

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
 - a. Proctoring policy review
- VI. NEW BUSINESS
 - a. Wireless Internet policy
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board Meeting
October 20, 2020
Location: via Zoom

SUBJECT TO APPROVAL

Board members present: Mary Beechler, Carolyn Wood, Rita Rathkey, Tina Coleman,

Staff present: Jeff Wavrunek, Sarah Tierney, Rita Squires, Bronte Dod

Called to order: 4:06, called to order by Mary Beechler

Corrections to minutes: none, Rita Rathkey moved to approve the minutes, Tina Coleman seconded, and the minutes were passed.

Recognition of visitors and interested parties: no guests

Director's Reports:

The Dalles – The library recently had a really nice book and author event with Isabelle Quintero, a Spanish author. There were three Zoom events, the first in Spanish. The presentations were very engaging with lots of questions at the end. Today we have a ghost hunter event on Zoom. Dustin Pari will talk about Halloween and ghosts. There is still an open position. There are many good applicants. It was asked who was on the interviewing team. Jeff explained that it cannot be other library staff members. There are two managers from other City departments. The City of The Dalles employee children attending the online school at the Library is going well. The library is still doing curbside service; everything is based on what the City is doing. Zoom programming events are going fine, but of course they are not as good as in-person programming.

Maupin – The library is open to the public for quick browsing. Maupin was allowing the public in without checking with others. That has stopped. Computers are open for necessity (job applications, etc.) by appointment. Circulation is going up, slowly. Program kits are popular. As far as grants, Bronte is working on a national STEM grant that is in the second round. 12 libraries will be chosen. Things are going smooth now that the new city manager and city recorder are in place. The school could be back to in-person soon if Maupin meets certain criteria.

Dufur – Dufur School opened in mid-September for K-8, next Tuesday the High School will open. The High School Book Club will begin soon. Computers are available by appointment, no browsing allowed. Printing can be done by sending Sarah an email. This is being well received. The word is getting out through the school website, information delivered in classes, and through notices sent home.

Old Business: The City of Maupin wants to know about asking for more money from the Service District. Jeff is still gathering statistics and won't be working on the Service District budget until January. Tina Coleman says that if Maupin gets more money, then Dufur should as well. How does the number of people in each library area affect this? Mary Beechler said that

when the first talks about a new library in Maupin started, the City of Maupin had agreed to absorb the extra costs, such as increased staffing, associated with the new building.

New Business: Jeff presented a policy review schedule. First up is the Exam Proctoring policy. The existing policy still stands, with minor changes. We do not currently charge a fee for proctoring, but if we did, it should include a fee for scheduling a test to prevent people from not showing up for a test. There is a lot of work involved in getting a test scheduled, and if the person doesn't show up, staff time has been wasted. It was agreed that most policies are to be followed by all libraries in the district. There would be exceptions, such as Internet policies, as the Dufur School/Community Library has to follow school policy. Mary Beechler suggests changing pronouns to he/she/they on all policies. The Board will look at the Proctoring Policy and bring it back next month.

Financial Review: There was a question about Expense Assets under \$5,000. Jeff explained that was for replacing computers. The charge under Building and Grounds for \$6,000 was for the bathroom remodel and installation of the drinking fountain. Contractual Services covers all the different contracts, such as WiFi, Sage, hotspots, etc. The telephone is a separate line item. The \$91,000 to general fund at the top of second page is an administrative fee to the City - that is the portion paid to the City for HR support, tech support, handling staff paychecks, and financial payments. That amount has decreased, as the City now contracts legal services, which the library hardly ever uses.

The next Library Board meeting is on November 17, 2020, 4 pm, via Zoom.

Tina Coleman mentioned that she would like to see more information on electronic usage. Mary Beechler would like to have the same statistical information that Jeff gives the Board from the other libraries. The Board would love to see their program stats.

