

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Tuesday, October 20, 2015  
4:00 p.m.  
Location: Maupin Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Approval of September 15, 2015 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
- V. SHARED CONCERNS OF THE BOARD
- VI. LIBRARY DIRECTOR REPORTS
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
  - Policy Review: Displays and Exhibits Policy
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

## **SCHEDULE FOR POLICIES TO BE REVIEWED**

March 2015 -- Materials Loan Policy

April 2015 -- Proctoring Exams Policy

May 2015 -- Wireless Internet Access Policy

June 2015 -- Internet Computer Use Policy

July 2015 -- Policy Establishing Behavior Rules for Use of Library

August 2015 -- Public Meeting Room Policy

September 2015 -- Materials Retention Policy

October 2015 -- Displays and Exhibits Policy

November 2015 -- Materials Selection Policy

## WASCO COUNTY LIBRARY SERVICE DISTRICT

### DISPLAYS AND EXHIBITS POLICY

#### **Purpose:**

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

#### **Use of display case:**

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

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

#### **Exhibits in main library reading room:**

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

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

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

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

**Review:**

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

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

**Responsibility for loss or damage:**

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

**Bulletin board and pamphlet case:**

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

**Political information:**

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

**Cancellation of display or exhibit:**

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

- ( ) Approved by Library Board September 14, 2010
- ( ) Adopted by Wasco County Board of Commissioners

Wasco County Library Service District  
EXHIBIT SPACE REQUEST

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

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

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

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FUND 004 LIBRARY FUND  
 BA ELE OBJ ACCOUNT  
 SUB SUB DESCRIPTION

DEPT/DIV 2100 LIBRARY/  
 \*\*\*\*\*CURRENT\*\*\*\*\*  
 BUDGET ACTUAL %EXP BUDGET ACTUAL %EXP

\*\*\*\*\*YEAR-TO-DATE\*\*\*\*\*  
 BUDGET ACTUAL %EXP ENCUMBER ANNUAL UNENCUMBER %  
 BUDGET BALANCE BDGT

	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER	ANNUAL BUDGET	UNENCUMBER BALANCE	%
45	CULTURE AND RECREATION									
455	LIBRARY									
01	PERSONNEL SERVICE	30929	27868.52	90	92787	84887.89	92	371154	286266.11	23
11	REGULAR SALARIES	8876	7795.88	88	26628	23433.14	88	106513	83079.86	22
12	PARTTIME/TEMP SALARIES	208	9.73	5	624	61.68	10	2500	2438.32	2
13	OVERTIME SALARIES	10314	11402.58	111	30942	32971.29	107	123772	90800.71	27
20	L-T DISABILITY INSURANCE	242	212.43	88	726	644.51	89	2912	2287.49	22
30	LIFE INSURANCE	41	40.81	100	123	126.13	103	503	376.87	25
40	WORKERS COMP INSURANCE	283	33.34	12	849	3263.32	384	3396	132.68	96
22	00 FICA	3061	2602.37	85	9183	7819.77	85	36733	28913.23	21
23	00 RETIREMENT CONTRIBUTIONS	4138	2565.68	62	12414	8107.21	65	49663	41555.79	16
28	00 VERA CONTRIBUTIONS	96	.00	0	288	827.55	287	1158	330.45	72
29	00 OTHER EMPLOYEE BENEFITS	20	15.00	75	60	45.00	75	240	195.00	19
01	** PERSONNEL SERVICE	58208	52546.34	90	174624	162187.49	93	698544	536356.51	23
02	MATERIALS & SERVICES									
31	CONTRACTUAL SERVICES	4930	4577.49	93	14790	17888.32	121	59167	40218.68	32
32	SPECIAL LEGAL SERVICES	33	.00	0	99	.00	0	39	399.00	0
41	WATER & SEWER	295	552.95	187	885	1333.83	151	3551	2217.17	38
20	GARBAGE SERVICES	90	.00	0	270	87.79	33	108	1001.21	8
40	ELECTRICITY	2313	1277.39	55	6939	4218.47	61	2763	23544.53	15
43	BUILDINGS AND GROUNDS	3715	513.55	14	11145	793.62	7	4483	43789.38	2
40	OFFICE EQUIPMENT	1047	1166.28	111	3141	1166.28	37	12574	11407.72	9
45	JOINT USE OF LABOR/EQUIP	16	.00	0	48	.00	0	200	200.00	0
51	GAS/OIL/LUBRICANTS	0	.00	0	0	.00	0	0	.00	0
52	LIBRARY VEHICLE	219	297.87	136	657	377.19	57	2638	2260.81	14
77	HVAC SYSTEMS	356	.00	0	1068	.00	0	4279	4279.00	0
52	LIABILITY	283	.00	0	849	3571.72	421	3406	165.72	105
30	PROPERTY	473	.00	0	1419	5102.16	360	5684	581.84	90
50	AUTOMOTIVE	34	.00	0	102	409.80	402	415	5.20	99
53	POSTAGE	313	18.00	6	939	20.94	2	3758	3737.06	1
30	TELEPHONE	659	392.52	60	1977	1498.20	76	7916	6417.80	19
58	TRAVEL, FOOD & LODGING	518	48.88	9	1554	721.96	47	6217	5495.04	12
70	TRAINING AND CONFERENCES	832	15.00	2	2436	300.00	12	9895	9695.00	3
70	MEMBERSHIPS/DUES/SUBSCRIP	144	.00	0	432	687.50	159	1735	1047.50	40
60	OFFICE SUPPLIES	2324	588.46	25	6972	3629.64	52	27899	24269.36	13
20	JANITORIAL SUPPLIES	203	518.96	256	609	2557.52	87	11753	1922.04	21
85	SPECIAL DEPT SUPPLIES	979	185.74	19	2937	2557.52	87	9195	9195.48	22
64	LIBRARY BOOKS AND BINDING	8485	5023.16	59	25455	13386.11	53	101829	88442.89	13
30	LIBRARY PERIODICALS	402	.00	0	1206	344.84	21	4831	2872.61	41
40	AUDIO/VISUAL MATERIALS	1654	110.07	7	4962	344.42	69	19857	16414.58	17
80	COMPUTER SOFTWARE	1104	3563.89	323	3312	8677.79	262	13253	4575.21	66
69	MISCELLANEOUS EXPENSES	62	.00	0	186	14.50	8	750	735.50	2
80	ASSETS < \$5000	20883	972.55	5-	62649	450.26	1	250600	236824.42	6
02	** MATERIALS & SERVICES	52366	17877.68	34	157098	71104.82	45	628582	541383.31	14
03	CAPITAL OUTLAY									
72	BUILDINGS	68524	.00	0	205572	1542.78	1	822299	810756.22	1

