

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: June 17, 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: Wasco County Library Board meeting

Time: Jun 17, 2025 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89163739684?pwd=2HkgM68VkDhR3V7cNyYT7LPt5PzenP.1>

Meeting ID: 891 6373 9684

Passcode: 607839

- 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. By-Law review – second reading
 - c. 25/26 Budget update
- VI. NEW BUSINESS
 - a. Board vacancies (review and approve)
 - b. MOUs update for Maupin and Dufur
 - c. July annual meeting
 - d. Board self-evaluation results
- 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, May 20, 2025
Location: The Dalles Public Library & Zoom**

SUBJECT TO APPROVAL

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

Staff Members present: Jeff Wavrunek, Rita Squires

Called to Order: The meeting was called to order at 4:35 p.m. by Dave Mason

Visitors/Interested Parties: none

Minutes: Rita Rathkey moved to approve the minutes of the April meeting as presented, seconded by Mary Beechler. Vote was unanimous, and the minutes were approved.

Director Reports: were submitted by email; there were no questions

Addition to Agenda: Tina would like to add Dufur Library to the agenda under New Business.

Old Business: A copy of the proposed Board self-evaluation was in the board packet; it was decided to change “ED” to “Library Director.” Dave will send the corrected form out by June 1st; and the Board will review and respond by the June meeting. If Jeff feels that other staff members should give input, he will let them know. It was decided that the self-evaluation will be done every year in June.

Strategic planning – Jeff reminded everyone that there had been 3 possibilities; he explored the benefits of joining the Special Districts Association of Oregon (SDAO), which costs \$2,100 per year. At this time, he doesn’t see any added value in doing so. In addition, Mary-Kay Dahlgren is very busy at this time, and would not be available for a while. The second person under consideration, Erin McClusky, would charge \$17,000, and we would have to do a lot of the work ourselves. Jeff suggestion is to use Darci Hanning.

Since the City recently did a community survey, information from that can be used to move things along quicker - maybe. In addition, Jeff shared that just before Maggie retired, she had found the old strategic plan. It has some very useful information. Our current mission statement looks good, a vision statement can be done at some point in the future. The Board wants to see the survey the City has. Jeff will get a link to that and make it available to the Board. He shared that some of things in the survey pertaining to the library show that the community wants more programming and family friendly events, and mentorships.

Mary asked for clarification regarding joining the SDAO and using Mary-Kay; would her services be free if we join, or would we have to pay her in addition to the \$2,100 fee? Jeff said that her services would be free if you were a member of SDAO. Mary stated that for \$2,100, perhaps they need to compare the two people. Dave asked Jeff for his recommendation. Jeff stated that both Mary-Kay and Darci have experience doing strategic planning; neither of them are available right away. It would probably not be until October. Tina pointed out that the information Darci shared is very professional looking, very doable. Jeff commented that we couldn’t go wrong with either one; a lot of what’s going to happen will be generated by us. Rita agrees with the choice of Darci, you can see what she plans to do; it’s very

comprehensive. Dave asked Jeff to proceed with Darci. Regarding a couple of her questions, asking for community feedback, it is agreed that this has started with the City's community survey. Other Board members would like to see that survey first, as they would like time to study that and get familiar with it before going to any meetings. It was also pointed out that they need to get input from staff members, as well as the other librarians in the district. In addition, other organizations and stakeholders in the community need to be involved.

New Business: 25/26 budget update, the budget committees for both the city and the county have passed the library budgets. The next step is seeking budget approval from the city council and the county commissioners in early June.

OLA Conference reports – Rita went to several really good workshops. The one on customer service was very interesting. There was also a fascinating one on AI. Mary was excited about News Bank, a service that would provide online access to newspaper archives from across the country. Jeff is already exploring that option, and is interested if reasonably priced.

Mary Beechler won the Library Supporter of the Year Award, which was presented at the conference.

Director Evaluation – Board members submitted their input in plenty of time, and it has been submitted to the City.

