

**WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING AGENDA
Tuesday, March 17, 2026 – 4:00 PM**

Meeting via Zoom

<https://us02web.zoom.us/j/87643926151?pwd=CXYZahmKSja7vaZsPQd8yxxNMBB1Fx.1>

Meeting ID: 876 4392 6151

Passcode: 325603

Agenda

- I. Call to Order
- II. Recognition of Visitors and Interested Parties
- III. Opportunity to Amend the Agenda
- IV. Approval of Minutes
- V. Library Director Reports

VI. Old Business

1. Computer Support for Maupin and Dufur to be provided through contract with ESD.
2. Dufur MOU Progress (Note: Dufur IGA included in packet.)
3. Oregon Library Association Conference update.
4. ALA Board Training: As Board meetings are streamed over Zoom, and online participants cannot see or hear videos played during meeting, it was decided to move to sending out the link for Board Trainings.

Board Training: Advocacy and Communications

<https://elearning.ala.org/mod/vimeo/view.php?id=28495>

VII. New Business

1. Media / Public Commenting Policy
2. Process of Filling Board Vacancies
3. Budget Report and Discussion– Jeff
 - Capital Improvement Plan

VIII. Financial Review

IX. Adjourn

Next Meeting: Tuesday, April 21, 2026 at The Dalles

Book Review:

Parking Lot from November: Strategic Plan Item:

Possible Programs in Chenoweth

Performing Arts Center

Board Diversity

New Parking Lot Future Items

Board Training Topics

November training highlighted diversity on the Board, including Ethnic Diversity, Socio etc., and Diversity of Thought.

January training highlighted Board Meetings, Public Meeting Law, Posting the Meeting Dates, Policy for Media Contact.

February

Our mission is to provide Wasco County citizens with free and equal access to materials relevant to their informational needs, and to serve as an unbiased source of information with opportunities provided for personal, educational, cultural, and recreational enrichment.

Wasco County Library Service District

Board of Directors Meeting Minutes Tuesday, February 17, 2026 – 4:00 PM

Time: 4:00

Location: The Dalles Public Library

Board Members Present Rita Rathkey (Chair), Mary Jo Commerford, Corliss Marsh, Mary Beechler

Board Members Not in Attendance Tina Coleman (Vice Chair)

Staff Present Jeff Wavrunek, Valerie Stephenson, Kirsten Wells

Call to Order

- The meeting was called to order by Rita Rathkey. A quorum was present.

Recognition of Visitors and Interested Parties

- Brenda Fahey, Assistant City Manager
- Brita Meyer, Financial Director

Opportunity to Amend the Agenda

- Mary Beechler requests to add
 - Media/Public Commenting Policy (as a follow up to last month)
 - Rita will add to 'New Business' but not sure there's time to address today
 - Capital Improvement Plan (follow up on the board's request for a different type of document)

Approval of Minutes

- January 20th, 2026 Minutes Approved

Library Director Reports

- Mary Jo loves the Tea & Tranquility program
- Rita enjoying the Shakespeare program
- Mary Jo clarified the process for adding additional copies of popular books
- Rita likes the Book Mobile report

Visitors Address the Board

- Brenda Fahey, Assistant City Manager, and Brita Meyer, Financial Director address board
 - Brenda and Brita are attending to get to meet the board and experience a library board meeting and learn about the priorities of the board.
 - Board shared that the library is currently in the process of strategic planning with the assistance of the state library

- One priority of the board is to listen to the community and serve their needs. Statistics indicate the library is doing that well. (Program attendance double that of last January.)
- Mary shared that one of her priorities would be the IGA. Ensuring everyone is well familiar with the IGA and consistency and transparency in reporting - ie shared cost for capital improvements, the 50/50 split for projects and tracking. The board is uncomfortable with the costs the city charges and tries to move expenses to county level when possible so that south wasco isn't having to pay The City of the Dalles.
 - City of the Dalles originally agreed to not charge any admin fees and did not for many years - BUT now charge and have increased fees every year.

Old Business

ALA Board Training (ALA Video Series)

- Video link will be shared via email for board members to watch at home. Video not shown in today's meeting.

