

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

May 19, 2015

4:00 p.m.

Location: The Dalles Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Approval of April 14, 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: Wireless Internet Access Policy
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

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

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  
April 14, 2015

Location: The Dalles Library

Board Members Present: Corliss Marsh, Margaret Brewer, Rita Rathkey, Carolyn Wood

Staff Present:

The Dalles: Jeff Wavrunek

Dufur: Louise Walkowiak

Maupin: Valerie Stephenson

Visitors: Nolan Young, City Manager of The Dalles

Nolan Young explained the reasoning on the more than doubling increase of the City Administrative Fee that the City charges the library to almost \$87,000. A formula was used, taking into consideration things such as budget, number of full-time equivalent employees, purchase orders (for payment of items ordered), and items on the agenda.

This Administrative Fee includes a percentage to the:

Fellow Program: He has done some work on the expansion project; in addition, his salary is going to increase if the position becomes a regular, full-time position.

Technology position - based on number of computers, servers, amount of work

City Attorney - based in part on number of employees, various contracts related to the library

City Manager - based in part on number of employees, amount of time spent working with library related business

There will be a public hearing of the budget committee on May 4<sup>th</sup>

Nolan also mentioned that the City Council goals regarding the library include assisting with the children's addition; possible non-ownership of library building; current make-up (employees, etc.). Should City still be providing these services, or should district?

Nolan then left, and the rest of the meeting followed the agenda.

**Minutes:** Corliss M. moved to approve the March minutes, Rita R. seconded, motion carried unanimously.

There was a brief discussion on the proposed increase of the City Administrative Fees.

**Directors' Reports:**

**The Dalles.** Jeff included his monthly report in the packet, there were no questions.

**Dufur:** Louise shared the picture of her that was in The Dalles Chronicle. They are starting to do an inventory; and there are plans underway for programs for next year.

**Maupin:** Valerie reported that they are celebrating poetry month, they will be holding a poetry night, as well as a poetry workshop. Fundraising for a new library is going strong.

**Old Business:** None

**New Business:** There was a request made by a patron to Margaret Brewer for library services, perhaps a satellite library, on the west side. It was brought to the attention of the Board that Brian Goodwin, principal at the Wahtonka Community School Campus, is trying to get a library going in that school. This library would also be available to the public. It was suggested that the patron get in touch with Brian.

**Outreach services:** It was requested that the van services to Dufur Potlatch, Tygh Valley Community Meal, and Canyon Rim (an assisted living facility in Maupin) be resumed. These were all places visited by Suzy Goolsby before her retirement. Jeff reported that plans are in the works for this, as well as other outreach services.

There was a review of the budget

**Updates:** Corliss reported that the building fund has almost reached its goal, and the Foundation will have an Over-the-Top Celebration on May 29<sup>th</sup> at 6:30 p.m. at the Columbia Gorge Community College.

**Meeting adjourned at 5:03 p.m. Next meeting:** The next meeting is scheduled for the third Tuesday in May, rather than the second Tuesday. The date for the meeting is May 19<sup>th</sup>, at 4:00 p.m. in The Dalles.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Mary Beechler, Chair

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Margaret Brewer, Vice-Chair

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Rita Rathkey, Board Member

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Corliss Marsh, Board Member





# APRIL 2015 LIBRARY DIRECTOR'S REPORT

## Programming Numbers

DATE	EVENT	ATTENDANCE	COSTS	NOTES				
4/1/2015	Toddler Time	21						
4/2/2015	Yu-Go-Oh Club	2						
4/4/2015	Uke Can Do It	34	\$400	Ukelele Workshop for Adults				
4/6/2015	Game Day Teen	4						
4/7/2015	Family Craft Night	16		Windchimes from Old Cutlery				
4/8/2015	Toddler Time	15						
4/9/2015	Yu-Go-Oh Club	7						
4/10/2015	Pre-School Storytime	19		Music and Movement				
4/11/2015	Cultural Performance	25+		<i>Legends of Mexico</i>				
4/13/2015	Game Day Teen	5						
4/15/2015	Toddler Time	19						
4/16/2015	Third Thursday Book Group	4		Poetry Workshop Drew From Same Well				
4/16/2015	Poetry Workshop	5	\$200	Penelope Scambly Schot				
4/18/2015	Meet the Author	30+	\$200	Molly Gloss				
4/18/2015	Movies at the Library	15		Annie				

4/20/2015	Game Day Teen		4							
4/22/2015	Christian Fiction Book Club		2							
4/22/2015	Toddler Time		16							
4/23/2015	Cowboy Poetry Night		25		Duane Nelson and Friends					
4/23/2015	Yu-Go-Oh Club		9							
4/24/2015	Pre-School Story Time		9		Parade Theme					
4/27/2015	Game Day Teen		6							
4/29/2015	Toddler Time		11							
4/29/2015	Romance Book Club		2							
OUTREACH										
DATE	EVENT	ATTENDANCE	COSTS	NOTES						
4/25/2015	Cherry Festival Parade		\$50							



