

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Date: January 19, 2021  
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
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/86196364024?pwd=MkVmVEZsbDV2V0o4QjA2WitaSXdiQT09>

Meeting ID: 861 9636 4024

Passcode: 744259

One tap mobile

+16699006833,,86196364024#,,,\*744259# US (San Jose)

+12532158782,,86196364024#,,,\*744259# US (Tacoma)

Wasco County Library Service District  
Board Meeting  
November 17, 2020  
Location: via Zoom

**SUBJECT TO APPROVAL**

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

**Staff present:** Jeff Wavrunek, Rita Squires, Bronte Dod

**Called to order:** at 4:02 by Carolyn Wood

**Corrections to minutes:** none, Tina Coleman moved to approve the minutes, Mary Beechler seconded, and the minutes were passed.

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

**Director's Reports:**

**Maupin** – Their Library Foundation is filing for 501c3 status and will send an update later. The virtual escape room was very popular, especially with the younger tweens. Activity kits are going great. They will hear about getting the STEM grant soon. Wi-Fi hotspots, the new ones that The Dalles has switched to, will not work in Maupin. Bronte is looking for funding for the AT&T hotspots so that they can continue offering that service to their patrons. As far as the latest COVID mandate from the state, they are not shutting down, but are limiting capacity even more than previously. If necessary, they will ask people to wait before allowing them inside the library.

**Dufur** – The Library was getting into a great groove offering 18 lessons a week for the school, and having 4 hours of appointments available (We could have 4 people max and averaged 3 people). We had our first high school book club in October with 2 participants (two couldn't make the meeting) and we're making plans for the next two months. Well that has all changed. I am on a two-week quarantine due to an exposure to Covid at work. The school has gone back to only nonquarantined staff and no after school activities. Hopefully after Thanksgiving, I can go back to being open by appointment and possibly getting the book club going again. Thankfully I had Google classrooms set up for the library and I am working on getting these out to the preschool as well.

**The Dalles** – Regarding COVID, we will continue to offer curbside service; the state's directive does not affect that. Library staff are extremely social distanced as they are spread out throughout the library with some working on the mezzanine level, some at tables in the main part of the library, some in the children's wing, and others in the backroom. Rita Rathkey asked if Jeff was aware of new information from OSHA which talks about filters being changed regularly. Rita also mentioned a specific filter. Jeff will share that information with the City's safety officer and building maintenance staff. The railing on the steps off the sidewalk on the Court Street side have been replaced. The previous railing was the original one, had a lot of splinters, and no longer looked nice. Apparently a homeless person has setup camp under the library windows on the north side of the library. Jeff has alerted the police, who will check tonight and see if there is anyone there. The homeless shelter which was recently setup is using one of our hotspot devices for security system purposes. We have not yet heard about how that is working for them. Maintenance is currently working on cleaning up the fallen leaves and branches on the property. This year's Winter Reading program is about to begin. Registration will be through Beanstack, just like the Summer Reading program. Activity kits for all ages are being offered as well. The muffler on the van needs fixing, it was really loud on Jeff's recent trip to Maupin.

**Old Business:** Proctoring policy review; changes were made to the wording as pronouns were expanded per a previous suggestion from Mary Beechler. The library will start charging a scheduling fee. Mary Beechler moved to approve the policy as presented; Rita Rathkey seconded the motion and it passed unanimously.

**New Business:** Wireless Internet Policy – Jeff wants suggestions and Mary Beechler stated that it has dated terminology. If someone isn't following our policy, can we block them, as it implies in the current policy? The answer is probably no, but Jeff will check. If we did block them, it would be censorship, which libraries don't endorse. The vast majority of people using our Wi-Fi know that this is a public place, and aren't viewing sites that would be inappropriate.

**Financial Review:** Looks fine.

**Miscellaneous:** Mary Beechler loves seeing all the different programs going on at each library and having those statistics reported from Dufur and Maupin, as well as The Dalles. There was a short discussion about the signing of the minutes from previous Zoom meetings and policies as they are updated. It was decided that everything that needs to be signed will be gathered together and Board members will then be notified that they can stop by the library at their convenience.

There will not be a meeting in December; the next Library Board meeting will be on Tuesday, January 19<sup>th</sup> at 4:00 via Zoom.

