SERVICES	205.35	1,977.63	4,120.00	2,142.37 48.0
004-2100-000,41-40	ELECTRICITY	1,833.27	22,093.80	33,000.00	10,906.20 67.0
004-2100-000,43-10	BUILDINGS AND GROUNDS	653.04	23,933.40	75,450.00	51,516.60 31.7
004-2100-000,43-40	OFFICE EQUIPMENT	.00	613.48	.00	613.48 .0
004-2100-000,43-45	JOINT USE OF LABOR/EQUIP	.00	.00	350.00	350.00 .0
004-2100-000,43-51	GAS/OIL/LUBRICANTS	.00	.00	.00	.00 .0
004-2100-000,43-52	LIBRARY VEHICLE	411.51	3,374.04	22,800.00	19,425.96 14.8
004-2100-000,43-77	HVAC SYSTEMS	.00	1,050.00	15,825.00	14,775.00 6.6
004-2100-000,52-10	LIABILITY	.00	10,609.85	8,340.00	2,269.85 127.2
004-2100-000,52-30	PROPERTY	.00	13,485.88	13,250.00	235.88 101.8
004-2100-000,52-50	AUTOMOTIVE	.00	1,280.97	4,400.00	3,119.03 29.1
004-2100-000,53-20	POSTAGE	.00	539.13	2,300.00	1,760.87 23.4
004-2100-000,53-30	TELEPHONE	87.00	9,067.76	10,780.00	1,712.24 84.1
004-2100-000,58-10	TRAVEL, FOOD & LODGING	.00	351.14	9,180.00	8,828.86 3.8
004-2100-000,58-50	TRAINING AND CONFERENCES	.00	200.00	11,470.00	11,670.00 1.7
004-2100-000,58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	1,072.12	3,950.00	2,877.88 27.1
004-2100-000,60-10	OFFICE SUPPLIES	3,771.53	21,464.21	23,005.00	1,540.79 93.3
004-2100-000,60-20	JANITORIAL SUPPLIES	394.45	5,448.98	8,250.00	2,801.02 66.1
004-2100-000,60-85	SPECIAL DEPT SUPPLIES	19,293.48	186,045.27	182,450.00	3,595.27 102.0
004-2100-000,64-20	LIBRARY BOOKS AND BINDING	199.04	12,681.66	8,000.00	4,681.66 158.5
004-2100-000,64-30	LIBRARY PERIODICALS	24.95	2,430.54	5,800.00	3,369.46 41.9
004-2100-000,64-40	AUDIO/VISUAL MATERIALS	1,469.28	21,229.54	62,350.00	41,120.46 34.1
004-2100-000,64-80	COMPUTER SOFTWARE	.00	105.13	.00	105.13 .0
004-2100-000,69-50	MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00 .0
004-2100-000,69-80	ASSETS < \$5000	3,602.40	26,324.12	35,000.00	8,675.88 75.2
004-2100-000,72-20	BUILDINGS	.00	42,601.54	50,000.00	7,398.46 85.2
004-2100-000,74-20	VEHICLES	.00	220,639.00	240,000.00	19,361.00 91.9
004-2100-000,74-30	FURNITURE AND FIXTURES	.00	17,437.50	.00	17,437.50 .0
004-2100-000,74-40	OFFICE EQUIPMENT	.00	.00	24,000.00	24,000.00 .0
004-2100-000,74-50	COMPUTER EQUIPMENT	.00	.00	.00	.00 .0
TOTAL LIBRARY		125,388.97	1,817,944.25	2,277,278.00	459,333.75 79.8

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER</u>					
004-9500-000.81-01	TO GENERAL FUND	.00	220,843.00	251,353.00	30,510.00	87.9
004-9500-000.81-10	TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37	TO CAPITAL PROJECT FUND	.00	110,000.00	110,000.00	.00	100.0
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	.00	330,843.00	1,843,222.00	1,512,379.00	18.0
	TOTAL FUND EXPENDITURES	125,388.97	2,148,787.25	4,120,500.00	1,971,712.75	52.2

