

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: October 18, 2022, at 2:30 p.m.
Location: The Dalles Library, and via Zoom

The Dalles Public Library is inviting you to a scheduled Zoom meeting.

Topic: The Dalles Public Library's Zoom Meeting

Time: Oct 18, 2022 02:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81310150219?pwd=aHBMMkFCWVFzbUFSeHdSYkU4Z2phQT09>

Meeting ID: 813 1015 0219

Passcode: 655086

One tap mobile

+13462487799,,81310150219#,,,,*655086# US (Houston)

+16694449171,,81310150219#,,,,*655086# US

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Library Board training today
 - b. Long-term planning session
- 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 19, 2022
Location: The Dalles, and via Zoom

Board members attending: Corliss Marsh, Vicki Thomas, Deward Hext

Staff members attending: Jeff Wavrunek, Rita Squires

Meeting was called to order at 3:31 pm

Minutes: No changes necessary, Vicki Thomas moved to approve, seconded by Deward Hext, passed unanimously.

Visitors and interested parties: none

Director's reports:

The Dalles Jeff has met with the City Manager regarding storage space; the City is looking at expanding the existing storage building in the upper parking lot by the Book Barn. There is a possibility that the Library would be able to share that space with the City.

Staffing has been an issue recently, as COVID has hit several employees. In addition, we had a couple folks out with previously scheduled vacations.

We're sending two people to an all-day book mending workshop on Friday. Two others are at a weeklong art class training, being held at Maryhill Museum. They'll come back with lots of ideas for programs through this professional development training.

Maupin Not here

Dufur (report via email) We have been having a great turnout for the summer reading program and the Teen Takeover. We have two more Summer Reading Programs left this year and 5 more Teen Takeovers.

This year for summer reading I am not giving out prizes. The kids are reading for jewels and creating bracelets. Parents have commented on how they appreciate not having junk go home and that this has really encouraged kids to read. The reptile man was well attended bringing in 130 people. The Teen Takeover has averaged about 6 kids (the teens are getting jobs and a life, and are getting busier so they miss more library events).

The part-time employee that was hired last year will be leaving August 3rd. I am working with the city on hiring a new person to fill this position. In the meantime, the plan is to hire a temporary person to keep up the outreach portion

Old business – Update on the website and outreach van. We're scheduled to be on the City Council agenda in September for approval of the van. We're going through a buying cooperative called OMNIA Partners, so we won't need competitive bids. The company is called Farber Specialty Vehicles, they've given us a quote of \$219,689.

The website is also being redone; Jeff has sent the contracts that we would need to sign, to the City Attorney. The contracts need to be reworded, to fit Oregon law. The new website will be much easier for our county library staff to update, and includes a more functional calendar. The cost will be about \$33,000, and includes a new logo.

There was a discussion about short story dispensers (they were displayed at PLA). Very simply, you push a button, select the appropriate age, such as children, teen, or adult, and you get a 2-3-minute story printed out like a cash register receipt. What is so exciting is that we can partner with local schools. A student could write a story, and it would be used in the dispenser and made available to the community to read. Imagine pushing a button in a public space like Fred Myer, and you read a story from a student at Chenoweth or Colonel Wright. It really helps kids engage in reading and writing. One of the features is that when the story prints out, it will include our logo, name, address, etc. The Library Director has written a grant to purchase three of them, one for each of the libraries to use. If the grant doesn't work out, money has been placed in the budget to purchase the dispensers.

New business – The Director had already mentioned possibly sharing a storage shed with the City, but in the meantime, we are looking at getting temporary storage.

Financial review – The financial report is for the month of June, though it is not yet complete, as there are still expenditures that will get put on next month.

