

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Date: May 18, 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. Library Meeting Room Use Policy for approval
- VI. NEW BUSINESS
  - a. Wifi Hotspot Use Policy for review
  - b. Displays and Exhibits Policy for review
  - c. Vote on replacement for Carolyn Wood
- VII. FINANCIAL REVIEW
  - a. Proposed County Budget
- 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 1<sup>st</sup> for limited browsing. It has only been curbside service for quite a while. School has been in session since September 2<sup>nd</sup>. 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 1<sup>st</sup>. It was asked if the city portion of that job would start before July 1<sup>st</sup>, Sarah doesn't not know.

**Maupin** – The upcoming seed exchange is April 3<sup>rd</sup>. 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 23<sup>rd</sup>. On the 22<sup>nd</sup> 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 3<sup>rd</sup> 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

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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 10 MONTHS ENDING APRIL 30, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
004-2100-000.11-00 REGULAR SALARIES	42,489.28	402,092.15	512,517.00	110,424.85	78.5
004-2100-000.12-00 PARTTIME/TEMP SALARIES	2,004.63	18,740.88	43,110.00	24,369.12	43.5
004-2100-000.13-00 OVERTIME SALARIES	.00	314.67	11,000.00	10,685.33	2.9
004-2100-000.21-10 MEDICAL INSURANCE	12,272.14	110,389.77	167,229.00	56,839.23	66.0
004-2100-000.21-20 L-T DISABILITY INSURANCE	281.68	2,672.71	3,380.00	707.29	79.1
004-2100-000.21-30 LIFE INSURANCE	38.97	365.98	533.00	167.02	68.7
004-2100-000.21-40 WORKERS COMP INSURANCE	25.95	1,245.28	1,698.00	452.72	73.3
004-2100-000.22-00 FICA	3,389.98	32,081.69	43,332.00	11,250.31	74.0
004-2100-000.23-00 RETIREMENT CONTRIBUTIONS	5,242.95	54,368.89	69,714.00	15,345.31	78.0
004-2100-000.28-00 VEBA CONTRIBUTIONS	33.36	2,984.04	5,484.00	2,499.96	54.4
004-2100-000.29-00 OTHER EMPLOYEE BENEFITS	15.00	185.00	120.00	( 65.00)	154.2
004-2100-000.31-10 CONTRACTUAL SERVICES	2,206.66	80,650.96	187,562.00	106,911.04	43.0
004-2100-000.32-20 SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000.41-10 WATER & SEWER	148.62	1,805.18	5,478.00	3,672.82	33.0
004-2100-000.41-20 GARBAGE SERVICES	100.58	894.43	1,746.00	851.57	51.2
004-2100-000.41-40 ELECTRICITY	1,760.71	16,803.94	31,132.00	14,328.06	54.0
004-2100-000.43-10 BUILDINGS AND GROUNDS	444.62	8,197.64	38,050.00	29,852.36	21.5
004-2100-000.43-40 OFFICE EQUIPMENT	.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	64.18	962.31	8,250.00	7,287.69	11.7
004-2100-000.43-77 HVAC SYSTEMS	.00	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	.00	398.82	2,300.00	1,901.18	17.3
004-2100-000.53-30 TELEPHONE	152.67	6,104.57	12,955.00	6,850.43	47.1
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	( 258.24)	249.00	17,485.00	17,236.00	1.4
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	838.07	4,972.64	38,555.00	33,582.36	12.9
004-2100-000.60-20 JANITORIAL SUPPLIES	261.77	2,357.82	8,050.00	5,692.18	29.3
004-2100-000.60-85 SPECIAL DEPT SUPPLIES	6,989.40	38,813.41	141,475.00	102,661.59	27.4
004-2100-000.64-20 LIBRARY BOOKS AND BINDING	9,839.95	71,825.43	116,500.00	44,674.57	61.7
004-2100-000.64-30 LIBRARY PERIODICALS	132.70	2,211.24	5,800.00	3,588.76	38.1
004-2100-000.64-40 AUDIO/VISUAL MATERIALS	1,547.78	10,662.82	61,350.00	50,687.18	17.4
004-2100-000.64-80 COMPUTER SOFTWARE	1,026.36	4,283.45	59,037.00	54,753.55	7.3
004-2100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80 ASSETS < \$5000	529.99	18,398.70	65,145.00	46,746.30	28.2
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	91,579.76	914,225.54	1,787,938.00	873,712.46	51.1

