

AGENDA
WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING
Tuesday, November 17, 2015
4:00 p.m.
Location: The Dalles Public Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. Approval of October 20, 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
 - Boopsie
 - OMSI
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
 - Policy Review: Behavior in the Library
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
 - a. Set Next Meeting Date and Location
 - b. Adjourn

SCHEDULE FOR POLICIES TO BE REVIEWED

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
Board Meeting
October 20, 2015

Location: Southern Wasco County 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 4:04 by Rita Rathkey

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

Recognition of visitor/interested person – Steve Kramer, County Commissioner

Additions to agenda – None

Shared Concerns – None

Director's Report – Jeff gave an update on the addition. The contract was awarded to Griffin construction. The architect and construction company have worked to bring costs down. They won't need to build a trench, will have pump system instead. They will keep the store-front windows. They are getting \$53,000 from Urban Renewal and the Foundation is raising \$50,000. They are looking to break ground December or January 1st, with completion scheduled for September 2016. Dana Campbell (new Youth Services Librarian at The Dalles) and Valerie Stephenson will be visiting libraries in Sherman County, Umatilla, Arlington and Irrigon, as they have all built new libraries or remodeled recently. Dana has a lot of great ideas and is starting to plan the inside of the new addition.

Maupin: Valerie reports that she will be doing Eastern Oregon tour of libraries. Looking for ideas for layout and décor; what works and what doesn't. New space will include meeting room, and more computer stations. They have started selling bricks. They are sending mailer out highlighting ways people can donate. One way is donating through <https://www.crowdrise.com/sowalibrary>.

Second week of December LEO program will be bringing OMSI to Maupin School and The Dalles Library.

Dufur: Sara went before the City Council about changing the summer hours. Beginning summer of 2016 the hours will be 10 – 2, and 6 – 8 on Tuesdays and Thursdays. They have held 3 pre-school story times so far, with 5 participants. This is the first story time in over five years. The Ready to Read Grant is almost done. Thursday nights have become a handicraft night, not just for knitters.

Carolyn Wood shared that the Community Foundation just had a meeting on how to apply for funds. They have a lot of designated funds, including literacy.

Old Business:

Behavior Policy – Rita questioned second paragraph, could be banned 1 year, appeal to director. Chain of command for appeal process needs to have a time limit.

Distribution of Google money, Enterprise Zone -- Jeff Wavrunek and Rita Rathkey met with Scott Hege and Steve Lawrence. One option is based on tax rate, we want that. One of the things we could do is hire someone to do programming, including STEM, and a Maker Space, there is a need in the community.

Materials Retention policy was signed.

New Business

Display and Exhibit policy, there are no changes

Motion to approve by Margaret Brewer, seconded by Carolyn Wood. Approved

Financial Review:

VEBA what is that?

Water and Sewer at 38%

Membership Dues and Computer software at 66%. Jeff explained that those are usually once a year costs.

Motion to accept made by Carolyn Wood, seconded by Carol Jones. Approved

Updates:

Discussion about the Adult Coloring Night. The library is a community center, more than just books.

Images for website? Jeff is checking with Barbara Murphy and others

Peak – One Book, One Community – it was great

Next meeting is Tuesday, November 17th in The Dalles

Meeting adjourned at 5:17

WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD OF DIRECTORS

Rita Rathkey, Chair

Margaret Brewer, Vice-Chair

Carol Jones, Board Member

Carolyn Wood, Board Member

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
VISITOR COUNT	12,763	10,864	10,381	11,834		
INTERNET USERS	2,291	2,237	1,898	1,930		
Overdrive Read	61	89	47	63		
Open EPUB ebook	2	1	1	2		
overdrive video	0	0	0	0		
adobe PDF ebook	1	0	2	0		
kindle book	127	144	117	138		
adobe EPUB ebook	112	97	99	102		
overdrive MP3 audiobook	300	320	331	306		
overdrive WMA audiobook	0	0	0	0		
Open PDF ebook	0	0	0	0		
Pending (ebook)	44	65	48	57		
Pending (audiobook)	31	43	27	25		
Pending (video)	0	0	0	0		
OverdriveListens	18	22	14	13		
LIBRARY2GO total	696	781	686	706		
TUMBLEBOOKS	8	11	20	28		
PATRONS ADDED	143	80	113	79		
ILL'S SENT	740	794	854	869		
ILL'S RECEIVED	739	875	673	592		
MONTHLY CIRC	16,756	15,649	15,304	15,151		
PB'S COUNT	0	0	0	0		
AUDIO COUNT	0	0	0	0		
LIBRARY2GO	696	781	686	706		
VHS COUNT	0	0	0	0		
TOTAL CIRC	17,452	16,430	15,990	15,857		

ADULT

Outreach

Facility	Date	Attendance
Springs at Mill Creek	10/13/2015	16
Tygh Valley Community Meal	10/16/2015	6
Flagstone	10/6/2015	13
Dufur Potlatch	10/7/2015	15
Oregon Veteran's Home	10/6/2015	8
Canyon Rim	10/15/2015	7
Total		65

Programming

Family Craft Night	10/7/2015	11
Adult Coloring Night	10/14/2015	5
Third Thursday Book Group	10/15/2015	9
Family Game night	10/15/2015	5
Soap Making	10/17/2015	6
Good Reads Book Group	10/22/2015	2
Owyhee Journals by Bonnie Olin	10/24/2015	15
Total		53