Meeting was adjourned at 4:37 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

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	38,613.69	235,789.07	512,517.00	276,727.93	46.0
004-2100-000.12-00	1,786.26	11,313.13	43,110.00	31,796.87	26.2
004-2100-000.13-00	.00	187.86	11,000.00	10,812.14	1.7
004-2100-000.21-10	11,464.68	68,253.67	167,229.00	98,975.33	40.8
004-2100-000.21-20	256.87	1,540.94	3,380.00	1,839.06	45.6
004-2100-000.21-30	37.55	225.27	533.00	307.73	42.3
004-2100-000.21-40	19.68	1,152.87	1,698.00	545.13	67.9
004-2100-000.22-00	3,076.78	18,836.69	43,332.00	24,495.31	43.5
004-2100-000.23-00	4,614.71	26,347.16	69,714.00	43,366.84	37.8
004-2100-000.28-00	16.68	2,017.34	5,484.00	3,466.66	36.8
004-2100-000.29-00	15.00	110.00	120.00	10.00	91.7
004-2100-000.31-10	7,940.66	57,165.99	187,562.00	130,396.01	30.5
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	211.27	1,134.62	5,478.00	4,343.38	20.7
004-2100-000.41-20	99.13	493.56	1,746.00	1,252.44	28.3
004-2100-000.41-40	1,772.18	8,668.33	31,132.00	22,463.67	27.8
004-2100-000.43-10	163.29	5,707.38	38,050.00	32,342.62	15.0
004-2100-000.43-40	.00	85.00	27,220.00	27,135.00	.3
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	415.95	806.61	8,250.00	7,443.39	9.8
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	.00	309.49	2,300.00	1,990.51	13.5
004-2100-000.53-30	698.29	3,952.87	12,955.00	9,002.13	30.5
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	190.00	1,194.00	7,361.00	6,167.00	16.2
004-2100-000.60-10	313.57	2,595.93	38,555.00	35,959.07	6.7
004-2100-000.60-20	245.04	1,424.57	8,050.00	6,625.43	17.7
004-2100-000.60-85	3,402.77	18,870.12	141,475.00	122,604.88	13.3
004-2100-000.64-20	7,740.90	36,445.11	116,500.00	80,054.89	31.3
004-2100-000.64-30	60.00	1,383.30	5,800.00	4,416.70	23.9
004-2100-000.64-40	1,067.24	5,330.69	61,350.00	56,019.31	8.7
004-2100-000.64-80	( 273.03)	3,257.09	59,037.00	55,779.91	5.5
004-2100-000.69-50	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80	( 1,680.83)	16,381.21	65,145.00	48,763.79	25.2
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
<b>TOTAL LIBRARY</b>	<b>82,268.33</b>	<b>546,417.44</b>	<b>1,787,938.00</b>	<b>1,241,520.56</b>	<b>30.6</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	8,312.27	49,873.62	91,435.00	41,561.38	54.6
004-9500-000.81-10 TO UNEMPLOYMENT FUND	251.00	1,506.00	2,761.00	1,255.00	54.6
004-9500-000.81-37 TO CAPITAL PROJECT FUND	909.09	5,454.54	10,000.00	4,545.46	54.6
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	56,834.16	1,164,902.00	1,108,067.84	4.9
TOTAL FUND EXPENDITURES	91,740.69	603,251.60	2,952,840.00	2,349,588.40	20.4

# Circ stats: The Dalles-Wasco County Public Library

STATS for 2020 -2021	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
VISITOR COUNT	0	0	0	0	0	0	0	0	0	0	0	0
INTERNET USERS	0	0	0	0	0	0	0	0	0	0	0	0
Overdrive Read	252	245	237	298	280	235						
Open EPUB ebook	2	1	0	0	0	4						
adobe PDF ebook	0	0	0	0	0	0						
kindle book	231	242	310	257	267	217						
adobe EPUB ebook	84	89	101	93	108	83						
overdrive MP3 audio	321	375	317	326	312	243						
Open PDF ebook	0	0	0	0	0	0						
Pending (ebook)	19	22	21	30	30	31						
Pending (audiobook)	22	37	17	27	18	18						
overdrive Listens	562	527	506	539	466	488						
LIBRARY2Go total	1,493	1,538	1,510	1,570	1,481	1,319						
TUMBLEBOOKS	7	17	358	302	133	88						
PATRONS ADDED	23	19	21	20	20	23						
ILL'S SENT	1,166	1,259	1,281	1,309	1,290	1,410						
ILL'S RECEIVED	724	931	975	913	711	925						
MONTHLY CIRC	7,373	5,325	4,202	4,600	4,199	5,032						
LIBRARY2GO	1,493	1,538	1,510	1,570	1,481	1,319						
TOTAL CIRC	8,866	6,863	5,712	6,170	5,680	6,351						

