

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: April 20, 2021
4:00
Location: via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87418871825?pwd=d0RUL3JmQjFPcUxpRVVM3Tk5xRG1mQT09>

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. Library Meeting Room Use Policy review
- VI. NEW BUSINESS
 - a. Wifi Hotspot Use Policy review
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

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

SUBJECT TO APPROVAL

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

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

Called to order: 4:00 by Carolyn Wood

Corrections to minutes: Mary Beechler moved to approve, seconded by Corliss Marsh, and the minutes were approved.

Recognition of visitors and interested parties: none

Director's Reports:

Dufur – The Summer Reading Program is moving along, I'm working with Rita and Bronte. There will be nothing inside, everything will be outside, so everyone can socially distance. Hoping to open April 1st for limited browsing. It has only been curbside service for quite a while. School has been in session since September 2nd. Sarah has been visiting classrooms, but kids are now able to visit the library while working on maintaining social distancing. Two people have filled out applications for the position of part-time library/city clerk assistant. The City of Dufur is still accepting applications and hoping to get more. The city council meets the first Tuesday of the month and they will be looking at the applications at that time. The library position starts July 1st. It was asked if the city portion of that job would start before July 1st, Sarah doesn't not know.

Maupin – The upcoming seed exchange is April 3rd. Seeds have been donated and master gardeners will be there. There will be a kid's craft. Social distancing and facemasks required, etc. Storytime will be outside when the weather becomes nicer. There is talk of Maupin Days, but nothing is decided yet. Bronte has been working for the city as they go through personnel changes, so she has not been in the library as much. Bronte gave thanks for the additional money from the library district, so the library will be able to maintain current staffing and hours. More activity kits are going out. Summer Reading Program planning is going well and they will have more take home kits

Mary Beechler asked about the author visit the library had planned before COVID. Any chance of having the author event? Yes, hopefully in the fall; hoping to be able to give away copies of the book. Will depend on what happens with COVID.

The Dalles – Next month we have a unique program via Zoom on Earth Day. We will have the author of *We are Water Protectors* via Zoom, and an art program in association with Carole Lindstrom's visit. 30 copies of the book will be given away. While in discussions over an author visit with Ms. Lindstrom, the picture book won the prestigious Caldecott Medal. We are really

excited and there is a lot of interest from our community. Everybody in the county is encouraged to sign up for the program. We anticipate doing storytimes outside once the weather stays consistently nice, so folks can maintain social distancing. Virtual storytime is fine, but parents and families are getting burned out on virtual programs. No seed exchange this year, but the library is giving away old seeds during curbside service, which patrons appreciate.

We will open Tuesday, March 23rd. On the 22nd we'll be getting the children's wing organized and ready for the public. We'll allow up to 25 patrons at a time in the library: get materials, browse, no seating available, limit visit to about an hour, check out and leave through the children's room. The library will allow all ages in. Kids over 5 must wear a facemask and those aged 2-5 wear masks if they are able to remove them on their own. The children's room is open to families, but only for browsing. Interactive equipment will be closed. We will continue to offer curbside for those that want it even though a large percentage of the community loves to do in-person browsing and selection.

Corliss Marsh asked if the library is keeping the same hours. Jeff responded that we'll stay with the hours currently offered during curbside. Until we get back to normal, we will not offer Saturday hours or hours after 7 pm. Corliss also asked about use of the meeting room. Jeff said that it is not available, as it is being used to store things from the children's space. It is also going to be used to store a lot of the Take and Make programming kits and STEM supplies.

Yesterday a contractor came in to offer a painting quote. If you've looked at the breezeway, paint is peeling and needs to be sanded and painted. We are looking for bids and hoping to get the paint job scheduled soon. Two of the contractors have said they can do it on weekends when the library is closed.

Last week Jeff met with the Kiwanis via Zoom. Carolyn Wood, Corliss Marsh, and Gene Parker, the former city attorney, were in attendance. It was good to inform folks about all the different things we are doing at the library.