Statistics – no comments

Next meeting will be September 20, 2022 at The Dalles Library at 2:30 pm

Meeting adjourned at: 4:17 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 3 MONTHS ENDING SEPTEMBER 30, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	41,065.92	127,904.71	577,254.00	449,349.29	22.2
004-2100-000.12-00	5,802.31	16,453.82	33,488.00	17,034.18	49.1
004-2100-000.13-00	.00	.00	10,660.00	10,660.00	.0
004-2100-000.21-10	10,554.31	30,917.90	219,973.00	189,055.10	14.1
004-2100-000.21-20	261.25	808.54	3,849.00	3,040.46	21.0
004-2100-000.21-30	39.69	114.64	533.00	418.36	21.5
004-2100-000.21-40	26.56	1,081.22	1,642.00	560.78	65.9
004-2100-000.22-00	3,533.08	10,887.39	47,163.00	36,275.61	23.1
004-2100-000.23-00	4,560.79	13,573.40	65,321.00	51,747.60	20.8
004-2100-000.28-00	15.25	2,012.67	8,715.00	6,702.33	23.1
004-2100-000.29-00	17.00	256.51	3,334.00	3,077.49	7.7
004-2100-000.31-10	18,326.76	44,146.05	246,383.00	202,236.95	17.9
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	428.21	918.09	5,580.00	4,661.91	16.5
004-2100-000.41-20	103.60	207.20	1,798.00	1,590.80	11.5
004-2100-000.41-40	1,745.65	4,867.68	31,132.00	26,264.32	15.6
004-2100-000.43-10	188.32	7,992.51	47,900.00	39,907.49	16.7
004-2100-000.43-40	28.30	9,341.87	55,820.00	46,478.13	16.7
004-2100-000.43-45	.00	.00	250.00	250.00	.0
004-2100-000.43-51	.00	.00	.00	.00	.0
004-2100-000.43-52	765.61	884.60	20,500.00	19,615.40	4.3
004-2100-000.43-77	1,090.00	1,090.00	11,000.00	9,910.00	9.9
004-2100-000.52-10	(915.02)	6,369.58	6,319.00	(50.58)	100.8
004-2100-000.52-30	2,544.02	9,485.43	10,940.00	1,454.57	86.7
004-2100-000.52-50	(3,061.36)	637.73	4,000.00	3,362.27	15.9
004-2100-000.53-20	.00	8.86	2,300.00	2,291.14	.4
004-2100-000.53-30	586.93	2,268.88	13,455.00	11,186.12	16.9
004-2100-000.58-10	.00	.00	13,990.00	13,990.00	.0
004-2100-000.58-50	.00	200.00	17,285.00	17,085.00	1.2
004-2100-000.58-70	.00	.00	7,611.00	7,611.00	.0
004-2100-000.60-10	.00	2,423.90	38,555.00	36,131.10	6.3
004-2100-000.60-20	204.27	850.59	8,050.00	7,199.41	10.6
004-2100-000.60-85	5,492.62	28,141.50	147,475.00	119,333.50	19.1
004-2100-000.64-20	7,087.49	16,893.40	140,500.00	123,606.60	12.0
004-2100-000.64-30	.00	1,157.39	5,800.00	4,642.61	20.0
004-2100-000.64-40	3,432.35	8,013.48	62,350.00	54,336.52	12.9
004-2100-000.64-80	.00	3,970.10	64,849.00	60,878.90	6.1
004-2100-000.69-50	.00	.00	.00	.00	.0
004-2100-000.69-80	9,885.24	9,885.24	64,200.00	54,314.76	15.4
004-2100-000.72-20	.00	.00	54,800.00	54,800.00	.0
004-2100-000.74-20	.00	.00	240,000.00	240,000.00	.0
004-2100-000.74-30	.00	.00	.00	.00	.0
004-2100-000.74-40	.00	.00	.00	.00	.0
004-2100-000.74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	113,809.15	363,764.88	2,295,524.00	1,931,759.12	15.9

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	12,333.92	37,001.76	148,007.00	111,005.24	25.0
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.34	2,500.02	10,000.00	7,499.98	25.0
004-9500-000.88-00 CONTINGENCY	.00	.00	210,000.00	210,000.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	60,120.00	60,120.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	818,993.00	818,993.00	.0
TOTAL OTHER	13,167.26	39,501.78	1,247,120.00	1,207,618.22	3.2
TOTAL FUND EXPENDITURES	126,976.41	403,266.66	3,542,644.00	3,139,377.34	11.4

The Dalles Public Library program statistics September

YOUTH SERVICES

Program		Attendance	or # of kits	Notes
Baby Storytime	(1 time)	2		
Toddler Storytime	(2 times)	39		
Friday Morning Storytime	(3 times)	39		
Snapdragon Yoga	(3 times)	41		
Fun Fridays	(2 times)	16		
Take & Make kits preschool			60	
Take & Make kits school age			??	not recorded
Arts & Crafts for kids				Canceled – illness
TOTAL:		137	60	