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	8,312.27	83,122.70	91,435.00	8,312.30	90.9
004-9500-000.81-10 TO UNEMPLOYMENT FUND	251.00	2,510.00	2,761.00	251.00	90.9
004-9500-000.81-37 TO CAPITAL PROJECT FUND	909.09	9,090.90	10,000.00	909.10	90.9
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	94,723.60	1,164,902.00	1,070,178.40	8.1
TOTAL FUND EXPENDITURES	101,052.12	1,008,949.14	2,952,840.00	1,943,890.86	34.2

May 12, 2021

**Proposed**

**FISCAL YEAR 2021-2022 BUDGET**

**WASCO COUNTY LIBRARY SERVICE DISTRICT**

**REVENUE**

Beginning Fund Balance	1,376,236
Property Tax - Current Year	1,540,909
Property Tax - Prior Year	61,636
Interest	13,762

TOTAL RESOURCES	2,992,543
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**EXPENDITURES**

**Contractual Library Services**

City of The Dalles	1,439,606
Dufur School District	29,276
City of Maupin	68,859
Subtotal Library Services	1,537,741

Legal Services	5,000
Audit	9,500
Office Supplies	1,000
Legal Notices	1,500
Taxes/Permits/Assessments	1,000
Total Expenditures	1,555,741

Reserved for Future Expenditure	981,802
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Contingency	450,000
Unappropriated	5,000

Total	2,992,543
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# The Dalles circulation stats:

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	1699 limited
INTERNET USERS		0	0	0	0	0	0	0	0	0	73 BYOD	645	
Overdrive Read		252	245	237	298	280	235	280	227	277	243		
Open EPUB ebook		2	1	0	0	0	4	0	1	0	0		
Kobo Ebook										7	9		
adobe PDF ebook		0	0	0	0	0	0	0	0	0	0		
kindle book		231	242	310	257	267	217	344	266	278	294		
adobe EPUB ebook		84	89	101	93	108	83	73	49	62	73		
overdrive MP3 audio		321	375	317	326	312	243	298	249	240	250		
Open PDF ebook		0	0	0	0	0	0	0	0	0	0		
Pending (ebook)		19	22	21	30	30	31	22	20	16	12		
Pending (audiobook)		22	37	17	27	18	18	19	14	15	16		
overdrive Listens		562	527	506	539	466	488	517	540	546	455		
LIBRARY2Go total		1,493	1,538	1,510	1,570	1,481	1,319	1,553	1,372	1,441	1,352		
TUMBLEBOOKS		7	17	358	302	133	88	51	96	22	8		
PATRONS ADDED		23	19	21	20	20	23	19	25	28	22		
ILL'S SENT		1,166	1,259	1,281	1,309	1,290	1,410	1,392	1,299	1,459	1,195		
ILL'S RECEIVED		724	931	975	913	711	925	965	888	817	711		
MONTHLY CIRC		7,373	5,325	4,202	4,600	4,199	5,032	4,422	4,192	5,617	6,423		
LIBRARY2GO		1,493	1,538	1,510	1,570	1,481	1,319	1,553	1,372	1,441	1,352		
TOTAL CIRC		8,866	6,863	5,712	6,170	5,680	6,351	5,975	5,564	7,058	7,775		

## 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
4/7/2021	Baby story time	138			had to go to website to access
4/14/2021	Baby story time	140			
4/21/2021	Baby story time	147			
4/28/2021	Baby story time	256			
4/1/2021	Toddler story time	126			
4/8/2021	Toddler story time	255			
4/15/2021	Toddler story time	136			
4/22/2021	Toddler story time	144			
4/29/2021	Toddler story time	132			
4/2/2021	Friday Morning story time	120			
4/9/2021	Friday Morning story time	131			
4/16/2021	Friday Morning story time	154			
4/23/2021	Friday Morning story time	130			
4/30/2021	Friday Morning story time		35		
April 3--11 Virtual performance - Legends & Myths					
April Family Science Kit				23	
4/12/2021	Activity kit (age 0-4) Color-your-own cup			30	
4/12/2021	Activity kit (age 5-10) decorate your own ceramic bugs			48	
4/26/2021	Activity kit (age 0-4) bug mask			34	
4/26/2021	Activity kit (age 5-10) fish sand art			48	
<b>TOTALS</b>		<b>2009</b>	<b>35</b>	<b>183</b>	<b>2227</b>