Meeting was adjourned at 5:00 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Tina Coleman, Board Member

Rita Rathkey, Board Member

Carolyn Wood, Chair

Mary Beechler, Vice-Chair

Corliss Marsh, Board Member

The Dalles Public Library programing stats

Youth Services

| <i>Date</i> | <i>Name of Event/Outreach</i> | Number Reached, if posted | Number of Views, if posted | Number of kits | Overall Total | NOTE: These were all virtual events live at City Park |
|---------------|--------------------------------------|----------------------------------|-----------------------------------|-----------------------|----------------------|--|
| 10/7/2020 | Baby Storytime | 265 | 35 | | | |
| 10/14/2020 | Baby Storytime | 197 | 46 | | | |
| 10/21/2020 | Baby Storytime | 153 | 27 | | | |
| 10/28/2020 | Baby Storytime | 158 | 43 | | | |
| 10/1/2020 | Toddler Storytime | 258 | 68 | | | |
| 10/8/2020 | Toddler Storytime | 225 | 64 | | | |
| 10/22/2020 | Toddler Storytime | 292 | 101 | | | |
| 10/29/2020 | Toddler Storytime | 343 | 87 | | | |
| 10/2/2020 | Friday Morning Storytime | 275 | 135 | | | 19 |
| 10/9/2020 | Friday Morning Storytime | 263 | 115 | | | 18 |
| 10/16/2020 | Friday Morning Storytime | 321 | 137 | | | 15 |
| 10/23/2020 | Friday Morning Storytime | 230 | 110 | | | 12 |
| 10/30/2020 | Friday Morning Storytime | 177 | 92 | | | 22 this was the finale for the season |
| 10/6/2020 | Spanish Storytime | 196 | 15 | | | |
| 10/13/2020 | Spanish Storytime | 199 | 12 | | | |
| 10/1/2020 | World Postcard Day participation | * | | 30 | | |
| 10/6/2020 | Latinx Heritage raffle participation | * | | 6 | | 44 participated |
| 10/14/2020 | 0-4 Activity Kit | | | 32 | | |
| 10/14/2020 | 5-10 Activity Kit | | | 42 | | |
| October | Family Science Activity Kit | | | 20 | | |
| 10/26/2020 | 0-4 Activity Kit | | | 33 | | |
| 10/26/2020 | 5-10 Activity Kit | | | 44 | | |
| TOTALS | | 3552 | 1087 | 207 | | 86 |

*The number reached is recorded in the adult section

TEEN SERVICES

| <i>Date</i> | <i>Name of Event/Outreach</i> | Number Reached | Number of Views | Number of kits | |
|---------------|-------------------------------|-----------------------|------------------------|-----------------------|-----------------|
| 10/5/2020 | Paint Night: Dragon | 261 | 22 | 20 | |
| 10/12/2020 | Zombie/Voodoo doll | 195 | 12 | 36 | |
| 10/19/2020 | Sci from Pantry: glow slime | 161 | 4 | 0 | no kit |
| 10/26/2020 | Jack Skellington Jar | 264 | 17 | 22 | |
| 10/1/2020 | Teen World Postcard Day | * | | 25 | 25 participated |
| October | Latinx Heritage book box | * | | 6 | 35 participated |
| 10/9/2020 | DIY Macrame Feather | 360 | 42 | 20 | |
| 10/16/2020 | Monster Clay Pot | 272 | 32 | 20 | |
| 10/30/2020 | Dia De Muertos Shrinky Dink | | | 20 | no video |
| 10/23/2020 | Tattoo Sleeve Tutorial | 264 | 30 | 0 | no kit |
| Totals | | 1777 | 159 | 169 | |

*The number reached is recorded under the adult section

Adult Services

| <i>Date</i> | <i>Name of Event/Outreach</i> | Number Reached | Number of Views | Number of kits | | |
|----------------|-----------------------------------|-----------------------|------------------------|-----------------------|------------------------|------------------------|
| 10/1/2020 | World Postcard Day | 906 | N/A | 25 | | |
| October | Latinx Heritage Book Box Raffle | 110 | | 6 | 34 participated | drawing was in October |
| 10/27/2020 | Classic Monster Silhouette Kit | 180 | 15 | 24 | | |
| 10/20/2020 | Halloween: A Haunted History | 993 | N/A | | 31 registered for Zoom | |
| 10/20/2020 | Beetlejuice Potted Sandworm | 299 | 49 | 27 | | |
| October | Pumpkin Decorating Contest | 436 | 337 | N/A | 3 Participated | |
| 10/15/2020 | Isabel Quintero English Event | 1600 | | 25 | | |
| 10/15/2020 | Isabel Quintero Spanish Event | 1000 | | 7 | | |
| 10/15/2020 | Isabel Quintero English Event (2) | N/A | | 18 | | |
| 10/12/2020 | A Message from Isabel Quintero | 134 | | | | |
| October | November Take&Make Notices | 390 | | | | |
| October | Sewing with CeCe | 100 | | | | |
| 10/26/2020 | CeCe Recycled Fabric | | 28 | N/A | | |
| 10/19/2020 | CeCe Woodland Character | | 16 | N/A | | |
| 10/12/2020 | CeCe Costume Coat | | 11 | N/A | | |
| 10/5/2020 | CeCe Kimono Costume | | 8 | N/A | | |
| TOTALS: | | 6148 | 464 | 132 | | |