Old Business: Wireless Internet policy and Patron Behavior policy reviews. We reviewed last month and Jeff made the Wireless Internet policy more consistent with the computer use policy. Regarding the Patron Behavior policy, Jeff incorporated the suggestions from the Board into this policy. Rita Rathkey thought it looked good. Rita Rathkey – moved to accept the Wireless Internet Policy, Mary Beechler seconded. All were in favor. For the Patron Behavior Policy, Mary Beechler moved to accept it, Corliss Marsh seconded. All were in favor.

New Business: Library Meeting Room policy - there was a discussion of library meeting room use. Mary Beechler wondered about wording in the 3rd paragraph, why does it say "county court." Corliss says it should be changed to county commissioners. It used to be called the county court, it is now called the Wasco County Board of Commissioners. Corliss asked if we are still having AA groups meet there once we reopen. Jeff said that they were meeting twice a week before COVID, but can't meet right away because the room is used for storage for the children's wing equipment. Rita Rathkey asked, "What about meeting room use after hours?" Jeff clarified that it was only on days the library was open, not on those days the library is closed. Meetings could continue after the library closed or before it opened. Corliss asked "What about the safety school, it wasn't open to the public? The policy says that meetings must be open to the public. Jeff said they haven't met at the library for a few years now (at least 4).

Mary asked if the policy can be reworded to allow certain meetings when not open to the public. Jeff will reword the language.

Financial Review: Mary Beechler had a question on projected cash carryover, any idea on how much you are going to carry over. JW estimated there would be more than normal. This is a weird year with two positions open, one just filled, but the second position is still open. Some funds weren't used because of this. The library was closed and circulation is down so book ordering has been curtailed. Even spending on programming is down as a lot of in-person programs with performers got cancelled because of COVID. The city has a budget template, with line items, the template calculates what the carryover is going to be based on an estimate of each line item expenditure. Mary said that because you're not expending that money, do you have an idea of what you want to do with some of that money? Jeff said that the purchase of a new library van is something that could be done with the reserve funds. Not this coming year, but maybe next year, since there is still much uncertainty because of COVID. Mary asked about other priorities, was there anything else, or is he not to that point yet because of everything going on. Jeff had nothing specific right now, but having it in the reserve fund for now is a good hedge against future surprises. Replacement of the HVAC system could be \$300,000. Jeff is contributing \$10,000 a year for its eventual replacement. Carolyn Wood said to remember, the city is supposed to maintain the building for anything over that \$10,000. Jeff agreed. It is the original HVAC system from when the building was built. HVAC bits and pieces have been replaced as necessary over the years, but eventually it needs to be completely replaced according to the city's maintenance department. Carolyn asked about roofing? In the past, money from the rent of the state office building had been used to replace that. There is a history there, if the conversation ever comes up again. Jeff asked if anyone knew when the building was re-roofed? Carolyn thinks it was sometime in the 90's. Jeff said that shingles are missing off the roof and need to be replaced. Carolyn said that Brown Roofing may have information on when it was done, though she's not sure if they replaced it last time. Jeff said that the sprinklers for fire suppression in the library are getting replaced this year. We are at the time limit on those, and they need to be replaced before July. One section of the breezeway has water damage, that needs to be repaired.

Corliss asked if Jeff was using budget money for hotspots? Jeff said there is a budgeted amount for that, we have about 150 of them. We got them from T-Mobile instead of AT&T, as they were much cheaper. Jeff will ask Google if they want to support the hotspot lending program again, but if not, it's in the budget so patrons will continue to be able to check them out. Corliss said you might mention with their new building more money is going directly to taxing districts. Carolyn Wood said that the regional PR person from Google spoke at Kiwanis, asking "What does the community need from them?" They have a grant process. We should keep things in mind that we could ask them to support. They want to help. Carolyn asked about Q-life. Jeff was not involved with Q-life. Regarding Google, he did have a conversation a while back with the new communication director from Google, he will reach out to her in the near future about supporting the library. She is covering the western United States, but is based out of Utah.