By-Law Review – Jeff will research wording on staggered Board terms. Where appropriate, the term "Wasco County Court" needs to be changed to County Commissioners; and change "chairman" to chairperson, or just chair. In the section regarding the Library Director being the secretary, change that to "the Library Director shall appoint a secretary to be responsible for taking the minutes of the meeting." Article V, under Duties, section d can be removed, as it is no longer applicable. The same with f, as that is a Foundation responsibility, not the Board. In addition, g and h can also be removed, as g is covered by e, and h is covered by i. Under j, after the word "expenditures" add "over \$50,000". Article VII, under Amendments, after the word "Board" add "after being read at two previous meetings" and remove "two-thirds".

Under Article VI under Order of Business, following Call to order, add b. Opportunity to amend agenda; remove e, change g to Old business, and change i to Financial Review. Change the lettering to reflect these changes.

Dufur Library – Tina shared some concerns she had, the Dufur Library is being used as a classroom more than previously, and the librarian is being required to supervise these students; which changes the availability of the library to the public. Another concern is that the librarian is being used as a teacher, but not getting paid as such. During the discussion, concern was expressed that the community library is not available to the public during school hours.

It is time to start setting up a preliminary discussion regarding the MOU between the City of Dufur, Dufur School, and the Library District. Prior to that, Jeff will reach out and talk to Sarah.

Mary shared that the Maupin MOU goes before the Maupin City Council next week. Once it approved, it will be ready to go to the County.

Financial Review: No concerns, there was an update on the HVAC, a bid for \$420,000 has been accepted, with an anticipated October start date.

Next meeting: will be Tuesday, June 17th at 4:30 p.m. in Dufur.

Meeting adjourned: at 6:16 p.m.

**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

The Dalles-Wasco County Library Report

June 17, 2025

- a) 25/26 budget for county was approved by county commissioners.
- b) Air conditioning is not working. We had to postpone a Father's Day maker event with 40 people signed up. Hopefully, refrigerant transferred from one nonworking unit to the other working unit helps remedy the situation.
- c) The teens are starting a Mural Club with Denae Manion to paint murals on sidewalks, steps, and retaining walls.
- d) The "Mullets, Mayhem, and Murder" Murder Mystery event was a huge hit.
- e) Brenda Fahey has accepted the HR/Assistant City Manager position. I meet with her on June 13.
- f) The city's number two finance person has resigned along with the Finance Director. The city has pulled the Finance Director job posting while it evaluates the organization of the Finance Department before it posts the two positions for applications.
- g) The Summer Reading Kickoff event has been in the planning stages for a while. On June 17th it all comes to fruition.
- h) The Bob Ross trained painter was back on June 7th with a successful lighthouse painting event.
- i) Clean Reads Book Club read "Tattoos on the Heart" as the book club has maintained good attendance.
- j) Kirsten, took a jewelry making class. She can now lead jewelry making events. They have been quite successful and she plans on facilitating more. The library bought a kiln to ramp up the jewelry programming.
- k) Giggles & Wiggles has been extremely popular. Taking advantage of the cool mornings, they meet outside in the shade. Three new families attended on June 11, when they had fun-filled water activities.
- l) The City of The Dalles city council approved The Dalles Library's budget for FY25/26
- m) Ceramics with Lisa Larsen and Clay Handprints and Painting were some cool art programs offered at the end of May at the library.
- n) The Word Wagon will soon get the driver seat wiring fixed, as well as the lock mechanism for the accordion door at Van Life in Hood River.

