

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: September 21, 2021
4:30
Location: via Zoom

Join Zoom Meeting
<https://us02web.zoom.us/j/87418871825?pwd=d0RUL3JmQjFPcUxpRVM3Tk5xRG1mQT09>

Meeting ID: 874 1887 1825
Passcode: 126715

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board Meeting
July 15, 2021
4:00 p.m.
Location: via Zoom

SUBJECT TO APPROVAL

Board members present: Corliss Marsh, Vicki Thomas, Deward Hext, Mary Beechler (joined about 15 minutes into meeting, see comments below after New Business), Tina Coleman (joined 20 minutes into meeting, had let them know previously that she would be late)

Staff present: Jeff Wavrunek, Sarah Tierney

Called to order: 4:03 by Corliss Marsh

Corrections to minutes: no corrections, Deward Hext moved to accept minutes as written, seconded by Vicki, unanimous.

Recognition of visitors and interested parties: none

Director's Reports:

The Dalles: We have a lot of opening right now, a couple of them posted. Getting quite a few applications. Barbara, the cataloger is retiring in September. There is a really good application from someone in Idaho, hopefully they will interview. Mema, one of the teen librarians, took a job at the University of New Mexico Library. Mary has decided to go to graduate school to get her Master's in Library Science and is planning to go full time in person at UCLA. Suzanne, who was part-time, just got a full-time job, with benefits, at a law firm in town. I'm trying to fill two positions internally, we'll see what happens. We'll just take them one at a time. I also still have Celinda's courier position, which is half-time with benefits. A lot of positions, we'll just take them one at a time. The cataloging position is very important, and Suzanne's position at the front desk is important. The fact that we're getting a lot of good applicants is always a good sign, because you can usually find some good applicants if you have a lot of applicants; kind of working through that. We opened for the first time on Saturday. As we discussed earlier, we've shortened the hours by an hour and that seems to be going well. Coincidentally, it's actually very beneficial right now because of the open positions, the shortened hours helps me to manage staff time. It just makes the staff more efficient; a lot of the staff that have jobs in the back room don't need to interrupt their work to come to the front desk, the front desk people can cover.

At this point Jeff's Internet connection cut out. Sarah asked permission to go ahead with her report, so that she could get to work on time.

Dufur: It's nice to meet Deward and Vicki via Zoom, I'm the Dufur librarian. The city just hired a part-time person, who is working for City Hall, and part-time here at the library in Dufur. She started this last week, tomorrow she will have her first voyage to senior potlatch, and then she'll work with me a little bit on Thursdays during the summer reading program. She'll start in August going to day cares and also potlatch. During the school year she'll do some stuff in the library, doing some shelving, and getting orders brought in. She'll also continue going to potlatch and the day cares, doing story times there. I have Teen Take Over on Tuesday nights, which has been going really well. We've said that we can have 15 people in the library, and at one point there was 13. I was excited about that. I average about 7 teens. The summer reading program is going well, I average about 12 people for that; I kept it super simple this year, with everything outdoors, so that with the way things are going with COVID, nothing would get cancelled. We could still be six-feet apart, we could be outside, and we could still have activities. Circulation is down, but we're figuring out how to get that back up. The library is open, and I do have patrons coming on Tuesdays and Thursdays checking things out.

Corliss asked about the new person, confirming that she is part-time at the library and part-time at City Hall. Sarah says that her name is Ursula Schaefer, and yes, she is the music store person. Deward thanked her for a good report.

Maupin: Valerie was not logged in to Zoom, so no report.

Old Business: no old business

New Business: Material Retention policy, which was in the packet, has to do with how the library weeds the collection, how they decide what to keep and what to weed. Does anybody have questions about it? There were no questions. Deward Hext moved to approve the policy as presented, seconded by Vicki Thomas. The vote was unanimous to accept the policy.

Mary Beechler reported that she had trouble getting on, no matter what she did. She finally had to enter the meeting number and ID, and was able to get on that way. She said that she doubted Valerie (Maupin librarian) knew about the meeting, as she just started yesterday.