| MAUPIN STATISTICS | October 2020 |
|--|---------------------|
| Patron Count | 185 |
| Total Circs | 724 |
| Number of Children's Programs | 1 |
| Children's Program Attendance | 3 |
| Number of Young Adult Programs | 1 |
| Young Adult Program Attendance | 5 |
| Number of Multi-generational Programs | 0 |
| Multi-generational Program Attendance | 0 |
| | |
| Computer Use | 0 |
| | |
| CIRCULATION STATS: | |
| Shelving Location | |
| <i>DVDs</i> | 107 |
| <i>Fiction</i> | 190 |
| <i>Picture Books</i> | 109 |
| <i>Non-Fiction</i> | 73 |
| <i>Graphic Novels</i> | 52 |
| <i>Children's Non-Fiction</i> | 22 |
| <i>Early Readers</i> | 48 |
| <i>Audiobooks</i> | 11 |
| <i>Junior Fiction</i> | 34 |
| <i>Junior Non-Fiction</i> | 2 |
| <i>Young Adult Fiction</i> | 11 |
| <i>Young Adult Non-Fiction</i> | 0 |
| <i>Large Print</i> | 12 |
| <i>Libros En Espanol</i> | 0 |
| <i>Children's DVDs</i> | 5 |
| <i>Board Books</i> | 41 |
| <i>Ask At Desk</i> | 4 |
| <i>OBOB</i> | 1 |

Activity kits

Virtual program

Dufur program stats for October:

Dufur school community Library programing information
 42 lessons with an average of 12 people in attendance.
 1 book club with 2 people in attendance

Dufur and Maupin: Library2Go stats

| | Dufur Library Oct-20 | Maupin Library Oct-20 |
|---------------------|-------------------------|--------------------------|
| Overdrive Read | 15 | 16 |
| Open EPUB ebook | 0 | 0 |
| adobe PDF ebook | 0 | 0 |
| kindle book | 0 | 11 |
| adobe EPUB ebook | 0 | 22 |
| overdrive MP3 audio | 0 | 9 |
| Open Pdf ebook | 0 | 0 |
| Pending(audio) | 1 | 4 |
| Pending(ebook) | 0 | 2 |
| Overdrive Listens | 36 | 31 |
| TOTAL | 52 | 95 |