TEEN SERVICES

Program		Attendance	or # of kits	Notes
Open console gaming	(2 times)	9		
& Then What Happened	(2 times)	18		
MTG and D&D	(5 times)	27		volunteer led
Graphic Novel book club	(1 time)	2		
SLAB	(1 time)	5		Teen advisory group
Alice book craft	(1 time)	3		
Banned book bag craft	(1 time)	3		
Underground Radio	(1 time)	3		
Teen Coffee House	(2 times)	45		
Norcor outreach	(2 times)	5		
High School outreach	(1 time)	19		
Take & Make kit		32		
TOTAL:		155	32	

ADULT SERVICES

Book Clubs	(3 times)	14		one stats not recorded
Take & Make kits	(2 times)		24	one stats not recorded
Sticks in Stacks	(2 times)	??		stats not recorded
Coffee & Coloring	(1 time)	1		
Crafts in Stacks	(1 time)	??		stats not recorded
Virtual author talk	(3 times)	22		
Football widow craft night	(1 time)	??		stats not recorded
Adults Art Club	(2 times)	??		stats not recorded
Art with Yvonne	(1 time)	??		stats not recorded
TOTAL:		37	24	

ALL AGES EVENTS

Exquisite Gorge Take & Make			??	stats not recorded
Pumpkin Decorating Take & Make			??	stats not recorded
Hispanic/Latino Heritage Month culture box			50	
Mad Hatters Tea Party		86		
Mad Hat Craft		??		stats not recorded
Family Lego Pizza Night		??		stats not recorded
TOTAL:		86	50	

Dufur:

No programming or circulation statistics submitted this month

Maupin:

No programming or circulation statistics submitted this month



Public Library Association

How to Build a Better Board

Paula M. Singer, PhD
Vice President, Segal

March 23, 2022

Morgan Miller, MLS
Executive Director, Cecil County Public Library

© 2022 by The Segal Group, Inc.



LOCAL
**Policy Differences on
Display at Library Board
Retreat**

NEWS

**Editorial: Leave Omaha's appointed
Library Board alone**

Feb. 18, 2022 Updated Feb. 18, 2022

LAFAYETTE LIBRARY BOARD GRANTS ITSELF POWER TO BAN BOOKS

Danika Ellis | Mar 3, 2022

Kalispell library board releases letter addressing staff concerns

by Dominic Vitiello | Monday, February 28th 2022



MOUNT VERNON

State Education Department seeks removal of Mount Vernon library trustees over fiscal woes



Jonathan Bandler
Rockland/Westchester Journal News

Published 5:44 p.m. ET Feb. 15, 2022 | Updated 6:39 p.m. ET Feb. 15, 2022

Agenda

1. Board Roles and Responsibilities
2. GEM/Three Essential Components of Effective Governance
3. Activity: Small group discussion
4. Six Characteristics of Effective Boards
5. Practices of Highly Effective Boards
6. Activity: Case Study

Learning Outcomes



Explain and apply Governance Effectiveness Model to multiple board development scenarios



Describe in detail the six domains of effective boards and use them to construct their board development plans



Use multiple tools to create a customized board development short-term action plan for implementation

Board Development



Effective and knowledgeable trustees undergo a constant process of growth and learning. Attending board meetings and voting on current questions is not enough. Continuing education, for trustees as well as staff, represents an important investment in your library's future.

Adapted from: Handbook for Library Trustees in New York State

 Segal 5

Board Roles and Responsibilities

1. Determine mission and purpose
2. Select the Executive Director/CEO
3. Support and evaluate the Executive Director/CEO
4. Ensure effective planning
5. Monitor and strengthen programs and services
6. Ensure adequate financial resources
7. Protect assets and provide financial oversight
8. Build a competent board
9. Ensure legal and ethical integrity
10. Enhance your library's standing, advocacy

 Segal 6

EFFECTIVE GOVERNANCE BUILDS GOODWILL, EFFICIENCY, AND ULTIMATELY, ENHANCED STAKEHOLDER VALUE



OUTCOMES OF EFFECTIVE GOVERNANCE

- Increases competitive position for attracting trustee – and leadership - talent
- Increases ability to adapt to changes in internal or external environment
- Creates or enhances competitive advantage
- Speeds and promotes leadership development
- Correlates to better organizational performance
- Increase advocacy reach and strength
- Reduces potential for liability

People, practices and policies establish the “Rules of Engagement” for boards

The components within People, Practices and Policies form the necessary foundation for effective governance. They cannot be overlooked or treated simply as items to be checked off. How these components are applied in “real-time” begins to define the behavioral dynamics of a board.

