

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: May 20, 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: May 20, 2025 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82503353877?pwd=E14IoJIRPWFNUKPhEuzx5mgfDaUtW.1>

Meeting ID: 825 0335 3877

- 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. Board self-evaluation document: adopt & implement, timelines (attachment)
 - b. Strategic planning update
- VI. NEW BUSINESS
 - a. 25/26 budget update
 - b. OLA conference reports
 - c. Director evaluation (completed)
 - d. Bylaw review (attached)
- 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, April 15, 2025
Location: Maupin Library & Zoom**

SUBJECT TO APPROVAL

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

Staff Attending: Jeff Wavrunek, Valerie Stephenson, Sarah Tierney, & Rita Squires

Called to Order: The meeting was called to order at 4:44 p.m. by Dave Mason

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

Library Director Reports: There was a question about where the Bookmobile schedule could be found. It was pointed out that not only is it posted on the website, but it is also available at the libraries.

Visitors and interested parties: Matthew Klebes, City Manager of The Dalles (via Zoom)

Old Business: Social Media and Bookmobile policies – have both been adopted by the Board of County Commissioners, and can now be posted to the website.

There was a brief discussion regarding policy review, and whether or not to do a fourth one for this year. The plan had been to review three policies per year, which has already been accomplished, as the Social Media policy was given priority. The Board pointed out that there is plenty of time to do a fourth one this year; and will leave it up to Jeff as to whether or not to do another and which one that would be.

Strategic Planning Session – Jeff has talked to Darci Hanning, at the State Library; who gave him the names of a couple of other people who offer their services for strategic planning. One of them is MaryKay Dahlgreen, who will not do unless we are part of Special Districts Association of Oregon, as she only does work for SDAO. Mary Beechler said she has some experience with Special Districts, and you can get a lot of benefits out of it, but whether it would benefit us or not is unknown. Jeff will find out what the benefits of joining the SDAO would be, and what it would cost.

The second name given was Erin McClusky, who is a former library director from Pendleton. She would charge \$20,000 for 4 or 5 meetings. Two of the questions she asked were whether we wanted a Vision Statement and do you want to drill down to the objective level. Was the Strategic Planning going to be goal level, or were we going to go deeper and have objectives for each goal.

If we use Darci Hanning, she would be free, but we would have to do a lot of the writing; which is also what Erin McClusky said.

After a discussion, the Board said that before deciding, they want more information. One of the things for Jeff to ask Erin is what would the cost be for goals, as well as goals and objectives. He will also find out what it would cost to join SDAO, and what MaryKay would charge if we did. He also needs to find out if Darci would be available, as there was the possibility of her retirement. The Board wants the information shared with them as to what they are going to get. It was clarified that the Strategic Planning is for the whole District, not just The Dalles Library. However, the objectives for each site might be different. Jeff is hoping that Darci or Erin can bring fresh ideas based on prior experience writing Strategic Plans.

Maupin MOU – There was a discussion regarding the use of the word “covers;” it was clarified that this does not prohibit the reduction of the budget amount if there was an economic downturn. Mary and Valerie have done an excellent job on this; Jeff say it’s ready for the City of Maupin to sign.

Dufur MOU – who is going to be involved? It will be the School District, City of Dufur, the Board chairperson, Tina Coleman (who is the Dufur representative on the Board), and Jeff. It was thought that June would be a good time to start on this, since the meeting will be in Dufur anyway. Someone asked about programs for adults at Dufur. It was stated that that should be part of the strategic planning.

City Administrative Fees -- Matthew Klebes explained the methodology formula. Dave asked about the Finance cost, he remembers that last year they were told that it had to do with volume. Since so much of that has now shifted to the County, shouldn't the cost go down? Matthew explained that it is calculated based on percentage share, last year it was 10.65%, and this year it is 10.35%. It is the percentage share, and then the total cost of services delivered, which tends to go up every year just based on salary increases. Mary Beechler asked if there is anything that we can do differently to reduce that administrative fee. Is there something else that could be shifted to the County? Matthew said he could not think of anything right now, as it is a City owned building, City IT, and City employees; but he will certainly think about it, and is more than willing to discuss again in the future. Dave commented that the Finance amount is still very high, considering so much moved to the County. He asked if other departments also saw a decrease. Matthew explained that now that a \$15,000,000 capital project through Public Works was completed, which had accounted for a lot of invoices, draw downs, multiple contractors, and a lot of financial work, that they also saw a decrease.