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2020

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|----------------------|------------------|-------------------|---------------------|---------------------|-------------|
| <u>LIBRARY</u> | | | | | |
| 004-2100-000.11-00 | 38,897.48 | 158,213.39 | 512,517.00 | 354,303.61 | 30.9 |
| 004-2100-000.12-00 | 1,953.69 | 7,624.49 | 43,110.00 | 35,485.51 | 17.7 |
| 004-2100-000.13-00 | 157.28 | 157.28 | 11,000.00 | 10,842.72 | 1.4 |
| 004-2100-000.21-10 | 11,464.69 | 45,324.31 | 167,229.00 | 121,904.69 | 27.1 |
| 004-2100-000.21-20 | 256.87 | 1,027.20 | 3,380.00 | 2,352.80 | 30.4 |
| 004-2100-000.21-30 | 37.56 | 150.17 | 533.00 | 382.83 | 28.2 |
| 004-2100-000.21-40 | 21.48 | 1,111.01 | 1,698.00 | 586.99 | 65.4 |
| 004-2100-000.22-00 | 3,123.32 | 12,645.26 | 43,332.00 | 30,686.74 | 29.2 |
| 004-2100-000.23-00 | 4,206.95 | 16,929.61 | 69,714.00 | 52,784.39 | 24.3 |
| 004-2100-000.28-00 | 16.68 | 1,983.98 | 5,484.00 | 3,500.02 | 36.2 |
| 004-2100-000.29-00 | 20.00 | 80.00 | 120.00 | 40.00 | 66.7 |
| 004-2100-000.31-10 | 5,894.54 | 31,026.37 | 187,562.00 | 156,535.63 | 16.5 |
| 004-2100-000.32-20 | .00 | .00 | 750.00 | 750.00 | .0 |
| 004-2100-000.41-10 | 165.77 | 744.58 | 5,478.00 | 4,733.42 | 13.6 |
| 004-2100-000.41-20 | 99.13 | 295.30 | 1,746.00 | 1,450.70 | 16.9 |
| 004-2100-000.41-40 | 1,156.19 | 5,384.62 | 31,132.00 | 25,747.38 | 17.3 |
| 004-2100-000.43-10 | 154.71 | 5,238.24 | 38,050.00 | 32,811.76 | 13.8 |
| 004-2100-000.43-40 | .00 | .00 | 27,220.00 | 27,220.00 | .0 |
| 004-2100-000.43-45 | .00 | .00 | 300.00 | 300.00 | .0 |
| 004-2100-000.43-51 | .00 | .00 | .00 | .00 | .0 |
| 004-2100-000.43-52 | 3.77 | 365.06 | 8,250.00 | 7,884.94 | 4.4 |
| 004-2100-000.43-77 | .00 | 1,709.50 | 10,625.00 | 8,915.50 | 16.1 |
| 004-2100-000.52-10 | .00 | 4,630.34 | 4,778.00 | 147.66 | 96.9 |
| 004-2100-000.52-30 | .00 | 8,355.47 | 8,272.00 | (83.47) | 101.0 |
| 004-2100-000.52-50 | .00 | 693.26 | 795.00 | 101.74 | 87.2 |
| 004-2100-000.53-20 | 200.00 | 246.21 | 2,300.00 | 2,053.79 | 10.7 |
| 004-2100-000.53-30 | 807.99 | 2,773.43 | 12,955.00 | 10,181.57 | 21.4 |
| 004-2100-000.58-10 | .00 | .00 | 15,850.00 | 15,850.00 | .0 |
| 004-2100-000.58-50 | .00 | 49.00 | 17,485.00 | 17,436.00 | .3 |
| 004-2100-000.58-70 | 144.00 | 919.00 | 7,361.00 | 6,442.00 | 12.5 |
| 004-2100-000.60-10 | 266.06 | 1,602.14 | 38,555.00 | 36,952.86 | 4.2 |
| 004-2100-000.60-20 | 303.53 | 965.73 | 8,050.00 | 7,084.27 | 12.0 |
| 004-2100-000.60-85 | 3,058.18 | 12,564.56 | 141,475.00 | 128,910.44 | 8.9 |
| 004-2100-000.64-20 | 7,374.54 | 23,875.23 | 116,500.00 | 92,624.77 | 20.5 |
| 004-2100-000.64-30 | 80.45 | 1,323.30 | 5,800.00 | 4,476.70 | 22.8 |
| 004-2100-000.64-40 | 410.29 | 3,499.36 | 61,350.00 | 57,850.64 | 5.7 |
| 004-2100-000.64-80 | 1,188.03 | 3,314.12 | 59,037.00 | 55,722.88 | 5.6 |
| 004-2100-000.69-50 | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 004-2100-000.69-80 | .00 | 18,062.04 | 65,145.00 | 47,082.96 | 27.7 |
| 004-2100-000.72-20 | .00 | .00 | 52,000.00 | 52,000.00 | .0 |
| 004-2100-000.74-20 | .00 | .00 | .00 | .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 | 81,463.18 | 372,883.56 | 1,787,938.00 | 1,415,054.44 | 20.9 |

