

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING

Date: March 19, 2024 @ 4:30 p.m.

Location: The Dalles, and via Zoom

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

Topic: Library Board Meeting

Time: Mar 19, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82770409503?pwd=c3doWkn2U25kNGNYMVBmWDZKaEhOUT09>

Meeting ID: 827 7040 9503

Passcode: 235532

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
 - a. Library Van
 - b. IGA
 - c. Security camera policy
 - d. Bookdrop/patio sculptures
- VI. NEW BUSINESS
 - a. OLA
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

**Wasco County Library Service District
Board Meeting
Tuesday, February 20, 2024
Location: The Dalles Library Meeting Room & Zoom**

Board Members Present: Corliss Marsh, Dave Mason, Rita Rathkey, Mary Beechler, Tina Coleman

Staff Members Present: Jeff Wavrunek, Valerie Stephenson, Rita Squires

Called to Order: at 4:37

Recognition of Visitors and Interested Parties: none

Minutes: Dave Mason moved to approve after corrections have been made; seconded by Mary Beechler

Director's Reports:

Dufur: (submitted via email) We just wrapped up our Scholastic Book Fair and we managed to sell 701 books this year. We exceeded our goal by 1 book. The Christmas gift wrap days were lightly attended (2 attendees each day). The Fiber Arts Guild is starting back up. During the winter with the dark nights and snow, attendance usually drops. Parents of students have started using the library as a meeting location to plan upcoming activities. Micah will work on Tuesday and Thursday during Spring Break in March; April brings on library week and we are making plans for that.

Maupin: Coming up on March 9th we will be partnering with the City of Maupin for a Garden Expo. There will be speakers and presentations from the Master Gardeners. Library of Things food preservation items have been added. Thanks to a grant, the library has purchased (canners, etc.). There was also a donation of 3 food dehydrators. The library has applied for a Wasco County Cultural Trust grant, which would be used to hire a theatrical group that does immersive historical programs. They'll know in about a month if they will receive the grant. Minecraft Mondays started off small, has been steadily growing, and has become very popular. The Dalles Library has checked out I-Pads for the Maupin Library to use. Maupin is partnering with 4-H and the Extension Office to offer more programs. The library did Valentine cards, and upcoming events include candle making, soap making, and sourdough bread. Theo Perez, a local from Warm Springs, will be reading his new book at the library.

Through a grant from Oregon Humanities, there will be a two-day work shop on Reflective Communication. Library staff and stakeholders can register to attend. The new city manager for Maupin is Nick Smith; Valerie Stephenson was on the interview committee. Nick has excellent people skills.

The Dalles: Jeff has been working on getting some specific interactive equipment for the children's room for a couple of years. It's finally here as the cost and availability worked out. The Community Reads event coming in March will be related to the book, *Treasure Island*, by Robert Louis Stevenson. There are tons of activities planned for the month, including a special Saturday storytime that will have a mermaid and pirate as entertainers. Abbey Phelps is responsible for coordinating all the activities for the Community Reads. She will also be presenting a workshop on hosting Community Read events during the Oregon Library Association conference at the end of April. Recently a homeless person stole one of our floor mats, and was sleeping on it on the street side of the deck. Jon and Ambrielle, our two new library pages have expressed an interest in programming. Jon recently did a Putt-Putt Golf event for families, which was popular. The first Second Saturday Storytime was hugely popular, and included live bunnies and guinea pigs.

Jeff thanked the Board for participating in Executive Forum's 360 review. He will be going to Lake Oswego to present his project on programming to the other department heads from The Dalles, Clark County, and the City of Beaverton. He's applying information he's learned, hoping to streamline programming processes.