	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15
<b>VISITOR</b>										
<b>COUNT</b>	11,830	11,451	10,780	10,677	9,065	9,893	10,752	10,631	10,376	10,337
<b>INTERNET</b>										
<b>USERS</b>	2,608	2,788	2321	2401	1,863	1,957	2,090	2,034	2,197	2,043
Overdrive Read	17	34	36	23	43	53	37	38	72	41
Open EPUB ebook	1	0	0	1	1	0	5	1	0	0
overdrive video	0	0	1	0	0	0	1	0	0	0
adobe PDF ebook	12	16	8	3	1	3	16	7	4	0
kindle book	144	84	75	61	84	106	160	110	97	102
adobe EPUB ebook	91	78	79	77	98	94	87	84	83	80
overdrive MP3 audiobook	211	191	233	197	232	239	256	206	279	243
overdrive WMA audiobook	90	101	96	80	52	48	84	96	42	21
Open PDF ebook	0	0	0	0	1	0	0	0	0	0
Pending (ebook)	18	25	21	25	21	33	17	9	40	45
Pending (audiobook)	13	21	22	20	16	23	18	15	41	22
Pending (video)	1	0	0	0	0	0	0	1	0	0
<b>LIBRARY2GO total</b>	598	550	571	487	548	599	681	567	658	555
<b>TUMBLEBOOKS</b>	11	11	312	548	369	161	883	1,694	608	377
<b>PATRONS ADDED</b>	87	73	125	77	63	64	97	65	91	70
<b>ILL'S SENT</b>	488	467	513	637	447	594	646	623	701	637
<b>ILL'S RECEIVED</b>	517	483	464	561	467	510	702	608	682	725

Circulation after Weeding

	2014				2015			
	Jan-14	Feb-14	Mar-14	Jan-15	Feb-15	Mar-15	Apr	Apr
Audio	535	493	503	470	422	513	522	494
Christian Fiction	169	136	142	128	162	170	140	200
Large Print	357	334	362	338	348	413	329	298
New Books	53	70	53	136	211	522	54	624
NF 500	55	78	63	112	99	87	76	72

## WASCO COUNTY LIBRARY SERVICE DISTRICT

### WIRELESS INTERNET ACCESS POLICY

The Wasco County Library Service District offers free wireless Internet access for the public. Users who have personal electronic devices (laptops, PDAs, hand-held games, etc.) with wireless Internet cards may be able to access a wireless connection from inside and outside the library building. Other public wireless networks may be accessible at the library as well.

Wireless access currently uses the WiFi standards 802.11 a, b and g. Most wireless devices should recognize the library network automatically. If your device does not have wireless built in, you must purchase a WiFi compatible network card.

- The library does not assist users in obtaining a wireless connection.
- Signal strength may vary throughout the library. Please move to a different location within the library if you are having trouble securing a connection or staying online.
- Library staff cannot perform repairs or troubleshoot your equipment.
- Wireless connections are not secure; use caution when transmitting personal information.
- The library is not responsible for damage to software, hardware or files connected to the wireless network.
- Be prepared to use battery power. Do not plug into an outlet where you block aisles, exits or access to materials. The library has limited electrical outlets.
- The library cannot guarantee your equipment will work with the library's network.
- Do not leave your equipment unattended. The library is not responsible for equipment that is lost or stolen.

#### Rules for Acceptable Use of Wireless Internet Connections

Regardless of the WiFi source, wireless Internet users inside the library or on library premises are subject to the library's Internet Computer Use Policy, with the exception of those rules that apply to library-owned equipment.

Specifically, as a wireless Internet user, you must:


- Stop viewing any site that creates a hostile environment for other library users and staff if a staff member asks you to stop.
- Follow the rules of the websites you visit.
- Never harass others with prints, images or messages.
- View and print only legal material and conduct only legal activity.

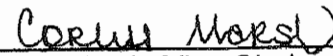
- Make appropriate choices about the sites you view when others are present, since the library is a public place that serves children as well as adults.
- Use sound-muffling headphones or mute sound to avoid disturbing others.
- Never block aisles, exits or access to library materials.
- Follow all provisions of the Library's Behavior Policy.

Failure to follow the rules for wireless Internet use may result in the loss of wireless Internet access privileges, potential loss of library privileges, and possible criminal prosecution. Loss of wireless Internet access privileges will occur after one warning is given and the misuse behavior continues. The Library's Behavior Policy describes the circumstances under which the loss of library privileges will also occur.

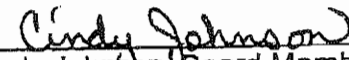
ADOPTED by the Wasco County Library Service District Board of Directors on the 12th day of November, 2008.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

  
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Mary Beechler, Chair

  
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Corliss Marsh, Vice-Chair

  
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CeeCee Anderson, Board Member

  
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Cindy Johnson, Board Member

  
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Diana McElheran, Board Member

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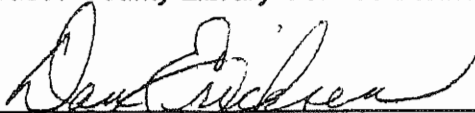
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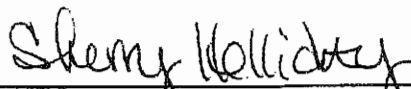
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ADOPTED by the Wasco County Court, Governing Body of the Wasco  
County Library Service District, on the 26th day of November, 2008

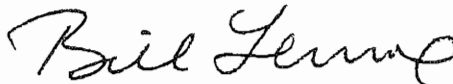
WASCO COUNTY COURT  
*Governing Body of the  
Wasco County Library Service District*



\_\_\_\_\_  
Dan Ericksen, County Judge



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Sherry Holliday, County Commissioner



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Bill Lennox, County Commissioner