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2020

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|--------------|--------------|------|
| <u>OTHER</u> | | | | | |
| 104-9500-000.81-01 TO GENERAL FUND | 8,312.27 | 33,249.08 | 91,435.00 | 58,185.92 | 36.4 |
| 104-9500-000.81-10 TO UNEMPLOYMENT FUND | 251.00 | 1,004.00 | 2,761.00 | 1,757.00 | 36.4 |
| 104-9500-000.81-37 TO CAPITAL PROJECT FUND | 909.09 | 3,636.36 | 10,000.00 | 6,363.64 | 36.4 |
| 104-9500-000.88-00 CONTINGENCY | .00 | .00 | 186,718.00 | 186,718.00 | .0 |
| 104-9500-000.88-01 RSRV FUTURE EXPENDITURES | .00 | .00 | 89,213.00 | 89,213.00 | .0 |
| 104-9500-000.89-00 UNAPPROPRIATED ENDING BAL | .00 | .00 | 784,775.00 | 784,775.00 | .0 |
| | | | | | |
| TOTAL OTHER | 9,472.36 | 37,889.44 | 1,164,902.00 | 1,127,012.56 | 3.3 |
| | | | | | |
| TOTAL FUND EXPENDITURES | 90,935.54 | 410,773.00 | 2,952,840.00 | 2,542,067.00 | 13.9 |

WASCO COUNTY LIBRARY SERVICE DISTRICT

PROCTORING EXAMS POLICY

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.

A nonrefundable scheduling fee of \$5.00 will be charged to set up a test time.

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 day of

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Rita Rathkey, Chair

Signature lines need to be updated

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

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

County Judge

County Commissioner

County Commissioner

WASCO COUNTY LIBRARY SERVICE DISTRICT

WIRELESS INTERNET ACCESS POLICY

The Wasco County Library Service District offers free wireless Internet access for the public. Users who have personal electronic devices (laptops, PDAs, handheld games, etc.) with wireless Internet cards may be able to access a wireless connection from inside and outside the library building. Other public wireless networks may be accessible at the library as well.

Wireless access currently uses the WiFi standards 802.11 a, b and g. Most wireless devices should recognize the library network automatically. If your device does not have wireless built in, you must purchase a WiFi compatible network card.

- The library does not assist users in obtaining a wireless connection.
- Signal strength may vary throughout the library. Please move to a different location within the library if you are having trouble securing a connection or staying online.
- Library staff cannot perform repairs or troubleshoot your equipment.
- Wireless connections are not secure; use caution when transmitting personal information.
- The library is not responsible for damage to software, hardware or files connected to the wireless network.
- Be prepared to use battery power. Do not plug into an outlet where you block aisles, exits or access to materials. The library has limited electrical outlets.
- The library cannot guarantee your equipment will work with the library's network.
- Do not leave your equipment unattended. The library is not responsible for equipment that is lost or stolen.

Rules for Acceptable Use of Wireless Internet Connections

Regardless of the WiFi source, wireless Internet users inside the library or on library premises are subject to the library's Internet Computer Use Policy, with the exception of those rules that apply to library-owned equipment.

Specifically, as a wireless Internet user, you must:

- Stop viewing any site that creates a hostile environment for other library users and staff if a staff member asks you to stop.
- Follow the rules of the websites you visit.
- Never harass others with prints, images or messages.
- View and print only legal material and conduct only legal activity.

- Make appropriate choices about the sites you view when others are present, since the library is a public place that serves children as well as adults.
- Use sound-muffling headphones or mute sound to avoid disturbing others.
- Never block aisles, exits or access to library materials.
- Follow all provisions of the Library's Behavior Policy.

Failure to follow the rules for wireless Internet use may result in the loss of wireless Internet access privileges, potential loss of library privileges, and possible criminal prosecution. Loss of wireless Internet access privileges will occur after one warning is given and the misuse behavior continues. The Library's Behavior Policy describes the circumstances under which the loss of library privileges will also occur.

ADOPTED by the Wasco County Library Service District Board of Directors on the 12th day of November, 2008.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Mary Beechler
Mary Beechler, Chair

Corliss Marsh
Corliss Marsh, Vice-Chair

Cee Cee Anderson
CeeCee Anderson, Board Member

Cindy Johnson
Cindy Johnson, Board Member

Diana McElheran
Diana McElheran, Board Member

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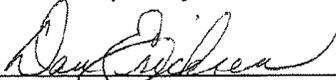
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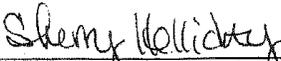
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ADOPTED by the Wasco County Court, Governing Body of the Wasco
County Library Service District, on the 26th day of November, 2008

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



Dan Ericksen, County Judge



Sherry Holliday, County Commissioner



Bill Lennox, County Commissioner