

**WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING AGENDA
Tuesday, April 21, 2026 – 4:00 PM**

Meeting via Zoom

Join Zoom Meeting:

<https://us02web.zoom.us/j/85289182570>

Meeting ID: 852 8918 2570

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

Old Business

Library Board Training EDI & the Role of Trustees, Part1
<https://elearning.ala.org/course/view.php?id=101&pageid=5231>

1. Strategic Plan Update
2. Dufur IGA / MOU Progress
3. Media / Public Commenting Policy – 2nd Reading
4. Need for facility assessment
5. Update on “The Bears” artwork.
6. Programs at Chenowith ?
7. Administrative Fee discussion with the City (April 27-29?)

New Business

1. Budget Process and Discussion– Jeff
2. Financial Review

Next Meeting: Tuesday, May 19th, 2026 at Maupin

Adjourn Meeting

Next Meeting: May 19th in Maupin

Book Review

Future Items for Discussion and Strategic Plan Items:

Program Space

Board Diversity – Process of filling Board Vacancies

Wasco County Library Service District

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

Time: 4:00

Location: The Dalles Public Library

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

Board Members Not in Attendance Tina Coleman (Vice Chair)

Staff Present Jeff Wavrunek, Valerie Stephenson, Julia Middleton

Staff Not in Attendance Sarah Tierney, Kirsten Wells

Call to Order

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

Recognition of Visitors and Interested Parties

- Julia Middleton, standing in for Kirsten Wells to take minutes.

Opportunity to Amend the Agenda

- Jeff Wavrunek requests to add
 - “The Bears”
 - Wooden carved bears on The Dalles-Wasco County Library’s property and contact with the artist who created them.

Approval of Minutes

- Mary Beechler requests an amendment to the February 17th minutes
 - Under “Visitor’s Address the Board” requests change from “-- south wasco isn’t having to pay The City of the Dalles.” To “-- the library district maximizes savings for admin fee for The City of The Dalles.”
 - Mary Beechler makes a motion to amend, seconded by Mary Jo Commerford and all in favor.
- Mary Beechler makes a motion to approve minutes, Tina Coleman seconds- and all approve.

Library Director Reports

- Sarah Tierney was unable to access the Zoom meeting.
- Valerie Stephenson from South Wasco reports that their “Garden Expo” was a huge success. Started initially as a seed exchange and has grown to more of a seed giveaway with vendors and snacks. Numbers of visitors were said to be around the entire population of Maupin.
 - Mary Beechler states that she was in the Garden Club and that many people from surrounding communities were in attendance. She states that despite it growing in size, they want it to stay at the library.

- Rita Rathkey states that someone from the Master Gardeners told her that attendance was only growing, and that this was the fourth year.
- Tina Coleman says that Dufur could benefit, and should consider, having posts on Facebook “boosted” like South Wasco did for this event.
- The Dalles-Wasco County Library Report
 - Tina Coleman wants to acknowledge Children’s Librarian Nicole Giller, stating that she is “super impressed with Nicole” and mentions that she is very enthusiastic and engages with the kids very well. Mary Beechler joins in and says her frequent storytimes are amazing.
 - Rita Rathkey asks if Whatonka programs are possible for Nicole and “Day of the Child” on May 2nd is mentioned by Jeff Wavrunek. Also mentioned was the communication between Whatonka and Nicole in order to set up a recurring Spanish storytime.
 - Mary Beechler would like to keep looking at the bookmobile numbers and have an end of year report to assess the usage. Mentions a potential agenda item where they are able to discuss it and are informed on the bookmobile for the year as a review.
 - Mary Jo Commerford asks about the attendance for the sound bath meditation and expresses how great it is that we have programs such as that and yoga because it makes physical stuff more accessible for people, especially for those with a financial barrier.

Visitors Address the Board

- No Visitors addressing the Board.

Old Business

Computer Support for Maupin and Dufur to be provided through contract with ESD.

- Jeff Wavrunek has signed the contract and sent the invoice. Says that they came up with an awesome report and plan.
- Valerie Stephenson states that they are very responsive and great and that Ben in particular is very helpful.
- Tina Coleman confirms that Dufur is getting that as well.

