

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: April 16, 2024 @ 4:30 p.m.

Location: Dufur School/Community Library, and via Zoom

The Dalles Public Library is inviting you to a scheduled Zoom meeting.

Topic: Library Board meeting

Time: Apr 16, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87407123632>

Meeting ID: 874 0712 3632

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Shaniko Library station report from Maggie Pando
 - b. Security Camera Policy, second reading
 - c. HVAC
 - d. Book drop
- VI. NEW BUSINESS
 - a. Agreements with other libraries
 - b. Library Board meeting microphone/technology upgrade
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

**Wasco County Library Service District
Board Meeting
Tuesday, March 19, 2024
Location: The Dalles Library Meeting Room & Zoom**

SUBJECT TO APPROVAL

Board members present: Tina Coleman, Corliss Marsh, Dave Mason, Rita Rathkey, Mary Beechler

Staff members present: Jeff Wavrunek, Rita Squires, Valerie Stephenson

Visitors: none

Called to order: 4:32

Minutes: Dave Mason moved to accept minutes as presented, seconded by Rita Rathkey; approval was unanimous

Director's Reports

Dufur: (via email) *I met the director of the Sherman County Library and discussed some different issues that arise with being a school and community library. We brainstormed some different ideas and plans to help promote the library. One of the big benefits for Dufur is having Micah go to potlatch.*

The library will be hosting a seed exchange Tuesday and Thursday evenings during spring break. We have partnered with the food pantry and the green house classes here at Dufur for seeds and resources.

I am distributing solar glasses for the solar eclipse on April 8th. Every student at the school will receive a pair of glasses and they will go out into the community through potlatch, the fibre guild and the seed exchange.

Rita did a great job getting performers lined up for summer reading. I did get a program through the discovery center on July 2nd. They will be doing a bird exhibit.

April 8th will start library week. We will be reading pirates this year with different activities including float a boat, walk the plank, message in a bottle, cannon ball toss, battle ship and pirate bingo. There will be reading contests and written contests. Most of these activities are for elementary age. The high schoolers can earn community service hours for graduation.

Tina Coleman noted that she has talked with Sarah regarding her concerns, hopes, and dreams. She said that Sarah had some great ideas; would like more space for the adult books. Tina will talk to the school superintendent regarding this.

Maupin: Recently held a Garden Expo, in partnership with the City of Maupin, OSU Extension, and the garden club. There were about 200 people in attendance; Valerie highlighted the Library of Things food preservation items. 4-H has been offering some family events. They've had a sourdough baking class, and there will be a soap making class. The cookbook club has started back up. She reminded everyone that the workshop offered through the Oregon Humanities grant is coming up soon. Minecraft Mondays is going strong. She is working on an upcoming author event. April is poetry month, and she has events planned for that, as well.

The Dalles: Jeff took information from Executive Forum, and made a presentation recently in Lake Oswego. He stated that the participants had interesting and educational perspectives. Jeff's presentation was on streamlining the programming process. The city is thinking about giving department heads access to some of the Executive Forum coaches.

The director has been working on the city budget, it still needs some tweaking, but it is almost finalized. County budget is next up.

Jon, one of our new hires, has been working on a VR batting practice program. There were some issues that he's been working through, but he will soon reach out to interested families - just in time for little league.

The spring Community Reads event is happening currently, with everyone reading *Treasure Island*. Kirsten recently did a mermaid/pirate themed storytime that generated a great turnout.

The blue and gray magnetic blocks are still very popular with kids. They have been building some extremely creative structures.

Kirsten Wells and Abbey Phelps will be attending an Oregon Humanities workshop in Maupin next month. Jon Kleeman is doing outreach at CGCC with an ESL class.

Old business: Library van is due for delivery by September.

Security camera policy – this was the first reading. The board will look at it again next month, with questions, concerns or recommendations.