Intergovernmental Agreement (IGA) Review

- HVAC (Review of the Capital Improvement Plan)
 - HVAC - mostly finished w children's room. Have not started the original part of library building yet, but they seem to work fast. April 1st deadline.
- Maupin and Dufur Computer Support
 - The Educational Service District will service the computers in Maupin and Dufur. They're preparing a contract for us to sign that will be renewed every year. Should start within 2 weeks. Jeff doesn't have any details on financial arrangement yet.

Dufur Memorandum of Understanding – Tina w/ Report

- Dufur Memorandum - Tina isn't here this month to report. Move to next month's agenda.

Shared Drive Update

- Google Drive creation in process. Invitation will be shared with board by email.
- State Library clarified that working documents do not need to be made public unless requested in writing. Permissible to have a shared drive for collaboration.

New Business

Review of 2025 Goals

- Create a more unified district. Diverse population services district wide. Bookmobile and district programming help meet this goal.
- Gather demographics of the district now and future trends.
- Increase district board diversity.
- District wide facility needs assessment

Maupin Memorandum of Understanding

- Maupin MOU sent Feb 3rd by Valerie. Revisit in May.

Budget Report and Discussion– Jeff

- Capital Improvement Plan
- Board Request more clarification on the CIP document (continuation from last month's meeting)
 - New format that shows clearer goals, timelines, funding targets, annual savings, and project prioritization as well as notation on which projects the city will contribute to and their projected commitment. A clearer document will also provide accountability.
 - Total project cost - note if it's an estimate
 - Clarify which projects the city will contribute 50% to and which projects are sole responsibility of the library

Storage Shed & Performing Arts Center/Auditorium

- Jeff met with Matthew and Brenda
 - The City will proceed with a storage shed and not a PAC
 - The PAC would require more parking spaces that the city has space available for.
 - Storage shed will be built in upper parking lot that will be shared with maintenance and the friends of the library
 - The building will take up about 3 parking spaces
 - Mary reiterates the need for facility needs assessment. Brenda comments that a professional space planning to optimize our current property could be a possibility.
 - Board emphasises the need for facilities to accommodate all the programming The Dalles library puts on.

OLA

- Kirsten to send out links for registration and hotel, etc.

Financial Report

- Jeff will email report w link for ALA training

Meeting Adjourned

Next Meeting: Tuesday, March 17, 2026 at The Dalles

April will be held in Dufur

May will be held in Maupin

Next steps

- Jeff: Send out ALA training link
- Kirsten: Send out minutes from meeting
- Kirsten: Shared drive
- Kirsten: Combine signature page for Maupin MOU- new pdf

- Jeff: facilities needs assessment/space optimization plan for next year
- Jeff: email financial report

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

Rita Rathkey, Chairman

Tina Coleman, Vice Chairman

Corliss Marsh, Board Member

Mary Beechler, Board Member

Mary Jo Commerford, Board Member

Director's Reports:

Dufur School and Community Library

Sarah Tierney

Adult

Fiction 2

Biography 9

DVD 11

Easy 148

Fiction 136

Non-

Fiction 189

Pre-k 24

4 Preschool storytimes average 14 in attendance

28 grade school programs average 20 in attendance

4 fiber guild programs average 8 in attendance

The Scholastic book fair did AMAZING this year. We sold 799 books and exceeded our sales goal of 600 books. I am still waiting for the final financial statement so I am not sure how much profit was made.

I have contacted our local volunteer fire department to see if they can put together a fire safety program for our summer reading program.

We celebrated Read Across America with a Dr. Seuss Mystery. Students found clues and heard different character's alibis and had to decide who made the mess in the library and why.

Plans are coming together for Library week in April. We will be celebrating "Reading is my Superpower" April 13-17. We will have activity stations in the library and a one week reading contest.

