

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Date: October 20, 2020  
4:00  
Location: via Zoom

- 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
  - a. Policy review schedule
  - b. Proctoring policy review
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/88188980963?pwd=bXR2U0JuOFBkTmRzUWVZDZDYrMEIzZz09>

Meeting ID: 881 8898 0963

Passcode: 031788

One tap mobile

+13462487799,,88188980963#,,,,,0#,,031788# US (Houston)

+16699006833,,88188980963#,,,,,0#,,031788# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 881 8898 0963

Passcode: 031788

Wasco County Library Service District  
Board Meeting  
September 15, 2020  
Location: via Zoom

**SUBJECT TO APPROVAL**

**Board members present:** Mary Beechler, Carolyn Wood, Rita Rathkey, Corliss Marsh

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

**Called to order:** 4:05, called to order by Carolyn Wood

**Corrections to minutes:** none

**Recognition of visitors and interested parties:** no guests

**Director's Reports:**

*Maupin* – Bronte did not attend the meeting.

*Dufur* - The school has been closed because of the fires and bad air quality. Maggie is getting Sarah a laptop to take into the classrooms to check out books to the kids.

*The Dalles* - The Dalles Library has also been closed with the bad air quality from the fires. The essential worker library school has been operating. The library can easily accommodate 10 students with their distance learning. Two tutors have been hired by the city to oversee the children as they work on their distance learning. The library school has been running great and staff concerns about COVID have been mitigated. The kids and supervisors are isolated from the rest of the library and staff feels comfortable. The courtyard bears got an Australian tree oil staining in May and will get another staining in late September or October. The landscape firm, Mt. Hood Gardens, will come next week, weather permitting, to care for the landscape project installed last fall and to replace some dwarf evergreen shrubs that never grew.

**Old Business:** The Library Board minutes from August and January of 2020 were approved with Carolyn Wood moving to approve and Rita Rathkey seconding. The Library District's Confidentiality Policy was also approved with Carolyn Wood moving to approve and Mary Beechler seconding. Carolyn Wood was voted in as Library Board Chair after Rita Rathkey nominated her and Mary Beechler seconded. Mary Beechler was voted in as Vice-Chair after Corliss Marsh nominated her and Carolyn Wood seconded.

As of today there is no end in sight for the COVID imposed library restrictions.

**New Business:** A desire to do a monthly library policy review was raised and a policy review schedule will be developed. Although the Oregon Historical Quarterly can be accessed online and is archived digitally, the Library Board wanted to know if the library was keeping the back issues in print format. The answer was yes, they are archived and stored in the book barn. Patrons ask library staff to retrieve back issues.

**Financial Review:** The actual, final budget numbers from FY19/20 will not be available until the end of the month when the auditors finish with the Finance Department at City Hall.

The next Library Board meeting is on October 20, 2020, 4 pm, via Zoom.

Meeting was adjourned at 4:49 p.m.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Carolyn Wood, Chair

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Mary Beechler, Vice-Chair

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Tina Coleman, Board Member

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Rita Rathkey, Board Member

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Corliss Marsh, Board Member



## Programming statistics for The Dalles Public Library

### Youth Services

**Date**      **Name of Event/Outreach**

**Number  
Reached, if  
posted**      **Number of  
Views, if  
posted**      **Number  
of kits**

**Overall  
Total**

NOTE: These were all virtual even  
live at  
City Park

9/2/2020	Baby Storytime	247	55	302	
9/9/2020	Baby Storytime	298	90	388	
9/16/2020	Baby Storytime	212	77	289	
9/23/2020	Baby Storytime	173	53	226	
9/30/2020	Baby Storytime	250	70	320	
9/3/2020	Toddler Storytime	359	106	465	
9/10/2020	Toddler Storytime	295	80	375	
9/17/2020	Toddler Storytime	162	47	209	
9/24/2020	Toddler Storytime	241	101	342	
9/4/2020	Friday Morning Storytime	not recorded		18	18
9/11/2020	Friday Morning Storytime	349	99	448	too smokey
9/18/2020	Friday Morning Storytime	215	76	291	too smokey
9/25/2020	Friday Morning Storytime	not recorded		12	12
	Fall Apple Tree kit (age 0-4)			30	
	Fall Leaf Kit (age 5-10)			31	
<b>TOTALS</b>		<b>2801</b>	<b>854</b>	<b>61</b>	<b>3746</b>
					<b>30</b>