The outdoor bookdrop has been unpackaged and its footing formed. The concrete bases for the outdoor sculptures will soon be ready.

IGA – There was a discussion regarding the IGA as presented by the city manager. The mutual feeling seems to be that this is as good as it's going to get at this point in time. The library board wants to maintain a good relationship with the city. Though there are some areas like the administrative fee formula that the board would prefer to have more specifics on, they are ready to push forward. Mary Beechler made the motion to take the recent IGA draft, along with a list of concerns regarding the indirect administrative costs to the next county commissioner's meeting. This was seconded by Dave Mason; a vote was unanimous.

Shaniko: Jeff brought up some concerns regarding use of the library station located in Shaniko that were recently raised by a resident of that town. The resident feels they are being prevented from using the facility, as the lock has been changed, with everyone else having a key. After a brief discussion, the board decided that more information about this is needed. Maggie Pando will be making a visit there soon, and Jeff will have her gather information and report her findings to the board.

New business: OLA is at the end of April, please make sure you are signed up if you want to go.

Financial review: Clarification was given regarding “Office Equipment” and how it shows on the report.

Next meeting: Scheduled for Tuesday, April 16th at 4:30 p.m. in Dufur

Meeting adjourned: 5:45 p.m.

**Wasco County Library Service
District, Board of Directors**

Tina Coleman, Chairman

Corliss Marsh, Vice Chairman

Rita Rathkey, Board Member

Mary Beechler, Board Member

Dave Mason, Board Member

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>LIBRARY</u>						
004-2100-000,11-00	REGULAR SALARIES	60,288.66	521,626.63	724,176.00	202,549.37	72.0
004-2100-000,12-00	PARTTIME/TEMP SALARIES	4,565.16	36,731.69	62,170.00	25,438.31	59.1
004-2100-000,13-00	OVERTIME SALARIES	377.65	690.26	12,100.00	11,409.74	5.7
004-2100-000,21-10	MEDICAL INSURANCE	13,269.49	113,945.44	167,981.00	54,035.56	67.8
004-2100-000,21-20	L-T DISABILITY INSURANCE	354.14	3,148.47	4,609.00	1,460.53	68.3
004-2100-000,21-30	LIFE INSURANCE	43.88	390.46	548.00	157.54	71.3
004-2100-000,21-40	WORKERS COMP INSURANCE	22.19	1,635.09	1,783.00	147.91	91.7
004-2100-000,22-00	FICA	4,893.10	41,967.93	60,243.00	18,275.07	69.7
004-2100-000,23-00	RETIREMENT CONTRIBUTIONS	7,429.73	63,405.37	81,622.00	18,216.63	77.7
004-2100-000,28-00	VEBA CONTRIBUTIONS	11.94	2,978.72	11,215.00	8,236.28	26.6
004-2100-000,29-00	OTHER EMPLOYEE BENEFITS	265.06	2,284.26	4,098.00	1,813.74	55.7
004-2100-000,31-10	CONTRACTUAL SERVICES	4,838.96	77,252.20	249,452.00	172,199.80	31.0
004-2100-000,32-20	SPECIAL LEGAL SERVICES	.00	.00	750.00	750.00	.0