Miscellaneous: Mary Beechler asked if curbside service is something that might stick after COVID. Many people would like it continued. Most folks are probably going to want to come in and make their own selections. Mary was wondering about people finding out how convenient this is, she can see people wanting it to continue. Jeff said that we usually don't go out to their cars, they come to the front door. Carolyn Wood could see it as a library service – taking things

to their car. Some people are physically unable to make the trip to the door. Mary agrees that it could be desirable down the road. Rita Rathkey said this would be handy. Jeff stated that a lot of people are learning to browse the computer to make their selections and is open to offering curbside and "car-side" in the future. Corliss wanted to know the process for purchase suggestions. Jeff said that people can call us or email us to get it on the suggestion list. There are also suggestion cards you can fill out, and a staff member will input that into a Google doc that Jeff looks at before placing orders. Usually, we try to place it on hold for the patron that requested it. Corliss commented that she sees a neighboring library is raising money to buy a bookmobile. Any thought about The Dalles doing that or replacing the van. Jeff said that the question of van replacement came up at a library board meeting a couple months ago. As far as an official bookmobile, that is something we can talk about. However, with three existing libraries in the county, not sure where the benefit would be as there is pretty good library coverage across the county. Corliss said that she would like to see it go to nursing homes, assisted care facilities, and the Veteran's Home. Jeff said that we were already doing that sort of thing before COVID. The courier staff person took a selection of audiobooks, large print books and DVDs into these facilities in the library van. Residents could check out these items from the comfort of their facility's community room without having to come to the library or leaving the facility building. Our library van was functioning as a bookmobile at those locations.

The next Library Board meeting will be on Tuesday, April 20, 2021, at 4:00 p.m. via Zoom.

Meeting was adjourned at 5:02 pm

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Carolyn Wood, Chair

Mary Beechler, Vice-Chair

Tina Coleman, Board Member

Rita Rathkey, Board Member

Corliss Marsh, Board Member

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	43,883.09	359,602.87	512,517.00	152,914.13 70.2
004-2100-000.12-00	PARTTIME/TEMP SALARIES	1,750.68	16,736.25	43,110.00	26,373.75 38.8
004-2100-000.13-00	OVERTIME SALARIES	11.80	314.67	11,000.00	10,685.33 2.9
004-2100-000.21-10	MEDICAL INSURANCE	11,502.56	103,478.70	167,229.00	63,750.30 61.9
004-2100-000.21-20	L-T DISABILITY INSURANCE	257.97	2,313.46	3,380.00	1,066.54 68.5
004-2100-000.21-30	LIFE INSURANCE	37.95	338.69	533.00	194.31 63.5
004-2100-000.21-40	WORKERS COMP INSURANCE	23.60	1,219.33	1,698.00	478.67 71.8
004-2100-000.22-00	FICA	3,478.06	28,691.71	43,332.00	14,640.29 66.2
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	5,470.84	49,125.74	69,714.00	20,588.26 70.5
004-2100-000.28-00	VEBA CONTRIBUTIONS	33.36	2,950.68	5,484.00	2,533.32 53.8
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	20.00	170.00	120.00	(50.00) 141.7
004-2100-000.31-10	CONTRACTUAL SERVICES	15,769.97	78,444.30	187,562.00	109,117.70 41.8
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	177.62	1,656.56	5,478.00	3,821.44 30.2
004-2100-000.41-20	GARBAGE SERVICES	100.58	793.85	1,746.00	952.15 45.5
004-2100-000.41-40	ELECTRICITY	1,888.58	15,043.23	31,132.00	16,088.77 48.3
004-2100-000.43-10	BUILDINGS AND GROUNDS	497.66	7,753.02	38,050.00	30,296.98 20.4
004-2100-000.43-40	OFFICE EQUIPMENT	85.00	170.00	27,220.00	27,050.00 .6
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	39.52	898.13	8,250.00	7,351.87 10.9
004-2100-000.43-77	HVAC SYSTEMS	153.75	4,149.25	10,625.00	6,475.75 39.1
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	86.17	398.82	2,300.00	1,901.18 17.3
004-2100-000.53-30	TELEPHONE	385.99	5,951.90	12,955.00	7,003.10 45.9
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	458.24	507.24	17,485.00	16,977.76 2.9
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	903.53	4,134.57	38,555.00	34,420.43 10.7
004-2100-000.60-20	JANITORIAL SUPPLIES	276.60	2,096.05	8,050.00	5,953.95 26.0
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	5,964.72	31,824.01	141,475.00	109,650.99 22.5
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	9,400.33	61,985.48	116,500.00	54,514.52 53.2
004-2100-000.64-30	LIBRARY PERIODICALS	95.24	2,078.54	5,800.00	3,721.46 35.8
004-2100-000.64-40	AUDIOVISUAL MATERIALS	2,680.29	9,115.04	61,350.00	52,234.96 14.9
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	1,487.50	17,868.71	65,145.00	47,276.29 27.4
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	106,921.20	827,940.96	1,787,938.00	959,997.04 46.3

