

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Tuesday, February 16, 2015  
4:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Approval of January 19, 2016 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
  - a. Bylaws
  - b. Email Privacy Issues

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>

- V. SHARED CONCERNS OF THE BOARD
- VI. LIBRARY DIRECTOR REPORTS
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

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 1<sup>st</sup> and expire on June 30<sup>th</sup>.

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)

1 MEETINGS

2 Section 1.

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

5 Section 2.

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

7 Section 3.

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

9 Section 4.

10 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.

11 Section 5.

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

14 ARTICLE III

15 OFFICERS

16 Section 1.

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

18 Section 2.

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

20 Section 3.

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

23 Section 4.

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

25 Section 5.

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

12008-0133(5)

1 ARTICLE IV

2 COMMITTEES

3 Section 1.

4 The Chairman shall appoint special committees of one or more members from time  
5 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.

6 ARTICLE V

7 DUTIES

8 The Board shall have responsibility for the following:

- 9 a. Manage the Intergovernmental Agreements and other similar agreements with  
10 Wasco County entities. The Board may recommend to the County Court any  
11 amendments to the original agreements or future agreements; and
- 12 b. Provide advice on the appointment of future County Librarians; and
- 13 c. Provide for an annual performance evaluation review of the County Librarian;  
14 and
- 15 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
- 16 e. Adopt policies for the operation of the District Libraries subject to the approval of  
17 the County Court; and
- 18 f. Make recommendations on the acceptance and use of real or personal property or  
19 funds donated to the Library Service District; and
- 20 g. Library governance rules; and
- 21 h. Budget preparation and presentation to the County Court; and
- 22 i. Review and comment on future budgets and work plans which are developed  
23 under agreement with other Wasco County entities; and
- 24 j. Approval of expenditures from the library fund; and
- 25 k. Other tasks as assigned by the County Court.
- 26

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

Cee Cee M. Anderson  
CeeCee Anderson, Board Member

Cindy Johnson  
Cindy Johnson, Board Member

Becky Roberts  
Becky Roberts, Board Member

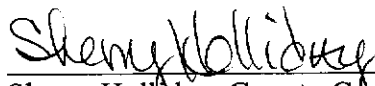
2008-0133 (5)

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ADOPTED by the Wasco County Court, Governing Body of the Wasco  
County Library Service District on the 6<sup>th</sup> day of June, 2007.

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

  
Dan Ericksen, County Judge

  
Sherry Holliday, County Commissioner

  
Bill Lennox, County Commissioner

P2008-0133(5)

Wasco County Library Service District

Board Meeting

January 19, 2016

Location: The Dalles

**Board Members present:** Rita Rathkey, Carolyn Wood, Carol Jones, Margaret Brewer

**Staff present:** Valerie Stephenson, Sarah Tierney, Jeff Wavrunek

**Called to order:** by chairman, Rita Rathkey

**Corrections to minutes:** Margaret Brewer moved to approve, Carolyn Wood seconded, and the minutes were approved.

**Shared Concerns:**

Carolyn Wood had asked Julie Krueger for something about using Robert's Rules of Order. Julie gave her a copy of the standard of what is used for the City. Carolyn explained the purpose is to keep things legal. She also explained the purpose and use of motions and seconds.

Carolyn also shared some information from a television show she had watched. It was about connecting the library with pre-school parents, and with other agencies to educate parents as first teachers. Jeff reported that Dana Campbell, the Children's Librarian is working on something like this already.

**Library Directors' Reports:**

**Dufur** – Sarah reported that the Scholastic Book Fair is coming, Feb. 8-12. Last year was the best year ever, and they are looking at even more of an increase this year. Read Across America is coming March 2<sup>nd</sup>, and Sarah is coordinating readers for the Dufur School. Library Week will be April 18-22. She has to revise her Ready to Read grant based on what Dana is doing for the county with her grant. One of the library district owned computers needs to be updated. Jeff will talk to Maggie about this, as she has a schedule of what and when computers are getting updated. The fifth grade class is making a movie about killer worms, which the boys are quite enthusiastic about. Public story time is still going on, with 3 or 4 kids each week.

**Maupin** – Valerie reports that story time is consistent, with about 8 kids average. She has picked Dana's brain in regards to problems, which has been a big help. Fundraising has reached \$100,000; and there will be a fundraising dance on February 13<sup>th</sup> from 7-10 at the Maupin Legion Hall. There will be a photo area, with a local photographer; there will also be snacks and desserts available. Lots of fun is planned. This event is for all ages. She has been working on her Summer Reading program, and has received 50 kid's passes from the Fair as incentives. They are looking at bringing broadband internet into Maupin, which would be a huge improvement in internet services at the library. A new monthly feature is Bring Back the Classics, each month will feature a different classic author. She

received a Cultural Trust Grant, and is working on bringing Kevin Locke, a renowned Native American performer, to Maupin.

***The Dalles*** – Jeff reported on the ground breaking ceremony for the new addition, and that the actual construction has begun. As a result of this, the Reference and Large Print collections had to be relocated, as this area is going to be used as an office by the construction company. One of the things going into this space will be a new public bathroom. The construction company thinks this will all be completed sometime in July, but according to the contract, it must be finished by September 1<sup>st</sup>. They are working on storm drainage. There is some concern about big rocks that are loose; the fear is that they could fall through the windows in the new area. Because of this, they must be removed, an expense not anticipated. Another unexpected expense is the special inspections; this will be paid from the contingency fund.

Dana has started a lap-sit program, which is really taking off. Megan has just won a grant for Teen Tech Week (which occurs in March).

Because of an ArtPlace grant, which provides art based programs in the library, Jeff anticipates more programs here. Jeff will contact Shelley to see about coordinating something with Dufur and Maupin.

