

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Tuesday, April 17, 2018  
4:00

**Location:** Dufur School/Community Library

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. ADDITIONS TO AGENDA
  - a. Enterprise zone funds
  - b. Service dogs
  - c. Volunteer policy
- V. SHARED CONCERNS OF THE BOARD
- VI. LIBRARY DIRECTOR REPORTS
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. FINANCIAL REVIEW
- X. UPDATES
- XI. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

Wasco County Library Service District  
Board Meeting  
March 15, 2018  
Location: Tygh Valley

**MINUTES SUBJECT TO APPROVAL**

**Board members present:** Dick Stentz, Carolyn Wood, Carol Jones, and Rita Rathkey

**Staff present:** Jeff Wavrunek, Rani McPhearson

**Called to order:** at 11:07 am by Carolyn Wood

**Corrections to minutes:** none, Rita Rathkey moved to approve, seconded by Carol Jones, and the minutes were approved.

**Recognition of visitors and interested parties:** Corliss Marsh, who reminded everyone of the upcoming Friends of the Library book sale, to be held Saturday, March 17<sup>th</sup> from 9-12

**Additions to agenda:** none

**Shared Concerns:** Rita Rathkey recommended that when computers are loaned to the Mosier Library volunteers, that they be labeled as having been supplied by the Wasco County Library Service District.

**Library Directors' Reports:**

**Dufur** – (submitted via email, as she was not able to attend meeting): March: Dr. Seuss's birthday (Read Across America) was a lot of fun. We had readers for Preschool-5<sup>th</sup> grade come and spend about 20 minutes reading in the classroom; Rita Squires, Dana Campbell, and Suzy Goolsby, to name just a few. The classes all seemed to enjoy their reader and the readers enjoyed their experience. The Celilo Preschool came for a field trip. They visited the preschool classroom, the kindergarten classroom, had lunch in the cafeteria, had a library tour, and enjoyed a story time. Spring break is March 26<sup>th</sup>-30<sup>th</sup>, the library will be closed.

April: We are hosting another soup night on April 5<sup>th</sup> from 6-8 pm. The Missoula Children's Theater will be at the school 16<sup>th</sup>-20<sup>th</sup>. We will be celebrating library week April 23<sup>rd</sup>-27<sup>th</sup> with the theme of Jumbo Games. We will have Connect 4, Memory, Guess Who, Jenga, Kerplunk, and Bingo. The kids will also compete in a reading contest with other individuals and classroom prizes will be awarded. The library has ordered a projector and it should be installed by the end of April.

General: Things are coming together for the summer reading program. There is a school bond that is being presented to the voters soon. Some of the things that will benefit the library are new lighting; they will change out the florescent for LED lights. The parking lot will be redesigned, there will be better lighting, a deck will be built around the outside of the library for different activities, and more changes made to focus on making the building and surrounding area safer.

**Maupin** – Rani has been trying to get story-time going and has a puppet show set up. She is going to try it on Wednesdays; there is a home schooling family that will be coming. For Summer Reading, Rani wants to piggy back with The Dalles for programs. She is also trying to line up volunteers to help in the library. Rani is now able to do copy cataloging. The City of Maupin got the money from the state to help build the new library (and community center). Rani wants to start working on grants for new books. (Carolyn Wood mentioned that she had received a letter saying that the money had been awarded for the new building. It is assumed that she received this letter because she had signed the letter from the Library Board showing their support for the new library and civic center.) April is National Poetry Month and Rani wants to do some programs with Donna Henderson. They are getting a screen so they can show movies. They are going to try showing them bi-weekly. (There was a brief discussion about using digital video collections. Jeff explained that normally the titles are very limited, no major Hollywood studios.) She is also looking into having the Maupin Library being able to check out other things to patrons, like MacBook Pros. Lastly, Rani talked about the pros and cons of letting expensive items be checked out and taken outside the library; especially to patrons that are only in the area temporarily. For now she will only allow use in the library.

**The Dalles** – We see the same problem with the transient population, people checking out items, then moving and leaving no forwarding address. It has been crazy busy at the library. Last week they interviewed applicants for the open children’s position. The library asked applicants to submit demo videos of them doing story-times, which was really helpful. You could see that some applicants were not comfortable doing story-times and therefore are not good candidates. They interviewed 4 finalists, and now the City will do an extensive background check. We are hoping to be able to have someone hired in a few weeks. Today’s paper had a front page article featuring our assistant director, Dylan, and his work at Wah-tonka High School with the 3D printer. He and Megan (teen librarian) do a lot of STEM programs. The previous children’s librarian also did a lot of STEM programming. We have educational playthings such as the Code-a-pillars and B-Bots. For the big Google open house today we were supposed to use our laser cutter to cut coasters for them. Unfortunately, the laser cutter broke. We will have that fixed, and at a later date, honor our commitment to them.

