

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Date: March 16, 2021  
4:00  
**Location:** via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87418871825?pwd=d0RUL3JmQjFPcUxpRVM3Tk5xRG1mQT09>

Meeting ID: 874 1887 1825

Passcode: 126715

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
  - a. Wireless Internet Policy review
  - b. Patron Behavior Policy review
- VI. NEW BUSINESS
  - a. Library Meeting Room Use Policy
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

Wasco County Library Service District  
Board Meeting  
February 16, 2021  
Location: via Zoom

**SUBJECT TO APPROVAL**

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

**Staff present:** Jeff Wavrunek

**Called to order:** at 4:08 by Carolyn Wood

**Corrections to minutes:** None, Mary Beechler moved to approve the minutes, Rita Rathkey seconded, and the minutes were passed.

**Recognition of visitors and interested parties:** None

**Director's Reports:**

***Dufur*** – None

***Maupin*** – Our February craft for all ages, the heart-in-Oregon Sun-catcher, has been popular with our patrons. I got my new computer and thanks to Maggie have it all set up. My old computer will replace one of the public ones. Thanks to The Dalles Library for the upgrade! I am working with the city on the 2021-2022 budget, and there will most likely be some cuts and/or changes to operating hours and hours of staff. I am working with the SWCLF treasurer to file our first tax return for the Foundation. I am also working with our library assistant Amy to plan some spring outdoor events, the first is an outdoor, socially distanced seed exchange planned for April 3. I'm also working with Rita and Sarah on the Summer Reading Program and planning a mix of virtual events and craft kits, based on the State Library recommendations for planning this year.

***The Dalles*** – The Dalles Library remains in the curbside service model as Wasco County is still in the “extreme risk” COVID category. The winter reading program had good attendance and many reading prizes were handed out to participants. With Google’s support some Google Applications Zoom classes were held. New Chromebooks were utilized in teaching folks how to use all the different applications. Participants were pleased. The new front desk employee started on Monday, February 1. Being from California she had some challenges with the snowstorm and roads. The Dalles Library purchased extra Library2Go digital print and audio titles for the most popular and hard-to-get digital items just for Wasco County library card holders. Consequently, Wasco County residents will have a much shorter wait time for items in high demand on the Library2Go digital platform. This platform can be accessed 24/7 from anywhere on patron electronic devices.

**Old Business:** The Dufur and Maupin Libraries had wanted more tax district funds to help support staffing at each respective location. Jeff has been working behind the scene with Dufur and Maupin city officials to make it happen. Jeff and Sarah met with the Dufur City Council last Tuesday and brought forth a proposal for the Library District to fund a part-time public library employee to help Sarah who has worked on her own. The Dufur City Council accepted the idea and they plan on combining the library assistant position with a part-time position that will help Kathy, the Dufur City Clerk. The combined position will better attract higher quality applicants for the job. Accordingly, Maupin will receive a percentage increase in Library District funding similar to Dufur’s increase to support staffing at their library.

**New Business:** In regards to the Public Computer Use Policy, some of the wording has been changed, and brought up-to-date to address concerns about creating a “hostile environment.” Board members saw no concerns with the new language. Rita Rathkey moved to accept the policy, and Tina Coleman seconded, and the policy was accepted. It was decided that the Wireless Policy should be consistent with the Public Computer Use Policy as it concerns “hostile environment.” It will be brought before the Library Board in March for review and approval. The Library Board looked at the Behavior Policy and had many insightful comments. Jeff will update the Behavior Policy and bring it to the March meeting.

**Financial Review:** There were no questions and the financial statement from the The Dalles Library was accepted. Jeff mentioned that The Dalles Library would be getting a 3% increase in funding for next fiscal year from the Library District. Because of the increased funding going to the Maupin and Dufur Libraries to accommodate personnel costs, those two libraries will be getting a 20-25% one-time increase in funding for FY21/22. It is anticipated that all libraries would go back to getting the usual annual 3% increase in funding for FY22/23.

**Miscellaneous:** Mary Beechler would like to know what triggers The City of The Dalles is using to determine when The Dalles Library can open up and go back to its normal service model. Also, Corliss Marsh, stated that there will be a Friends of the Library Book Sale on February 27, 9 am – 12 pm.

The next Library Board meeting will be on Tuesday, March 16, 2021, at 4:00 p.m. via Zoom.