The Dalles programming stats Children's:

### The Dalles programming stats for Teens and Adults:

## TEEN SERVICES

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits	
Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits	
4/2/2021	Activity kit - magnetic poetry	202	40	34	
4/5/2021	Activity kit - paint night Northern Lights	207	30	42	
4/9/2021	Activity kit - shower jellies	240	52	35	
4/12/2021	Activity kit - birdhouse	163	11	38	had 43 sign up
4/19/2021	Activity kit - Tickle Me Plant	153	26	30	had 45 sign up
4/23/2021	Activity kit - Morse Code keychain/bracelet	222	40	40	
4/26/2021	Activity kit - Bansky Graffiti Shirt	206	24	29	number at cut off.

## Adult Services

Date	Name of Event/Outreach	Number of			
		Number Reached	Views		Number of kits
4/8/2021	PRIDE Book Club	3		Numbers will be reflected in May	
4/15/2021	3rd Thursday Book Club	7			
4/22/2021	Meet the author: Carole Lindstrom			Numbers will be reflected in May	
4/30/2021	Meet the author: Silvia Lopez				
4/20/2021	Mini-pinata kit (open ages 3 & up)	170	48	62	
4/6/2021	Activity kit - PB&I felt kit	162	35	30	
4/9/2021	Activity kit - Animal Keychain	36 N/A		51	
4/16/2021	Activity Kit - Poetry journal	n/a		36	
4/23/2021	Activity Kit - Adult Coloring Book	n/a		48	
TOTAL		378	83	227	688

## Maupin stats:

	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Patron Count	212	206	210	179	261	292
Total Circs	761	732	791	818	852	825
<b>Number of Children's Programs</b>	2	2	1	1	3	1
<b>Children's Program Attendance</b>	9	21	4	3	31	4
<b>Number of Young Adult Programs</b>	0	0	0	0	0	0
<b>Young Adult Program Attendance</b>	0	0	0	0	0	0
<b>Number of Multi-generational Programs</b>	1	1	0	1	0	1
<b>Multi-generational Program Attendance</b>	2	8	0	16	0	60
Computer Use	0	1	0	1	1	3
Shelving Location						
<i>DVDs</i>	173	132	175	182	191	160
<i>Fiction</i>	198	186	192	227	215	257
<i>Picture Books</i>	118	120	110	87	89	100
<i>Non-Fiction</i>	68	83	83	99	106	78
<i>Graphic Novels</i>	33	52	21	49	36	47
<i>Children's Non-Fiction</i>	18	26	45	28	44	38
<i>Early Readers</i>	60	31	58	40	52	46
<i>Audiobooks</i>	14	12	6	8	16	20
<i>Junior Fiction</i>	24	18	35	31	38	23
<i>Junior Non-Fiction</i>	4	5	4	4	8	6
<i>Young Adult Fiction</i>	13	9	5	12	11	10
<i>Young Adult Non-Fiction</i>	0	1	0	3	1	0
<i>Large Print</i>	6	8	10	7	5	9
<i>Libros En Espanol</i>	3	1	0	0	0	2
<i>Children's DVDs</i>	10	15	17	22	17	14
<i>Board Books</i>	11	25	27	16	20	10
<i>Ask At Desk</i>	3	2	3	1	0	1
<i>OBOB</i>	2	1	0	0	0	3

## Dufur statistics:

There were 217 items checked out this month. I didn't have any programs last month.

For approval

## 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." All groups using the library must abide by the library's commitment to a safe space, inclusion, equity, etc. When the library reasonably believes the purpose of the booking is likely to promote, or would have the effect of promoting discrimination, contempt, or hatred of any group, access to the meeting room can be prohibited.

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.

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.

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

## 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.

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

## WASCO COUNTY LIBRARY SERVICE DISTRICT

### DISPLAYS AND EXHIBITS POLICY

**Purpose:**

The purpose of displays and exhibits in the library is to fulfill the library's mission of promoting the educational, informational, and cultural enrichment of the community, and to increase public awareness of the library's resources.