**Old Business:** There is not a formal volunteer policy; Jeff had submitted a proposed policy last month. He explained that volunteers are screened (using information on their application), and then interviewed, before being allowed to volunteer. It was suggested that the policy should mention the need to fill out an application. Grant writing – Carolyn Wood is doing further follow-up on the relationship between CGCC and its Foundation. (The College pays for ¼ of the time for management of the Foundation.) She will also check with the school district and see what they do. Dog business – comfort animals are not allowed in public places. They are not the same as a service dog, which is trained for a specific task. Part of that training includes social setting behavior. Comfort dogs don’t necessarily receive any sort of training. It was suggested that Jeff go to the City Attorney and see what the city policy is in regards to comfort animals.

**New Business:** None

**Financial Review:** Regarding the administrative fee, Jeff has received an email from the new finance director stating that the fee is not going to increase this year. It should be slightly lower. The City just had a webinar at the department manager’s meeting; they are going to be outsourcing the retention of digital records to a firm located in Baker City. Records are kept according to state retention laws.

**Updates:** Rita Rathkey mentioned that she really likes getting the newsletter via email.

The next meeting will be held Thursday, April 17<sup>th</sup>, at 4:00 at Dufur. The May 15<sup>th</sup> meeting will be held in The Dalles.

Meeting adjourned at 12:15 pm.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

---

Carolyn Wood, Chair

---

Carol Jones, Vice-Chair

---

Rita Rathkey, Board Member

---

Margaret Brewer, Board Member

---

Dick Stentz, Board Member

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
<b>VISITOR COUNT</b>	12,291	13,077	11,395	12,050	10,476	12,674	11,613	11,286	12,436			
<b>INTERNET USERS</b>	1,510	1,822	1,523	1,667	1,388	1,250	1,358	1,382	1,783			
Overdrive Read	49	56	39	52	22	14	11	14	10			
Open EPUB ebook	5	5	4	5	6	3	0	2	2			
overdrive video	0	0	0	0	0	0	0	0	0			
adobe PDF ebook	1	2	1	0	0	0	0	0	0			
kindle book	138	149	177	149	198	174	151	195	181			
adobe EPUB ebook	119	174	97	143	134	136	101	73	83			
overdrive MP3 audio	420	414	455	541	386	407	399	360	416			
Open PDF ebook	0	0	0	0	0	0	0	0	0			
Pending (ebook)	48	64	49	65	75	49	60	49	70			
Pending (audiobook)	38	52	48	76	65	56	70	40	49			
overdrive Listens	15	31	20	22	23	16	19	21	18			
Kobo ebook	0	0	0	0	0	0	0	0	0			
<b>LIBRARY2Go total</b>	833	947	890	1,053	909	855	811	754	829			
<b>TUMBLEBOOKS</b>	7	3	112	78	39	444	242	131	34			
<b>PATRONS ADDED</b>	101	157	125	104	80	81	86	74	111			
<b>ILL'S SENT</b>	897	969	945	1,041	1,021	1,023	1,220	1,120	1,269			
<b>ILL'S RECEIVED</b>	746	752	709	728	636	554	827	749	769			
<b>MONTHLY CIRC</b>	18,281	18,734	16,941	18,344	17,591	17,106	19,554	17,655	20,386			
<b>LIBRARY2GO</b>	833	947	890	1,053	909	855	811	754	829			
<b>TOTAL CIRC</b>	19,114	19,681	17,831	19,397	18,500	17,961	20,365	18,409	21,215			

## PROGRAM STATISTICS

March 2018

<b>Children's Services</b>	<b>Attendance</b>
Toddler Story Times	68
Preschool Story Times	99
Outreach programs	05
Fun Fridays	<u>161</u>
<b>Totals:</b>	<b>333</b>

<b>Teen Services</b>	
Teen Tech Week	39
Teen Fridays	63
Yu-gi-oh	05
Youth Fiber Guild	10
Animanga Club	06
Google STEM	06
Google Grand Opening (outreach)	50
Film Making workshop	04
Outreach	86
4 passive programs	<u>46</u>
<b>Totals:</b>	<b>309</b>

<b>Adult Services</b>	
Outreach services	52
Book clubs	10
Adult movie night	07
DC vs Marvel movies	21
YouTube class	03
Tech Assistance	<u>02</u>
<b>Totals:</b>	<b>95</b>

<b>Other programs</b>	
Family Nights	25
Google Wind Challenge	60
Adulting 101	07
Puzzles	38
Karaoke	<u>08</u>
<b>Totals:</b>	<b>138</b>

# **THE WASCO COUNTY LIBRARY VOLUNTEER POLICY**

**PHILOSOPHY** - The Library welcomes members of the community to serve as volunteers at the Library. We believe the help volunteers provide enhances public service to the community and is valuable.