FUND	BA E	OBJ	SUB	ACCOUNT DESCRIPTION	DEPT/DIV	CURRENT	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	%
45	**	**		CULTURE AND RECREATION	LIBRARY	70424.02	39	537294	234835.09	44	26093.87	2149425	1888496.04	12	
455	**	**		LIBRARY	LIBRARY	70424.02	39	537294	234835.09	44	26093.87	2149425	1888496.04	12	
			03	CAPITAL OUTLAY											
			74	VEHICLES											
			30	FURNITURE AND FIXTURES											
			40	OFFICE EQUIPMENT											
			50	COMPUTER EQUIPMENT											
			03	CAPITAL OUTLAY		68524	.00	205572	1542.78	1	10000.00	822299	810756.22	1	
455	**	**		LIBRARY		179098	70424.02	39	537294	234835.09	44	26093.87	2149425	1888496.04	12
45	**	**		CULTURE AND RECREATION		179098	70424.02	39	537294	234835.09	44	26093.87	2149425	1888496.04	12
				DIV 2100 TOTAL *****		179098	70424.02	39	537294	234835.09	44	26093.87	2149425	1888496.04	12
				DEPT 21 TOTAL *****		179098	70424.02	39	537294	234835.09	44	26093.87	2149425	1888496.04	12

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
<b>VISITOR COUNT</b>	<b>12,763</b>	<b>10,864</b>	<b>10,381</b>			
<b>INTERNET USERS</b>	<b>2,291</b>	<b>2,237</b>	<b>1,898</b>			
Overdrive Read	61	89	47			
Open EPUB ebook	2	1	1			
overdrive video	0	0	0			
adobe PDF ebook	1	0	2			
kindle book	127	144	117			
adobe EPUB ebook	112	97	99			
overdrive MP3 audiobook	300	320	331			
overdrive WMA audiobook	0	0	0			
Open PDF ebook	0	0	0			
Pending (ebook)	44	65	48			
Pending (audiobook)	31	43	27			
Pending (video)	0	0	0			
OverdriveListens	18	22	14			
<b>LIBRARY2GO total</b>	<b>696</b>	<b>781</b>	<b>686</b>			
<b>TUMBLEBOOKS</b>	<b>8</b>	<b>11</b>	<b>20</b>			
<b>PATRONS ADDED</b>	<b>143</b>	<b>80</b>	<b>113</b>			
<b>ILL'S SENT</b>	<b>740</b>	<b>794</b>	<b>854</b>			
<b>ILL'S RECEIVED</b>	<b>739</b>	<b>875</b>	<b>673</b>			
<b>MONTHLY CIRC</b>	<b>16,756</b>	<b>15,649</b>	<b>15,304</b>			
<b>PB'S COUNT</b>	<b>0</b>	<b>0</b>				
<b>AUDIO COUNT</b>	<b>0</b>	<b>0</b>				
<b>LIBRARY2GO</b>	<b>696</b>	<b>781</b>	<b>686</b>			
<b>VHS COUNT</b>	<b>0</b>	<b>0</b>				
<b>TOTAL CIRC</b>	<b>17,452</b>	<b>16,430</b>	<b>15,990</b>			