LIBRARY BOARD REPORT

WC-SWCL – February 2026

652	23.3	557	5
TOTAL VISITS	AVG DAILY VISITS	ITEMS CIRCULATED	NEW PATRONS

1. PATRON SERVICES & USAGE

Service Metric	Count	Technology Access	Sessions
Reference Interactions	76	Computer & iPad Usage	25
Reading Room Usage	13	Wi-Fi Connections	49
Self-Directed Activities	18	Total Tech Sessions	74

2. CIRCULATION STATISTICS

Key Circulation Highlights:

- **Fiction** is the #1 circulated collection at 163 items.
- **DVDs** remain highly popular with 80 checkouts.
- **Picture Books** are the top children's item at 76 checkouts.
- **Children's/Junior** materials represent 35.5% of all circulation.

Overview by Audience

Audience Group	Items Circulated	% of Total
Adult Materials	342	61.4%
Children's/Junior Materials	198	35.5%
Young Adult Materials	10	1.8%
Library of Things	7	1.3%
TOTAL	557	100%

Detailed Circulation by Shelving Location

Shelving Location	Circulation	Shelving Location	Circulation
Fiction	163	Young Adult Fiction	9
DVDs	80	Children's DVDs	8
Picture Books	76	JM Non-Fiction	7
Non-Fiction	67	Library of Things	7
Junior Fiction	32	Audiobooks	5
Junior Graphic Novels	26	Ask at Desk	3
Large Print	23	Board Books	2
Junior/Children's Non-Fiction	21	OBOB	2
Junior Series	15	Reference	1
Early Readers	9	YA Graphic Novels	1
TOTAL ITEMS			557

3. PROGRAMMING & COMMUNITY ENGAGEMENT

Total Program Attendance: 103 | Meeting Attendance: 20 (Garden Club/Board)

Youth Programs

Program Name	Attendance
4-H Cloverbuds	22
Minecraft	9
Switch Squad	8
4H	5
ASP	3
Total Youth	47

Adult & YA Programs

Program Name	Attendance.
ADULT	
Candle Workshop	10
Bookish Banter	7
Knots & Needles	3
YOUNG ADULT	
HS	20
MS/HS	16
Total Adult + YA	56

The Dalles-Wasco County Library Report

March 2026

- a) Sound Meditation with Sam was a cool program the library offered that exposed our patrons to “sound baths.”
- b) The teens had a unique New Year’s Resolution Hole Punch craft event.
- c) The new children’s librarian, Nicole, is facilitating a colored tape mural that has the kiddos using their imaginations.
- d) We are rebooting our Tea Club. It is called Tea Nook and is facilitated by Ashley, who ran the previous tea program a few years ago. Word-of-mouth was good as February’s attendance was more than double January’s.
- e) Wiggles and Giggles hosted Bluey and Bingo to a packed meeting room. Those characters never lose their popularity. Children love them. Some are wary – at first – but they find their courage and eventually get their pictures taken with Bluey and Bingo.
- f) Families met our librarians, Nicole & Abbey, at the University of Portland Pilots basketball game in Portland. They got to go down on the playing floor which was exciting for everyone involved.
- g) Dr Seuss’s Birthday Party celebration on February 28 (actual birthday March 2) was a rousing success as we had almost 300 people participate. I personally got some super positive reviews for this event, and for library programming in general, plus praise for our awesome and attentive library staff. The accolades came from folks I played against in pickleball.
- h) We are now offering children’s story-times and activities every day of the week at 10:30 am. The Monday and Tuesday programs are gaining traction, as those days are new.
- i) Library Page applicant first review is Thursday, March 12th. We have some applicants with previous library experience which is encouraging.
- j) HVAC update in the original part of the library is currently taking place.

k) We have added four pages to the library's monthly newsletter to better market our programs and to prevent the font sizes from getting too "hard to read" small.

l) We had a nice family-centric crowd on Saturday, March 7th, to attend the Share & Show Central Oregon Rock Collectors show.

m) Latin-inspired dance lessons started at 4 pm on March 5th. These classes will take place in March. This is a bit of an experiment to gauge the practicality of offering this type of programming during the week and before folks quit work for the day.

n) Corliss Marsh taught two sessions of Mah Jongg to quite a few enthusiastic learners. Corliss dominated the competition and was Invictus.