The Dalles-Wasco County Library Report

July 15, 2025

- a) Library Con 741.5 is taking place on Friday, July 11. It is a takeoff on Comic Cons that are popular across the country. Anticipating an enthusiastic response from our community.
- b) Air conditioning is working. The library environment is comfortable!
- c) The Tap Dancing Class recitals were a hit as three classes celebrated an end to the summer session and all their hard work. Dancers tapped to *In the Mood* by the Andrew Sisters.
- d) Monday's noon Lunchtime Yoga program has steadily built-up participants to the point of outgrowing the space in the meeting room. We had 13 folks on July 7th.
- e) I met with Brenda Fahey, new HR manager. I gave her a tour of the library. She is swamped getting the city's employees signed up to our new Blue Cross Blue Shield Insurance. July 11th is the deadline for an August 1st start date.
- f) The Geological Society's "Listening to the Rocks" presentation was popular.
- g) The Summer Reading program has a few more participants than the summer of 2024. However, the teen librarians got many more teenager sign-ups than last year.
- h) We had a Mini Golf program in the library on July 7-8 for families that produced a lot of smiles and some very serious looks from the more perfectionistic participants.
- i) Clean Reads Book Club read "Welcome to the Honey B&B" as the book club participants have thanked our staff for providing "clean" reads.
- j) "Learn to Line Dance" has been filling up the reservation list for the three July Saturday sessions. We are expecting a full class.
- k) Beatlemania Ukulele Level 2 looks like it will draw a nice crowd.
- l) The Word Wagon got the lock mechanism and seat heater wiring fixed in Hood River at Van Life. After a couple tries over the past year, the lock is finally working.
- m) Brewer's Grade, a Northwest country band, played to a packed house at Music & Magic in the Park, Wednesday night, July 2nd. Being from the Columbia Gorge, they have a huge following in the area. We got over 250 children and adults to enjoy the band's music at City Park.

STATS for 2024 -2025												
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	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	10,071	8,770	11,468	10,001	10,470	11,272
INTERNET USERS	Library	752	798		533	431	533	590	720	593	692	632
	wifi users	513	426	211	549	571	466	359	686	380	785	554
Overdrive Read	510	857	492	500	420	431	497	436	485	461	442	407
Open EPUB ebook		0	0	0	0	0	0	0	0	1	1	0
Kobo Ebook	1	1	0	3	5	2	3	4	3	2	4	1
OverDrive Magazines	228		199	200	218	286	268	297	333	345	277	263
kindle book	297	473	229	244	197	232	296	283	276	228	235	253
adobe EPUB ebook	1	3	4	3	2	0	4	1	3	4	5	4
Media Do Reader										3	0	0
overdrive MP3 audio	15	35	26	41	14	0	0	0	0	0	0	0
Open PDF ebook	-	0	0	0	0	0	0	0	0	0	0	0
Pending (ebook)	3	5	9	4	9	10	6	6	15	6	2	4
Pending (audiobook)	38	60	26	37	27	26	33	24	20	17	24	13
overdrive Listens	1,307	2,200	1273	1,240	1,129	1,283	1,318	1,217	1,430	1,473	1,506	1,482
Advantage	2,442	2,390	2439	2,427	2,207	2,439	2,595	2634	2622	2,634	2,613	2,626
LIBRARY2Go total	4,842	6,024	4,697	4,699	4,228	4,709	5,020	4,902	5,187	5,174	5,109	5,053
TUMBLEBOOKS	-	0	1	6	20	22	0	0	0	0	0	0
PATRONS ADDED	80	74	64	79	65	67	67	48	69	57	191	82
ILL'S SENT	1,193	1,295	1138	1,345	1,068	1,103	1,238	1,073	1,242	1,176	1,143	1,173
ILL'S RECEIVED	588	515	494	572	533	533	664	617	618	598	562	513
MONTHLY CIRC	15,329	14,091	10691	14,014	12,387	12,725	13,283	12,212	13,322	12,050	12,751	11,984
LIBRARY2GO	4,842	6,024	4,697	4,699	4,228	4,709	5,020	4,902	5,187	5,174	5,109	5053
TOTAL CIRC	20,171	20,115	15,388	18,713	16,615	17,434	18,303	17,114	18,509	17,224	17,860	17,037

The Dalles Public Library program statistics for the month of June 2025

Adult Services:

Number of Programs	Type of Program Planned	Attendance
1	Sewing Class: wrapped coasters	3
4	Ukulele classes	26
9	Book Clubs	31
4	Beginner Tap adults & teens	25
2	Art Clubs	22
3	Virtual Events	37
2	Tea & Tranquility: Meditation & Selfcare	13 (1 was cancelled)
2	Jewelry Making	18
1	CGCC Library Outreach for pre-college students	0 (was cancelled)
1	Bob Ross painting class	11
1	Calligraphy for beginners	20
2	Quilting w/Corliss	11
6	Maker Monday sessions	16
5	Yoga Mondays	39
1	Embroidery w/Steph Evans	10
12	Sr Outreach visits	62
1	Coffee & Coloring	5
1	Computer Assistance & Coffee	2
1	Self-defense for Women	4
1	Ceramic Painting w/Heather (teens & adults)	15
1	Dissecting the Cascade Range	22
1	Geologic Society: gold in Oregon	6
1	Take & Make: wreath	25 kits given away

Total of 63 programs planned, 398 attending; 25 Take & Make kits given away

All Ages Events

Number of Programs	Type of Program Planned	Attendance
1	Take & Make: wooden picture frames	40 given away
1	New Release Movie Matinee	14
1	Family Lego Pizza Night	75
1	Family Craft Night	72
1	Summer Reading Kick-off for all ages	300
5	GED Tutoring sessions	10
1	Movie Night @ Granada	19
2	Movie Day for kids @ Granada	48
2	Bioblitz introduction and training session	17
1	Contortionist demonstration	19
4	Lunchtime Concerts on the Deck	324
1	Level Up! Minecraft Scavenger Hunt	68
1	Pride march and resource fair	127

Total of 22 programs, with 1,079 attending, 40 Take & Make kits given away

Youth Services:

Number of Programs	Type of Program Planned	Attendance
14	Storytimes	196
4	Fun Fridays	49
2	SnapDragon Yoga	18
2	Tumi Tales	16
15	Outreach visits	191 (1 visit cancelled)
2	Puppet Time	0 (no one came)
8	Tap Dance classes	171
2	Summer Reading events for ages 5-10	72

Total of 49 programs planned, with 713 people attending

Teen Services:

Number of Programs	Type of Program Planned	Attendance
2	Writing Clubs (1 for teens, 1 for tweens)	5
3	Norcor outreach visits	42
1	MS/HS lunch outreach	0 – cancelled
1	Last Day of School Popsicles	21
1	Teen Fun Friday – Summer Edition	13
1	Mural Club	8
2	Minecraft Club	11
2	Open VR gaming	11
1	Nature Journaling (open to teens & adults)	3
1	Cooking Class: Fresas Con Crema	6
1	Lean Procreate for teens	1
3	Breakfast for Teens	22
1	Pages & PJ's: Smores Edition	14
5	Magic the Gathering w/Brick City Games	0 (no one came)
1	RPG @TDPL	instructor did not come

Total of 26 programs planned, 157 attending

**Overall, there were 160 programs planned, with 2,347 people attending;
and 65 Take & Make kits given away**

BOOKMOBILE STOPS

		Age 0-10	Tween/Teen	Adult	checkout	TOTAL
6/4/2025	Antelope Bookmobile Stop		1	1	9	2
6/26/2025	Chenoweth Bookmobile		1	1	1	2
6/5/2025	Celilo Bookmobile Stop			0		0
6/6/2025	Dufur Bookmobile Stop	4	1	3	26	34
6/20/2025	Dufur Bookmobile Stop	1	2	4	3	10
6/10/2025	Friend Bookmobile Stop			0		0
6/18/2025	Pine Grove Bookmobile Stop			0		0
6/24/2025	Pine Hollow	1		1	1	2
6/12/2025	Rowena Bookmobile Stop			0		0
6/11/2025	Shaniko Bookmobile Stop			3	2	3
6/24/2025	Sportsman's Park	1		3	5	4
6/26/2025	The Dalles Eastside Bookmobile Stop			0		0
6/25/2025	Tygh Valley Bookmbile Stop			4		4
6/3/2025	Wamic Bookmobile			2	1	2
6/5/2025	Wonderworks Bookmobile Stop			1		1
6/12/2025	Wonderworks Bookmobile Stop	1		3	19	4
	Total:	8	5	26	67	39

TOTAL OF 16 STOPS, 39 PEOPLE VISITED, 67 ITEMS CHECKED OUT
(Rowena Bookmobile was cancelled due to fire)

Dufur Report and stats:

Nothing received

Maupin Report and stats:

Nothing received