# Youth Services

NOTE: These were all virtual events

Date	Name of Event/Outreach	Number Reached	Number of		Overall Total	
			Views, if posted	Number of kits		
12/2/2020	Baby Storytime	244	62	18	18	countdown
12/9/2020	Baby Storytime	167	43	32	32	elf & tree
12/16/2020	Baby Storytime	191	36	48	48	mouse in mitten
12/30/2020	Baby Storytime	208	47	22	22	dancing snowman
12/3/2020	Toddler Storytime	283	90	48	48	cookie
12/10/2020	Toddler Storytime	207	56	27	27	cookie
12/17/2020	Toddler Storytime	226	65	49	49	cookie
12/31/2020	Toddler Storytime	260	47	23	23	thumbprint snowman
12/4/2020	Friday Morning Storytime	431	149	49	49	wooden snowflake
12/11/2020	Friday Morning Storytime	168	58	24	24	new year glasses
12/18/2020	Friday Morning Storytime	203	94	48	48	thermometer
12/1/2020	0-4 Activity Kit WR			18	18	energy conductor
12/1/2020	5-10 Activity Kit WR			32	32	5 of these were leftover previous
12/7/2020	0-4 Activity Kit WR			22	22	
12/7/2020	5-10Activity Kit WR			48	48	
12/14/2020	0-4 Activity Kit WR			27	27	
12/14/2020	5-10 Activity Kit WR			49	49	
12/21/2020	0-4 Activity Kit WR			23	23	
12/21/2020	5-10 Activity Kit WR			49	49	
12/28/2020	0-4 Activity Kit WR			24	24	
12/28/2020	5-10 Activity Kit WR			48	48	
December	Family Science kit			25	25	
12/22/2020	Bilingual story time		168		168	
12/29/2020	Bilingual story time	??	18		18	
<b>TOTALS</b>			<b>2588</b>	<b>747</b>	<b>365</b>	<b>1112</b>

## TEEN SERVICES

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits	Number of
12/7/2020	Plushie Ornaments	199	10	28	
12/14/2020	Gingerbread Men	not applicable	not applicable	34	
12/21/2020	Mug Decorating	182	11	36	
12/28/2020	Paint Night: City Snow	164	10	30	
12/4/2020	String Trees	215	24	25	
12/11/2020	Marbled Ornament	150	15	25	
12/18/2020	Peppermint Ornament	223	24	25	
<b>TOTAL</b>		<b>1133</b>	<b>94</b>	<b>203</b>	

no video

## Adult Services

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits	Number of
December	Sewing with Cece	631		24	
12/4/2020	Shadow Box - WR kit			23	
12/7/2020	Santa Brush - WR kit			34	
12/14/2020	Gingerbread cookie - WR kit	174	42	25	
12/8/2020	Clay Ornaments - WR kit				
12/15/2020	Minimalistic Winter Wreath - WR kit	193	29		
<b>TOTALS</b>		<b>998</b>	<b>71</b>	<b>106</b>	