004-2100-000,41-10	WATER & SEWER	172.17	2,748.00	5,780.00	3,032.00	47.5
004-2100-000,41-20	GARBAGE SERVICES	258.20	1,285.89	1,850.00	564.11	69.5
004-2100-000,41-40	ELECTRICITY	2,304.93	18,853.97	31,132.00	12,278.03	60.6
004-2100-000,43-10	BUILDINGS AND GROUNDS	4,930.06	24,162.05	49,850.00	25,687.95	48.5
004-2100-000,43-40	OFFICE EQUIPMENT	63.00	16,027.66	21,115.00	5,087.34	75.9
004-2100-000,43-45	JOINT USE OF LABOR/EQUIP	.00	.00	350.00	350.00	.0
004-2100-000,43-51	GAS/OIL/LUBRICANTS	.00	.00	.00	.00	.0
004-2100-000,43-52	LIBRARY VEHICLE	102.53	2,122.77	20,500.00	18,377.23	10.4
004-2100-000,43-77	HVAC SYSTEMS	.00	3,531.70	15,460.00	11,928.30	22.8
004-2100-000,52-10	LIABILITY	.00	7,247.38	7,583.00	335.62	95.6
004-2100-000,52-30	PROPERTY	.00	11,380.61	12,581.00	1,200.39	90.5
004-2100-000,52-50	AUTOMOTIVE	.00	466.89	4,400.00	3,933.11	10.6
004-2100-000,53-20	POSTAGE	220.32	490.59	2,300.00	1,809.41	21.3
004-2100-000,53-30	TELEPHONE	751.31	6,819.70	13,455.00	6,635.30	50.7
004-2100-000,58-10	TRAVEL, FOOD & LODGING	.00	203.05	11,956.00	11,752.95	1.7
004-2100-000,58-50	TRAINING AND CONFERENCES	.00	.00	16,690.00	16,690.00	.0
004-2100-000,58-70	MEMBERSHIPS/DUES/SUBSCRIP	99.00	518.00	11,135.00	10,617.00	4.7
004-2100-000,60-10	OFFICE SUPPLIES	551.21	17,084.74	38,555.00	21,470.26	44.3
004-2100-000,60-20	JANITORIAL SUPPLIES	783.78	4,475.62	8,050.00	3,574.38	55.6
004-2100-000,60-85	SPECIAL DEPT SUPPLIES	23,497.32	119,683.46	151,510.00	31,826.54	79.0
004-2100-000,64-20	LIBRARY BOOKS AND BINDING	8,888.43	85,908.99	151,500.00	65,591.01	56.7
004-2100-000,64-30	LIBRARY PERIODICALS	465.00	1,605.67	5,800.00	4,194.33	27.7
004-2100-000,64-40	AUDIO/VISUAL MATERIALS	3,150.94	22,968.02	62,350.00	39,381.98	36.8
004-2100-000,64-80	COMPUTER SOFTWARE	300.00	5,723.12	69,887.00	64,163.88	8.2
004-2100-000,69-50	MISCELLANEOUS EXPENSES	.00	78.95	250.00	171.05	31.6
004-2100-000,69-80	ASSETS < \$5000	.00	8,869.85	67,625.00	58,755.15	13.1
004-2100-000,72-20	BUILDINGS	.00	.00	280,000.00	280,000.00	.0
004-2100-000,74-20	VEHICLES	.00	.00	240,000.00	240,000.00	.0
004-2100-000,74-30	FURNITURE AND FIXTURES	.00	.00	.00	.00	.0
004-2100-000,74-40	OFFICE EQUIPMENT	.00	.00	198,000.00	198,000.00	.0
004-2100-000,74-50	COMPUTER EQUIPMENT	.00	.00	.00	.00	.0
	TOTAL LIBRARY	142,698.16	1,228,313.20	2,880,411.00	1,652,097.80	42.6

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	12,416.67	111,750.03	183,000.00	71,249.97	61.1
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.37	7,500.33	10,000.00	2,499.67	75.0
004-9500-000.88-00 CONTINGENCY	.00	.00	250,455.00	250,455.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	94,662.00	94,662.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	801,000.00	801,000.00	.0
TOTAL OTHER	13,250.04	119,250.36	1,339,117.00	1,219,866.64	8.9
TOTAL FUND EXPENDITURES	155,948.20	1,347,563.56	4,219,528.00	2,871,964.44	31.9