After thanking Matthew for his time, the Board talked briefly about how last year they were led to believe that the finance fee was based on the volume of work. However, today Matthew explained to them that it is based on a percentage, split among each department. This is not what the Finance Director had told the Board.

Director Evaluation Form – looks good; Dave will send it out to everyone, and when completed, Board members will submit theirs to Dave, who will forward it to the City.

OLA Conference – Rita and Mary are going, checks covering meals were passed out.

There is a training for Trustees webinar that Mary attended. She stated that we are doing everything they recommend.

Ethics statement – everyone thought it looked good, they will adopt and sign in **July**. (Jeff, Dave said July here, but since you don't normally meet in July, should that be changed to June or August??)

New Business: Board vacancies – this is a work in progress; Jeff has the name of one possible candidate.

Board Self-evaluation – form handed out, they will review it in May, and bring it back to the Board in June.

Financial Review: Jeff passed around copies of next year’s anticipated budget. Courier costs are expected to increase substantially next year due to IMLS cuts. The consortium is discussing this now. Jeff might have to move more money into “contractual services” to help cover the cost.

Budget for next year, as presented, looked good to the Board.

Next meeting: The next meeting will be held on Tuesday, May 20th, at 4:30 p.m. in The Dalles.

Meeting was adjourned at 6:10 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

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	68,766.88	643,663.24	812,194.00	168,530.76	79.3
004-2100-000.12-00 PARTTIME/TEMP SALARIES	3,789.72	37,375.69	66,888.00	29,512.31	55.9
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	11,871.82	121,962.24	218,738.00	96,775.76	55.8
004-2100-000.21-20 L-T DISABILITY INSURANCE	432.25	3,992.16	5,173.00	1,180.84	77.2
004-2100-000.21-30 LIFE INSURANCE	42.52	408.49	598.00	189.51	68.3
004-2100-000.21-40 WORKERS COMP INSURANCE	21.45	1,943.86	2,108.00	164.14	92.2
004-2100-000.22-00 FICA	5,376.58	50,668.47	67,127.00	16,458.53	75.5
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	8,623.82	79,309.57	99,746.00	20,436.43	79.5
004-2100-000.28-00 VEBa CONTRIBUTIONS	24.78	3,842.38	13,743.00	9,900.62	28.0
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	295.31	2,756.29	4,468.00	1,711.71	61.7
004-2100-000.31-10 CONTRACTUAL SERVICES	2,422.46	25,976.07	110,790.00	84,813.93	23.5
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000.41-10 WATER & SEWER	189.68	2,570.32	6,780.00	4,209.68	37.9
004-2100-000.41-20 GARBAGE SERVICES	196.79	1,575.49	4,120.00	2,544.51	38.2
004-2100-000.41-40 ELECTRICITY	2,356.32	18,059.08	33,000.00	14,940.92	54.7
004-2100-000.43-10 BUILDINGS AND GROUNDS	1,744.50	19,117.59	75,450.00	56,332.41	25.3
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	267.14	2,662.78	22,800.00	20,137.22	11.7
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	99.56	533.00	2,300.00	1,767.00	23.2
004-2100-000.53-30 TELEPHONE	929.39	8,184.29	10,780.00	2,595.71	75.9
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	(480.00)	(480.00)	11,470.00	11,950.00	(4.2)
004-2100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	456.00	875.00	3,950.00	3,075.00	22.2
004-2100-000.60-10 OFFICE SUPPLIES	2,679.90	14,714.46	23,005.00	8,290.54	64.0
004-2100-000.60-20 JANITORIAL SUPPLIES	813.91	4,624.36	8,250.00	3,625.64	56.1
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	20,351.93	145,754.70	182,450.00	36,695.30	79.9
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	1,285.75	11,075.71	8,000.00	(3,075.71)	138.5
004-2100-000.64-30 LIBRARY PERIODICALS	288.07	2,235.02	5,800.00	3,564.98	38.5
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,980.42	17,848.04	62,350.00	44,501.96	28.6
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	12,679.52	21,677.94	35,000.00	13,322.06	61.9
004-2100-000.72-20 BUILDINGS	2,161.74	41,943.92	50,000.00	8,056.08	83.9
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	 149,668.21	 1,551,231.72	 2,277,278.00	 726,046.28	 68.1