The Library Board is waiting for Tina to join, so they can do officer elections.

Financial Review – This is the beginning of the fiscal year, but this report is for the ending of the last fiscal year, June 2021. This would be the final report of the year. The only thing that stuck out to Mary was the number of line items that didn't get spent out because of COVID.

Deward commented that he's not familiar enough with this to really have any comment, but thinks it looks very thorough, and he likes the format. Corliss said that with this strange year, the library saved a lot of money.

Corliss said that the only thing left to discuss is the election of officers. There was a brief discussion of whether to go ahead, or wait for Tina; but within a short time, Tina joined the meeting.

Election of Officers: Now that Tina is here, the meeting will end with the election. Mary said that she would volunteer to be Vice Chair, she doesn't want to be the lead. Vicki asked who they could vote for; Corliss and Mary both said that since there are just the five of them, it comes down to who wants to volunteer for the duty. Corliss stated that because she and Mary are the most experienced, she would be willing to do it for a year. Mary says she wants this written out that this is for one year, she doesn't remember what the term has been in the past, but she only wants to do this for one year. Tina says that would be really good, she has experience as President of the PTA, but she's expecting a baby, and this would not be a good year for her to volunteer for Chairman. A year from now would be better.

Tina Coleman made the motion to approve Corliss Marsh as Chairman for one year, seconded by Mary Beechler; after the vote, Corliss is the new Chairman. Tina then moved to approve Mary Beechler as Vice Chair, with Deward seconding. The vote was unanimous, Mary Beechler is the new Vice Chair.

There was a discussion as to the start time of the meetings, does it have to be at 4:00. Tina stated that it would be more convenient, and less stressful, for her if meetings could start at 4:30. Deward suggested that this is something that could be discussed at the September meeting, setting the time for meetings for the coming year, especially for those out of town.

The next meeting will be in person - hopefully - on September 21, 2021 at 4:30, in The Dalles.

Corliss will let Jeff know the date and time of the next meeting. There is no meeting in August.

Adjourned at 4:30 pm.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chairman