THE DALLES PUBLIC LIBRARY, PROGRAM STATS FOR MAY 2025
Children & Teen events

Youth Services:

16	story times	228 attended
5	Fun Fridays (school age program)	80 attended
2	SnapDragon Yoga	26 attended
2	Tumi Tales (Read to a Dog)	12 attended
42	Outreach visits (7 cancelled for various reasons)	623 attended
1	Puppet time	3 attended
10	Tap Dance classes	165 attended
1	Col. Wright Marimba Pioneers	32 attended
1	Kid Friendly Cooking @ The Dalles High School	not recorded
1	Kiwanis Meeting (summer reading update)	15 attended

Total of 81 planned events, attended by 1,163

Teen Services:

1	Art Club	1 attended
1	Mural Club	7 attended
5	Norcor outreach	61 attended
5	MS/HS Lunch outreach (4 had to be cancelled)	140 attended
1	Teen Library council	cancelled
2	Open VR (1 cancelled)	5 attended
1	RPG @ TDPL	not recorded
1	Clay Magnets	11 attended
1	Beauty of Tea	14 attended
1	Games & Snacks	18 attended
1	Learn procreate	0 attended
1	Program networking	9 attended
1	Guess that song	8 attended
1	Last Saturday Brunch	6 attended
1	Nerf War	28 attended
2	Crochet & Chill	4 attended

Total of 26 events planned, 515 attended

THE DALLES PUBLIC LIBRARY, PROGRAM STATS FOR MAY 2025

Adults & All Ages events

Adult Services:

1	Garden Theme Block Printing	not recorded
1	Author Event: Steven Christiansen	4 attended
3	4-Chord Ukulele class	31 attended
9	Book Clubs (1 cancelled)	44 attended
5	Tap Dance classes	41 attended
2	Art Clubs	18 attended
1	Guided Watercolor w/Yvonne Peppin-Wakefield	20 attended
3	Virtual events	not recorded
2	Tea & Tranquility	22 attended
2	Jewelry Making classes	26 attended
1	CGCC library outreach for pre-college students	not recorded
5	Maker Monday special sessions (all on same day)	32 attended
1	Maker Monday	3 attended
4	Yoga Mondays	21 attended
1	Embroidery w/Steph Evans	8 attended
1	2 nd Saturday Self-defense for women 3	not recorded
17	Senior outreach visits	98 attended
1	Coffee & Coloring	9 attended
1	Computers & Coffee	2 attended
2	Ceramics w/Lise Larsen (2-part class)	31 attended
1	West African Kora w/Sean Gaskell	31 attended
1	Murder mystery night	20 attended
1	Take & Make kit	38 given away

Total of 65 events planned, 447 attended

All Ages Events:

1	Earthquake Preparation	not recorded
1	New Release Movie Matinee	44 attended
1	Family Lego Pizza Night	42 attended
1	Star Wars Day	150 attended
1	Aerial Arts Demo	33 attended
1	Children's Fair (outreach)	340 attended
1	Family Craft Night	not recorded
1	Art Class using foraged Oregon minerals	not recorded
1	English (ESOL) Tutoring	not recorded
1	Maupin Daze parade and street fair	14 attended
2	Take & Make Kits	68 given away

Total of 10 events planned, 623 attended; 2 Take & Make kits, 68 given away

The Dalles circulation stats:

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	
INTERNET USERS	Library												752	798		533	431	533	658	590	720	593	692	
	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	
Open EPUB ebook														0	0	0	0	0	0	0	0	1	1	
Kobo Ebook													1	1	0	3	5	2	3	4	3	2	4	
OverDrive Magazines													228		199	200	218	286	268	297	333	345	277	
kindle book													297	473	229	244	197	232	296	283	276	228	235	
adobe EPUB ebook													1	3	4	3	2	0	4	1	3	4	5	
Media Do Reader																					3	0		
overdrive MP3 audio													15	35	26	41	14	0	0	0	0	0	0	
Open PDF ebook													-	0	0	0	0	0	0	0	0	0	0	
Pending (ebook)													3	5	9	4	9	10	6	6	15	6	2	
Pending (audiobook)													38	60	26	37	27	26	33	24	20	17	24	
overdrive Listens													1,307	2,200	1273	1,240	1,129	1,283	1,318	1,217	1,430	1,473	1,506	
Advantage													2,442	2,390	2439	2,427	2,207	2,439	2,595	2634	2622	2,634	2,613	
LIBRARY2Go total													4,842	6,024	4,697	4,699	4,228	4,709	5,020	4,902	5,187	5,174	5,109	
TUMBLEBOOKS													-	0	1	6	20	22	0	0	0	0	0	
PATRONS ADDED													80	74	64	79	65	67	67	48	69	57	191	
ILL'S SENT													1,193	1,295	1138	1,345	1,068	1,103	1,238	1,073	1,242	1,176	1,143	
ILL'S RECEIVED													588	515	494	572	533	533	664	617	618	598	562	
MONTHLY CIRC													15,329	14,091	10691	14,014	12,387	12,725	13,283	12,212	13,322	12,050	12,751	
LIBRARY2GO													4,842	6,024	4,697	4,699	4,228	4,709	5,020	4,902	5,187	5,174	5,109	
TOTAL CIRC													20,171	20,115	15,388	18,713	16,615	17,434	18,303	17,114	18,509	17,224	17,860	