Meeting was adjourned at 5:21 pm.

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 8 MONTHS ENDING FEBRUARY 28, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00 REGULAR SALARIES	40,641.22	315,719.78	512,517.00	196,797.22	61.6
004-2100-000.12-00 PARTTIME/TEMP SALARIES	1,793.94	14,985.57	43,110.00	28,124.43	34.8
004-2100-000.13-00 OVERTIME SALARIES	115.01	302.87	11,000.00	10,697.13	2.8
004-2100-000.21-10 MEDICAL INSURANCE	12,272.12	91,976.14	167,229.00	75,252.86	55.0
004-2100-000.21-20 L-T DISABILITY INSURANCE	257.96	2,055.49	3,380.00	1,324.51	60.8
004-2100-000.21-30 LIFE INSURANCE	37.96	300.74	533.00	232.26	56.4
004-2100-000.21-40 WORKERS COMP INSURANCE	22.30	1,195.73	1,698.00	502.27	70.4
004-2100-000.22-00 FICA	3,241.29	25,213.65	43,332.00	18,118.35	58.2
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	12,554.61	43,654.90	69,714.00	26,059.10	62.6
004-2100-000.28-00 VEBA CONTRIBUTIONS	33.36	2,917.32	5,484.00	2,566.68	53.2
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	20.00	150.00	120.00	( 30.00)	125.0
004-2100-000.31-10 CONTRACTUAL SERVICES	1,703.36	62,674.33	187,562.00	124,887.67	33.4
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000.41-10 WATER & SEWER	156.62	1,478.94	5,478.00	3,999.06	27.0
004-2100-000.41-20 GARBAGE SERVICES	100.58	693.27	1,746.00	1,052.73	39.7
004-2100-000.41-40 ELECTRICITY	2,201.84	13,154.65	31,132.00	17,977.35	42.3
004-2100-000.43-10 BUILDINGS AND GROUNDS	.00	7,255.36	38,050.00	30,794.64	19.1
004-2100-000.43-40 OFFICE EQUIPMENT	.00	85.00	27,220.00	27,135.00	.3
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	23.72	858.61	8,250.00	7,391.39	10.4
004-2100-000.43-77 HVAC SYSTEMS	.00	3,995.50	10,625.00	6,629.50	37.6
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	.00	312.65	2,300.00	1,987.35	13.6
004-2100-000.53-30 TELEPHONE	799.18	5,565.91	12,955.00	7,389.09	43.0
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	.00	49.00	17,485.00	17,436.00	.3
004-2100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	1,194.00	7,361.00	6,167.00	16.2
004-2100-000.60-10 OFFICE SUPPLIES	580.82	3,231.04	38,555.00	35,323.96	8.4
004-2100-000.60-20 JANITORIAL SUPPLIES	135.81	1,819.45	8,050.00	6,230.55	22.6
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	5,599.29	25,859.29	141,475.00	115,615.71	18.3
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	13,118.37	52,585.15	116,500.00	63,914.85	45.1
004-2100-000.64-30 LIBRARY PERIODICALS	600.00	1,983.30	5,800.00	3,816.70	34.2
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,023.66	6,434.75	61,350.00	54,915.25	10.5
004-2100-000.64-80 COMPUTER SOFTWARE	.00	3,257.09	59,037.00	55,779.91	5.5
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80 ASSETS < \$5000	.00	16,381.21	65,145.00	48,763.79	25.2
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	97,033.02	721,019.76	1,787,938.00	1,066,918.24	40.3

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER</u>					
004-9500-000.81-01	TO GENERAL FUND	8,312.27	66,498.16	91,435.00	24,936.84	72.7
004-9500-000.81-10	TO UNEMPLOYMENT FUND	251.00	2,008.00	2,761.00	753.00	72.7
004-9500-000.81-37	TO CAPITAL PROJECT FUND	909.09	7,272.72	10,000.00	2,727.28	72.7
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	75,778.88	1,164,902.00	1,089,123.12	6.5
	TOTAL FUND EXPENDITURES	106,505.38	796,798.64	2,952,840.00	2,156,041.36	27.0