Old business: Regarding the library van, Jeff will meet with the people from Farber via Zoom to go over the color scheme inside the van. It looks like delivery will happen in August. Funding for the van is in the city budget. The van will be used for outreach. Jeff met with the maintenance supervisor today regarding the bookdrop. They will pour a concrete base for it around the end of March/first part of April. Maintenance staff will also pour bases for outside art sculptures, as well as pouring a concrete patio just outside the kids' room. Mike is working on getting quotes for a new HVAC system. The city will put in \$150,000 and the library will match it. The HVAC project is in the budget for next fiscal year.

The city budget was submitted last week. Anything district oriented will go through the county. This includes books, technology, software, professional development, Sage membership, and courier fees. These expenditures will originate from the county portion of the library district budget. This new process takes effect July 1st. County finance department feels there will be no problem handling the additional work of these library district invoices.

Maupin will receive another \$17,000 a year to pay for increased part-time staff hours. Jeff has also put in for another staff position to help cover the teen and children's services.

The Board will meet tomorrow an hour before their meeting with the city manager, to discuss the IGA. They want the formula for the administrative fee written into the IGA.

There was a question regarding the use of security cameras and keeping the images. Do we need a policy? A Google search shows libraries do have such policies.

The Oregon Library Association conference is during the last full week of April. If any Board members want to attend, they need to let Kirsten Wells know, as she will be making the motel reservations.

Financial review: No concerns, everything looks fine.

Next meeting: The Board will meet at 4:30 on Tuesday, March 19th, 2024, in The Dalles. The April 16th meeting will be held in Dufur; May 21st in The Dalles, and June 18th will be in Maupin.

There was a motion made to hold all meetings in The Dalles, except once a year in Dufur (in April), and Maupin (in June). This was agreeable to all in attendance.

Adjourned: at 6:00 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 8 MONTHS ENDING FEBRUARY 29, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000,11-00	59,395.19	461,337.97	724,176.00	262,838.03	63.7
004-2100-000,12-00	5,138.08	32,166.53	62,170.00	30,003.47	51.7
004-2100-000,13-00	.00	312.61	12,100.00	11,787.39	2.6
004-2100-000,21-10	13,287.89	100,675.95	167,981.00	67,305.05	59.9
004-2100-000,21-20	360.89	2,794.33	4,609.00	1,814.67	60.6
004-2100-000,21-30	44.47	346.58	548.00	201.42	63.2
004-2100-000,21-40	23.82	1,612.90	1,783.00	170.10	90.5
004-2100-000,22-00	4,839.58	37,074.83	60,243.00	23,168.17	61.5
004-2100-000,23-00	7,327.61	55,975.64	81,622.00	25,646.36	68.6
004-2100-000,28-00	11.94	2,966.78	11,215.00	8,248.22	26.5
004-2100-000,29-00	262.25	2,019.20	4,098.00	2,078.80	49.3
004-2100-000,31-10	3,683.46	72,613.24	249,452.00	176,838.76	29.1
004-2100-000,32-20	.00	.00	750.00	750.00	.0
004-2100-000,41-10	206.92	2,575.83	5,780.00	3,204.17	44.6
004-2100-000,41-20	156.12	1,027.69	1,850.00	822.31	55.6
004-2100-000,41-40	2,835.54	16,549.04	31,132.00	14,582.96	53.2
004-2100-000,43-10	1,652.21	19,231.99	49,850.00	30,618.01	38.6
004-2100-000,43-40	493.68	15,964.66	21,115.00	5,150.34	75.6
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	90.84	2,020.24	20,500.00	18,479.76	9.9
004-2100-000,43-77	.00	3,531.70	15,460.00	11,928.30	22.8
004-2100-000,52-10	.00	7,247.38	7,583.00	335.62	95.6
004-2100-000,52-30	.00	11,380.61	12,581.00	1,200.39	90.5
004-2100-000,52-50	.00	466.89	4,400.00	3,933.11	10.6
004-2100-000,53-20	70.30	270.27	2,300.00	2,029.73	11.8
004-2100-000,53-30	622.61	6,068.39	13,455.00	7,386.61	45.1
004-2100-000,58-10	.00	203.05	11,956.00	11,752.95	1.7
004-2100-000,58-50	.00	.00	16,690.00	16,690.00	.0
004-2100-000,58-70	.00	419.00	11,135.00	10,716.00	3.8
004-2100-000,60-10	875.56	16,533.53	38,555.00	22,021.47	42.9
004-2100-000,60-20	259.69	3,691.84	8,050.00	4,358.16	45.9
004-2100-000,60-85	9,289.80	96,186.14	151,510.00	55,323.86	63.5
004-2100-000,64-20	10,951.41	77,020.56	151,500.00	74,479.44	50.8
004-2100-000,64-30	692.96	1,140.67	5,800.00	4,659.33	19.7
004-2100-000,64-40	3,006.21	19,817.08	62,350.00	42,532.92	31.8
004-2100-000,64-80	2,696.57	5,423.12	69,887.00	64,463.88	7.8
004-2100-000,69-50	.00	78.95	250.00	171.05	31.6
004-2100-000,69-80	.00	8,869.85	67,625.00	58,755.15	13.1
004-2100-000,72-20	.00	.00	280,000.00	280,000.00	.0
004-2100-000,74-20	.00	.00	240,000.00	240,000.00	.0
004-2100-000,74-30	.00	.00	.00	.00	.0
004-2100-000,74-40	.00	.00	198,000.00	198,000.00	.0
004-2100-000,74-50	.00	.00	.00	.00	.0
TOTAL LIBRARY	128,275.60	1,085,615.04	2,880,411.00	1,794,795.96	37.7