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER</u>					
004-9500-000.81-01	TO GENERAL FUND	22,084.30	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	110,000.00	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	132,084.30	330,843.00	1,843,222.00	1,512,379.00	18.0
	TOTAL FUND EXPENDITURES	281,752.51	1,882,074.72	4,120,500.00	2,238,425.28	45.7

The Dalles-Wasco County Library Report

May 20, 2025

- a) 25/26 budget for county was approved by county budget committee. Kirsten presented as I was out for a medical procedure.
- b) Monday lunch time yoga class is rebuilding participation through word-of-mouth. Ms. Redcloud is replacing Tiffany as yoga instructor.
- c) Maggie has retired after almost 35 years of working at the library. She is looking forward to a well-deserved retirement. We celebrated on Tuesday, May 6th, with a little send-off retirement party.
- d) An offer went out to a HR/Assistant City Manager candidate. It was accepted. Start date is the middle of May.
- e) The new finance director decided not to accept the position, so the position has been reposted.
- f) Mother's Day Take and Make Aprons and Wind Chime Take and Makes disappeared into the hands of our patrons in only two days.
- g) May the "4th be with You" Star Wars event on Saturday, May 3rd, an annual program, was again very popular.
- h) The Tap classes for children, teens, and adults has started up again and classes are fully signed up.
- i) On May 22nd, the Murder Mystery; Mullets, Mayhem, & Murder event is getting a lot of advanced interest from our community.
- j) The Aerial Arts (Acrobatics) event was very popular with our patrons.
- k) Giggles & Wiggles planted marigolds outside with the kids. Extremely popular as we had 18 kids and 15 parents participate.
- l) The City of The Dalles Budget Committee approved The Dalles Library's budget for FY25/26
- m) A repeat of last summer's Butterfly Taxidermy event was a hit.
- n) Tea & Tranquility Meditation & Self-Care Circle has been boosted to twice a month based on popular demand. It is still growing as three more attendees showed up.
- o) Corliss did a Tai Chai class with the Happiness Book Club that was well received.

STATS for 2024 -2025		Jul-24	Aug-24	Sep-24	Oct-24	45597	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		
INTERNET USERS	Library	752	798		533	431	533	658	590	720	593		
	wifi users	513	426	211	549	571	466	359	686	380	786		
Overdrive Read		510	857	492	500	420	431	497	436	485	461		
Open EPUB ebook			0	0	0	0	0	0	0	0	1		
Kobo Ebook		1	1	0	3	5	2	3	4	3	2		
OverDrive Magazines		228		199	200	218	286	268	297	333	345		
kindle book		297	473	229	244	197	232	296	283	276	228		
adobe EPUB ebook		1	3	4	3	2	0	4	1	3	4		
Media Do Reader													
overdrive MP3 audio		15	35	26	41	14	0	0	0	0	0		
Open PDF ebook		-	0	0	0	0	0	0	0	0	0		
Pending (ebook)		3	5	9	4	9	10	6	6	15	6		
Pending (audiobook)		38	60	26	37	27	26	33	24	20	17		
overdrive Listens		1,307	2,200	1273	1,240	1,129	1,283	1,318	1,217	1,430	1,473		
Advantage		2,442	2,390	2439	2,427	2,207	2,439	2,595	2634	2622	2,634		
LIBRARY2Go total		4,842	6,024	4,697	4,699	4,228	4,709	5,020	4,902	5,187	5,174		
TUMBLEBOOKS		-	0	1	6	20	22	0	0	0	0		
PATRONS ADDED		80	74	64	79	65	67	67	48	69	57		
ILL'S SENT		1,193	1,295	1138	1,345	1,068	1,103	1,238	1,073	1,242	1,176		
ILL'S RECEIVED		588	515	494	572	533	533	664	617	618	598		
MONTHLY CIRC		15,329	14,091	10691	14,014	12,387	12,725	13,283	12,212	13,322	12,050		
LIBRARY2GO		4,842	6,024	4,697	4,699	4,228	4,709	5,020	4,902	5,187	5,174		
TOTAL CIRC		20,171	20,115	15,388	18,713	16,615	17,434	18,303	17,114	18,509	17,224		

The Dalles program stats April 2025

Youth Services:

Number of events planned	Type of Event	Attending
15	Storytimes	173
4	Fun Fridays	72
2	Snapdragon Yoga	13
2	Tumi Tales (one cancelled)	0
33	Outreach visits to schools, daycares, etc. (one cancelled)	477
6	Tap Dance classes (2 cancelled due to illness)	98
1	First Saturday performer event	129
1	3 rd Saturday performer event	17
1	Kid Friendly Cooking Demo (cancelled)	0

65 programs planned, 5 cancelled; 979 attending

Teen Services:

Number of events planned	Type of Event	Attending
2	Art Club	4
3	Norcor outreach visits	37
3	Middle/High School lunch outreach visits (2 cancelled)	132
1	Teen Library Council	7
1	Pages & PJ's	28
2	Open VR (1 cancelled)	10
1	RPG @TDPL	14
1	Field Games & Dinner	14
1	Snacks & Smash Bros	14
1	Sherlock Holmes Escape Room	15

16 programs planned, 3 cancelled; 275 attending

Adult Services:

Number of events planned	Type of Event	Attending
2	Chess Clubs	0
4	Monday Yoga (2 cancelled)	9
3	Four Chord Ukulele classes	18
9	Book Clubs	55
3	Tap Dance classes (1 cancelled)	20
2	Art Club	11
1	Guided Watercolor w/Yvonne Peppin-Wakefield	18
1	Beginning Calligraphy class	22
1	Solving Mysteries in the 21 st Century	0
1	Fiddle Fairy Concert	59
3	Virtual Author Events	46
2	Tea & Tranquility	20
1	Jewelry Making	12
1	Murder Mystery Night	13
1	Embroidery w/Steph Evans	12
2	Maker Monday	33
1	Second Saturday Self-Defense Class (cancelled)	0
9	Senior Outreach visits	48
1	Coffee & Coloring	9
1	Computer Assistance & Coffee	2
1	Create Night w/Denae Manion	20
2	Butterfly Taxidermy workshop	24
1	Movie Night	8
2	Take & Make kits	60

55 programs, 4 of them cancelled, with 459 attending; 2 Take & Make kits, with 60 given away

All Ages Programs:

Number of events planned	Type of Event	Attending
1	Movie Night @Granada	45
1	New Release Movie Matinee	10
1	Family Lego Pizza Night	37
3	Sherlock Holmes Scavenger Hunts	90
1	Family Craft Night	2
1	Take & Make mason bee house	40

7 programs planned, with 184 attending; 1 Take & Make kit, 40 given away

**Total of 143 programs planned, 12 of them cancelled; 1,897 attending
3 Take & Make kits planned, total of 100 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	4	8				1	5	4			25
Adult nonfiction													0
Audiobooks			1										1
Biographies			1	4				4	3	6			18
CD's													0
DVDs		7	3	13				21	45	27			116
Children's fiction													0
Easy Readers								180					180
Fiction		22	282	269				165	128	170			1036
Nonfiction		12	228	231				122	135	139			867
Paperbacks								24		10			
E		43	335	354					175	227			1134
Prek/Board books		14	26	39				31	16	35			161
Videos								1					1
TOTAL CIRCULATION	0	101	880	918	0	0	0	549	507	618	0	0	3539

Dufur program stats:

4 Preschool storytimes average 14 in attendance
 47 grade school programs average 20 in attendance
 4 fiber guild programs average 5 in attendance

Dufur director's report:

As the school year wraps up we are gearing up for summer reading. Programs are pretty much set and the flyers will be ready next week. I will send them home with students the last week of school.

May 14th the library is helping launch a little free library in our community. I will use this opportunity to advertise summer reading activities and the word wagon.

Kristen and I have been discussing moving the story machine out into the community. We are working on an informational blurb to send to the businesses so they understand what the story machine is and what their commitment would be.

The promethean board is here and it has been loads of fun. We have been using different sites to tell stories to the kiddos, we have used it to play games and show kids how to look for books.

May Director's Report

April was busy with several poetry-based activities because it was National Poetry Month. We were able to do outreach to several classes at the school as well as our community, through the various programs we offered.

The MOU is mostly finished with the final draft having been reviewed by the attorney and being sent out to the committee to review the final additions he made. This will be able to be put on the agenda for the Maupin City Council meeting in May.

Katie, Valerie and Mary attended OLA in Eugene. There were several classes offered, and I picked up some new ideas from classes and vendors. One of which was using bins for front facing displays in the kid's area making the books more visually appealing to the younger kids. The bins will be sorted into several different themes. Eugene Public Library does this with great success. Our library foundation has already purchased the bins for us and Katie and I are in the process of reorganizing our children's corner.