**GUIDELINES AND PROCEDURES** - A volunteer is a person who donates time, talent, or services to support the library and its activities without expectation of future employment, wages, benefits, or compensation of any kind. Volunteers will be recruited through a variety of methods (announcements, newspaper articles, Friends of the Library, newsletters, requests to community organizations, etc.) to meet specific as well as general library volunteer needs. Volunteer candidates must fill out an application and successfully pass an interview and screening process with the Library Director or Assistant Library Director. Volunteering at the library is a coveted position and not all volunteers are qualified or fit the library's needs. Also, the library might not have a volunteer opening. Volunteers will be informed of and agree to abide by the library's policies and rules. Volunteers will be supervised and supported by staff that will provide volunteers with tasks, appropriate training, supervision, and regular feedback. The library will demonstrate its appreciation for the time, talent, and effort contributed by volunteers by providing appropriate recognition. Records will be maintained of volunteer time, contact information and activities, and will provide the documentation needed to verify community service.

**DRESS** - Any time that volunteers are at the Library in a volunteer capacity the expectation is that they wear appropriate clothing. A general guideline about clothes, if you can't wear it to school, you can't wear it here. Good clothing choices:

- Khakis
- Jeans (in good repair)
- Polo shirts
- Unprinted t-shirts
- Comfortable shoes

Not Appropriate:

- Athletic shorts
- Mini-skirts
- Short shorts or super low-rise jeans
- Halter/tank tops or muscle shirts
- Product t-shirts (alcohol, slogans with lewd phrases)

**ATTITUDE** - Volunteers are doing an important job by representing the Library, so we expect them to smile! Volunteers will be helping staff and the public so they need to be pleasant, friendly and helpful! Volunteers are a valuable resource for the library; their energy and talents help the library meet its commitment to providing quality service to the public.

**RESPONSIBILITIES** - Volunteers have specific responsibilities. Volunteers are free to set their work schedules, but they must be prepared to fulfill their volunteer commitments. These include:

- \* Will maintain a professional demeanor at all times.
- \* To be open and honest regarding intent, goals and skills.
- \* To accept only realistic assignments and have a clear understanding of the job.
- \* To carry out duties promptly and reliably.
- \* Interpret volunteer to mean work without pay. Volunteer work will be of the highest quality, just as the paid staff is expected to do their work.
- \* Conduct oneself with dignity, courtesy, and consideration.
- \* To cooperate with the staff and accept the guidance and direction of the Library staff.
- \* To understand the function of the paid staff, maintain a smooth working relationship with them, and stay within the bounds of volunteer responsibility.
- \* To participate in any training required by the Library.
- \* To respect confidentiality.

- \* To be nonjudgmental while bringing an attitude of open-mindedness. Be willing to receive training and show interest. Take any problems or suggestions to the volunteer's support person.
- \* To be punctual, and notify the library of absences as much in advance as possible.
- \* To notify the library if you change or decide to end your volunteer time with library.
- \* Find out how to best serve the activity for which the person has volunteered. Offer only as much as the volunteer can give.
- \* Must be dependable, therefore, volunteers should be careful that their commitments are simple and clear, and cannot be misunderstood.

**REPORTING AND PERFORMANCE GUIDELINES** - Unless otherwise specified, volunteers report to the Library's Volunteer Coordinator. The Volunteer Coordinator may arrange for volunteers to report to various staff-members of other library divisions, especially if the assigned activity requires additional coordination or supervision. Please note: When the Volunteer Coordinator is not present, volunteers may be required to report to other senior staff.

**RELEASE FROM VOLUNTEER PROGRAM** - Volunteers may be released from the program due to lack of service need, poor performance, conduct, or for violations of policy or Federal, State or local laws.

Grounds for dismissal may include, but are not limited to:

- \* Negligent or unsatisfactory work performance.
- \* Disruptive attitude or abusive language.
- \* Conduct resulting in injury to others, hazardous conditions, or damage to property.
- \* Routine non-compliance with library policies, procedures or practices.
- \* Unreported or excessive absences.
- \* Repeated tardiness or low availability.
- \* Use or possession of alcohol or illegal drugs, substances, or intoxicants while in service.

We appreciate volunteers and hope they enjoy their volunteer experience. Volunteers allow the Library to more effectively serve our community.

ADOPTED by the Wasco County Library Service District Board of Directors on April 17, 2018.

---

Margaret Brewer, Chair

---

Carolyn Wood, Vice-Chair

---

Rita Rathkey, Board Member

---

Carol Jones, Board Member

---

Dick Stentz, Board Member