Dufur MOU Progress (Note: Dufur IGA included in packet.)

- Rita Rathkey says that there were two meetings, a committee meeting with Sarah Tierney, Tina Coleman, Jeff Wavrunek, and Rita Rathkey. The other meeting was with Dufur School without Sarah present, and that they have another meeting scheduled.
- Board members discuss wanting the IGA and budget proposal to be looked at especially in regards to the financial report.

Oregon Library Association Conference update.

- Mary Beechler and Mary Jo Commerford are unable to attend. Corliss would like to attend, but is unsure if she is able. Rita Rathkey and Valerie Stephenson are attending the whole conference. Tina Coleman is attending, but will not be staying overnight.

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.

- The Board watched the training during this time. Valerie Stephenson had to leave during the video.
- Rita Rathkey, after watching the training, brought up diversity and future board vacancies. The board then discussed avenues for advertising the positions. Tina Coleman brought up the idea of a “meet the board” event. Board then discussed process for filling vacancies,
- This was the link to the training: Board Training: Advocacy and Communications <https://elearning.ala.org/mod/vimeo/view.php?id=28495>

New Business

Media / Public Commenting Policy

- Mary Beechler states that it could be more representative but has no problem with the policy.
- The Board is waiting for the second reading.

Added agenda item: “The Bears”

- Artist Jeff Stewart who did the original bears for The Dalles-Wasco County Library created more bears for the library to display.
- Communication regarding new bears became convoluted and the artist is now stating that he was under a different impression about the bears from what The City of The Dalles and Library Director Jeff Wavrunek were under.

Process of Filling Board Vacancies

- Was discussed after the training video, Board members did not feel the need to reiterate.

Budget Report and Discussion– Jeff

- Capital Improvement Plan
 - Jeff Wavrunek attempted to answer some of the Board's questions. Mary Beechler says that some of these appear to be annual projects instead of capital but Jeff stated this is per the City of The Dalles finance department. Mary Beechler says maybe this needs to be a conversation with them about why. The Board wants answers to why some of these are under the Capital Improvement Plan. The Board is putting this into the “parking lot.”
 - The Board agrees they need to discuss during IGA discussions.

Financial Review

- No comments or questions by The Board.

Meeting Adjourned

Next Meeting: Tuesday, April 17, 2026 at Dufur

May will be held in Maupin

Parking Lot from November: Strategic Plan Item:

- Possible Programs in Chenoweth
- Performing Arts Center
- Board Diversity

New Parking Lot:

- Capital Improvement Plan

Meeting Adjourned

**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	8
DVD's	9
E Books	142
Fiction	91
Non Fiction	104
prek	31
books from other libraries	10

397

3 Preschool storytimes average 14 in attendance

21 grade school programs average 20 in attendance

5 fiber guild programs average 7 in attendance

Dufur celebrated Dr. Seuss with a Mystery in the library. Thidwick was the guilty party. I started tracking my hours in March to see how many are being spent on Community projects vs. School projects and continue to do so. I also have been tracking patrons by the hour for the same purpose.

The library was opened Tuesday evening during Spring break for the community and had 11 patrons during those 2 hours.

April 13-17 the Dufur is celebrating National library week. The theme is Reading is my superpower. Each elementary class will have an opportunity to play superhero games (Hulk smash, Captain America's Shield fling and catching villains with spider webs) along with a reading contest.

Summer reading plans will be finished later this month

Jeff has brought it to my attention that the board would like a book club. After library week I will communicate with Nicole to see what is working in The Dalles for their books clubs.

LIBRARY BOARD REPORT

WC-SWCL – March 2026

1,158

TOTAL VISITS

37.4

AVG DAILY VISITS

557

ITEMS CIRCULATED

1. PATRON SERVICES & USAGE

Service Metric	Count
Reference Interactions	218
Computer & iPad Usage	25
Reading Room Usage	31
Wi-Fi Connections	251
Self-Directed Activities	107

4
NEW PATRONS

276
TOTAL TECH SESSIONS

2. CIRCULATION STATISTICS

Key Circulation Highlights:

- Fiction remained the top circulated collection at 163 items.
- DVDs continued strong circulation with 80 checkouts.
- Picture Books led children's circulation with 76 checkouts.
- Children's/Junior materials accounted for 35.5% of total 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%

March traffic remained strong, averaging 37.4 visits per day. Technology access also remained significant, with 276 total tech sessions and 251 Wi-Fi connections. Large community events substantially increased visibility and engagement.