At OLA Mary was awarded the OLA Library Supporter of the Year award. Way to go!!!

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- Programs and Attendance in April –
 - Minecraft – 28
 - Legos – 10
 - RWYW Book Club – 5
 - Knots & Needles – 1
 - Homeschool families – 9
 - Magnetic Poetry - 5
 - Blackout poetry – 59
 - Community Poetry Reading - 11
 - Garden Club – 18
 - Foundation Meeting - 5
 - Storytime – 14
 - 4-H – 12
 - High School Class Visit – 16
 - Clinic meeting - 28

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	1			1		1				6
Ask at desk		2	3	4			4		2	2			17
Audiobooks		4	11	13			3		8	6			45
Board books		16	12	10			18		16	23			95
Children's DVDs		4	6	1			3		9	1			24
Children's non-fiction													0
DVDs		124	140	256			75		112	134			841
Early readers		15	14	24			26		13	17			109
Fiction		226	216	208			150		173	171			1144
Graphic Novels													0
Junior fiction		53	53	53			30		43	31			263
Junior/Children's non-fiction		6	11	19			27		25	31			119
Junior graphic novels		13	9	20			8		27	31			108
Junior series				2			3		8	11			24
JM non-fiction		1		9			12		7	12			41
Large print		24	17	18			15		14	13			101
Library of Things		2	12	6			5		8	10			43
Libros en Espanol		1											1
Music Cds		1	1	1									3
New books			1										1
Non-fiction		75	69	57			76		84	55			416
OBOB		1	6	8			1						16
Picture books		43	68	103			87		110	73			484
Stacks		6	3	5									14
Young Adult Graphic Novels		14	18	20			6		1	2			61
Young Adult Fiction		17	15	14			13		9	12			80
Young Adult Nonfiction			1				1						2
Reference				1			1						2
TOTAL CIRCULATION	0	650	686	852	0	0	565	0	670	635	0	0	4058
PATRON COUNT							826	741	841	537			2945
New patrons added:			10				9	8	10	5			42
Reading Room Use			13				26	23	37	32			131
Reference							112	94	104	83			393
Computer usage			25				59	48	43	37			212
Self-Directed Activities									10				10

Wasco County Library Service District

Draft Board Self-evaluation

. 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. The board has adopted objectives, activities and a calendar to monitor action plans on agreed-upon goals, including periodic ED updates as part of regular board meetings.					
3. The ED's evaluation instrument for the current year has been developed, adopted and the evaluation has been completed by the board.					
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.					

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

FILED
WASCO COUNTY
WASCO COUNTY LIBRARY SERVICE DISTRICT

LIBRARY BOARD BY-LAWS 2008 JUL 14 A 10:08

KAREN LEBRETON COATS
COUNTY CLERK

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

MEMBERSHIP

Section 1.

The membership of the Board shall consist of five members appointed by the Wasco County Court 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 Court for the duration of the unexpired term.

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.

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2008-0133 (5)

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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 Chairman 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 Chairman and a Vice-Chairman.

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

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ARTICLE IV

COMMITTEES

Section 1.

The Chairman 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 Court any amendments to the original agreements or future agreements; and
- b. Provide advice on the appointment of future County Librarians; and
- c. Provide for an annual performance evaluation review of the County Librarian; and
- d. Adopt a policy for the allocation of Library Materials purchased by the Library Service District, subject to the approval of the County Court; and
- e. Adopt policies for the operation of the District Libraries subject to the approval of the County Court; and
- f. Make recommendations on the acceptance and use of real or personal property or funds donated to the Library Service District; and
- g. Library governance rules; and
- h. Budget preparation and presentation to the County Court; and
- i. Review and comment on future budgets and work plans which are developed under agreement with other Wasco County entities; and
- j. Approval of expenditures from the library fund; and
- k. Other tasks as assigned by the County Court.

2008-0133-(5)

ARTICLE VI

Order of Business

- a. Call to order
- b. Approval of minutes
- c. Recognition of visitors and interested parties.
- d. Library Director's report
- e. Shared concerns of the Board
- f. Visitors' business
- g. Unfinished business
- h. New business
- i. Reports
- j. Adjournment

ARTICLE VII

Amendments

These by-laws may be amended at any regular meeting of the Board by a two-thirds majority of the members present.

