

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Date: July 20, 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
- VI. NEW BUSINESS
 - a. Material Retention policy
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

Wasco County Library Service District
Board Meeting
June 15, 2021
4:00 p.m.
Location: via Zoom

SUBJECT TO APPROVAL

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

Staff present: Jeff Wavrunek, Bronte Dod, Rita Squires

Called to order: 4:02

Corrections to minutes: none

Recognition of visitors and interested parties: Deward Hext, Vicki Thomas

Jeff introduced Deward and Vicki, who will be new board members beginning with the July, 2021 meeting. They will replace Carolyn Wood and Rita Rathkey, after their terms expire at the end of June.

Director's Reports:

Dufur: Report via email as Sarah was unable to attend the meeting: Dufur Library has been busy with reopening to the public. We are creating a teen space and a time in the library for Teens to Take Over on Tuesday evenings. Summer reading will start on Thursday. The part-time library position closes tomorrow at three and we plan to interview this week.

Maupin: The City did job interviews last week for the director's position. The hiring committee is deliberating. Things are going well, the Summer Reading Program has started, there are activity kits for the summer. Corliss asked if their programs are live. Bronte said no, they are only doing take home kits. As far as performers, instead of hiring their own virtual performers, they will promote the ones that The Dalles Library has contracted (if things were normal, they would have been booking the same performers anyway). A lot of summer reading funds were used for take home kits, incentives, and end of year prizes. Maybe they will be able to have an in-person program at the end of the summer.

The Dalles: The painters finished painting the breezeway, it looks nice. Last week the tree trimmers came and trimmed up the planetree in the courtyard. We are not doing any live programs this summer, but hopefully in the fall. A lot will depend on the State, their requirement is that 70% of the state be vaccinated. If that happens, the director thinks we would be able to go back to normal. The library is doing take and makes for the summer, which are really popular; as well as some online programming. The take and makes have been so popular, that they will continue being offered after the summer reading program is finished. Rita Squires has started doing Friday morning storytimes at City Park since mid-May, they are going pretty well. As long as the weather cooperates, she will continue doing this.

Jeff said that he was unable to make it to the Friday job interviews in Maupin due to a prior commitment. Bronte stated that the interviews were conducted by the City Manager, as well as Christine Wolf, the City Recorder, and Keelia Carver, who is on their foundation board. Jeff said that if there is a clear-cut choice, there is no need for him to be involved; however, if they are on the fence, or have questions, he is available.

The Summer Reading Program has kicked off, with awesome prizes for all ages. For the adults there is even a turntable, so if you want to listen to your record albums, this would be a good prize. There are gift certificates, and some great prizes for teens and children. The winners will be very pleased.

Corliss asked how many kits of each item are available, is there always a wait list, and are there enough kits? Jeff explained that he has given staff permission to order more kits if necessary. For instance, for Father's Day, Bob had a combination birdhouse/beehive, that would be personalized on the laser cutter. There was a big sign-up for that, so additional kits were ordered to fill the need. Also, if people don't pick up their kits, they will go to the next person on the waitlist.

Tina asked what access is allowed in the library currently. Jeff said that we are open on a limited basis, 25 people at a time for browsing. The interactive equipment in the children's wing is not available, families just come in, pick out their books and check out. Only 3 of the public computers are available; no chairs are set out, so nothing to encourage patrons to stay. While we've been closed, the holds system has been revamped, patrons can now come in and pick up their own holds. They are located close to the self-checkout, so that patrons can come in, grab their holds, and checkout. It has been going really well. Tina asked if there was an age limit for coming in. Jeff said no, but any one over the age of 5 must wear a facemask. There are also signs up reminding people to maintain the social distance of 6 feet.

Old Business: There was no old business to discuss.

New Business: Material Selection Policy: Carolyn said that it seemed to cover just about everything, except local history. Is there a policy about retaining local history material? Jeff said that there isn't an official policy, the unofficial policy that he has been following is that that kind of material is hard to get, and is rare, so we don't get rid of it. Mary Beechler pointed out that under the criteria for purchasing, it actually mentions "local emphasis." It was asked if there were any changes made to this policy since the last time it was updated. Jeff said that no, the wording was still good, no changes were needed. The ALA policies that our library agrees with and supports are included with the policy as well. Mary Beechler asked if ALA's Freedom to Read statement was a formal part of the policy, or just for informational purposes. Jeff pointed out that on the first page of the selection policy, it states that it has been adopted as official library policy. (Carolyn pointed out that on the Freedom to Read statement, under dates of revision to the policy, it contains an incomplete date. If it is going to be a part of the policy, it should be corrected.)