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	280	227				
Open EPUB ebook	2	1	0	0	0	4	0	1				
adobe PDF ebook	0	0	0	0	0	0	0	0				
kindle book	231	242	310	257	267	217	344	266				
adobe EPUB ebook	84	89	101	93	108	83	73	49				
overdrive MP3 audio	321	375	317	326	312	243	298	249				
Open PDF ebook	0	0	0	0	0	0	0	0				
Pending (ebook)	19	22	21	30	30	31	22	20				
Pending (audiobook)	22	37	17	27	18	18	19	14				
overdrive Listens	562	527	506	539	466	488	517	540				
LIBRARY2Go total	1,493	1,538	1,510	1,570	1,481	1,319	1,553	1,372				
TUMBLEBOOKS	7	17	358	302	133	88	51	96				
PATRONS ADDED	23	19	21	20	20	23	19	25				
ILL'S SENT	1,166	1,259	1,281	1,309	1,290	1,410	1,392	1,299				
ILL'S RECEIVED	724	931	975	913	711	925	965	888				
MONTHLY CIRC	7,373	5,325	4,202	4,600	4,199	5,032	4,422	4,192				
LIBRARY2GO	1,493	1,538	1,510	1,570	1,481	1,319	1,553	1,372				
TOTAL CIRC	8,866	6,863	5,712	6,170	5,680	6,351	5,975	5,564				

# Youth Services The Dalles

Date	Name of Event/Outreach				Overall Total
		Number reached/attending	Number of Views, if available	Number of kits, if applicable	
2/3/2021	Baby story time	166	48		
2/10/2021	Baby story time	148	24		
2/17/2021	Baby story time	147	38		
2/24/2021	Baby story time	112	27		
2/4/2021	Toddler story time	208	62		
2/11/2021	Toddler story time	175	41		
2/18/2021	Toddler story time	159	54		
2/25/2021	Toddler story time	148	42		
2/5/2021	Friday Morning story time	270	66		
2/12/2021	Friday Morning story time	149	53		
2/19/2021	Friday Morning story time	139	46		
2/26/2021	Friday Morning story time	127	43		
2/6/2021	Virtual performance - Red Yarn	182	27		
	Virtual performance - Tommy Terrific's Wacky				
2/20/2021	Magic	152	18		
2/8/2021	Activity kit age 0-4: Valentine Teddy Bear			30	
2/8/2021	Activity kit age 5-10: DIY Sequin Heart Box			48	
2/22/2021	Activity kit ages 0-4: How I Feel wheel			24	
2/22/2021	Activity kit ages 5-10: DIY Rainstick			45	
2/15/2021	Family Science Kit			20	
TOTALS		2282	589	167	3038

## TEEN SERVICES The Dalles

<i>Date</i>	<i>Name of Event/Outreach</i>	Number Reached	Number of Views (if there was a video)	Number of kits	Overall Total
2/1/2021	Felt Flower Bouquetts	240	42	37	
2/8/2021	Wire Wrapped heart pendant			40	
2/15/2021	Oil Pastel Abstract selfie	188	17	42	
2/22/2021	grab-n-go STEM kits	196	43	76	
2/5/2021	Among Us Crewmates Clay	240	62	35	
2/5/2021	Among Us Crewmate Felt	232	44	35	
2/12/2021	Friendship Bracelets	228	36	30	
2/19/2021	Chocolate Dipped Marshmallows	265	54	40	
2/26/2021	Stress Ball	215	41	38	
TOTALS		1804	339	373	2516

## Adult Services The Dalles

<i>Date</i>	<i>Name of Event/Outreach</i>	Number Reached/Attending	Number of Views (if there was a video)	Number of kits	
2/11/2021	PRIDE Book Club	4			
2/18/2021	3rd Thursday Book Club	6			
2/8/2021	Google Application Class	10	2	1	
2/9/2021	Google Application Class	10	3	1	
2/10/2021	Google Application Class	10	2	1	
2/9/2021	Valentine Goody (all ages)			180	
2/2/2021	Activity kit - Heart Magnet	181	66	42	
2/12/2021	Activity kit - El Corazon paint night	188	40	32	
2/12/2021	Activity kit - Laser-cut music box	32		30	
TOTAL		441	113	287	841

Total of all:  
6395



## Dufur statistics:

We had 290 items checked out in the month of February, 59 school programs 1 take and make for prek-5th grade with 47 packets picked up, 7 days open for the public to use computers.