Mary Beechler, Vice Chairman

Deward Hext, Board Member

Tina Coleman, Board Member

Vicki Thomas, Board Member

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00 REGULAR SALARIES	36,836.53	77,742.80	527,043.00	449,300.20	14.8
004-2100-000.12-00 PARTTIME/TEMP SALARIES	1,521.85	3,298.32	43,532.00	40,233.68	7.6
004-2100-000.13-00 OVERTIME SALARIES	.00	.00	11,000.00	11,000.00	.0
004-2100-000.21-10 MEDICAL INSURANCE	10,362.18	20,750.81	178,667.00	157,916.19	11.6
004-2100-000.21-20 L-T DISABILITY INSURANCE	231.91	463.54	3,468.00	3,004.46	13.4
004-2100-000.21-30 LIFE INSURANCE	29.85	63.49	533.00	469.51	11.9
004-2100-000.21-40 WORKERS COMP INSURANCE	26.81	961.17	1,699.00	737.83	56.6
004-2100-000.22-00 FICA	2,928.58	6,188.09	44,293.00	38,104.91	14.0
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	4,514.64	9,487.35	67,925.00	58,437.65	14.0
004-2100-000.28-00 VEBa CONTRIBUTIONS	33.60	2,010.71	8,714.00	6,703.29	23.1
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	15.00	30.00	240.00	210.00	12.5
004-2100-000.31-10 CONTRACTUAL SERVICES	13,218.86	21,067.69	193,460.00	172,392.31	10.9
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000.41-10 WATER & SEWER	325.53	656.43	5,580.00	4,923.57	11.8
004-2100-000.41-20 GARBAGE SERVICES	100.58	100.58	1,798.00	1,697.42	5.6
004-2100-000.41-40 ELECTRICITY	1,707.28	3,106.71	31,132.00	28,025.29	10.0
004-2100-000.43-10 BUILDINGS AND GROUNDS	355.49	4,504.13	47,150.00	42,645.87	9.6
004-2100-000.43-40 OFFICE EQUIPMENT	.00	.00	30,230.00	30,230.00	.0
004-2100-000.43-45 JOINT USE OF LABOR/EQUIP	.00	.00	250.00	250.00	.0
004-2100-000.43-51 GAS/OIL/LUBRICANTS	.00	.00	.00	.00	.0
004-2100-000.43-52 LIBRARY VEHICLE	47.39	86.34	8,250.00	8,163.66	1.1
004-2100-000.43-77 HVAC SYSTEMS	672.50	672.50	10,775.00	10,102.50	6.2
004-2100-000.52-10 LIABILITY	.00	5,217.52	5,495.00	277.48	95.0
004-2100-000.52-30 PROPERTY	.00	9,024.60	9,513.00	488.40	94.9
004-2100-000.52-50 AUTOMOTIVE	.00	748.55	800.00	51.45	93.6
004-2100-000.53-20 POSTAGE	.00	.00	2,300.00	2,300.00	.0
004-2100-000.53-30 TELEPHONE	600.78	1,201.58	12,955.00	11,753.42	9.3
004-2100-000.58-10 TRAVEL, FOOD & LODGING	.00	.00	16,550.00	16,550.00	.0
004-2100-000.58-50 TRAINING AND CONFERENCES	.00	.00	17,485.00	17,485.00	.0
004-2100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	.00	7,361.00	7,361.00	.0
004-2100-000.60-10 OFFICE SUPPLIES	760.63	760.63	38,555.00	37,794.37	2.0
004-2100-000.60-20 JANITORIAL SUPPLIES	165.62	422.00	8,050.00	7,628.00	5.2
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	3,901.14	3,901.14	141,475.00	137,573.86	2.8
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	6,711.57	7,706.99	134,500.00	126,793.01	5.7
004-2100-000.64-30 LIBRARY PERIODICALS	97.56	97.56	5,800.00	5,702.44	1.7
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,654.60	1,682.52	61,350.00	59,667.48	2.7
004-2100-000.64-80 COMPUTER SOFTWARE	915.00	2,645.00	59,476.00	56,831.00	4.5
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
004-2100-000.69-80 ASSETS < \$5000	.00	.00	65,950.00	65,950.00	.0
004-2100-000.72-20 BUILDINGS	.00	.00	52,100.00	52,100.00	.0
004-2100-000.74-20 VEHICLES	.00	.00	.00	.00	.0
004-2100-000.74-30 FURNITURE AND FIXTURES	.00	.00	.00	.00	.0
004-2100-000.74-40 OFFICE EQUIPMENT	.00	.00	.00	.00	.0
004-2100-000.74-50 COMPUTER EQUIPMENT	.00	.00	.00	.00	.0
 TOTAL LIBRARY	 87,735.48	 184,598.75	 1,856,704.00	 1,672,105.25	 9.9

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	9,143.64	18,287.28	100,580.00	82,292.72	18.2
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	909.09	1,818.18	10,000.00	8,181.82	18.2
004-9500-000.88-00 CONTINGENCY	.00	.00	128,000.00	128,000.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	52,437.00	52,437.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	785,000.00	785,000.00	.0
TOTAL OTHER	10,052.73	20,105.46	1,076,017.00	1,055,911.54	1.9
TOTAL FUND EXPENDITURES	97,788.21	204,704.21	2,932,721.00	2,728,016.79	7.0

Circulation Statistics for The Dalles Public Library

[illegible]