Tina asked if the criteria is listed in priority order. No, because priorities change and that would require redoing the policy too often. Tina made the motion to approve the Materials Selection policy, Mary Beechler seconded. There being no further discussion, the vote was unanimous to approve the policy.

Carolyn asked if this was the final policy up for review, or if there were more. Jeff said that no, there are still more policies to be reviewed, so Vicki and Deward will get a chance to review some policies next month.

There are policies and minutes to be signed, Jeff will put them all in a folder for the five current board members to come in and sign.

Jeff had one bit of new business that wasn't on the agenda. He had his department head meeting today, and they started talking about City Hall opening up, and what their hours might be. He is thinking about changing hours at the library to better reflect usage. The time we go back to normal would be a great time to introduce new hours, if that is what the Library Board decides. He has asked the staff's opinion. Everybody has noticed that the last hour, 7:30 – 8:30 is really, really slow. He is thinking about closing at 7:30. There just isn't enough people in the library during the last hour to make staffing that last hour an efficient use of staff time. By closing an hour earlier, some front desk hours could be switched to earlier in the day. Staff who normally come out from the back room to help out at the front desk won't need to do that. They could continue working on their own tasks, the cataloging, processing, etc., without being interrupted. Thereby, making them more productive. Carolyn Wood stated that closing earlier makes sense. This would allow staff to go home earlier too, which makes a big difference in the winter time. Jeff agreed, and said that during the winter it is really quiet during that last hour; and even in the summer, when it might be a little busier, it still isn't that busy during that last hour. Mary Beechler thinks that this is the perfect time to establish the "new normal" but she would like to make sure that there is no loss of hours to personnel. Jeff assured her that staff will still work the same number of hours, this would just mean less time they would have to spend helping out at the front desk. Tina wonders if this lack of patrons during the last hour is because of COVID, or was it this dead in prior years. Jeff replied that it has nothing to do with COVID. He has been thinking about changing the hours for some time, as he has noticed how slow it is in the evenings. It was asked if there is a particular demographic that comes in later, would closing earlier impact them. The answer is no. Rita is also in favor of trying the new hours.

Financial Review – Carolyn noticed that some areas of the budget were not used much, was this due to COVID? Jeff said yes. An example is that the library still has an outreach/courier position that has not been filled because it is not currently needed. Because the library has been closed or in a limited curbside service model for the biggest part of the year, the front desk circulation position wasn't filled until February, resulting in a savings of almost seven months in salary and benefits. In addition, because we've been closed, and items have not been circulating as much, not as many library items have been ordered. So yes, because of COVID, we have not spent as much of the budget as planned.

Barbara Telfer, The Dalles Library's cataloger, is retiring on September 4th. That position will be posted; and in addition, one of the teen librarians, Zulema, has given her notice. She has accepted a library job at the University of New Mexico. Her last day will be June 21st. They will both be missed a lot. Those two positions will be posted.

Mary Beechler asked about the budget increases to Maupin and Dufur. Are they sustainable even when we get back to full staffing and full expenditures? Jeff said yes. It was asked if funds not used this year will roll over into next year's budget. Yes, anything in the county budget that is not used this year will automatically roll over into next year. It can be rolled over into the beginning year's cash balance and eventually put into the reserve or unappropriated funds.

Tina asked about replacing the library van, as it has been discussed previously. Could some of the excess funds be put into that? Yes, Jeff is looking at different options and will have more information in a couple of months.

Thoughts from Rita Rathkey and Carolyn Wood as they step down:

Rita mentioned "that the last 8 years have been very educational on a personal level; because I have just seen the library bloom, and I am thrilled. When we were meeting in person at the library, we always had a little time at the beginning to discuss the books that we're reading. One of them that was mentioned was *The library book*, which I read. It was so good, and just added to my experience in terms of looking at libraries; and now when we visit other cities, we try to find the library to explore. And, I can say ours is so cool. I feel really good that we could contribute to the community in that way; thank you for letting me be on the library board."

Carolyn agrees, "It has been enlightening, I can't say that I have learned to use the library any better, because I just buy books. But I have to say that I am so glad that there are people who can help educate others. I'm really appreciative of the fact that during this past 8 years we have built on to the library here, the Maupin library has been recreated and expanded in a wonderful way; and the Dufur library has been remodeled and has additional features and new equipment in their library. I think we have done really well in that way. I want to thank Jeff for the creative way he has brought our library into the 21st/22nd century. I just want to thank all of the board and the library staff for the good work that they do.