## September, 2015

### Youth Services

9/2/2015	Toddler Time	Total includes adults	13
9/3/2015	GREAT & SMALL	STORY TIME OUTREAC	37
9/3/2015	Babies & Books	Total includes adults	6
9/4/2015	SON RISE ACADEMY	STORY TIME OUTREAC	17
9/4/2015	WONDERWORKS	STORY TIME OUTREAC	15
9/4/2015	Preschool Story Time	Total includes adults	15
9/9/2015	Toddler Time	Total includes adults	15
9/10/2015	Babies & Books	Total includes adults	0
9/11/2015	Preschool Story Time	Total includes adults	17
9/14/2015	HAPPY HANDS	STORY TIME OUTREAC	8
9/16/2015	Toddler Time	Total includes adults	14
9/17/2015	GREAT & SMALL	STORY TIME OUTREAC	40
9/17/2015	Babies & Books	Total includes adults	0
9/18/2015	SON RISE ACADEMY	STORY TIME OUTREAC	20
9/18/2015	WONDERWORKS	STORY TIME OUTREAC	20
9/18/2015	Preschool Story Time	Total includes adults	22
9/19/2015	CINDERELLA PG	Movies at the Library	27
9/19/2015	Children's Movie	Total includes adults	29
9/26/2015	PITCH PERFECT 2 PG1:	Movies at the Library	30
9/28/2015	HAPPY HANDS	STORY TIME OUTREAC	7
9/29/2015	Toddler Story Time	Total includes adults	13
		Total	365

### Teen Services

9/2/2011	Yu-gi-oh		8
9/7/2011	Youth Knitting		7
9/16/2011	Yu-gi-oh		10
9/17/2011	Homeschool Peak Program		12
9/17/2011	Pizza & Pages (TDHS)	Teen Outreach	20
9/21/2011	Youth Knitting		7
9/23/2011	Book Talk (TDHS)	Teen Outreach	74
9/24/2011	Pizza & Pages (TDMS)	Teen Outreach	19
		Total	157

### Adult Services

9/30/2015	TALKING ABOUT DYING	Sponsored by ODH	28
9/1/2015	Flagstone	Adult Outreach	4
9/1/2015	Oregon Veteran's Home	Adult Outreach	7
9/2/2015	Dufur Potlatch	Adult Outreach	8 2 new cards
9/3/2015	Tygh Valley Community	Adult Outreach	6
9/8/2015	Adult Coloring Night		11
9/12/2015	Ukelele		16
9/15/2015	Springs at Mill Creek	Adult Outreach	6
9/15/2015	Family Game night		9
9/16/2015	Good Reads Book Group		6
9/17/2015	Canyon Rim Assisted Living	Adult Outreach	3
9/17/2015	Third Thursday Book Group		4

9/26/2015 Ukelele	10
<b>Reference Services</b>	56 Logged
<b>Computer Classes, Drop-In Hours and Open Lab</b>	16
<b>Banned Books Week Passive Programming (All Ages)</b>	21
	211

Wasco County Library Service District  
Board Meeting  
September 15, 2015

Location: Dufur School/Community Library

Board Members present: Rita Rathkey, Carolyn Wood, Carol Jones, Margaret Brewer

Staff present: Valerie Stephenson, Jeff Wavrunek, Sarah Tierney

Meeting was called to order at 4:00 by Rita Rathkey

Carolyn Wood moved to approve the minutes of the previous meeting, Margaret Brewer seconded, and they were approved

Recognition of visitors: there were none

Additions to agenda – None

Shared concerns – It was reported that the City Manager, Nolan Young was terminated last night at the City Council meeting. Carolyn Wood reported on what happened during that meeting, and said that we need to keep an eye on what this means to the library.