## TEEN SERVICES

<i>Date</i>	<i>Name of Event/Outreach</i>	<b>Number Reached</b>	<b>Number of Views</b>	<b>Number of kits</b>	
9/1/2020	Left over craft kits			37	
9/7/2020	Science from the Pantry: Lava Lamp	190	11		no kit
9/11/2020	Unconventional Tie Dye	212	18	25	
9/14/2020	Create your own Journal	186	9	20	
9/21/2020	Journal in a Jar			23	
9/25/2020	Blackout Poetry			20	(No video)
9/28/2020	Banned Books collage	207	5	6	
				131	
	<b>Totals:</b>	<b>795</b>	<b>43</b>	<b>262</b>	<b>1100</b>

## Adult Services

<i>Date</i>	<i>Name of Event/Outreach</i>	<b>Number Reached</b>	<b>Number of Views</b>	<b>Number of kits</b>	
9/11/2020	Pour Painting			16	
9/16/2020	Frida Khalo foam printmaking	272	50	30	
9/22/2020	Clay Leaf Bowl	222	26	<b>25</b>	
9/25/2020	Calligraphy kit			13	
9/1/2020	Sewing with CeCe		22		
9/14/2020	Sewing with CeCe	142	19		
9/28/2020	Sewing with CeCe	294	14		
	<b>TOTAL</b>	<b>930</b>	<b>131</b>	<b>84</b>	<b>1145</b>

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>					
004-0000-300.00-0 BEGINNING BALANCE	.00	.00	1,460,087.00	1,460,087.00	.0
TOTAL SOURCE 300	.00	.00	1,460,087.00	1,460,087.00	.0
<u>GRANTS</u>					
004-0000-334.20-0 STATE FOR LIBRARY	.00	.00	3,612.00	3,612.00	.0
TOTAL GRANTS	.00	.00	3,612.00	3,612.00	.0
<u>SOURCE 336</u>					
004-0000-336.10-0 PRIVATE SECTOR GRANTS	.00	.00	52,265.00	52,265.00	.0
TOTAL SOURCE 336	.00	.00	52,265.00	52,265.00	.0
<u>LOCAL GOVERNMENT REVENUES</u>					
004-0000-337.10-0 URBAN RENEWAL	.00	.00	.00	.00	.0
004-0000-337.20-0 SHARE OF LIBRARY TAXES	.00	.00	1,397,676.00	1,397,676.00	.0
TOTAL LOCAL GOVERNMENT REVENUES	.00	.00	1,397,676.00	1,397,676.00	.0
<u>FINES</u>					
004-0000-351.50-0 LIBRARY FINES	307.59	287.09	14,500.00	14,212.91	2.0
TOTAL FINES	307.59	287.09	14,500.00	14,212.91	2.0
<u>INTEREST REVENUES</u>					
004-0000-361.00-0 INTEREST REVENUES	1,240.73	4,367.84	24,500.00	20,132.16	17.8
TOTAL INTEREST REVENUES	1,240.73	4,367.84	24,500.00	20,132.16	17.8
<u>GIFTS AND DONATIONS</u>					
004-0000-365.00-0 GIFTS AND DONATIONS	.00	.00	100.00	100.00	.0
TOTAL GIFTS AND DONATIONS	.00	.00	100.00	100.00	.0

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2020

		LIBRARY FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER MISC REVENUES</u>						
004-0000-369.00-0	OTHER MISC REVENUES	.00	830.74	100.00	( 730.74)	830.7
	TOTAL OTHER MISC REVENUES	.00	830.74	100.00	( 730.74)	830.7
<u>OPERATING TRANSFERS IN</u>						
004-0000-391.37-0	FROM CAPITAL PROJECT FUND	.00	.00	.00	.00	.0
	TOTAL OPERATING TRANSFERS IN	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	1,548.32	5,485.67	2,952,840.00	2,947,354.33	.2



CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2020

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
004-2100-000.11-00	REGULAR SALARIES	38,604.76	119,315.91	512,517.00	393,201.09	23.3
004-2100-000.12-00	PARTTIME/TEMP SALARIES	1,753.49	5,670.80	43,110.00	37,439.20	13.2
004-2100-000.13-00	OVERTIME SALARIES	.00	.00	11,000.00	11,000.00	.0
004-2100-000.21-10	MEDICAL INSURANCE	10,944.59	33,859.62	167,229.00	133,369.38	20.3
004-2100-000.21-20	L-T DISABILITY INSURANCE	256.87	770.33	3,380.00	2,609.67	22.8
004-2100-000.21-30	LIFE INSURANCE	37.55	112.61	533.00	420.39	21.1
004-2100-000.21-40	WORKERS COMP INSURANCE	18.60	1,089.53	1,698.00	608.47	64.2
004-2100-000.22-00	FICA	3,073.59	9,521.94	43,332.00	33,810.06	22.0
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	4,199.12	12,722.66	69,714.00	56,991.34	18.3
004-2100-000.28-00	VEBA CONTRIBUTIONS	16.68	1,967.30	5,484.00	3,516.70	35.9
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	20.00	60.00	120.00	60.00	50.0
004-2100-000.31-10	CONTRACTUAL SERVICES	5,613.18	25,131.83	187,562.00	162,430.17	13.4
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000.41-10	WATER & SEWER	146.27	578.81	5,478.00	4,899.19	10.6
004-2100-000.41-20	GARBAGE SERVICES	99.13	196.17	1,746.00	1,549.83	11.2
004-2100-000.41-40	ELECTRICITY	1,521.34	4,228.43	31,132.00	26,903.57	13.6
004-2100-000.43-10	BUILDINGS AND GROUNDS	587.73	5,083.53	38,050.00	32,966.47	13.4
004-2100-000.43-40	OFFICE EQUIPMENT	.00	.00	27,220.00	27,220.00	.0
004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	300.00	300.00	.0
004-2100-000.43-51	GAS/OIL/LUBRICANTS	.00	.00	.00	.00	.0
004-2100-000.43-52	LIBRARY VEHICLE	283.79	361.29	8,250.00	7,888.71	4.4
004-2100-000.43-77	HVAC SYSTEMS	.00	1,709.50	10,625.00	8,915.50	16.1
004-2100-000.52-10	LIABILITY	.00	4,630.34	4,778.00	147.66	96.9
004-2100-000.52-30	PROPERTY	.00	8,355.47	8,272.00	( 83.47)	101.0
004-2100-000.52-50	AUTOMOTIVE	.00	693.26	795.00	101.74	87.2
004-2100-000.53-20	POSTAGE	9.41	46.21	2,300.00	2,253.79	2.0
004-2100-000.53-30	TELEPHONE	261.87	1,965.44	12,955.00	10,989.56	15.2
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	.00	15,850.00	15,850.00	.0
004-2100-000.58-50	TRAINING AND CONFERENCES	49.00	49.00	17,485.00	17,436.00	.3
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	53.00	775.00	7,361.00	6,586.00	10.5
004-2100-000.60-10	OFFICE SUPPLIES	699.62	1,336.08	38,555.00	37,218.92	3.5
004-2100-000.60-20	JANITORIAL SUPPLIES	195.11	662.20	8,050.00	7,387.80	8.2
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	6,221.28	9,506.38	141,475.00	131,968.62	6.7
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	5,324.97	16,500.69	116,500.00	99,999.31	14.2
004-2100-000.64-30	LIBRARY PERIODICALS	.00	1,242.85	5,800.00	4,557.15	21.4
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,862.36	3,089.07	61,350.00	58,260.93	5.0
004-2100-000.64-80	COMPUTER SOFTWARE	.00	2,126.09	59,037.00	56,910.91	3.6
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80	ASSETS < \$5000	18,062.04	18,062.04	65,145.00	47,082.96	27.7
004-2100-000.72-20	BUILDINGS	.00	.00	52,000.00	52,000.00	.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		99,915.35	291,420.38	1,787,938.00	1,496,517.62	16.3