**Old Business:** All the policy revisions have been finished

**New Business:** Margaret asked about the OMSI event, which took place in early December. OMSI did not coordinate with the library in Dufur, so Sarah did not know how attendance was. It was very well attended in Maupin where things had been coordinated between the school and the library. Events here in The Dalles were also well attended.

There was also discussion about the ArtPlace grant.



**Financial Review:** Carolyn Wood asked what ILLs was (it is Interlibrary Loan, where we get books from other libraries, or loan them to other libraries). Carolyn Wood moved to approve, seconded by Carol Jones. Carolyn had some question about some of the figures, what was encumbered, and unencumbered, especially the \$761,000 under buildings for the new addition.

The next meeting will be held February 16<sup>th</sup> at 4:00 in The Dalles (March is scheduled for Dufur, and April for Maupin)

Meeting adjourned at 5:10

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Rita Rathkey, Chair

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Margaret Brewer, Vice-Chair

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Carolyn Wood, Board Member

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Carol Jones, Board Member

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
<b>VISITOR COUNT</b>	12,763	10,864	10,381	11,834	9,610	10,345
<b>INTERNET USERS</b>	2,291	2,237	1,898	1,930	1,748	1,891
Overdrive Read	61	89	47	63	25	37
Open EPUB ebook	2	1	1	2	1	2
overdrive video	0	0	0	0	0	0
adobe PDF ebook	1	0	2	0	2	1
kindle book	127	144	117	138	139	154
adobe EPUB ebook	112	97	99	102	120	114
overdrive MP3 audiobook	300	320	331	306	277	349
overdrive WMA audiobook	0	0	0	0	0	0
Open PDF ebook	0	0	0	0	0	0
Pending (ebook)	44	65	48	57	36	42
Pending (audiobook)	31	43	27	25	41	31
Pending (video)	0	0	0	0	0	0
OverdriveListens	18	22	14	13	11	26
<b>LIBRARY2GO</b>	696	781	686	706	652	756
<b>total</b>						
<b>TUMBLEBOOKS</b>	8	11	20	28	18	12
<b>PATRONS ADDED</b>	143	80	113	79	67	93
<b>ILL'S SENT</b>	740	794	854	869	870	873
<b>ILL'S RECEIVED</b>	739	875	673	592	628	615
<b>MONTHLY CIRC</b>	16,756	15,649	15,304	15,151	14,143	15,646
<b>LIBRARY2GO</b>	696	781	686	706	652	756
<b>TOTAL CIRC</b>	17,452	16,430	15,990	15,857	14,795	16,402

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
	11,261					
	2,025					
	51					
	12					
	0					
	1					
	151					
	123					
	350					
	0					
	0					
	28					
	20					
	0					
	30					
	766					
	20					
	78					
	995					
	971					
	16,477					
	766					
	17,243					

**Jan-16****Youth Services**

Date	Name of Event/Outreach	Total includes adults
1/4/2016	Lego League	11
1/5/2016	Kids Chess	3
1/5/2016	Beg. Reader Book Club	8
1/6/2016	Wobbler Toddler Storytime	13
1/7/2016	Baby Storytime	0
1/8/2016	Preschool Storytime	13
1/12/2016	Christian Mom's Group	16
1/12/2016	Four Rivers Hub/Early Literacy	21
1/13/2016	Toddler Storytime	22
1/14/2016	Baby Storytime	13
1/15/2016	Preschool Storytime	21
1/16/2016	Family Storytime	15
1/16/2016	Family Movie Hotel Transylvania 2	21
1/20/2016	Wobbler Toddler Storytime	17
1/20/2016	Simply Art for grades K-5	4
1/23/2016	Saturday Science	35
1/26/2016	Wobbler Toddler Storytime	13
1/26/2016	Parents Commt.	17
1/26/2016	TD Parks & Rec	6
1/26/2016	MCMC Foundation	5
1/27/2016	Baby Storytime	18
1/28/2016	Preschool Storytime	21
1/30/2016	Family Movie Goonies	21
<b>Total</b>		<b>334</b>

**Pre-School Outreach**

1/6/2016	Happy Hands Daycare	8
1/7/2016	Great & Small Child Development Center	45
1/8/2016	Sonrise Academy	17
1/8/2016	Wonderworks	25
1/11/2016	Head Start-Petersburg	14
1/13/2016	Head Start-The Dalles	74
1/18/2016	Happy Hands Daycare	5
1/19/2016	O.C.D.C. Oregon Child Development Coalition	20
1/21/2016	Great & Small Child Development Center	55
1/22/2016	Sonrise Academy	12
1/22/2016	Wonderworks	25
<b>Total</b>		<b>300</b>

**Teen Services**

1/4/2012	Youth Knitting	7
1/5/2012	TLAB	11
1/6/2012	Yu-gi-oh	7
1/18/2012	Youth Knitting	7
1/20/2012	Yu-gi-oh	7
1/14/2011	Snacks & Stories (outreach)	34
1/19/2012	Books & Brownies (outreach)	7

1/19/2012 Book Talk (outreach)	69
<b>Total</b>	<b>149</b>
<b>Adult Services</b>	
1/5/2016 Oregon Veteran's Home	6
1/5/2016 Flagstone Assisted Living	9
1/5/2016 Family Craft Night	6
1/6/2016 Dufur Potlatch (community meal)	11
1/7/2016 Canyon Rim Assisted Living	4
1/7/2016 Tygh Valley Community Meal	8
1/12/2016 Springs at Mill Creek	20
1/26/2016 Rajneeshpuram Talk	22
Reference Questions	114
Structured Computer Instruction	10
Scheduled Computer Drop-In Times	12
<b>Total</b>	<b>222</b>