Dufur School/Community Library director's report for June 17, 2025 meeting

We have gifted books to 2 different free little libraries, approximately 35 books per library.

The school year ends on June 5th, summer hours start on June 10th and the summer reading program begins June 24h.

The library is partnering with the elementary school community garden and will participate in their kick off event in August.

Dufur School Community Librarian

DUFUR SCHOOL/COMMUNITY LIBRARY PROGRAMMING STATS FOR MAY 2025

4 Preschool storytimes average 14 in attendance: $4 \times 14 = 56$
43 grade school programs average 20 in attendance: $43 \times 20 = 860$
5 fiber guild programs average 7 in attendance: $5 \times 7 = 35$

Total of 52 programs, with 951 attending

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	Nothing reported	3	4	8	Nothing reported	No meeting, nothing reported	due to system upgrades, report not available	1	5	4	3		28		
Adult nonfiction															0
Audiobooks			1												1
Biographies			1	4						4	3	6	4		22
Book mobile														2	
CD's															0
DVDs		7	3	13						21	45	27	22		138
Children's fiction															0
Easy Readers											180				180
Fiction			22	282				269				165	128	170	133
Nonfiction		12	228	231				122	135	139	1127	1994			
Paperbacks								24		10					
E		43	335	354					175	227	171	1305			
Prek/Board books		14	26	39				31	16	35	19	180			
Videos								1				1			
TOTAL CIRCULATION	0	101	880	918	0	0	0	549	507	618	1481	0	5018		

Maupin's director report

June Director's Report:

The month of May was very busy at the library. We always have a lot going on to wrap up our programs as the school year ends and the summer reading program gets ready to launch.

Katie reached out to the school and several classes came down for a visit to the library to learn more about our plans for summer reading and get a sneak peek at the prizes they could win for participating. Katie has done a fantastic job this year as our youth services librarian and has several fantastic things planned, starting with our Family Game and Pizza night on June 24th that kicks off our program.

On May 17th Maupin Daze was once again a huge success. The library had the following activities: The Word Wagon was in the parade, then set up in the alley for people to check out. The Library Foundation book sale earned \$875, thank goodness we held it inside since there was a torrential downpour at 1pm. We also signed several kids up for SRP and they made their own tie dye book bags. At Noon we had Professional Magician Craig Martin performing in the Civic Center, then he followed up around town performing close up street magic. We had 110 people inside the building for his performance.

The Maupin City Council voted to approve the MOU that was created jointly with the District Board, Jeff, Valerie and City Manager Nick and City Recorder Christine.

We also had 4 journalism students from U of O spend a couple days in Maupin doing what they call is a "Rural Plunge" to discover the kinds of news and events that impact small rural communities. Their professor had contacted me, and they directed them to several sources for interviews in the community and talked with them at length about those things that were issues here. They were very appreciative and learned a lot from their visit here.