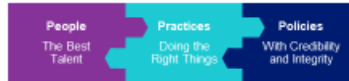
People The Best Talent	Practices Doing the Right Things	Policies With Credibility and Integrity
Composition	Rewards	Compliance and Disclosure
Diversity, Skills and Experience Selection Criteria and Process Board Succession Planning Board and Individual Member Self-Evaluation	Continuous Learning Sharing of Expertise Prestige / Affiliation	State Library Law Regulatory Compliance By-laws, Guidelines and Written Codes Code of Ethics Transparency Public Policies
	Operating Discipline	
	Structure Roles and Accountabilities Decision Rights Performance Measures and Standards	Documentation Evaluations Meeting Effectiveness Internal / External Communications
	Dynamics	
Engagement and Interaction Objective Problem Solving Facilitation / Conflict Resolution	Cross-Committee Collaboration Decision-Making Processes	
	Development	
	Board Capability Planning Orientation of New Members Skills and Knowledge Development	

Dynamics refers to how well the rules of engagement are being applied

Simply establishing sound rules of engagement does not guarantee Board effectiveness.

Indicators of strong dynamics include the ability to...

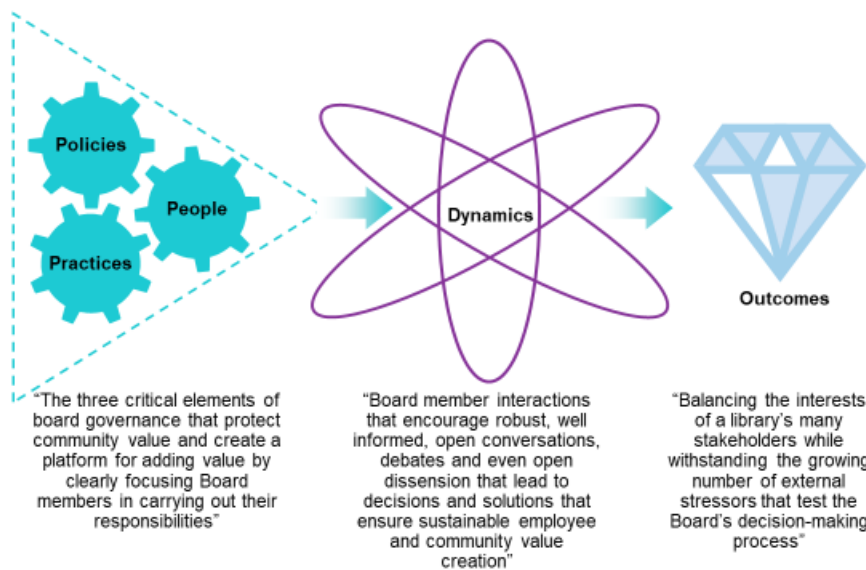
- Leverage individual and collective capabilities
- Build chemistry based on contributions and performance
- Use the time commitments of each member efficiently
- Drill into areas inside and outside of respective expertise
- Raise issues that advance critical thinking
- Balance stakeholder expectations while taking appropriate levels of risk
- Challenge the status quo among board members...and with the leadership team
- Examine the strength, effectiveness, visibility and accountability of the Board and make appropriate changes



"It's not rules and regulations. It's the way people work together."¹

¹ Jeffrey A. Sonnenfeld, Associate Dean for Executive Programs, Yale School of Management.

Governance Effectiveness Model (GEM)



Activity: Small Group Discussion

How well do you think YOUR Board is performing in the following areas?

How can it improve?