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2020

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER</u>					
004-9500-000.81-01	TO GENERAL FUND	8,312.27	24,936.81	91,435.00	66,498.19	27.3
004-9500-000.81-10	TO UNEMPLOYMENT FUND	251.00	753.00	2,761.00	2,008.00	27.3
004-9500-000.81-37	TO CAPITAL PROJECT FUND	909.09	2,727.27	10,000.00	7,272.73	27.3
004-9500-000.88-00	CONTINGENCY	.00	.00	186,718.00	186,718.00	.0
004-9500-000.88-01	RSRV FUTURE EXPENDITURES	.00	.00	89,213.00	89,213.00	.0
004-9500-000.89-00	UNAPPROPRIATED ENDING BAL	.00	.00	784,775.00	784,775.00	.0
	TOTAL OTHER	9,472.36	28,417.08	1,164,902.00	1,136,484.92	2.4
	TOTAL FUND EXPENDITURES	109,387.71	319,837.46	2,952,840.00	2,633,002.54	10.8

## **Monthly Policy Review Schedule**

September 2020 - Privacy Policy

October 2020 - Proctoring

November 2020 – Wireless Internet Policy

January 2021 – Internet Computer Use (The Dalles / Maupin / Dufur)

February 2021 – Behavior

March 2021 – Public Meeting Room

April 2021 – Displays & Exhibits

May 2021 – Wi-Fi Hotspot Policy

June 2021 – Material Selection policy

July 2021 – Materials Retention Policy

September 2021 – Materials Loan Policy

## WASCO COUNTY LIBRARY SERVICE DISTRICT

### PROCTORING EXAMS POLICY #09-001

The proctoring of examinations is a service offered by the library. The library will offer proctoring services based on the availability of personnel, facilities, and technology to do so.

#### PROCEDURE:

Proctoring is available only during the library's open hours, when the staff member responsible for administering the exam is on duty. Arrangements must be made ahead of time, so that there is adequate time for delivery of the exam to the library.

The person taking the exam should contact the library to set up a time to take the exam, and should allow sufficient time to take the exam before the deadline established by the institution.

The student should make all arrangements with the institution giving the exam. This includes contacting the institution to make sure that the library staff person proctoring the exam meets the criteria set by the institution. Arrangements should be made for delivery of the exam. Library staff cannot make these arrangements for students.

No proctoring fee will be charged.

Exams may be written on paper or taken online. The library staff person will ensure that the person taking the exam meets its requirements, such as verifying ID and whether he or she has any accompanying materials.

Tests offered in a computer format must be compatible with the hardware and software available on the library workstations.

It will not be possible for the staff person to remain with the person taking the exam for the entire time. The proctor will check on the student periodically.

The person taking the exam, or the examining institution, must provide postage if the exam is to be returned by mail. The library staff person proctoring the exam will be responsible for mailing the completed exam back to the examining institution. The library cannot issue mailing receipts. The library is not responsible for completed tests once they leave the library's possession and have been mailed back to the institution.

Library staff will determine whether they have the available resources to proctor an exam and may decline if they do not have the staff available or the exam does not meet the guidelines listed above.


Most colleges and universities also offer proctoring, and students may wish to consider contacting one of them for this service.

ADOPTED by the Wasco County Library Service District Board of Directors on the 9<sup>th</sup> day of June, 2009.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

  
Mary Beechler, Chair

  
Corliss Marsh, Vice-Chair

  
CeeCee Anderson, Board Member

  
Cindy Johnson, Board Member

  
Diana McElheran, Board Member

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ADOPTED by the Wasco County Court, Governing Body of the Wasco  
County Library Service District, on the 1<sup>st</sup> day of July, 2009.

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

  
\_\_\_\_\_  
Dan Ericksen, County Judge

*Absent*  
\_\_\_\_\_  
Sherry Holliday, County Commissioner

  
\_\_\_\_\_  
Bill Lennox, County Commissioner