ADOPTED by the Wasco County Library Service District Board of Directors
on the 15th day of May, 2007.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Mary Beechler
Mary Beechler, Chair

Corliss Marsh
Corliss Marsh, Vice-Chair

CeeCee M. Anderson
CeeCee Anderson, Board Member

Cindy Johnson
Cindy Johnson, Board Member

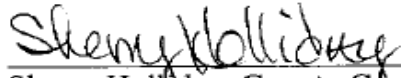
Becky Roberts
Becky Roberts, Board Member

2008-0133 (5)

1 ADOPTED by the Wasco County Court, Governing Body of the Wasco
2 County Library Service District on the 6th day of June, 2007.

3 WASCO COUNTY COURT
4 *Governing Body of the*
5 *Wasco County Library Service District*

6 
7 Dan Ericksen, County Judge

8 
9 Sherry Holliday, County Commissioner

10 
11 Bill Lennox, County Commissioner

P2008-0133(5)

Vision/Master Plan Update

February 11, 2014

Mission Statement

The Wasco County Library Service District provides high quality library services to its patrons and maintains an organized collection of resources that meet their educational, recreational and informational needs.

Values

1. The library is managed pro-actively to address real community needs with professional and up-to-date services.
2. Library staff members provide effective, informed, welcoming and courteous service.
3. Library staff members and Library Board members are encouraged to develop and maintain broad community involvement and awareness of community issues.
4. Every citizen will have access to a high level of services and facilities at each location, and will receive service designed to address individual needs and differences.
5. Every citizen will have access to the materials purchased with district funds.
6. The library makes optimal use of emergent technologies to improve library services.
7. The library is a forum for diverse opinions and beliefs.
8. The library is a vibrant and well-connected center for community information.
9. The library is a good steward of community resources and is able to sustain the level of services it provides.
10. The library is governed in the most effective and least complicated manner.

Long Range Goals and Objectives grouped by priority level:

Tier I: Top Priorities

Goal: Develop effective library services and events that create relationships with library users and enable the library to meet community needs.

I. Provide users with a welcoming and supportive environment as they locate and use resources for their personal interests.

A. Develop a separate space for Young Adult services that also functions as a “third place,” an informal gathering place where the youth of our community can interact in a safe and welcoming environment.

B. Provide a zoned children’s area with a story time room where noise is not an issue.

II. Enable library users of all ages to enjoy the library as a gathering space and cultural center.

- A. Develop a separate space that is designated for library programming.
- B. Provide area with a café for users to meet and interact with others or to sit quietly and read or access virtual spaces that support networking.
- C. Provide adequate space for Friends of the Library bookstore.
- III. Expand resources available to help residents meet their needs.
 - A. Provide expanded resources for new immigrants in a variety of formats.
 - B. Increase space for additional non-book materials such as audiobooks for users of all ages.

Goal: Library facilities at each service location shall meet library service goal requirements.

- I. Provide adequate space for public services through working towards building improvements at The Dalles.
 - A. Plan for an addition that enables the library to meet OLA Standards for facilities and provide additional space for service needs.
 - B. Reorganize staff work area to better utilize space.
- II. Conduct periodic assessment of service locations.
- III. Evaluate outreach program needs throughout District.
- IV. Work with City of Maupin to support efforts for new library facility planning and related fundraising.
- V. Provide capital improvement planning support at each location.
 - A. Research new trends in library building maintenance such as removable carpeting, solar panels, and green principles.

GOAL: Provide improved access to information and library resources through optimal use of emergent technologies.

- I. Improve circulation procedures for better customer service.
 - A. Install self-checkout (express) station for quicker service and increased privacy for patrons.

B. Use RFID (radio frequency ID) to address item security issues involved with express checkout service.

C. Provide self-service holds shelf in public area with coded labels for patron privacy.

II. Identify and have appropriate staff members attend one training session on emergent technology annually.

III. Enhance staff training and awareness of technology trends and the use of technology and information resources (ongoing).

IV. Keep Board informed of emerging trends in technology.

GOAL: Ensure long-term sustainability of District services.

I. Establish reserve fund to sustain service plan, build capital reserves, and fund libraries until tax money is received each year.

A. Have sufficient revenues to absorb a 5% increase in operating costs over 5 years with no increase in revenue level (i.e., flat revenues), while maintaining a 10% contingency level.