Jeff said that he would like to thank Carolyn and Rita, because they're leaving, but also everybody else, the two new members, and the others, like Tina and Corliss, and Mary, who will be on for a few more years. Your support has been awesome, and your advocating for the citizens of Wasco County and their welfare and information needs has really been fantastic. It has been a real pleasure working with you both.

Corliss said that she wasn't going to let them off quite that easy, and then invited them to join her on the Library Foundation Board.

Carolyn thanked Mary and Corliss for stepping in, again (this is their third time on the board), when there were openings on the board. Mary thanked Jeff for making the job as board members too easy, "you've already thought of everything, there's never anything to push for, or you're already doing it. We just come along and say 'yay!' you just make the job too easy."

Next meeting is July 20th, 2021, at 4:00 via Zoom (no meeting in August, it is hoped that by September meetings will be in person)

Deward stated that he has been a library board member at other libraries, and he thinks that The Dalles Library is the finest library in the country for a medium-sized city. There are none he has seen, in all the different communities he has lived in, anywhere, that can compare with what the staff and management here have accomplished. The community does not realize what they have here, and thinks that the library board should come up with some sort of program to educate the citizens of the community that are not presently using the library, as to the value of The Dalles Library to the community.

Adjourned at 4:53 p.m.

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 12 MONTHS ENDING JUNE 30, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	44,399.28	489,150.80	512,517.00	23,366.20 95.4
004-2100-000.12-00	PARTTIME/TEMP SALARIES	1,750.68	22,277.84	43,110.00	20,832.36 51.7
004-2100-000.13-00	OVERTIME SALARIES	29.49	344.16	11,000.00	10,655.84 3.1
004-2100-000.21-10	MEDICAL INSURANCE	10,955.52	133,569.46	167,229.00	33,659.54 79.9
004-2100-000.21-20	L-T DISABILITY INSURANCE	281.69	3,236.08	3,380.00	143.92 95.7
004-2100-000.21-30	LIFE INSURANCE	37.67	440.04	533.00	92.96 82.6
004-2100-000.21-40	WORKERS COMP INSURANCE	21.25	1,289.50	1,698.00	408.50 75.9
004-2100-000.22-00	FICA	3,525.36	38,993.97	43,332.00	4,338.03 90.0
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	5,091.42	64,688.87	69,714.00	5,025.13 92.8
004-2100-000.28-00	VEBA CONTRIBUTIONS	33.36	3,050.76	5,484.00	2,433.24 55.6
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	20.00	225.00	120.00	(105.00) 187.5
004-2100-000.31-10	CONTRACTUAL SERVICES	7,855.83	98,384.45	187,562.00	89,177.55 52.5
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00 .0
004-2100-000.41-10	WATER & SEWER	216.60	2,186.40	5,478.00	3,291.60 39.9
004-2100-000.41-20	GARBAGE SERVICES	100.58	1,095.59	1,746.00	650.41 62.8
004-2100-000.41-40	ELECTRICITY	1,259.92	19,348.38	31,132.00	11,783.62 62.2
004-2100-000.43-10	BUILDINGS AND GROUNDS	6,133.00	14,436.73	38,050.00	23,613.27 37.9
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	31.57	1,035.87	8,250.00	7,214.13 12.6
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	15.77	421.15	2,300.00	1,878.85 18.3
004-2100-000.53-30	TELEPHONE	482.62	7,523.27	12,955.00	5,431.73 58.1
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	.00	494.00	17,485.00	16,991.00 2.8
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	1,313.00	7,361.00	6,048.00 17.8
004-2100-000.60-10	OFFICE SUPPLIES	595.40	6,009.94	38,555.00	32,545.06 15.6
004-2100-000.60-20	JANITORIAL SUPPLIES	257.05	2,797.79	8,050.00	5,252.21 34.8
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	6,226.94	51,916.04	141,475.00	89,558.96 36.7
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	11,283.17	84,677.54	116,500.00	31,822.46 72.7
004-2100-000.64-30	LIBRARY PERIODICALS	49.00	2,335.06	5,800.00	3,464.94 40.3
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,305.82	14,944.74	61,350.00	46,405.26 24.4
004-2100-000.64-80	COMPUTER SOFTWARE	.00	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	.00	18,398.70	65,145.00	46,746.30 28.2
004-2100-000.72-20	BUILDINGS	.00	5,991.00	52,000.00	46,009.00 11.5
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		101,958.99	1,112,857.70	1,787,938.00	675,080.30 62.2