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	8,312.27	74,810.43	91,435.00	16,624.57	81.8
004-9500-000.81-10 TO UNEMPLOYMENT FUND	251.00	2,259.00	2,761.00	502.00	81.8
004-9500-000.81-37 TO CAPITAL PROJECT FUND	909.09	8,181.81	10,000.00	1,818.19	81.8
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	85,251.24	1,164,902.00	1,079,650.76	7.3
TOTAL FUND EXPENDITURES	116,393.56	913,192.20	2,952,840.00	2,039,647.80	30.9

STATS for 2020 - 2021	Jun-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	232	245	237	298	280	235	280	227	277			
Open EPUB ebook	2	1	0	0	0	4	0	1	0			
Kobo Ebook									7			
adobe PDF ebook	0	0	0	0	0	0	0	0	0			
kindle book	231	242	310	237	267	217	344	265	278			
adobe EPUB ebook	84	89	101	93	108	83	73	49	62			
overdrive MP3 audio	321	375	317	326	312	243	298	249	240			
Open PDF ebook	0	0	0	0	0	0	0	0	0			
Pending (ebook)	19	22	21	30	30	31	22	20	16			
Pending (audiobook)	22	37	17	27	18	18	19	14	15			
overdrive Listens	362	327	306	339	466	488	317	340	346			
LIBRARY260 total	1,493	1,338	1,310	1,370	1,481	1,319	1,333	1,372	1,441			
TUMBLEBOOKS	7	17	308	302	133	88	31	95	22			
PATRONS ADDED	23	19	21	20	20	23	19	25	28			
ILL'S SENT	1,166	1,239	1,281	1,309	1,290	1,410	1,392	1,299	1,439			
ILL'S RECEIVED	724	931	975	913	711	925	965	888	817			
MONTHLY CIRC	7,373	3,325	4,202	4,600	4,199	3,032	4,422	4,192	3,617			
LIBRARY260	1,493	1,338	1,310	1,370	1,481	1,319	1,333	1,372	1,441			
TOTAL CIRC	8,866	6,663	3,712	6,170	3,680	6,331	3,975	3,364	7,038			

Youth Services

NOTE: These were all virtual even

Date	Name of Event/Outreach	Number Reached, if available	Number of Views, if available	Number of kits, if applicable	Overall Total
3/3/2021	Baby story time	134	31		
3/10/2021	Baby story time	135	28		
3/17/2021	Baby story time	112	27		
3/24/2021	Baby story time	146	47		
3/31/2021	Baby story time	86	38		
3/4/2021	Toddler story time	166	48		
3/11/2021	Toddler story time	139	41		
3/18/2021	Toddler story time	125	30		
3/25/2021	Toddler story time	136	38		
3/5/2021	Friday Morning story time	128	39	64	
3/12/2021	Friday Morning story time	124	34	20	
3/19/2021	Friday Morning story time	206	57	30	
3/26/2021	Friday Morning story time	149	59	46	
3/20/2021	Video concert with Jim Gill	171		33	
3/2/2021	Dr Zeus Goody Bag (ages 0-10)			48	
3/15/2021	Family Science Kit			20	
3/8/2021	Activity kit (age 0-4) Floating Frog			30	
3/8/2021	Activity kit (age 5-10) Leprechaun crafts			46	
3/22/2021	Activity kit (age 0-4) color-your-own spring bird			33	
3/22/2021	Activity kit (age 5-10) spring-themed fuse beads			48	
TOTALS		1977	537	84	2598

TEEN SERVICES

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits
3/1/2021	Activity kit - Wacky Windchimes	204	40	29
3/9/2021	Activity kit - DIV Confetti Bowl	230	60	35
3/8/2021	Activity kit - DIV Goblet	194	30	31
3/12/2021	Activity kit - St Patrick's Day Magnet	200	45	33
3/19/2021	Activity kit - Keepsake Box	247	30	38
3/19/2021	Activity kit - Worry Pet	225	42	33
3/22/2021	Activity kit - Soot Sprites	175	31	39
3/22/2021	Grab-n-Go Stem kit: electrical circuits	140	18	68