Detailed Circulation by Shelving Location

Shelving Location	Circulation
Fiction	163
DVDs	80
Picture Books	76
Non-Fiction	67
Junior Fiction	32
Junior Graphic Novels	26
Large Print	23
Junior/Children's Non-Fiction	21
Junior Series	15
Early Readers	9

Shelving Location	Circulation
Young Adult Fiction	9
Children's DVDs	8
Library of Things	7
JM Non-Fiction	7
Audiobooks	5
Ask at Desk	3
Board Books	2
OBOB	2
Reference	1
YA Graphic Novels	1

TOTAL ITEMS	557
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3. PROGRAMMING & COMMUNITY ENGAGEMENT

Total Program Attendance: 683 | Meeting Attendance: 30

Youth Programs	Attendance
Minecraft	10
OBOB / OBOB Party	10
Break It	6
Switch Squad	6
4-H	2
Games Unplugged	1
Total Youth	35

Adult & YA Programs	Attendance
Bookish Banter	7
Knots & Needles	2
Scott Author	11
HS/MS	27
HS	23
Total Adult + YA	70

Community Highlights:

- Garden Expo drew 445 attendees, included 7 vendors, and benefited from 33 volunteers.
- Homeschool and family-centered activities continued steadily throughout the month.
- Partnership-based events such as Read with Frank and WIC connections supported broader community engagement.
- The library was closed on March 21 for carpet cleaning, but overall monthly use remained strong.

The Dalles-Wasco County Library Report

April 2026

- a) Nicole, the children's librarian, is doing story times at the Dalles Art Center.
- b) The Sci-Fi book club is proving popular as there is renewed interest in the genre. They met and discussed Halcyon Years.
- c) The Mind Splash air tubes in the children's room got refurbished as some broken and dirty pieces were replaced.
- d) Rich Ritchey & Reptiles was a very popular spring break program. He always draws big crowds.
- e) The Stacks Have Leprechauns was a fun St. Patrick's Day scavenger hunt with chocolate gold coins as a reward for good searches.
- f) During April we have our big Community Read event. This year the book is The Wild Robot. We are giving away tons of books for free to the community.
- g) Family Steam Night had folks build real robots.
- h) Laurin Guerin performed a special violin concert inspired by songs from the Wild Robot movie.
- i) Library Page interviews took place on Friday, April 3. We got two offer letters signed. The two candidates are currently being background checked.
- j) The HVAC update is almost done in the original part of the library. Currently, control panels are being synched up with the ductwork and dampers.
- k) The author of Hiking Oregon's Fire Lookouts presented her new book to folks at the library. We also purchased this awesome book for our collection.
- l) Clogging classes, which are giving the tap dancing classes a break, have been quite popular.
- m) The Adult Art Club made cool robot planters.
- n) Corliss Marsh taught quilting to some enthusiastic community members.

The Dalles Public Library

Programming Statistics

March 2026

📅 March Attendance

231 programs

3422 participants

Adult Programs

Number of Programs: 67

Attendance: 584

Young Adult Programs

Number of Programs: 31

Attendance: 222

Kids Programs

Number of Programs: 49

Attendance: 813

General Interest Programs

Number of Programs: 18

Attendance: 447

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

Number of Programs: 9

Participants: 1008

Highlights include: Take and make spice kits, walk to Shannon's for ice cream, Oregon Reptile Man, Share & Show: Central Oregon Rock Collectors, Giggles and Wiggles, Baby