## Maupin statistics:

	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021
<b>Patron Count</b>	183	185	212	206	210	179
<b>Total Circs</b>	704	724	761	732	791	818
<b>Number of Children's Programs</b>	0	1	2	2	1	1
<b>Children's Program Attendance</b>	0	4	9	21	4	3
<b>Number of Young Adult Programs</b>	0	1	0	0	0	0
<b>Young Adult Program Attendance</b>	0	5	0	0	0	0
<b>Number of Multi-generational Programs</b>	1	0	1	1	0	1
<b>Multi-generational Program Attendance</b>	7	0	2	8	0	16
<b>Computer Use</b>	3	0	0	1	0	1
<b>Shelving Location</b>						
<i>DVDs</i>	147	107	173	132	175	182
<i>Fiction</i>	208	190	198	186	192	227
<i>Picture Books</i>	61	109	118	120	110	87
<i>Non-Fiction</i>	74	73	68	83	83	99
<i>Graphic Novels</i>	37	52	33	52	21	49
<i>Children's Non-Fiction</i>	20	22	18	26	45	28
<i>Early Readers</i>	41	48	60	31	58	40
<i>Audiobooks</i>	14	11	14	12	6	8
<i>Junior Fiction</i>	37	34	24	18	35	31
<i>Junior Non-Fiction</i>	1	2	4	5	4	4
<i>Young Adult Fiction</i>	5	11	13	9	5	12
<i>Young Adult Non-Fiction</i>	2	0	0	1	0	3
<i>Large Print</i>	9	12	6	8	10	7
<i>Libros En Espanol</i>	1	0	3	1	0	0
<i>Children's DVDs</i>	11	5	10	15	17	22
<i>Board Books</i>	31	41	11	25	27	16
<i>Ask At Desk</i>	5	4	3	2	3	1
<i>OBOB</i>	0	1	2	1	0	0

**For final  
approval**

WASCO COUNTY LIBRARY SERVICE DISTRICT  
WIRELESS INTERNET ACCESS POLICY

The Internet is an unregulated global information resource. The Wasco County Library Service District cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.

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.

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## *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 Computer Use Policy, with the exception of those rules that apply to library-owned equipment.

Specifically, as a wireless Internet user, you must:

- Refrain from viewing pornographic visual materials or content that by contemporary community standards would be considered obscene.
- 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 may 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 may also occur.

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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 \_\_\_\_\_, 2021.

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

\_\_\_\_\_  
Steve Kramer                  County Commissioner

\_\_\_\_\_  
Scott Hege                      County Commissioner

\_\_\_\_\_  
Kathy Schwartz                County Commissioner

## **WASCO COUNTY LIBRARY SERVICE DISTRICT**

### **POLICY ESTABLISHING BEHAVIOR RULES FOR USE OF LIBRARY**

The Wasco County Library Service District's behavior rules are intended to protect the rights and safety of both library patrons and staff, and to preserve and protect the library's materials, facilities, and property.

Any person who violates rules 1 - 2 while in or on the library premises may be immediately ejected and excluded from the premises without first being given a warning. This is to be decided by the Library Director, and if he/she is not available, by the most senior full-time staff member. Any person so excluded may lose all library privileges for a period of up to one year.

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance, which statute or ordinance is intended to protect the rights and safety of both library patrons and staff, and to preserve and protect the library's materials, facilities and property.
2. Possessing, selling, distributing or consuming any alcoholic beverage.

Any person who violates rules 3-13 while in or on the library premises may be given one warning; if the improper behavior continues after a warning has been given, then the person may be asked to leave the library premises for the day. If the patron is asked to leave for the day, a subsequent violation of these rules by that person may result in that person's immediate ejection and exclusion from the library premises. Any person so excluded may lose library privileges for a period of up to one year.

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3. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.
4. Using library materials, equipment, furniture, fixtures or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause personal injury to the person or others.
5. Disobeying the reasonable direction of a library staff member.
6. Soliciting, petitioning, or distributing written materials or canvassing for political, charitable, or religious purposes inside the library building, including the doorway or vestibule.
7. Interfering with the free passage of library staff or persons in or on the library premises, including, but not limited to, placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage.
8. Bringing bicycles or other similar devices inside the library building, including the vestibule, without the permission of the library staff.
9. Operating roller skates, skateboards or other similar devices on library premises.
10. Smoking or other use of tobacco or marijuana is not allowed inside library building, including the vestibule.
11. Bringing animals inside the library building (with the exception of service animals), except as allowed at a library-approved event.
12. Violating the library's rules for use of the Internet.
13. Taking library materials into restrooms or meeting room if the materials have not been checked out.