**Use of display case:**

The library's display case is for library, not public, use. Preparation of exhibits using the library's display case shall be the responsibility of the library staff and shall further one or more of these purposes:

- a. To promote a theme related to library services, collections, or programs.
- b. To bring together library materials which relate to a theme of current interest.
- c. To explain the activities of a civic, nonprofit, government, school, social or other group engaged in community events or activities, and not for the purpose of commercial gain.
- d. To display collections or hobbies of local residents as these relate to a.

**Exhibits in main library reading room:**

Groups requesting exhibit space in the main library reading room should make their request to the Library Director on a form provided by the library. Specifications regarding the name and contact information for the organization, nature of the exhibit, space requirements, and requested length of time for the exhibit should be provided.

The Library Director shall determine the length of time for display of the exhibit and the applicability of any other regulations for display of the exhibit. The Director shall have the discretion to refer any request for an exhibit to the Library Board for its approval.

Exhibit space is provided to the public on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting its use. Allowing a display to be exhibited does not constitute an endorsement of its contents or points of view by the library. Those who object or disagree with the content of any exhibit are entitled to submit a request to display their own exhibit, which will be judged according to the policies established by the library.

The library does not accept commercial exhibits unless they have a special educational, informational, or cultural value to the community. The library does not accept any materials being offered for sale to the public unless the proceeds are intended to directly benefit the library. No non-library affiliated organization shall be permitted to place any box or receptacle in the library which solicits donations.

**Review:**

The library has the right to review materials before any exhibit is set up. The library will not accept exhibits which are judged either illegal or inappropriate for a public library setting (i.e., one that is free and open to persons of all ages). The decision of the Library Director may be appealed to the Library Board.

The sponsoring group is responsible for creating the exhibit, and for setting up and removing it according to schedule. The name and contact information for the group or individual preparing the exhibit must be a part of the exhibit.

**Responsibility for loss or damage:**

Insurance covering the value of items displayed or exhibited will be the responsibility of the displayer. The library accepts no responsibility for the preservation or protection of items displayed or exhibited, or for damage or theft of any item displayed or exhibited. All items placed on display are done so at the owner's risk. The displayer will be responsible for any damage to library property.

**Bulletin board and pamphlet case:**

No poster, brochure, or other item shall be displayed or placed in the library for distribution without permission from the Library Director or staff designee. Staff monitors the bulletin board on a weekly basis and publications are routinely pulled when they are out of date, inappropriate to the mission of the library, or when there is not enough space for adequate display.

**Political information:**

Informational materials advocating a position on political issues such as support for a candidate for public office or advocating an affirmative or negative vote on any proposition may only be displayed in the pamphlet case due to space limitations.

**Cancellation of display or exhibit:**

The library reserves the right to cancel any display or exhibit should any condition or situation, such as a unique exhibit opportunity or unforeseen need, warrant such action.

- ( ) Approved by Library Board October 20, 2015
- ( ) Adopted by Wasco County Board of Commissioners

Wasco County Library Service District  
EXHIBIT SPACE REQUEST

1. Application for use of exhibit space will be considered on a first-come, first-served basis and limited to one exhibit per calendar year per individual, group, or organization.
2. The library shall have the final decision on the arrangement of all exhibits. The library reserves the right to reject any part of an exhibit or to change the manner of display.
3. It is the responsibility of the exhibitor to set up and remove the exhibit. All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Displays/exhibits will be set up and removed mornings prior to the opening of the library to the public whenever possible.
4. The library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display at the library are done so at the owner's risk.

Name of organization \_\_\_\_\_

Name of applicant \_\_\_\_\_

Applicant's Street Address/City/State/Zip:

\_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Display Space Requested \_\_\_\_\_

Date of Display/Exhibit \_\_\_\_\_

Description of Display/Exhibit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, provide the aforementioned materials for exhibit at The Dalles-Wasco County Library for the time period indicated. I understand that the library accepts no responsibility for the preservation or protection of items displayed or exhibited, or for possible damage or theft of any item displayed or exhibited and that all items placed on display at the library are done so at the owner's risk.

Signature \_\_\_\_\_

Date \_\_\_\_\_