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	.00	91,435.00	91,435.00	.00	100.0
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	2,761.00	2,761.00	.00	100.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	.00	10,000.00	10,000.00	.00	100.0
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	.00	104,196.00	1,164,902.00	1,060,706.00	8.9
TOTAL FUND EXPENDITURES	101,958.99	1,217,053.70	2,952,840.00	1,735,786.30	41.2

The Dalles Library 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	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	277	243	234	235
Open EPUB ebook	2	1	0	0	0	4	0	1	0	0	0	2
Kobo Ebook									7	9	3	6
adobe PDF ebook	0	0	0	0	0	0	0	0	0	0	0	1
kindle book	231	242	310	257	267	217	344	266	278	294	245	286
adobe EPUB ebook	84	89	101	93	108	83	73	49	62	73	96	84
overdrive MP3 audio	321	375	317	326	312	243	298	249	240	250	353	280
Open PDF ebook	0	0	0	0	0	0	0	0	0	0	0	0
Pending (ebook)	19	22	21	30	30	31	22	20	16	12	28	26
Pending (audiobook)	22	37	17	27	18	18	19	14	15	16	19	11
overdrive Listens	562	527	506	539	466	488	517	540	546	455	427	492
streaming Video											1	0
LIBRARY2Go total	1,493	1,538	1,510	1,570	1,481	1,319	1,553	1,372	1,441	1,352	1,408	1,423
TUMBLEBOOKS	7	17	358	302	133	88	51	96	22	8	33	3
PATRONS ADDED	23	19	21	20	20	23	19	25	28	22	29	73
ILL'S SENT	1,166	1,259	1,281	1,309	1,290	1,410	1,392	1,299	1,459	1,195	1,121	1,187
ILL'S RECEIVED	724	931	975	913	711	925	965	888	817	711	754	775
MONTHLY CIRC	7,373	5,325	4,202	4,600	4,199	5,032	4,422	4,192	5,617	6,423	5,734	9,131
LIBRARY2GO	1,493	1,538	1,510	1,570	1,481	1,319	1,553	1,372	1,441	1,352	1,408	1,423
TOTAL CIRC	8,866	6,863	5,712	6,170	5,680	6,351	5,975	5,564	7,058	7,775	7,142	10,554

0 1699 limite 1534 limite 3634 partial limited

0 73 BYOD 3 53 BYOD 3 166 BYOD 381

The Dalles Library programming stats

Youth Services

Date	Name of Event/Outreach	Number Reached, if posted	Number of Views, if available (or number attending at Park)	Number of kits	Overall Total
6/2/2021	Baby story time	101			
6/16/2021	Baby story time	97			
6/23/2021	Baby story time	127			
6/3/2021	Toddler story time	118			
6/10/2021	Toddler story time	135			
6/17/2021	Toddler story time	148			
6/24/2021	Toddler story time	164			
6/4/2021	Friday Morning story time		13		
6/11/2021	Friday Morning story time		18		this was in person at City Park
6/18/2021	Friday Morning story time		9		this was in person at City Park
06/25/2021	Friday Morning story time		18		this was in person at City Park
6/14/2021	Activity Kit - age 0-4 Book Bag			25	
6/14/2021	Activity Kit - age 5-10 Book Bag			41	
6/21/2021	Activity Kit - age 0-4 Learning Shapes craft			31	
6/21/2021	Activity Kit - age 5-10 Nature Prints			60	
6/28/2021	Activity Kit - age 0-4 Patriotic Glasses Craft kit			29	
6/28/2021	Activity Kit - age 5-10 Ceramic Rainbow Box			60	
6/15/2021	Virtual Performance - Paradise of Samoa	534	46		
06/20-27/2021	Virtual Performance - Traveling Lantern	201			
6/29/2021	Virtual Performance - Mke Schneider	139			
	Total	1764	104	246	2114

TEEN SERVICES

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of kits	Overall Total
6/14/2021	Color your own hat	120	27	41	
6/18/2021	Color Changing Notebooks	N/A	N/A	42	
6/21/2021	Paper Lantern	211	33	40	
6/25/2021	Rainbow Paper Experiment	N/A	N/A	19	
6/28/2021	Tissue Paper Tea Light	179	17	35	
	TOTAL:	510	77	177	764