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Any person who violates rules 14 - 16 while in or on the library premises may be given two warnings; if the improper behavior continues after the warnings have been given, then the patron may lose library privileges for the day.

If that patron is asked to leave for the day, a subsequent violation of rules 14 - 16 by that person may result in immediate ejection and exclusion from the library premises. Any person so excluded may lose library privileges for six months.

14. Creating electronic device noise and other sounds which disturb others.

15. Leaving one or more children under the age of 8, who reasonably appear to be unsupervised or unattended, anywhere in or on the library premises.

Any person who violates rule 16 while in or on the library premises may be excluded from the premises until the problem is corrected.

16. Entering the library building with bare feet or a bare chest.

### **Appeal Process**

A person who has been excluded from the library or had their library privileges suspended under any of the above rules may appeal within one week the decision imposing the exclusion and/or the suspension of library privileges to the Library Director. The Director's decision may be appealed to the Library Board by submitting a written notice of appeal to the Library Director, within 5 business days of the receipt of the Library Director's decision. The Library board shall consider the appeal at their next regularly scheduled meeting. The Board shall have the power to affirm or reverse the decision of the Library Director, and a copy of the Board's decision shall be provided to the person appealing the decision.

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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 \_\_\_\_\_ 2021.

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

\_\_\_\_\_  
Scott Hege, County Commissioner

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Steve Kramer, County Commissioner

\_\_\_\_\_  
Kathy Schwartz, County Commissioner



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WASCO COUNTY LIBRARY SERVICE DISTRICT  
PUBLIC MEETING ROOM POLICY

The library offers meeting room space to the public for educational, cultural, civic and recreational purposes. Meetings and programs held in the meeting room must be free, open and of potential interest to the general public.

The library has adopted as official policy the American Library Association's *Library Bill of Rights*, which states that "Libraries which maintain meeting spaces, exhibit spaces or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board, or the Wasco County Court.

Meeting Room Use Rules

1. Reservations for using the room may be made either by telephone or at the circulation desk and include the name of the group, time period desired, and the name and telephone number of the person responsible.
2. Use of the meeting room is granted on a first-come, first-served basis. Library programs and sponsored events have priority in the use of the meeting room space. The library reserves the right to reschedule confirmed meeting room reservations, with two weeks notice, to accommodate library sponsored programs and events.
3. The meeting room is not available on days that the library is closed. Use of the meeting room by any group on Saturday during library hours is limited to one meeting per month to enable the library to schedule library programs.
4. All meetings must be open to the public.
5. No admission fee may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services, products, merchandise, materials or other items are allowed.

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6. Sales of services, products, merchandise, materials or items, or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or the Library Foundation, are permitted.
7. Although commercial use of the meeting room is generally not permitted, a commercial entity or practitioner may use the meeting room to provide an educational program open to the general public related to his or her field of expertise.
8. In publicizing a meeting to be held in the library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
9. In the event that a meeting is scheduled to begin before the library opens or after the library closes, the key to the room must be obtained in advance during regular library hours. After the meeting the key should be placed in the library book drop or returned to the circulation desk.
10. Tables, chairs and kitchen facilities are available in the room. Media equipment may be reserved at the circulation desk for use in the room. Groups are responsible for setting up and taking down tables and chairs, cleaning up after the meeting, and returning media equipment to the circulation desk. The room should be left in the same condition as found with the doors locked and lights turned off.
11. Groups using the meeting room are asked to park in the upper parking lot east of the library.
12. The Fire Marshall has limited the use of the room to 45 occupants. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy.
13. Smoking in the room is not permitted.
14. The library is not responsible for theft of or damage to property brought into the meeting room.
15. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using the room in the future.

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ADOPTED by the Wasco County Library Service District Board of Directors on the 26<sup>th</sup> day of August, 2015.

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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Rita Rathkey, Board Member

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Tina Coleman, Board Member

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Corliss Marsh, Board Member

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

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

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County Judge

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County Commissioner

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County Commissioner