II. Establish and build endowment fund through Library Foundation for future District needs.

Tier II: Second Level Priorities

Goal: Meet adopted standards for public library service Oregon Library Association Standards at the adequate or above level.

I. Meet Oregon Library Association standards at the adequate or above level based on population figure for The Dalles library assigned by the Oregon State Library: 20,877.

	Currently	Adequate	Excellent
Hours open	57	55	70
Staff (budgeted)	10.25	10.43 (.5FTE/1000)	14.61 (.7/1000)
Holdings	78,271	62,631 (3 per cap.)	83,508 (4 per capita)
Technology (Internet PCs)			
Management	2	1 (1 per 2 FTE)	2 (1 per staff member)
Support Staff	.5	4.5 (Same)	9 (Same)
Facilities (sq. ft.)	14,960	16,827 (minimum)	Not defined

A. Increase hours open to public from 57 to 70 hours per week.

- B. Increase budgeted staff from 10.25 FTE to .7 per 1,000 patrons served (14.6 FTE).
- C. Increase holdings to 4 per capita (83,508 volumes).
- D. Increase number of staff Internet PCs to one per support staff member (currently .5).
- E. Increase square footage from 14,960 square feet to 16,827(addressed in Library Facility goal).

Tier III: Third Level Priorities

GOAL: Establish the most effective governance structure that best serves the District's dispersed rural population.

- I. With support of the local government entities, hire a consultant to develop alternatives and a recommended plan for District governance.
- II. Adopt and implement the structure that enables the District to achieve the most effective service model and a more consolidated District.

Revised 2/11/14



State Library of Oregon
Library Support and Development Services

Strategic Planning

Library:	
Director:	
Phone:	
Email:	
Initial Contact Date:	
Proposed End Date:	

Director's cell number:

Darci's cell number:

Number of Staff (Full-time):

Number of Staff (Part-time):

Number of Invited Community Members:

Library has a projector screen available for meetings?

Library has a projector available for meetings?

Current Vision Statement:

Current Mission Statement:

Updating/Creating Vision Statement?

Updating/Creating Mission Statement?



Timeline of tasks and activities:

What	Who	When
Notify Board	Director	
Notify Staff	Director	
Board Presentation (optional)	Consultant, Director	
Provide List of Community Questions	Consultant	
Select and Gather Responses to Community Questions	Director, Staff	
Research community demographics	Director, Staff	
Complete Edge 360 Assessment	Director, Staff	
Complete PLD Standards (Essentials, indicators only)	Director, Staff	
Transcribe Community Responses, send to Consultant	Director	
Identify Community Members to participate in planning session, send rough number of invitees to Consultant	Director	
Create Staff Planning Session Agenda(s)	Consultant, Director	
Distribute Meeting Materials to Staff	Consultant, Director	
Staff Input Session	Consultant Facilitates	
Transcribe Staff Meeting Notes	Director, Staff	
Create Stakeholder's Meeting Packet	Director	
Create Stakeholder's Meeting Agenda(s)	Consultant, Director	
Send out Stakeholder's Meeting Packet	Director	
Create Director's Presentation	Director	
Community Input Session	Consultant Facilitates	
Provide Goals and Objectives Templates to Director	Consultant	
Follow-up with Director	Consultant	
Draft Strategic Plan Document	Director	
Check-in with Director	Consultant	
Final Strategic Plan Document	Director	
Present Strategic Plan to Board	Director	

Next Phone Call:

- Discussion Topics

Action Items

- Who's doing what next



State Library of Oregon
Library Support and Development Services

Staff Meeting - Draft Agenda

Introductions / Overview of the Planning Process (10 -15 minutes)

Library SOAR (Strengths, Opportunities, Aspirations, and Results) (20 minutes)

Review Community Responses (15 minutes)

BREAK

Discuss Vision and Mission (10 minutes)

Brainstorm / Develop Concept words for Vision Statement (20 minutes)

Brainstorm / Draft Mission Statement (10)

Overview of Service Responses (10 minutes)

Prioritize Service Responses (10 minutes)

Wrap-up and Next Steps (5 minutes)

Community Meeting - Draft Agenda

Introductions / Review Agenda

Director's Presentation

Overview: Strategic Planning Process

SOAR

Topics from Community Responses

Present Vision / Mission

Introduction to Service Responses

- Example Program / Services for each one

BREAK

Prioritize Service Responses

Brainstorm Possible Goals

Wrap Up – Next Steps for the Library