Adult Services

Date	Name of Event/Outreach	Number Reached	Number of Views/# if live	Number of kits	Overall Total
6/10/2021	PRIDE Book Club	3			
6/17/2021	3rd Thursday Book Club		7		
6/15/2021	van Gogh's <i>Starry Night</i>	139	30	39	meeting in person & via Zoom
6/18/2021	Mason Bee Home	193	16.00	25	
6/18/2021	Pour Painting	N/A	N/A	27	
6/18/2021	Personalized Bug House (Father's Day)	256	N/A	25	
6/25/2021	Paint by Numbers	N/A		25	
6/29/2021	Atkins Cyanotype	198	18	39	
6/16/2021	via Zoom: Our native bees, with Richard G Little	187	31 N/A		
	TOTAL	786	102	180	1068

Maupin statistics

	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
Patron Count	210	179	261	292	325	307
Total Circs	791	818	852	825	668	655
Number of Children's Programs	1	1	3	1	1	7
Children's Program Attendance	4	3	31	4	12	44
Number of Young Adult Programs	0	0	0	0	0	0
Young Adult Program Attendance	0	0	0	0	0	0
Number of Multi-generational Programs	0	1	0	1	1	0
Multi-generational Program Attendance	0	16	0	60	80	0
Computer Use	0	1	1	3	3	5
Shelving Location						
<i>DVDs</i>	175	182	191	160	139	80
<i>Fiction</i>	192	227	215	257	187	182
<i>Picture Books</i>	110	87	89	100	88	95
<i>Non-Fiction</i>	83	99	106	78	60	77
<i>Graphic Novels</i>	21	49	36	47	34	42
<i>Children's Non-Fiction</i>	45	28	44	38	17	26
<i>Early Readers</i>	58	40	52	46	33	47
<i>Audiobooks</i>	6	8	16	20	19	8
<i>Junior Fiction</i>	35	31	38	23	33	34
<i>Junior Non-Fiction</i>	4	4	8	6	5	5
<i>Young Adult Fiction</i>	5	12	11	10	14	13
<i>Young Adult Non-Fiction</i>	0	3	1	0	0	1
<i>Large Print</i>	10	7	5	9	10	14
<i>Libros En Espanol</i>	0	0	0	2	0	1
<i>Children's DVDs</i>	17	22	17	14	10	9
<i>Board Books</i>	27	16	20	10	12	12
<i>Ask At Desk</i>	3	1	0	1	2	3
<i>OBOB</i>	0	0	0	3	3	5

WASCO COUNTY LIBRARY SERVICE DISTRICT
MATERIALS RETENTION POLICY

The library shall maintain an active collection with constant evaluation by the library staff to ensure its usefulness and relevance to the community. The library's policy for removal of materials shall be based on the elimination of materials which have lost the value for which they were originally selected and which no longer meet the library's materials selection criteria.

Library materials may be discarded for any of the following reasons:

- obsolescence: the material is no longer timely, accurate, or relevant
- damage or poor condition
- space limitations
- number of copies in District collection to avoid unneeded duplicates
- insufficient use or lack of customer demand
- availability in other collections

Frequency of circulation, community interest and availability of newer or more valid materials shall be prime considerations when weeding. As a general rule, library items which haven't circulated in the past two years shall be considered candidates for removal. It shall be the library's goal to review the collection on an annual basis using the American Library Association's CREW Method guidelines.

It is the responsibility of the library staff to assess the need for replacing material that is damaged, withdrawn or otherwise lost from the collection. This decision may be influenced by popular interest, adequacy of coverage in the subject area, the number of other copies in the library system, significance, cost and availability.

Items that have become historically significant, assumed reference value, or increased dramatically in monetary value may be considered for inclusion in special collections or stored in the work room stacks for "on demand" retrieval.

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Resources that no longer meet expectations for the library's collection are discarded. They may then be declared surplus in accordance with library policies and:

- sold to benefit the library at the Friends of the Library Book Sale
- given to other libraries, government offices, or community agencies
- made available to the public through a magazine exchange or other means
- destroyed or recycled

ADOPTED by the Wasco County Library Service District Board of Directors on the _____ of _____, 2021.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Mary Beechler, Vice-Chair

Tina Coleman, Board Member

Corliss Marsh, Board Member

Deward Hext, Board Member

Vicki Thomas, Board Member

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

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

Scott Hege, County Commissioner

Steve Kramer, County Commissioner

Kathy Schwartz, County Commissioner