The Dalles Public Library

Programming Statistics

February 2026

📅 February 2026 Program Attendance

201 programs

3209 participants

Adult Programs

Number of Programs: 62

Attendance: 574

Young Adult Programs

Number of Programs: 31

Attendance: 569

Kids Programs

Number of Programs: 69

Attendance: 1021

General Interest Programs

Number of Programs: 11

Attendance: 453

Self Directed Programs (Take & Make Kits, Craft Stations, etc.)

Number of Programs: 5

Participants: 592

Highlights include: Dr. Seuss's Birthday Party, Bluey and Bingo Giggles and Wiggles, Nerf War, Fun Friday: Sugar Rush, Rivera's Bilingual Storytime, Teen Room: Wellness To Go Kits, Mah Jongg, Maker Monday

Bookmobile - February Visits

Event	Date and Time	Attendance	Total Attendance
Celilo Bookmobile Stop	02/04/2026 @ 4:30pm	9	37
Celilo Bookmobile Stop	02/18/2026 @ 4:30pm	8	
Dufur Bookmobile	02/19/2026 @ 4:30pm	6	
The Springs Outreach	02/20/2026 @ 11:15am	6	
Sportsman's Park Bookmobile Stop	02/17/2026 @ 3:30pm	3	
Tygh Valley Bookmobile Stop	02/24/2026 @ 3:45pm	2	
Sportsman's Park Bookmobile Stop	02/03/2026 @ 3:30pm	1	
Wamic Bookmobile Stop	02/05/2026 @ 1:00pm	1	
Tygh Valley Bookmobile Stop	02/10/2026 @ 3:45pm	1	
Dufur Bookmobile	02/05/2026 @ 4:30pm	0	
Pine Hollow Bookmobile Stop	02/11/2026 @ 3:30pm	0	
Antelope Bookmobile Stop	02/12/2026 @ 3:00pm	0	
Wamic Bookmobile Stop	02/19/2026 @ 1:00pm	0	
Shaniko Bookmobile Stop	02/20/2026 @ 3:30pm	0	
Pine Hollow Bookmobile Stop	02/25/2026 @ 3:30pm	0	
Antelope Bookmobile Stop	02/26/2026 @ 3:00pm	0	

The Dalles Public Library Circulation Statistics - February 2026

STATS for 2025 -2026													
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Fiscal Total
VISITOR COUNT	11,266	11,113	10,483	11,267	10,300	10,529	11,453	10,165					86,576
INTERNET USERS	547	600	556	707	585	555	609	562					4,721
Library wifi users	665	334	300	422	852	816	888	902					5,179
Library2Go													
Overdrive Read	505	477	418	396	416	431	461	382					3,486
Open EPUB ebook	0	0	0	2	0	0	1	0					3
Kobo Ebook	0	1	0	0	2	2	8	16					29
OverDrive Magazines	300	299	323	375	341	323	349	356					2,666
Kindle book	247	246	172	205	259	261	235	220					1,845
adobe EPUB ebook	2	4	1	1	2	3	2	1					16
Media Do Reader	1	0	3	1	0	1	0	0					6
overdrive MP3 audio	0	0	0	0	0	0	0	0					0
Open PDF ebook	0	0	0	0	0	0	0	0					0
Pending (ebook)	3	6	2	8	3	14	5	3					44
Pending (audiobook)	15	18	18	10	18	21	17	19					136
overdrive Listens	1,583	1,546	1,554	1,557	1,427	1,431	1,585	1,370					12,053
Advantage	2,755	2,669	2,675	2,551	2,607	2,594	2,833	2,739					21,423
LIBRARY2Go total	5,411	5,266	5,146	5,106	5,075	5,081	5,496	5,106					41,707
PATRONS ADDED	70	52	60	67	51	36	71	44					451
ILL'S SENT	1,133	1,137	1,127	1,202	1,076	1,140	1,365	1,183					9,363
ILL'S RECEIVED	617	583	577	502	492	530	705	1,311					5,317
MONTHLY CIRC	13,628	12,495	12,754	12,183	10,158	12,537	12,657	10,896					97,308
LIBRARY2GO	5,411	5,266	5,146	5,106	5,075	5,081	5,496	5,106					41,687
TOTAL CIRC	19,039	17,761	17,900	17,289	15,233	17,618	18,153	16,002					138,995