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	69,929.52	713,592.76	812,194.00	98,601.24	87.9
004-2100-000.12-00 PARTTIME/TEMP SALARIES	3,722.57	41,098.28	66,888.00	25,789.74	61.4
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	11,745.21	133,707.45	218,738.00	85,030.55	61.1
004-2100-000.21-20 L-T DISABILITY INSURANCE	392.43	4,384.59	5,173.00	788.41	84.8
004-2100-000.21-30 LIFE INSURANCE	39.57	448.06	598.00	149.94	74.9
004-2100-000.21-40 WORKERS COMP INSURANCE	22.09	1,965.95	2,108.00	142.05	93.3
004-2100-000.22-00 FICA	5,461.13	56,129.60	67,127.00	10,997.40	83.6
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	8,687.41	87,996.98	99,746.00	11,749.02	88.2
004-2100-000.28-00 VEBA CONTRIBUTIONS	649.95	4,492.33	13,743.00	9,250.67	32.7
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	299.73	3,056.02	4,468.00	1,411.98	68.4
004-2100-000.31-10 CONTRACTUAL SERVICES	2,422.46	28,398.53	110,790.00	82,391.47	25.6
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000.41-10 WATER & SEWER	214.43	2,784.75	6,780.00	3,995.25	41.1
004-2100-000.41-20 GARBAGE SERVICES	196.79	1,772.28	4,120.00	2,347.72	43.0
004-2100-000.41-40 ELECTRICITY	2,201.45	20,260.53	33,000.00	12,739.47	61.4
004-2100-000.43-10 BUILDINGS AND GROUNDS	4,162.77	23,280.36	75,450.00	52,169.64	30.9
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	299.75	2,962.53	22,800.00	19,837.47	13.0
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	6.13	539.13	2,300.00	1,760.87	23.4
004-2100-000.53-30 TELEPHONE	796.47	8,980.76	10,780.00	1,799.24	83.3
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	280.00	(200.00)	11,470.00	11,670.00	(1.7)
004-2100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	197.12	1,072.12	3,950.00	2,877.88	27.1
004-2100-000.60-10 OFFICE SUPPLIES	2,978.22	17,692.68	23,005.00	5,312.32	76.9
004-2100-000.60-20 JANITORIAL SUPPLIES	430.17	5,054.53	8,250.00	3,195.47	61.3
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	20,997.09	166,751.79	182,450.00	15,698.21	91.4
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	1,406.91	12,482.62	8,000.00	(4,482.62)	156.0
004-2100-000.64-30 LIBRARY PERIODICALS	170.57	2,405.59	5,800.00	3,394.41	41.5
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,912.22	19,760.26	62,350.00	42,589.74	31.7
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	1,043.78	22,721.72	35,000.00	12,278.28	64.9
004-2100-000.72-20 BUILDINGS	657.62	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	141,323.56	1,692,555.28	2,277,278.00	584,722.72	74.3

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 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		141,323.56	2,023,398.28	4,120,500.00	2,097,101.72	49.1

Library Board term limits

Maupin representative: Mary Beechler, expires June 30th, 2027 not eligible for reappointment

Dufur representative: Tina Coleman, expires June 30th 2027 not eligible for re-appointment

City of The Dalles representative: Corliss Marsh, expires June 30th 2025; eligible for re-appointment

Effective July 1, 2025, being appointed for another 4-year term

City of The Dalles representative: Rita Rathkey, expire June 30th 2025 will be eligible for two re-appointments

Effective July 1, 2025 reappointed for another 4-year term

At-Large: Dave Mason, expires June 30th, 2025 will be eligible for two re-appointments

Ending on June 30th, 2025, not being reappointed

Board Term Limits effective as of July 1, 2025

Maupin representative: Mary Beechler, expires June 30th, 2027 not eligible for reappointment

Dufur representative: Tina Coleman, expires June 30th 2027 not eligible for re-appointment

City of The Dalles representative: Corliss Marsh; reappointed effective July 1, 2025 for another 4-year term will expire June 30, 2029, not eligible for re-appointment

City of The Dalles representative: Rita Rathkey, reappointed effective July 1, 2025 for another 4-year term eligible for one more re-appointment

At-Large: Mary Jo Commerford-Brady, appointed beginning July 1, 2025, will be eligible for two re-appointments



INFORMATION AND QUALIFICATION FORM

Wasco Library Service District Board of Directors

VOLUNTEER POSITIONS
WASCO COUNTY, OREGON

APPLICATION

Provide personal qualifications for this specific volunteer position.
Supplementary information may be attached. Do not provide confidential information.