Bookmobile - November Visits

Petersburg Headstart 1	18		Total	348
Playful Learning 1	17			
Tygh Valley Storytime	16			
Playful Learning 1	15			
Tygh Valley Storytime	15			
Sunshine Kids Preschool Rm 1	15			
Sunshine Preschool class 4	15			
Rivera's Bilingual Storytime	14			
Rivera's Bilingual Storytime	12			
Playful Learning 2	11			
Playful Learning 2	11			
Sunshine Preschool class 2	11			
TD EHS 2 storytime	9			
Maupin Storytime	9			
Rivera's Toddler Storytime	7			
Maupin Storytime	7			
TD EHS 1 storytime	6			
Leanna's Learning Tree Storytime	6			
Canyon Rim Outreach	3			
Canyon Rim Outreach	3			
Canyon Rim Outreach	3			
Canyon Rim Outreach	3			
Cherry Heights Senior Living Outreach	6			
Cherry Heights Senior Living Outreach	6			
Cherry Heights Senior Living Outreach	6			
Cherry Heights Senior Living Outreach	6			
Cherry Heights Senior Living Outreach	5			

Flagstone Outreach	10			
Flagstone Outreach	10			
Flagstone Outreach	6			
The Springs Outreach	6			
The Springs Outreach	4			
Celilo Bookmobile Stop	6			
Celilo Bookmobile Stop	5			
Dufur Bookmobile	9			
Dufur Bookmobile	3			
Shaniko Bookmobile Stop	3			
Shaniko Bookmobile Stop	2			
Sportsman's Park Bookmobile Stop	2			
Tygh Valley Bookmobile Stop	6			
Tygh Valley Storytime	16			
Wamic Bookmobile Stop	3			
Wamic Bookmobile Stop	2			

The Dalles Public Library Circulation Statistics -Jul 2025-Mar 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	11,915				98,491
INTERNET USERS													
Library wift users	547	600	556	707	585	555	609	562	746				5,467
	665	334	300	422	852	816	888	902	980				6,159
Library2Go													
Overdrive Read	505	477	418	396	416	431	461	382	414				3,900
Open EPUB ebook	0	0	0	2	0	0	1	0	0				3
Kobo Ebook	0	1	0	0	2	2	8	16	17				46
OverDrive Magazines	300	299	323	375	341	323	349	356	400				3,066
kindle book	247	246	172	205	259	261	235	220	246				2,091
Adobe ebook	0	0	0	0	0	0	0	0	1				1
adobe EPUB ebook	2	4	1	1	2	3	2	1	3				19
Media Do Reader	1	0	3	1	0	1	0	0	0				6
overdrive MP3 audio	0	0	0	0	0	0	0	0	0				0
Open PDF ebook	0	0	0	0	0	0	0	0	0				0
Pending (ebook)	3	6	2	8	3	14	5	3	4				48
Pending (audiobook)	15	18	18	10	18	21	17	19	14				150
overdrive Listens	1,583	1,546	1,554	1,557	1,427	1,431	1,585	1,370	1,451				13,504
Advantage	2,755	2,669	2,675	2,551	2,607	2,594	2,833	2,739	2,686				24,109
LIBRARY2Go total	5,411	5,266	5,146	5,106	5,075	5,081	5,496	5,106	5,236				46,943
PATRONS ADDED	70	52	60	67	51	36	71	44	49				500
ILL'S SENT	1,133	1,137	1,127	1,202	1,076	1,140	1,365	1,183	1,199				10,562
ILL'S RECEIVED	617	583	577	502	492	530	705	573	1,175				5,754
MONTHLY CIRC	13,628	12,495	12,754	12,183	10,158	12,537	12,657	10,896	13,008				110,316
LIBRARY2GO	5,411	5,266	5,146	5,106	5,075	5,081	5,496	5,106	5,236				46,923
TOTAL CIRC	19,039	17,761	17,900	17,289	15,233	17,618	18,153	16,002	18,244				157,239