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	65,592.38	554,584.42	845,994.00	291,409.58	65.6
004-2100-000.12-00	4,247.21	26,348.36	50,737.00	24,388.64	51.9
004-2100-000.13-00	.00	.00	12,027.00	12,027.00	.0
004-2100-000.21-10	13,917.07	108,653.61	206,942.00	98,288.39	52.5
004-2100-000.21-20	445.27	3,699.58	5,414.00	1,714.42	68.3
004-2100-000.21-30	44.17	364.04	687.00	322.96	53.0
004-2100-000.21-40	19.07	1,833.98	2,168.00	334.02	84.6
004-2100-000.22-00	5,161.09	43,172.97	69,520.00	26,347.03	62.1
004-2100-000.23-00	7,447.22	66,057.86	109,023.00	42,965.14	60.6
004-2100-000.28-00	.00	2,402.99	16,556.00	14,153.01	14.5
004-2100-000.29-00	290.62	2,372.05	4,724.00	2,351.95	50.2
004-2100-000.31-10	2,670.82	22,721.94	153,150.00	130,428.06	14.8
004-2100-000.32-20	.00	.00	725.00	725.00	.0
004-2100-000.41-10	204.16	2,983.18	5,800.00	2,816.82	51.4
004-2100-000.41-20	304.79	1,519.77	3,900.00	2,380.23	39.0
004-2100-000.41-40	2,470.36	12,884.79	30,650.00	17,765.21	42.0
004-2100-000.43-10	6,322.71	30,174.00	76,250.00	46,076.00	39.6
004-2100-000.43-40	.00	.00	.00	.00	.0
004-2100-000.43-45	.00	.00	350.00	350.00	.0
004-2100-000.43-51	.00	.00	.00	.00	.0
004-2100-000.43-52	370.26	5,363.74	22,600.00	17,236.26	23.7
004-2100-000.43-77	.00	636.32	15,425.00	14,788.68	4.1
004-2100-000.52-10	.00	13,998.80	12,500.00	(1,498.80)	112.0
004-2100-000.52-30	.00	15,529.98	15,600.00	70.02	99.6
004-2100-000.52-50	.00	4,014.43	3,850.00	(164.43)	104.3
004-2100-000.53-20	14.91	288.47	1,900.00	1,611.53	15.2
004-2100-000.53-30	1,704.69	5,977.22	10,480.00	4,502.78	57.0
004-2100-000.58-10	.00	.00	.00	.00	.0
004-2100-000.58-50	.00	.00	10,800.00	10,800.00	.0
004-2100-000.58-70	.00	419.00	3,600.00	3,181.00	11.6
004-2100-000.60-10	1,195.15	9,617.69	20,000.00	10,382.31	48.1
004-2100-000.60-20	682.33	3,830.58	7,400.00	3,569.42	51.8
004-2100-000.60-85	10,579.73	128,092.53	196,500.00	68,407.47	65.2
004-2100-000.64-20	480.60	2,627.93	10,000.00	7,372.07	26.3
004-2100-000.64-30	766.96	3,213.24	4,000.00	786.76	80.3
004-2100-000.64-40	2,543.46	13,567.31	58,350.00	44,782.69	23.3
004-2100-000.64-80	.00	3,091.20	.00	(3,091.20)	.0
004-2100-000.69-50	.00	150.00	1,000.00	850.00	15.0
004-2100-000.69-80	466.40	10,002.80	58,000.00	47,997.20	17.3
004-2100-000.72-20	.00	.00	47,000.00	47,000.00	.0
004-2100-000.74-20	.00	.00	.00	.00	.0
004-2100-000.74-30	.00	.00	.00	.00	.0
004-2100-000.74-40	.00	.00	.00	.00	.0
004-2100-000.74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	127,941.43	1,100,194.78	2,093,622.00	993,427.22	52.6