The Dalles circulation stats

STATS for 2023 -2024		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
VISITOR COUNT		18,001	9,608	8,690	8,520	9,938	10,121			9,925			
INTERNET USERS	Library	639	727	642	536	530	632	484	536	633			
	wifi users	437	430	842	518	775	397	395	583	435			
Overdrive Read		424	422	344	408	370	431	454	370	383			
Open EPUB ebook		0	0	0	2	1	0	0	0	0			
Kobo Ebook		12	6	8	4	9	8	3	7	1			
adobe PDF ebook		0	0	0	0	0	0	0	0	0			
kindle book		357	300	255	268	232	342	356	262	280			
adobe EPUB ebook		8	8	1	5	1	2	4	8	8			
overdrive MP3 audio		25	40	22	29	28	38	20	30	22			
Open PDF ebook		0	0	0	0	0	0	0	0	0			
Pending (ebook)		15	3	6	3	10	9	5	15	8			
Pending (audiobook)		37	23	22	36	30	27	22	26	29			
overdrive Listens		1,145	1,215	1,010	1,073	1,100	1,071	1,165	1,064	1,173			
Advantage		2,236 with sept combined		3,648	1,966	2,014	2,037	2,095	2,029	2,132			
LIBRARY2Go total		4,259	2,017	5,316	3,794	3,795	3,965	4,124	3,811	4,036			
TUMBLEBOOKS		0	0	0	0	0	12	3	0	0			
PATRONS ADDED		99	68	65	73	66	42	62	84	53			
ILL'S SENT		1,093	1,077	1,043	1,070	1,208	1,090	1,352	1,188	1,169			
ILL'S RECEIVED		593	626	524	560	484	475	640	543	513			
MONTHLY CIRC		14,188	14,283	12,851	13,350	13,332	13,553	13,513	13,612	11,359			
LIBRARY2GO		4,259	2,017	5,316	3,794	3,795	3,965	4,124	3,811	4,036			
TOTAL CIRC		18,447	16,300	18,167	17,144	17,127	17,518	17,637	17,423	15,395			

The Dalles programming stats for March 2024

YOUTH SERVICES DEPT:

#	Event	Attending
13	Storytimes	161
5	Fun Fridays	79
2	Book clubs	5
4	Tumi Tales	22
21	Outreach visits	351
1	First Saturday: Whateverly Brothers	99
1	Second Saturday Storytime	125
<u>2</u>	Spring Break Fun	<u>73</u>
49	TOTALS	915

24 Take & Make kits

TEEN SERVICES DEPT:

#	Event	Attending
2	Writers Club	2
1	YMV Coffee House	2
1	Hands-on Maker Mondays: soap making	*
5	Outreach visits (Norcor – there; high school class visit - here)	44
1	Junk Journaling	8
2	Teen Art Club	2
3	Tinker Thursday	25
1	Pirate Booty Games	6
1	Treasure Planet movie party	13
1	Treasure Map Making	3
<u>1</u>	Mario Day scavenger hunt (multi-day event)	<u>15</u>
19	TOTALS	120

5 Take & Make kits

*There were 15 registered, but actual attendance was not counted

ADULT SERVICES DEPT:

#	Event	Attending
5	Book clubs	29
1	Coffee & Coloring	9
2	Writers Group	8
4	Adult Art Club	39
11	Outreach visits	91
2	Egg decorating workshops (1 of them for age 10 and up)	38
1	Treasure Tumbler	17
4	Four Chord Ukeulele class	47
2	Sourdough Baking Class	*
3	Virtual author events	43
1	Mystery Night	16
<u>1</u>	Paint Night: Treasure Island	<u>24</u>
37	TOTALS	361

20 Take & Make kits

*There were 37 registered, but actual attendance was not counted

ALL AGES PROGRAMS

#	Event	Attending
1	Family Lego Pizza Night	63
1	Treasure Island scavenger hunt	105
1	Capture the Flag (family laser tag)	26
1	Treasure Island movie party	0 (was really nice out)
1	Treasure Island themed party	80
<u>1</u>	Treasure Island book discussion	<u>5</u>
6	TOTALS	279