Computer Classes and Drop-In	17
ADULT TOTAL	135

Reference Questions **243**

YOUTH SERVICES

Events and Programming	Date	Participants
Pre-school story time	10/2/2015	18
Lego League	10/5/2015	26
Zumba for Kids	10/8/2015	15
Movies at the Library	10/10/2015	37+
Movies at the Library	10/24/2015	12+
Movies at the Library	10/31/2015	5
Total		64

Story Time Outreach

Great & Small	10/1/2015	42
Sonrise Academy	10/2/2015	15
Wonderworks	10/2/2015	8
Head Start	10/7/2015	60
Happy Hands	10/12/2015	6
Harvest Fest storytime	10/17/2015	20
Happy Hands	10/26/2015	8

OCDC Parent Orientation	10/13/15	20+
Total		159

YOUTH SERVICES TOTAL 223

Oct-15**Teen Services Statistics**

Date	Program	Type	Total Participants
9/30/2015	Yu-Gi-Oh	In Library	8
10/2/2015	Homeschool Book Club	In Library	14
10/3/2015	Peak Family Fun Day	In Library	218
10/5/2015	Youth Knitting	In Library	7
10/6/2015	TLAB	In Library	9
10/9/2015	MECha Altar	Outreach	8
10/9/15	Teen Movie	In Library	35
10/12/15	NaNoWriMo Prep	In Library	6
10/14/15	Books & Brownies	Outreach	14
10/14/15	Yu-Gi-Oh	In Library	11
10/19/15	Youth Knitting	In Library	6
10/20/15	Teen Craft	In Library	3
10/22/15	Humans Vs. Zombies	In Library	24
10/26/15	Teen Writers	In Library	1
		Grand Total	364

WASCO COUNTY LIBRARY SERVICE DISTRICT

POLICY ESTABLISHING BEHAVIOR RULES FOR USE OF LIBRARY

The Wasco County Library Service District's behavior rules are intended to protect the rights and safety of both library patrons and staff, and to preserve and protect the library's materials, facilities, and property.

Any person who violates rules 1 - 2 while in or on the library premises will be immediately ejected and excluded from the premises without first being given a warning to be decided by the Library Director, Assistant Director, and if they are not available, by the most senior full-time staff member. Any person so excluded may lose all library privileges for a period of up to one year, and the incident reported to the appropriate law enforcement agency.

1. The arrest of or issuance of a citation to a person for committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance, which statute or ordinance is intended to protect the rights and safety of both library patrons and staff, and to preserve and protect the library's materials, facilities and property.
2. Possessing, selling, distributing or consuming any alcoholic beverage or illegal drugs.

Any person who violates rules 3-13 while in or on the library premises will be given one warning; if the improper behavior continues after a warning has been given, then the person will be asked to leave the premises for the day. A subsequent violation of rules 4 through 15 by that person will result in that person's immediate ejection and

exclusion from the library premises. Any person so excluded may lose all library privileges for a period of up to one year.

3. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.
4. Using library materials, equipment, furniture, fixtures or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause personal injury to the person or others.
5. Disobeying the reasonable direction of a library staff member.
6. Soliciting, petitioning, or distributing written materials or canvassing for political, charitable, or religious purposes inside the library building, including the doorway or vestibule.
7. Interfering with the free passage of library staff or persons in or on the library premises, including, but not limited to, placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage.
8. Bringing bicycles or other similar devices inside the library building, including the vestibule, without the permission of the library staff.
9. Operating roller skates, skateboards or other similar devices on library premises.
10. Smoking or other use of tobacco is not allowed inside library building, including the vestibule.
11. Bringing animals inside the library building (with the exception of service animals), except as allowed at a library-approved event.
12. Violating the library's rules for use of the Internet.
13. Taking library materials into restrooms or meeting room if the materials have not been checked out.

Any person who violates rules 14 - 16 while in or on the library premises will be given up to two warnings; if the improper behavior continues after the warnings have been given, then the person will be asked to leave the premises for the day.

A subsequent violation of rules 15 – 16 by that person will result in that person's immediate ejection and exclusion from the premises. Any person so excluded may lose all library privileges for a period of up to six months.

14. Creating electronic device noise which disturbs others.
15. Leaving one or more children under the age of 10, who reasonably appear to be unsupervised or unattended, anywhere in or on the library premises for a period of 10 minutes or more.

Any person who violates rules 16 and 17 while in or on the library premises will be excluded from the premises until the problem is corrected.

16. Entering the library building with bare feet or a bare chest.
17. Disturbing others because of offensive body odor.

Appeal Process

A person who has been excluded from the library or had their library privileges suspended under any of the above rules may appeal within one week the decision imposing the exclusion and/or the suspension of library privileges to the Library Director. The Director's decision may be appealed to the Library Board by submitting a written notice of appeal to the Library Director, within 5 business days of the receipt of the Library Director's decision. The Library board shall consider the appeal at their next regularly scheduled meeting. The Board shall have the power to affirm or reverse the decision of the Library Director, and a copy of the Board's decision shall be provided to the person appealing the decision.

ADOPTED by the Wasco County Library Service District Board of
Directors on the _____ day of _____, 2015.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Rita Rathkey, Chair

Margaret Brewer, Vice-Chair

Carol Jones, Board Member

Carolyn Wood, Board Member

ADOPTED by the Wasco County Court, Governing Body of the Wasco County Library
Service District, on the _____ day of _____ 2015.

WASCO COUNTY COURT
Governing Body of the
Wasco County Library Service District

County Judge

County Judge

County Commissioner

Revised 10/20/15