Programming stats @The Dalles Public Library month of July 2021

Youth Services

Date	Name of Event/Outreach	Number		Overall Total	Notes
		Attending	Number of kits		
7/7/2021	Baby story time	0			first in-person offered, no one came
7/14/2021	Baby story time	8			
7/21/2021	Baby story time	9			
7/28/2021	Baby story time	16			first in-person offered, two families
7/8/2021	Toddler story time	7			
7/15/2021	Toddler story time	15			
7/22/2021	Toddler story time	18			
7/29/2021	Toddler story time	35			
7/2/2021	Friday Morning story time	23			this was in person at City Park
7/9/2021	Friday Morning story time	32			this was in person at City Park
7/16/2021	Friday Morning story time	13			this was in person at City Park
7/23/2021	Friday Morning story time	23			this was in person at City Park
7/30/2021	Friday Morning story time	21			this was in person at City Park
7/5/2021	Activity Kit - age 0-4 Be a dinosaur		33		
7/5/2021	Activity Kit - age 5-10 Dino-story		61		
7/12/2021	Activity Kit - age 0-4 DIY kaleidoscope		35		
7/12/2021	Activity Kit - age 5-10 Kaleidoscope		51		
7/19/2021	Activity Kit - age 0-4 design a bird		35		
7/19/2021	Activity Kit - age 5-10 You are the artist!		77		
7/26/2021	Activity Kit - age 0-4 Colorful Dog		36		
7/26/2021	Activity Kit - age 5-10 Clay Creation		68		
7/6/2021	Virtual Performance - Museum of Natural History		25		estimated based on previous events
7/13/2021	Virtual Performance - Angel Ocasio		25		estimated based on previous events
7/20/2021	Virtual Performance - Alton Chung		25		estimated based on previous events
7/27/2021	Virtual Performance - Eric Hermann		25		estimated based on previous events
7/28/2021	Inpromptu STEM program	12			had group of school age kids playing roughly with giant blocks, so brought out the CODE-a-PILLARS
	Total	220	496	716	

TEEN SERVICES

Date	Name of Event/Outreach	Number		Number of kits	
		Reached	Number of Views		
7/6/2021	PaintNight			37	No video
7/12/2021	Design a Kite	160	11	40	
7/19/2021	Tissue Paper Art	156	17	36	
7/26/2021	Popicle Stick Lamp		15	37	
7/2/2021	DIY Beaded Suncatcher			32	
7/9/2021	Paper Bead Bracelets		14	29	
7/16/2021	Rainbow Tote Bag			25	
7/23/2021	Rainbow Cloud Décor		8	30	
	TOTAL:	316	65	266	647

Adult Services

Date	Name of Event/Outreach	Number of		Number of kits	
		Number Reached	Views/# if live		
	PRIDE Book Club	3			meeting in person & via Zoom Zoom Event
	3rd Thursday Book Club	9			
	Bicycling with butterflies	216	15		
	Decorate your own Kite			27	
	Kahlo Portrait	221	18	32	
	Color Me Butterfly			45	
	Matisse Shapes	233	22	31	
	TOTAL	682	55	135	872

Programming stats @The Dalles Public Library month of August 2021

Youth Services

Date	Name of Event/Outreach	Number		Overall Total
		Attending	Number of kits	
8/4/2021	Baby story time	12		
8/11/2021	Baby story time	0		they wanted to play with toys instead
8/18/2021	Baby story time	6		
8/25/2021	Baby story time	7		
8/5/2021	Toddler story time	18		
8/12/2021	Toddler story time	19		more new faces :)
8/19/2021	Toddler story time	12		
8/26/2021	Toddler story time	33		
8/6/2021	Friday Morning story time	23		
8/13/2021	Friday Morning story time	13		first preschool storytime in the library since early March 2020 (and also the first day of "mask required" again
8/20/2021	Friday Morning story time	10		small group, but Fair was going on
8/27/2021	Friday Morning story time	13		
8/2/2021	Activity Kit - age 0-4 Surprise craft		36	final kit of summer
8/2/2021	Activity Kit - age 5-10 Craft in a bag		72	final kit of summer
Total		168	108	276

TEEN SERVICES

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits	
8/2/2021	Paint Night			14	42
8/6/2021	Bubble Tea				35
TOTAL:		0	14	77	91