- Overall effectiveness in fulfilling the mission
- Representing your library to community stakeholders
- Efficiency and effectiveness of board meetings
- Materials and information prepared for meetings
- Time spent on policy making and priority setting
- Time spent on strategic planning
- Oversight of and relationship with Library Executive Director

**Small groups: 10 minutes,
record and report**



Maryland Board Effectiveness Study

Key Findings

The Institute of Museum and Library Services and Maryland State Library Agency conducted a study to investigate the question, “What makes a Board successful?” Some key findings include¹:

- A shared understanding of the Board’s strategic governing responsibilities and the Executive Director’s day-to-day managerial/ operational responsibilities is needed to operate as an effective team
- Board members desire more frequent training opportunities (at least 2 times a year). Boards should also consider their member composition, including experience and background, and tailor educational opportunities to meet their needs.
- Desired and necessary training topics include:
 - Board roles and responsibilities
 - Financial literacy and fiduciary responsibility
 - Strategic planning and milestone tracking
 - Succession planning
- Board recruitment and retention strategies are pivotal areas of importance in relation to a Board’s ability to reflect/ represent their community and maintain Board diversity at all levels

¹ Source: Maryland State Library Agency, Board Effectiveness Report – 2021 Edition.

Six Characteristics of Effective Boards



Six Characteristics of Effective Committees and Boards

Contextual

- Culture, Norms, and [Ethics](#)
- Use vision, values and traditions as guides
- Orient board members
- Invite former members and 'legends'
- Discuss concepts of governance, collegiality and consensus with members
- Review characteristics and values



Six Characteristics of Effective Committees and Boards

Educational

- Knowledgeable about the library and the board's and committee's roles, responsibilities and performance
- Self-reflection—ongoing and retreats; survey
- Set aside time to learn—substance, process or common reading
- Conduct retreats: analyze operations + mistakes
- Meet with leaders from similar organizations
- Rotate committee assignments
- [Educate the community about the role of the board](#)



Connecting Board Members to Staff and Community

CCPL Welcomes a New Board of Trustees Member: Shirley Simmons

Tuesday, February 22, 2022

Tell us a little about yourself.

I was born in Boston, MA, the fifth of nine children (a true middle child). I graduated from college and law school in New England and then moved south to Atlanta, Georgia. I met my husband, Nathaniel, there and we have one daughter, Charity. We are a military family. My husband is an Army retiree and we are both retired from the federal government. I have served soldiers, veterans and their families for the last 22 years. I am a VA volunteer and group leader. I am currently serving on the Board of the Cecil County Community Mediation Center. I am a member of the Historic Wright's AME Church in Elkton where I serve as a teacher, women's ministry leader and church administrator.



What led you to want to serve on the Library's Board of Trustees?

I believe the public library is a vital community anchor and great societal equalizer. The Cecil County Library system is an amazing accomplishment in a county this size. The pandemic has shown us that the Cecil County Library system serves as a resource in the areas of education, health, employment, business and charity. I desired to contribute to this legacy, to assist in accomplishing the library's mission and to support its core values of community, access for all, reading and literacy, trust and integrity, continuous learning and leadership.

What do you love about the Library?

I come from a family of avid readers. For my siblings and I, the library exposed us to places, ideas, and people outside of our reality. We spent a great deal of time at the Boston public libraries. I worked in the public library during high school and at the university libraries in college and law school. What I love about the library is that your age, race, ethnicity, or economic status does not matter; knowledge, information, and resources are available to everyone.

What's something you wish other community members knew about the Library?

Our public library offers more than borrowing books. They are great community spaces providing study and meeting rooms, outdoor spaces, internet access, job help, hands on experiences for kids, business and nonprofit resources, and special programs. The new North East Library is state of the art and designed based on input from across the community.

What's something you've recently read and would recommend?

Call Us What We Carry, poems by Amanda Gorman.