Name: _____ Mary Jo Commerford _____ Address: 822 West 18th Street, The Dalles, OR 97058

_ Phone (home) _____ 541-993-4648 _____ Phone (work) _____

E-mail address: _____ micommerford@embaromail.com _____

Signature: _____ Mary Jo Commerford

Date: _____ 5/17/25 _____ Number of years as a Wasco County resident: _____ 23 _____ Your

objectives/goals? Desired contributions and accomplishments? _____ Primarily, I am

fundamentally a proponent of libraries. I remember my first library card. Weekly, I would ride my bike to our neighborhood library and fill up my basket with books. As a reader, a teacher, a parent, and now a grandparent, I know what it means to have access to good books. I have been impressed with the Wasco County Library and Sage System and use it consistently. As I ease into retirement, I see this as a natural fit of my skill set and the needs of the community. Specifically, I would like to continue the work I did as an English and History teacher at The Dalles High School advocating for the educational needs of our Latinx community.

Education (school, college, training, apprenticeships, degrees, etc.)

Gonzaga University: BA Psychology and Education Date: __1982__

Lewis and Clark College: Masters in Social Studies Education Date: __1987__

Maryknoll Instituto de Idiomas, Cochabamba, Bolivia: Intensive Spanish Language Training,
__1995__ and Spanish Language Immersion, Barquisimeto, Venezuela 1995-2003

Lewis and Clark College: ESOL (English as a Second Language) Certificate: 2007

WASCO COUNTY VOLUNTEER APPLICATION – ECONOMIC DEVELOPMENT COMMISSION

Experience (work, volunteering, leadership roles, achievements etc.)

Social Studies Teacher: Tree of Learning Alternative HS: 1982-86

Social Studies/English Teacher: St. John's Catholic School-8th Grade: 1987-89

Social Studies Teacher: West Linn High School: 1989-94

Maryknoll Lay Missioner: Venezuela: 1994-2003, US: 2003-2007

North Wasco School District: HS English and SS teacher: 2007 to 2025

_ General Comments/Additional Relevant Information

Send completed form to: Wasco County

511 Washington Street, Suite 101
The Dalles OR 97058
(541) 506-2520
(541) 506-2551 (fax)

Wasco County Library Service District

Board Self-evaluation Results

June, 2025

. Board self-evaluation:

- Allows for reflection by board members on their individual and collective behavior and performance.
- Identifies strengths and weaknesses of the board as a whole.
- Holds the board accountable in its role as representative of the public.
- Provides a starting point for effective goal setting and long range planning.

Rating Scale:

0 UNACCEPTABLE The board needs intense focus on this indicator.

1 NEEDS IMPROVEMENT The board needs heavy focus on this indicator.

2 GOOD The board needs moderate focus on this indicator

3 EXCELLENT board needs to maintain performance on this indicator.

4 OUTSTANDING This is an area of model performance for the board.

1. The board periodically reviews Wasco County Library's vision and mission statements, and annually adopts board goals which support the vision and mission.	0	1	2	3	4
			2	4	1
2. The board has adopted objectives, activities and a calendar to monitor action plans on agreed-upon goals, including periodic updates as part of regular board meetings.				2	5
3. The Library Director's evaluation instrument for the current year has been developed, adopted and the evaluation has been completed by the board.				3	4
4. The board has established, adopted and revised policies so that they are clear, up to date and in compliance with state and federal laws and rules.				4	3
5. The board agenda reflects the goals, policies and appropriate governance role of the board and is followed by the board.			1	3	3

6. The chair runs an orderly meeting, with clear instructions and directions to the public as well as board members.				4	3
7. Board members fully inform the Library Director of situations arising in the district that impact the Library.			3	2	2
8. Board members do not interfere in Library operations, and fully delegate, and respect the delegations of, operational decisions to the Director.				4	3
9. The Board adopted a budget that aligns resources to the District vision and strategic goals			2	3	2
10.The Board is responsive and respectful to community inquiry and feedback.			1	3	3
Comments:					

WASCO COUNTY LIBRARY SERVICE DISTRICT

LIBRARY BOARD BY-LAWS

ARTICLE I

NAME

As authorized by ORS 357.465 and the Wasco County Order establishing and forming the Wasco County Library Service District, approved by the Wasco County Court on November 26, 2006, this body shall be known as the Wasco County Library Service District Board.