200 Copies of the book *Treasure Island* given away

**TOTAL OF 111 PROGRAMS HELD, WITH 1,675 ATTENDING
TOTAL OF 49 TAKE & MAKE KITS; 200 BOOKS GIVEN AWAY**

Dufur circulation statistics

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL FOR FISCAL YEAR
Adult fiction	5		6	2		11			6				30
Audiobooks						1							1
Biographies	4		6	8					6				24
DVDs	14		15	88		27			42				186
Children's fiction													0
Easy Readers	86		275	348					188				897
Fiction	75		234	255					136				700
Nonfiction	88			236		50			150				524
E						203							203
Prek/Board books	16		27	51					21				115
TOTAL CIRCULATION	288	0	563	988	0	292	0	0	549	0	0	0	2680

July numbers include June 2023 as well

Dufur programming statistics for March 2024

28 elementary programs averaging 20 participants each event	=	560
4 fibre guild averaging 5 participants each event	=	20
2 seed exchanges averaging 5 participants each event	=	10
4 outreach to Potlatch averaging 30 participants each event	=	120
6 preschool outreach averaging 11 participants each event	=	<u>66</u>
TOTAL:		776

Maupin programming statistics for March 2024

Sourdough Class:	12
Homeschool Families:	24
Garden Expo:	200
Minecraft Monday:	23
Wic:	10
Storytime:	2
Cookin' the Books:	10
Read What You Want Bookclub:	6
Adult Writers Group:	8
Soapmaking Class:	<u>10</u>
TOTAL:	305

Second reading

WASCO COUNTY LIBRARY SERVICE DISTRICT

Security Camera Policy

Security cameras are used to enhance the safety and security of Wasco County Library District patrons and staff by discouraging violations of the Behavior Policy, assisting library staff in preventing the occurrence of any violations, and when necessary, providing law enforcement assistance in prosecuting criminal activity while adhering to the applicable federal, state and local law concerning the confidentiality of library records and the protection of individual privacy.

Security Camera Purpose and Placement Guidelines

- A. Security cameras are used in public spaces in the library to discourage criminal activity and violations of the Behavior Policy. Video footage is recorded and stored digitally. Facial recognition software and the recording of audio will not be used.
- B. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
- C. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms.
- D. Because live footage is not continuously monitored, patrons and staff should take appropriate precautions for their safety and for the security of their personal property. The library is not responsible for loss of property or personal injury.
- E. Recorded footage is confidential and secured in a controlled area. Recorded footage is typically stored until disc capacity has been reached. As new footage is recorded; the oldest footage is automatically deleted.
- F. In determining the placement and use of security cameras, staff and patron safety is the first priority with protection of library property of secondary importance.
- G. While cameras are not installed for the purpose of routine staff performance evaluations, the recorded footage may be used to support the discipline, up to and including termination, of an employee, if appropriate.

Use/Disclosure of Video Records

- A. Access to live video footage in order to monitor current activity is limited to staff members authorized by the Library Director and Police Department.
- B. Access to downloaded video in order to document incidents of injury, criminal activity or violation of the Behavior Policy is limited to the Library Director, Maintenance, I.T. Staff, and other designated staff specifically authorized by the Library Director. Review of archived video footage should be done in non-public areas of the library.

- C. Access is also allowed by law enforcement officials when pursuant to a subpoena, court order, or as permitted by law.
- D. Downloaded video footage will not be retained longer than 60 days or until the completion of any ongoing investigation.
- E. Video records and still photographs may be used by authorized staff and law enforcement officials to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the Behavior Policy.
- F. In situations involving banned patrons, stored still images and/or video footage may be shared with staff. Shared images may be posted in restricted staff areas or in a secure file at public desks for the duration of the banning period. After the banning period ends, these images and/or video footage may be archived.

Disclaimer of Responsibility

The library disclaims any liability for use of video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.