Six Characteristics of Effective Boards & Committees

Interpersonal

- Inclusiveness, collaboration, cohesiveness
- Equal access to information
- Events to interact
- Share information widely + regularly
- Pair new with veteran members
- Attend to board and committee process
- Groom future leaders



Establishing a Youth Board of Representatives



Six Characteristics of Effective Boards & Committees

Analytical

- Recognize the complexities and subtleties of issues, accept ambiguity
- Think critically, raise doubts, explore trade-offs, encourage differences of opinion
- Analyze issues and events—multiple potential outcomes and points of view
- Play devil's advocate
- Develop emergency + contingency plans
- Role play perspective of stakeholders
- Brainstorm



Six Characteristics of Effective Boards & Committees

Political

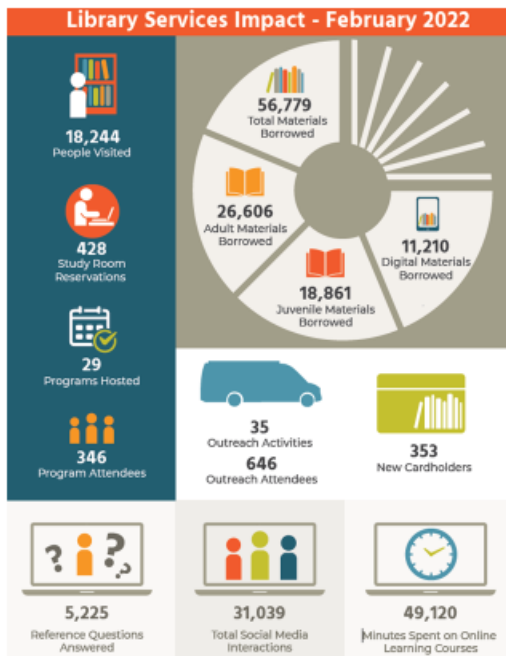
- Develop and maintain healthy relationships among constituencies
- Respect the integrity of governance and legitimate roles of other stakeholders
- Broaden channels of communications
- Invite stakeholders to serve on committees and task forces
- Invite outside leaders to address the board or your committee
- Visit with library staff
- Keep options open and avoid win/lose
- Be sensitive to all stakeholders



Six Characteristics of Effective Boards & Committees

Strategic

- Shape strategy and priorities for the future
- Align the work with strategy
- Establish board and committee priorities and a workplan based upon the library's strategies and priorities
- Provide key questions for discussion in advance of meetings
- Anticipate potential problems
- Develop a board information system, and meeting agendas, that are strategic, selective and graphic



Example of a Monthly Impact Infographic

Six Characteristics of Effective Boards

Summary

The Best Boards...

1. Keep their history and context familiar
2. Spend time educating board members in key areas
3. Pay attention to the board as a team or cohesive group and incorporate social time for board members to get to know and trust each other
4. Attend to succession planning and nurture future board leadership
5. Discuss the views of key stakeholders and create opportunities for board members and stakeholders to interact
6. Ensure that most board meetings, most of the time, focus on strategic matters

Activity: Characteristics of Effective Boards

Several community members have asked the Library Director to ban two LGBTQ-themed books, “Lawn Boy” by Jonathan Evison and “Gender Queer” by Maia Kobabe, from the Library.

Using the six characteristics framework...

- How would you respond or what would you consider for each characteristic?
- How would your Board approach the topic?
- What would the Board's next steps be?

**Small groups: 10 minutes,
review and discuss**



Six Characteristics of Effective Boards



Activity: Characteristics of Effective Boards

Discuss your Board's **collection development policy**.

Where does the library fit **within the community**? How will this affect the **Library's stance** on freedom of information?

Understand your **community and interests** of all parties.

Consider both short and long term **pros and cons**.

Read the books in question **and discuss** ALA policy.

Are there **conflicting views** on your Board regarding this topic? What would an **effective discussion** look like?

The diagram is identical to the one above, but each segment is now associated with a text prompt. The prompts are: Contextual (top): 'Discuss your Board's collection development policy.'; Educational (top-right): 'Read the books in question and discuss ALA policy.'; Interpersonal (right): 'Are there conflicting views on your Board regarding this topic? What would an effective discussion look like?'; Analytical (bottom): 'Consider both short and long term pros and cons.'; Political (bottom-left): 'Understand your community and interests of all parties.'; Strategic (left): 'Where does the library fit within the community? How will this affect the Library's stance on freedom of information?'

Thank You!

Paula M. Singer, PhD

Vice President, Senior Consultant

psinger@segalco.com

410-591-2305

Morgan Miller, MLS

Executive Director

Cecil County Public Library

443-907-6020

mmiller@cecilcountylibrary.org