Adult Services

Date	Name of Event/Outreach	Number Reached/Attending	Number of Views/# if live	Number of kits	
8/19/2021	3rd Thursday Book Club	10			meeting in person & via Zoom
8/4/2021	Conversation Proj. Meaning of Climate	22	12		Zoom
8/10/2021	Conversation Proj. Beyond Fake News	18	12		
8/24/2021	Conversation Proj. Conspiracy Theories	35	12		
8/6/2021	Cubist Painting Take&Make	28	13	28	
8/3/2021	O'Keeffe Flower	36	N/A	25	
TOTAL		149	49	53	53

Maupin and Dufur stats:

Nothing submitted from either library at time packet was assembled

DRAFT

WASCO COUNTY LIBRARY SERVICE DISTRICT

MATERIALS LOAN POLICY

Borrowing privileges are available free of charge to residents of the Wasco County Library Service District. Currently the district includes all of Wasco County with the exception of the City of Mosier and territory in the Jefferson County Library District. Non-residents living within the Sage service area also receive free borrowing privileges through the Sage agreement.

Anyone residing outside of the Wasco County Library Service District in an area that is not a member of Sage is charged a \$75 per family annual fee to use the library. There is an exception for residents of the Fort Vancouver Regional Library District (Clark, Skamania and Klickitat Counties) who can purchase a library card for \$25 per year due to the reciprocal services rendered.

To be issued a library card an applicant must be at least 6 years old and:

- Fill out a registration form.
- Show valid identification listing current address.
- Applicants under the age of 16 must have the signature of a parent or guardian.
- Parents or guardians may sign in lieu of identification for children under the age of 16.

Responsibilities

Patrons are expected to return all materials on or before the due date, to pay promptly any fines or damages, and to give immediate notice of any change in address. Unpaid charges may be turned over to a collection agency.

A patron is responsible for any items that anyone checks out on his or her card unless the card has been reported stolen. If a card is lost or stolen, it should be reported at once by phone or in person. A charge of \$.50 will be made when a replacement card is issued.

Parents and other legal guardians are responsible for deciding what books or other library materials are appropriate for their children and teenagers. The policy reflects the American Library Association's Bill of Rights, which states that "...a person's right to use a library should not be abridged because of origin, age, background or views." The library may contain books and other materials that some parents find inappropriate for their own children and teenagers. The Wasco County Library Service District encourages parents to help their children and teenagers select library resources in keeping with their family's values.

Loan Periods

Most library materials may be checked out for 21 days with the following exceptions:

- DVDs are limited to one week
- Interlibrary loan materials are loaned according to the rules of the lending library. A \$1 fee is charged for each item borrowed outside of the Sage system. Patrons who return interlibrary loan materials late may be barred from further use of this service.
- Materials not on hold may be renewed twice by phone, online or in person.

When you check out items, you can receive a list of the items and when they are due. Items can be returned to any Sage library. Overdue fines will be charged for items not returned on time:

Fines for overdue materials

\$.05 per day up to a maximum of \$1.00 per item.

If items are lost or damaged, repair or replacement fees will be charged.

Confidentiality of Library Records

All circulation records and registration records identifying the names of library users are confidential in nature. It is the responsibility of the library to protect, as far as possible, the privacy of any borrower who uses the library. No inquiry will be made into the purpose for which a patron requests information or materials, except in so far as the information may be helpful in enabling the library to find what the patron wants. The library does not yield any information about its patrons or their reading to individuals or to any private or public agency, local, state, or federal without an order from a court of competent jurisdiction and consultation with legal counsel.

The library policy in regards to the privacy of library records is based on "Policy on Confidentiality of Library Records" adopted by the Council of the American Library Association, January 20, 1971; amended July 4, 1975; July 2, 1986.

Use of the library

The library allows patrons from all geographical areas to browse and use materials in the library. Reference assistance is provided to all patrons whether or not they are residents or purchase a non-resident card. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

ADOPTED by the Wasco County Library Service District Board of Directors on

the _____ day of _____

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh, Chairman

Mary Beechler, Vice Chairman

Tina Coleman, Board Member

Deward Hext, Board Member

Vicki Thomas, Board Member

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

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

Scott Hege

Steve Kramer

Kathy Shwartz