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	12,416.67	99,333.36	183,000.00	83,666.64	54.3
004-9500-000.81-10 TO UNEMPLOYMENT FUND	.00	.00	.00	.00	.0
004-9500-000.81-37 TO CAPITAL PROJECT FUND	833.37	6,666.96	10,000.00	3,333.04	66.7
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	106,000.32	1,339,117.00	1,233,116.68	7.9
TOTAL FUND EXPENDITURES	141,525.64	1,191,615.36	4,219,528.00	3,027,912.64	28.2

circ stats for The Dalles Public Library

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						
INTERNET USERS	Library wifi users	639 437	727 430	642 842	536 518	530 775	632 397	484 395	536 583				
Overdrive Read		424	422	344	408	370	431	454	370				
Open EPUB ebook		0	0	0	2	1	0	0	0				
Kobo Ebook		12	6	8	4	9	8	3	7				
adobe PDF ebook		0	0	0	0	0	0	0	0				
kindle book		357	300	255	268	232	342	356	262				
adobe EPUB ebook		8	8	1	5	1	2	4	8				
overdrive MP3 audio		25	40	22	29	28	38	20	30				
Open PDF ebook		0	0	0	0	0	0	0	0				
Pending (ebook)		15	3	6	3	10	9	5	15				
Pending (audiobook)		37	23	22	36	30	27	22	26				
overdrive Listens		1,145	1,215	1,010	1,073	1,100	1,071	1,165	1,064				
Advantage		2,236 with Sept		3,648	1,966	2,014	2,037	2,095	2,029				
LIBRARY2Go total		4,259	2,017	5,316	3,794	3,795	3,965	4,124	3,811				
TUMBLEBOOKS		0	0	0	0	0	12	3	0				
PATRONS ADDED		99	68	65	73	66	42	62	84				
ILL'S SENT		1,093	1,077	1,043	1,070	1,208	1,090	1,352	1,188				
ILL'S RECEIVED		593	626	524	560	484	475	640	543				
MONTHLY CIRC		14,188	14,283	12,851	13,350	13,332	13,553	13,513	13,612				
LIBRARY2GO		4,259	2,017	5,316	3,794	3,795	3,965	4,124	3,811				
TOTAL CIRC		18,447	16,300	18,167	17,144	17,127	17,518	17,637	17,423				

The Dalles Library program statistics February 2024

Youth Services:

Number of Programs	Type of Program	Number Attending	Notes or comments
13	Storytimes (Baby, Toddler, & Pre-school)	160	
4	Fun Fridays	45	
2	Book Clubs	2	no one showed for BookWorms club
3	Tumi Tales	15	
25	Outreach visits (Head Start, Pre-schools, etc.)	313	one visit had to be cancelled
1	First Saturday performer event	44	
1	Second Saturday Family Storytime	120	
1	Putt Putt Golf	27	

Total of 50 programs planned (1 cancelled), 726 attending, no activity kits given away this month

Teen Services:

Number of Programs	Type of Program	Number Attending	Notes or comments
2	Writer's Club	0	one cancelled due to illness
1	Anti-Valentine's Party	25	
1	Book Club(s)	1	
1	Open Console Gaming	0	
4	Outreach visits (Norcor)	55	
1	Art Club	1	
3	Art Attack	10	
1	Movie Night		cancelled due to technical problems
5	WIN Reality: VR batting practice	0	one had to be cancelled
1	Guided Watercolor	5	
1	Yin/Yang art project		cancelled due to illness
1	Hands-on Maker Monday	15	
2	Tinker Thursday	16	

Total of 24 programs planned (4 cancelled), 128 attending, no activity kits given away this month

Adult Services:

Number of Programs	Type of Program	Number Attending	Notes or comments
6	Book Clubs	39	
2	Writer's Group	5	one cancelled due to illness
4	Art Club	19	one cancelled
13	Outreach visits (senior facilities)	94	
1	Coffee & Coloring	4	
1	Junk Journaling	4	open to teens and adults
1	Guided Watercolor	15	
1	Computers with Kimball	6	
1	Embroidery: Heart	10	
1	ESOL Teaching (outreach)	35	
1	Let's Play the Newlywed Game	8	
1	Hygge Winter Workshop	19	
1	Silk Dyed Scarves	20	
1	Silver Clay Leaf Pendant	10	
1	Ying/Yang art project	5	
1	Galentine's Day	40	

Total of 37 programs planned (2 cancelled), 333 attending, no activity kits given away

There was a total of 111 events planned, 7 of them were cancelled; 1,187 in attendance

Maupin circulation stats

Maupin 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
Ask at desk	6		8	5			2	1					22
Audiobooks	5		10	11			28	16					70
Board books	15		15	7			4	8					49
Children's DVDs				10			11	7					28
Children's non-fiction	17			26									43
DVDs	44		86	64			202	159					555
Early readers	39		57	24			26	35					181
Fiction	241		213	209			217	195					1075
Graphic Novels	25												25
Junior fiction	47		78	51			45	53					274
Junior non-fiction	25		22	19			14	26					106
Junior graphic novels				7			12	7					26
Junior series								3					
JM non-fiction								10					
Large print	7		16	19			18	20					80
Library of Things	13		6					1					20
Libros en Espanol	4		2				2	1					9
New books	1		3	1			1						6
Non-fiction	77		72	91			83	89					412
OBOB	5		3	2			8	2					20
Picture books	59		88	91			52	68					358
Stacks	5		4	5			11	9					34
Young Adult Graphic Novels			26	31			24	23					104
Young Adult Fiction	17		20	9			13	14					73
Young Adult Nonfiction	2		1				1						4
Music Cds				2									2
Reference													0
TOTAL CIRCULATION	654	0	730	684	0	0	774	747	0	0	0	0	3589
PATRON COUNT	10	0	6	6	0	0	0	0	0	0	0	0	16
New patrons added:	10	0	6	6	0	0	0	0	0	0	0	0	16

No meeting in August, no stats reported

no stats reported

no stats reported

Maupin programming stats

14	Storytime
6	Read What You Want Book Club
36	Patron Appreciation
44	Homeschool Families
19	Minecraft Mondays

119 attended programs

Dufur circulation and programming stats

No report received at this time

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.