TOTAL:

1615

296

306

2217

32 were for kids 10 and under

Adult Services

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits
3/11/2021	PRIDE Book Club	4		
3/18/2021	3rd Thursday Book Club	6		
3/24/2021	Meet the author: Crystal Maldonado via Zoom			
March	Create a Poster (open to ages 5 - adult)			
3/9/2021	Activity kit - Butterfly Terrarium			
3/12/2021	Activity kit - Decorate your own Birchouse			
3/26/2021	Activity kit - Decorate your own Owl			

TOTAL

10

0

0

10

Statistics not recorded
in time for packet

info video available March 9th

Dufur statistics:

The Dufur library circulated 356 books for the month of March. We had 4 people participate in the take and make.

Maupin statistics:

	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021
Patron Count	185	212	206	210	179	261
Total Circs	724	761	732	791	818	852
Number of Children's Programs	1	2	2	1	1	3
Children's Program Attendance	4	9	21	4	3	31
Number of Young Adult Programs	1	0	0	0	0	0
Young Adult Program Attendance	5	0	0	0	0	0
Number of Multi-generational Programs	0	1	1	0	1	0
Multi-generational Program Attendance	0	2	8	0	16	0
Computer Use	0	0	1	0	1	1
Shelving Location						
<i>DVDs</i>	107	173	132	175	182	191
<i>Fiction</i>	190	198	186	192	227	215
<i>Picture Books</i>	109	118	120	110	87	89
<i>Non-Fiction</i>	73	68	83	83	99	106
<i>Graphic Novels</i>	52	33	52	21	49	36
<i>Children's Non-Fiction</i>	22	18	26	45	28	44
<i>Early Readers</i>	48	60	31	58	40	52
<i>Audiobooks</i>	11	14	12	6	8	16
<i>Junior Fiction</i>	34	24	18	35	31	38
<i>Junior Non-Fiction</i>	2	4	5	4	4	8
<i>Young Adult Fiction</i>	11	13	9	5	12	11
<i>Young Adult Non-Fiction</i>	0	0	1	0	3	1
<i>Large Print</i>	12	6	8	10	7	5
<i>Libros En Espanol</i>	0	3	1	0	0	0
<i>Children's DVDs</i>	5	10	15	17	22	17
<i>Board Books</i>	41	11	25	27	16	20
<i>Ask At Desk</i>	4	3	2	3	1	0
<i>OBOB</i>	1	2	1	0	0	0

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 usually 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 21st day of April, 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 _____ of _____

Wasco County Board of County Commissioners
Governing Body of the Wasco County Library
Service District

Scott Hege, County Commissioner

Steve Kramer, County Commissioner

Kathy Schwartz, County Commissioner

Draft review

WASCO COUNTY LIBRARY SERVICE DISTRICT
WIFI HOTSPOT CHECKOUT AND PATRON FINE POLICY

1. Patrons must be in good standing and have a The Dalles Wasco County Public Library card. Patrons can be from Mosier, or Washington State if they have paid for their card and are in good standing. Good standing in this case means zero dollars in fines.
2. Fines for parts on the Hotspots are as follows:
 - Entire kit is \$100.00
 - Charging Cord is \$5.00
 - Wall plug is \$5.00
 - Case is \$10.00
3. There will be an additional charge of \$10.00 for anyone who has a hotspot out that requires us to shut down the Wi-Fi service using the portal. This covers any costs that the service provider may put on our bill for termination of service.
4. Overdue hotspots will be reported to a trained staff person by the Library Technical Assistant responsible for monitoring overdue items, but only after said staff person has applied the \$10.00 service fee, barred the patron account, and made the hotspot not holdable.
5. Patrons will need to pay off all the hotspot late and replacement fees in order to checkout a hotspot.

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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 Board of Commissioners, Governing Body of the Wasco County Library Service District, on the _____ day of _____ 2021.

Scott Hege, County Commissioner

Steve Kramer, County Commissioner

Kathy Schwartz, County Commissioner