ARTICLE II

MEMBERSHP

Section 1.

The membership of the Board shall consist of five members appointed by the Wasco County Commissioners with input from the entities with branch libraries in the Service District. One member shall be recommended by the Dufur School District #29, one by the City of Maupin, and two by the City of The Dalles. One member shall be appointed at large. With the exception of the initial Board, appointments will begin on July 1st and expire on June 30th.

Section 2.

Vacancies shall be filled by the Wasco County Commissioners for the duration of the unexpired terms.

Section 3.

Board members shall not be appointed for more than two consecutive full terms of four years each. Appointment to complete an unexpired term shall not apply to this limitation. After a one-year interval, a former member who has served two terms may be reappointed.

Section 4.

Regular attendance at Board meetings is important and members unable to attend meetings on a consistent basis should consider their resignation.

MEETINGS

Section 1.

The regular meeting of the Library Board shall be held as necessary at a time designated by the Board in a branch library or such other place as the Board may determine.

Section 2.

Special meetings may be called by the Chairperson at any time, provided that reasonable notice be given to all Board members.

Section 3.

A majority of the members shall constitute a quorum at all meetings of the Board.

Section 4.

All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 5.

Robert's Rules of Order, Newly Revised, shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE III

OFFICERS

Section 1.

The officers of the Board shall be a Chair and a Vice-Chair.

Section 2.

Officers shall be elected for a term of one year at the July meeting and take office immediately.

Section 3.

The Chair shall preside at all meetings and shall perform those functions usually associated with the office.

Section 4.

The Vice-Chair shall preside in the absence of the Chair.

Section 5.

The Library Director shall appoint a person to serve as secretary for the Board and be responsible for taking the minutes of the meetings.

ARTICLE IV

COMMITTEES

Section 1.

The Chair shall appoint special committees of one or more members from time to time for such specific purposes as the functions of the Board may require. Such committees shall serve until completion of the work for which they were appointed.

ARTICLE V

DUTIES

The Board shall have responsibility for the following:

- a. Manage the Intergovernmental Agreements and other similar agreements with Wasco County entities. The Board may recommend to the County Commissioners any amendments to the original agreements; and
- b. Provide advice on the appointment of future Library Directors; and
- c. Provide for an annual performance evaluation review of the Library Director; and
- d. Adopt policies for the operation of the District Libraries subject to the approval of the County Commissioners; and
- e. Review and comment on future budgets and work plans which are developed under agreement with other Wasco County entities; and
- f. Approval of expenditures over \$50,000 from the library fund; and
- g. Other tasks as assigned by the County Commissioners.

ARTICLE VI

Order of Business

- a. Call to order
- b. Opportunity to amend agenda
- c. Recognition of visitors and interested parties
- d. Library Directors reports
- e. Visitors’ business
- f. Old business
- g. New business
- h. Financial review
- i. Adjournment

ARTICLE VII

Amendments

These by-laws may be amended at any regular meeting of the Board, after being read at two previous meetings, by a majority of the members present.

ADOPTED by the Wasco County Library Service District Board of Directors

On the _____ day of _____, 2025.

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

, Chair

, Vice-Chair

, Board Member

, Board Member

, Board Member

ADOPTED by the Wasco County Commissioners, Governing Body of the Wasco
County Library Service District on the ____ day of _____, 2025.

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

Scott Hege, County Commissioner, Chair

Phil Brady, County Commissioner, Vice-Chair

Jeff Justesen, County Commissioner