Library Director's Report: Jeff gave an update on the addition. The entry to the new area will not involve removing a row of shelving, as it turns out that is part of the support of the upper level. The Library Foundation wants to go before the City Council on October 12<sup>th</sup> and ask them to accept Griffin's bid. Good news on the drainage, what we have now will support the new addition. As far as the sewer line, Griffin came up with a work-around. The Foundation still needs to raise \$50,000; some money will come from the library budget.

Last week was the Friends of the Library annual meeting. Library staff did a presentation on programming at the library. Megan Hoak, the Tween/Teen Librarian had put together a power point presentation covering all the summer events. Jeff talked about the new Youth Services Librarian; as well as an update on the addition. Rita Squires talked about all the adult programming going on. It was a well-received presentation, although some issues with our website popped up and these are being worked on.

Jeff said he got permission from Barbara Murphy to use some of her landscape paintings of the Wasco County Gorge area on the website. The plan is to rotate through a selection of photos and paintings such as these periodically.

Jeff also reported on the new Youth Services Librarian, Dana Campbell, who will be starting on October 15<sup>th</sup>. She will be in charge of the birth through fifth grade services. Dana comes very highly recommended, and has about 20 years of experience.

Dufur: Sarah reported that school started on August 31<sup>st</sup>; and she has kindergarten through 9<sup>th</sup> grade in at least once a week. She is going before the Dufur City Council to ask them to change the library's summer hours for next year. Currently during the summer the library is open Tuesdays and Thursdays, 10-12, 1-3, and 6-8. She would like to have that changed to 10-2.

Maupin: Valerie reported that Rhys Thomas will be performing at the Maupin School on Thursday night for Family Night. Valerie will be helping Mary Beechler out that night. Fundraising is going well; they have raised about \$80,000 so far.

Old Business: Three policies have been reviewed – Public Meeting Room policy, Internet policy, and Proctoring policy. As there were no changes made to the **Proctoring** policy, Carolyn Wood moved to approve them, Carol Jones seconded. **Internet** policy – there was some minor wording changes, and the cost of printing went from 5 cents to 10 cents. Carolyn Wood moved to accept the new policy, seconded by Margaret Brewer. **Meeting Room** policy – changed wording, requiring the library to give two weeks' notice if they are going to cancel a group's scheduled room use. There was also some wording updated regarding equipment available for use in the room. Motion to approve was made by Margaret Brewer, seconded by Carolyn Wood.

New Business: Up for review is the **Materials Retention** policy. The policy currently says that 1/3 of the collection will be reviewed per year; Jeff would like to change that to say that the full collection will be reviewed on a yearly basis. The assistant director, Amy Schoppert, is in the process of reviewing the entire collection now. Once this is done, future review will not be as time consuming. A yearly review, done by the person responsible for that collection will be possible. Carolyn asked what happens to the books to be discarded. Jeff explained what happens to them, how they are given to the Friends for possible sale (checking Library Consignment to see if there is any value, if so, shipping them to LC, or

holding them for the book sales); donated to NorCor for their classroom use; or donated to other organizations for their use.

Also up for review is the **Behavior** policy. This was tabled until the next meeting, after everyone has had a chance to read. Jeff said that #11, regarding Food and Drink, has been eliminated, and he wants to simplify the wording of #15.

Financial Review: Not everyone saw the financial report, as it was in the first email, not the second. 17% of the year is now gone. A portion of the The Dalles-Wasco budget is going to be used for furniture in the new addition. The actual amount is not yet known, Jeff is waiting until Dana is here to get her input. There was also a discussion regarding programming, we don't want to duplicate what others in the community are already doing. Carolyn Wood moved to accept the Financial Review, Margaret Brewer seconded.

Updates: Carolyn Wood asked Valerie if she had any information on the fundraising bricks. She doesn't yet, but will soon have a flyer with more information. The bricks cost \$100, and Valerie has already sold the first one.

The community read, One Community, One Book, is happening now. The adult book discussion will take place Thursday evening at the library (there may be a repeat before the end of the month, if there is a demand). Saturday, October 3<sup>rd</sup> will be the Family Fun Day, with all sorts of exciting things happening in the upper parking lot including a bounce house and climbing wall.

The next meeting was scheduled for Tuesday, October 20 at 4 p.m. in Maupin.

Meeting was adjourned at 5:17

WASCO COUNTY LIBRARY SERVICE

DISTRICT BOARD OF DIRECTORS

---

Mary Beechler, Chair

---

Margaret Brewer, Vice-Chair

---

Rita Rathkey, Board Member

---

Carolyn Wood, Board Member

---

Carol Jones, Board Member