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	26,359.60	210,876.80	263,596.00	52,719.20	80.0
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	.00	66,500.00	95,000.00	28,500.00	70.0
004-9500-000.88-00 CONTINGENCY	.00	.00	288,130.00	288,130.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	.00	.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	1,687,702.00	1,687,702.00	.0
TOTAL OTHER	26,359.60	277,376.80	2,334,428.00	2,057,051.20	11.9
TOTAL FUND EXPENDITURES	154,301.03	1,377,571.58	4,428,050.00	3,050,478.42	31.1

CAPITAL IMPROVEMENT PLAN Library

FUND	Line Item #	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Library District	004-2100-000.69-80	PC work stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library District	004-2100-000.69-80	Library furniture	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 5,000	\$ 5,000
Library District	004-2100-000.69-80	Printer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library District	004-2100-000.69-80	3D Printers	\$ 5,000	\$ 5,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Library District	004-2100-000.69-80	Book/DVD/boardbook shelving units	\$ 6,000	\$ 6,000	\$ 5,000	\$ 5,000	\$ 8,000	\$ 8,000	\$ 8,000
Library District	004-2100-000.69-80	Print Management hardware	\$ 4,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,500	\$ 3,500
Library District	004-2100-000.69-80	Interactive Educational Equipment	\$ 24,000	\$ 24,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Library District	004-2100-000.72-20	Security cameras	\$ 10,000	\$ 12,000	\$ 10,000	\$ 5,000	\$ 7,000	\$ 8,000	\$ 8,000
Library District	004-2100-000.43-10	Landscape Courtyard	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	20000
Library District	004-2100-000.72-20	Fire supression system	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	10000
Library District	004-9500-000.81-36	Children's addition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library District	004-2100-000.43-10	Prune Trees	\$ 8,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,000	\$ 14,000
Library District	004-2100-000.74-20	Painting	\$ -	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 10,000	\$ 12,000
Library District	004-2100-000.72-20	HVAC (428150) actual	\$ 110,000	\$ -	\$ 6,575	\$ -	\$ -	\$ -	\$ -
Library District	004-9500-000-81-36	reshingle library roof (60,000) est.	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -
Library District	004-9500-000-81-36	HVAC upgrades	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Library District	004-9500-000-81-36	Roof (336,000) est.	\$ -	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 5,000	\$ 5,000
Library District	004-9500-000-81-36	Elevator (250,000) actual	\$ -	\$ 33,000	\$ 92,000	\$ -	\$ -	\$ 5,000	\$ 5,000
Library District	004-2100-000.72-20	Security cage/backroom lighting	\$ 25,000	\$ 25,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Library District	004-2100-000.72-20	Ventilation	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL			\$ 257,000	\$ 230,000	\$ 229,575	\$ 150,000	\$ 146,000	\$ 127,500	\$ 131,500

Red = Total cost of project. Library & city split cost 50/50. Usually the cost is budgeted for over multiple years to the "To Capital Projects Fund"

If no red cost number then library pays 100% of cost. The cost is spent out during the fiscal year associated with the cost. Any unused monies are rolled over into the Library's beginning fund balance for the next fiscal year.

WASCO COUNTY LIBRARY SERVICE DISTRICT

PUBLIC COMMENTING POLICY

POLICY:

The Library Director is the final authority for the Library's media communications, with the exception of common or routine programming and events promotion. All Library employees should notify the Library Director or designee about any non-routine media inquiry.

A. Inquiries from the news media are given high priority by the Wasco County Library District. Requests for information should be responded to as effectively and efficiently as possible. If designated to respond, the Library employee should make every effort to ensure that all information released is accurate.

B. It is important that employees respond to the Library Director as soon as possible when they request that a staff spokesperson respond to the media or provide the Director with information for the media. Specific guidelines for responding to media requests follow.

LIBRARY SPOKESPERSONS

A. Unless otherwise authorized, the Library's spokespersons are:

- 1) Library Director
- 2) Assistant Director
- 3) Head Librarians at South Wasco and Dufur libraries

B. Exceptions regarding the spokesperson may be made at the discretion of the Assistant Director with approval of the Library Director.