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2026

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	REGULAR SALARIES	70,019.25	624,603.67	845,994.00	221,390.33 73.8
004-2100-000.12-00	PARTTIME/TEMP SALARIES	2,982.89	29,331.25	50,737.00	21,405.75 57.8
004-2100-000.13-00	OVERTIME SALARIES	.00	.00	12,027.00	12,027.00 .0
004-2100-000.14-00	BILINGUAL INCENTIVE 5%	.00	.00	.00	.00 .0
004-2100-000.21-10	MEDICAL INSURANCE	14,991.74	123,645.35	206,942.00	83,296.65 59.8
004-2100-000.21-20	L-T DISABILITY INSURANCE	513.97	4,213.55	5,414.00	1,200.45 77.8
004-2100-000.21-30	LIFE INSURANCE	50.95	414.99	687.00	272.01 60.4
004-2100-000.21-40	WORKERS COMP INSURANCE	17.63	1,851.61	2,168.00	316.39 85.4
004-2100-000.22-00	FICA	5,393.90	48,566.87	69,520.00	20,563.13 69.9
004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	8,782.43	74,840.29	109,023.00	34,182.71 68.7
004-2100-000.28-00	VEBA CONTRIBUTIONS	.00	2,402.99	16,556.00	14,153.01 14.5
004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	302.78	2,674.83	4,724.00	2,049.17 56.6
004-2100-000.31-10	CONTRACTUAL SERVICES	2,657.36	25,379.30	153,150.00	127,770.70 16.6
004-2100-000.32-20	SPECIAL LEGAL SERVICES	.00	.00	725.00	725.00 .0
004-2100-000.41-10	WATER & SEWER	207.53	3,190.71	5,800.00	2,609.29 55.0
004-2100-000.41-20	GARBAGE SERVICES	210.65	1,730.42	3,900.00	2,169.58 44.4
004-2100-000.41-40	ELECTRICITY	2,613.98	15,498.77	30,650.00	15,151.23 50.6
004-2100-000.43-10	BUILDINGS AND GROUNDS	4,966.00	35,140.00	76,250.00	41,110.00 46.1
004-2100-000.43-40	OFFICE EQUIPMENT	.00	.00	.00	.00 .0
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	573.68	5,937.42	22,600.00	16,662.58 26.3
004-2100-000.43-77	HVAC SYSTEMS	232.40	868.72	15,425.00	14,556.28 5.6
004-2100-000.52-10	LIABILITY	.00	13,998.80	12,500.00	(1,498.80) 112.0
004-2100-000.52-30	PROPERTY	.00	15,529.98	15,600.00	70.02 99.6
004-2100-000.52-50	AUTOMOTIVE	.00	4,014.43	3,850.00	(164.43) 104.3
004-2100-000.53-20	POSTAGE	23.95	312.42	1,900.00	1,587.58 16.4
004-2100-000.53-30	TELEPHONE	718.63	6,695.85	10,480.00	3,784.15 63.9
004-2100-000.58-10	TRAVEL, FOOD & LODGING	.00	.00	.00	.00 .0
004-2100-000.58-50	TRAINING AND CONFERENCES	.00	.00	10,800.00	10,800.00 .0
004-2100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	419.00	3,600.00	3,181.00 11.6
004-2100-000.60-10	OFFICE SUPPLIES	1,811.23	11,428.92	20,000.00	8,571.08 57.1
004-2100-000.60-20	JANITORIAL SUPPLIES	768.09	4,598.67	7,400.00	2,801.33 62.1
004-2100-000.60-85	SPECIAL DEPT SUPPLIES	18,319.01	146,411.54	196,500.00	50,088.46 74.5
004-2100-000.64-20	LIBRARY BOOKS AND BINDING	384.73	3,012.66	10,000.00	6,987.34 30.1
004-2100-000.64-30	LIBRARY PERIODICALS	5.31	3,218.55	4,000.00	781.45 80.5
004-2100-000.64-40	AUDIO/VISUAL MATERIALS	1,702.55	15,269.86	58,350.00	43,080.14 26.2
004-2100-000.64-80	COMPUTER SOFTWARE	.00	3,091.20	.00	(3,091.20) .0
004-2100-000.69-50	MISCELLANEOUS EXPENSES	.00	150.00	1,000.00	850.00 15.0
004-2100-000.69-80	ASSETS < \$5000	3,516.06	13,518.86	58,000.00	44,481.14 23.3
004-2100-000.72-20	BUILDINGS	.00	.00	47,000.00	47,000.00 .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	141,766.70	1,241,961.48	2,093,622.00	851,660.52 59.3

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2026

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	26,359.60	237,236.40	263,596.00	26,359.60	90.0
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	303,736.40	2,334,428.00	2,030,691.60	13.0
TOTAL FUND EXPENDITURES	168,126.30	1,545,697.88	4,428,050.00	2,882,352.12	34.9

Public Commenting Policy

WASCO COUNTY LIBRARY DISTRICT

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.