there were 3 or 4 videos



Maupin statistics  
July through December

	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
<b>Patron Count</b>	89	154	183	185	212	206
<b>Total Circs</b>	534	599	704	724	761	732
<b>Number of Children's Programs</b>	1	0	0	1	2	2
<b>Children's Program Attendance</b>	0	0	0	4	9	21
<b>Number of Young Adult Programs</b>	0	0	0	1	0	0
<b>Young Adult Program Attendance</b>	0	0	0	5	0	0
<b>Number of Multi-generational Programs</b>	0	1	1	0	1	1
<b>Multi-generational Program Attendance</b>	0	9	7	0	2	8
<b>Computer Use</b>	0	3	3	0	0	1
<b>Shelving Location</b>						
<i>DVDs</i>	71	108	147	107	173	132
<i>Fiction</i>	202	167	208	190	198	186
<i>Picture Books</i>	49	65	61	109	118	120
<i>Non-Fiction</i>	58	65	74	73	68	83
<i>Graphic Novels</i>	36	36	37	52	33	52
<i>Children's Non-Fiction</i>	22	25	20	22	18	26
<i>Early Readers</i>	26	33	41	48	60	31
<i>Audiobooks</i>	7	8	14	11	14	12
<i>Junior Fiction</i>	26	39	37	34	24	18
<i>Junior Non-Fiction</i>	1	5	1	2	4	5
<i>Young Adult Fiction</i>	17	13	5	11	13	9
<i>Young Adult Non-Fiction</i>	1	1	2	0	0	1
<i>Large Print</i>	3	4	9	12	6	8
<i>Libros En Espanol</i>	0	0	1	0	3	1
<i>Children's DVDs</i>	0	8	11	5	10	15
<i>Board Books</i>	9	16	31	41	11	25
<i>Ask At Desk</i>	2	3	5	4	3	2
<i>OBOB</i>	3	3	0	1	2	1

**Note: no statistics for Dufur, as they were not open**

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, tablets, cell phones, hand-held games, etc.) 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 Guidance*

- 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 \_\_\_\_\_ day of \_\_\_\_\_, 2021.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

\_\_\_\_\_  
Carolyn Wood, Chair

\_\_\_\_\_  
Mary Beechler, Vice-Chair

\_\_\_\_\_  
Tina Coleman, Board Member

\_\_\_\_\_  
Corliss Marsh, Board Member

\_\_\_\_\_  
Rita Rathkey, Board Member

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ADOPTED by the Wasco County Court, Governing Body of the Wasco County Library Service District,  
on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

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

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

## WASCO COUNTY LIBRARY SERVICE DISTRICT

### INTERNET COMPUTER USE POLICY

The Wasco County Library Service District offers Internet access in order to more effectively fulfill the educational and informational needs of the library's patrons.

The Internet offers access to many valuable sources of information but not all sites are accurate, complete, or current. The library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. There are sites and materials that are objectionable to some people and inappropriate for children.

The following are guidelines for Internet use at the library. Disregard of these guidelines can result in the user's loss of Internet access:

1. Computers are available for one-hour time blocks, and are available for additional time blocks if computers are not in use.
2. Log on using your own library card or guest card number and promptly give up the computer when your time has elapsed or when requested by staff. Do not use another person's identification or bar code number, with or without permission, to sign up or log on to a computer.
3. Complete the click-through agreement acknowledging the Internet use rules and agreeing to follow them.
4. Copies may be printed at a cost of 10 cents each.
5. You may download files although the library is not responsible for damage to your device or corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers.
6. Privacy screens are available for Internet computers. However, effectiveness of privacy screens is limited. Users are working in a public environment shared by people of all ages, and are expected to exercise good judgment and be respectful of those around them when viewing materials. Please respect others' privacy by not attempting to observe or comment on what others are viewing.
7. Use headphones or ear buds when listening to audio content, and keep the volume low so you do not disturb others.
8. Do not gather around Internet stations when doing so may obstruct others or create noise that distracts others.

9. Misuse of the library’s computers by minors or adults may result in the loss of computer privileges, potential loss of library privileges, and possible criminal prosecution. Loss of computer 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.

Misuse includes but is not limited to: a violation of the Library’s Behavior Policy, endangering or damaging computer equipment, hacking into any computer system, sending harassing messages, violating copyright laws or software licensing agreements, or using public computers or connections for illegal activities.

10. The following guidelines apply to Internet use by minors (under the age of 17):
- a. Minors should never disclose any personal identification information over the Internet.
  - b. Minors should not agree to get together with someone they meet online.
  - c. As with other library materials, parents and/or guardians are responsible for monitoring the use or the Internet by their minor children.
  - d. Parents may request that their child not be allowed to log on to the library’s Internet computers.

ADOPTED by the Wasco County Library Service District Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

\_\_\_\_\_  
Carolyn Wood, Chair

\_\_\_\_\_  
Mary Beechler, Vice-Chair

\_\_\_\_\_  
Tina Coleman, Board Member

\_\_\_\_\_  
Corliss Marsh, Board Member

\_\_\_\_\_  
Rita Rathkey, Board Member

ADOPTED by the Wasco County Court, Governing Body of the Wasco County Library Service District on the \_\_\_\_\_ day of \_\_\_\_\_ of 2021.

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

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

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