- 1) Never attempt to respond as the spokesperson for another library

ROUTINE MEDIA INQUIRIES

A. Any media inquiries received by Library staff should be referred immediately to the Library Director or Assistant Director.

B. An appropriate response to the media is, "I'm sorry I don't have the full information regarding that issue. I will forward your request to my Director, who will respond to you as soon as they are available." Staff should obtain the reporter's name, phone number, topic of the story, and the deadline.

SENSITIVE OR CONTROVERSIAL ISSUES

A. All television, radio, newspaper, or other media inquiries regarding sensitive or controversial issues should always be referred immediately to the Library Director or Assistant Director to coordinate a response.

B. The following are examples of potentially sensitive issues, which should be reported immediately to the Library Director or Assistant Director.

1) Disruption in Library services/sites due to physical site problems (broken water main, sewer backup, AC failure), reports of infestation (bed bugs, lice), or power failures.

2) Personnel problems such as suspensions, employee work stoppages, or resignations of key individuals.

3) Emergencies such as fires, explosions, or accidents that result in damage to Library or private property, or injury or death to Library personnel.

4) Industrial accidents that involve injury or death to contractor employees or vendors doing business with the Library.

5) Accidents on Library property resulting in injury or death to citizens, such as a fall in a Library building.

6) Pending or resolved litigation.

7) Incidents involving Library personnel and injury or death such as:

a. Work vehicle traffic accident.

b. Allegations of a criminal nature.

LITIGATION AND PERSONNEL

A. Generally, the business conducted by the Library is public, and therefore, is public information. Inquiries regarding pending litigation, matters involving significant exposure to litigation, and certain personnel-related information are exceptions. Contact the Library Director or Assistant Director regarding public information or Open Records requests.

B. Inquiries regarding pending litigation or exposure to litigation should be referred to the Library Director or Assistant Director.

C. Inquiries regarding personnel-related information should be referred to the Library Director or Assistant Director.

E. If it appears that other Library staff are likely to be interviewed as part of the same story, a post-interview briefing may be in order. Allow other staff members to be informed about what was covered to avoid conflicting statements.

PERSONAL POINT OF VIEW

A. It is recognized that all employees have the right to their personal point of view regarding any issue. However, personal points of view may conflict with official Library policy.

B. Library employees who write letters to the editor of any newspaper may not use official Library stationery. If an employee chooses to identify himself or herself as a Library employee in any personal letter or email to the editor, he/she must include a statement that the views expressed do not represent the view of the Wasco County Library District. The correspondence must clearly explain that it is the employee's personally held opinion.

C. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program, unless the employee is officially representing the Library at the direction of the Library Director or Assistant Director.

D. Employees who are representing the Library in any of the above formats must identify themselves as an official spokesperson for the Library. No employee shall speak as an official representative of a different Library than their own without the prior approval of that Library Director.

GENERAL OR ROUTINE ISSUES

A. Broadcast Media: calls from broadcast media (TV and Radio) should always be referred immediately to the Library Director or Assistant Director.

B. Local Print Media: each Library Director or Head Librarian may handle calls from local print media regarding most routine issues and programs. When appropriate, the Director or Assistant Director may designate an employee in their Library to respond to specific questions from print media. The Library Director or Assistant Director should be informed of these media requests, including the reporter's name and topic, either before or immediately following interviews.

LIBRARY-INITIATED INFORMATION

A. Proactive media contact is initiated through the Library Director and Assistant Director or their designees. This includes issuing non-routine press releases and media advisories, and personal contacts with reporters and editors for non-routine coverage.

CRISIS OR EMERGENCY ISSUES

A. During a crisis or major emergency (like floods, tornados, or weather-related closings), the Library Director, Assistant Director, or Head Librarian will be or will designate a main point of contact for the media.

B. Personnel who may be the first to discover an emergency condition should first notify the appropriate rescue personnel if needed, then the Library Director or Assistant Director should be informed as soon as it is feasible.

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

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Rita Rathkey, Chairman

Tina Coleman, Vice Chairman

Corliss Marsh, Board Member

Mary Beechler, Board Member

Mary Jo Commerford, 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

Philip Brad, County Commissioner

Jeff Justensen, County Commissioner