

Whitman County Library
Board of Trustees Meeting
Whitman County Library, Colfax
October 16, 2018

Present: Heather Lustig, Bob Bates, Kristie Kirkpatrick, Steve Balzarini, Suzanne Schmick, and Shirley Cornelius.

Vice-Chair Suzanne Schmick called the meeting to order at 4:02 p.m. There were no additions or modifications to the agenda.

New Business:

August Library Supporter of the Month was Judy Carter of Carter Foods in LaCrosse. The September supporters of the month were the Steiger Family and Friends and their award was presented to them when Craig and Ann Steiger along with Marni Hacker visited the Center in September. The October supporter hasn't yet been selected.

A number of staff changes are coming. Patti Cammack will be retiring in the coming months. Molly Overby, senior activity coordinator, and Diane Harp, Tekoa Branch manager, will be leaving the library shortly. The library is in the process of recruiting replacements.

The proposed 2019 library budget was presented. The assessor's office doesn't yet have the 2019 assessed property tax values so the revenue numbers were forecast using the 2018 values and the maximum levy rate that we can use after the voter approved levy lid lift in February. Expenses were budgeted with that amount in mind. After discussion, the board approved by majority, the 2019 budget, resolution, 2018-19.

Other resolutions were presented including resolution 18-17, changing the board meeting to monthly and the third Tuesday of every month. Resolution 18-16, increasing the accounts payable imprest fund from \$25,000 to \$60,000 and the payroll imprest fund from \$62,000 to \$130,000 and finally Resolution 18-15, 3 D Printer pricing and use policy. A short discussion followed on why the changes were necessary and the resolutions were approved by a majority of the board.

Continuing Business:

A 3D printer was purchased with some of the funds that were received from the Innovia technology grant that we received this summer. James and Nichole have developed 3D printer policies and have been demonstrating the use of the printer. In November, James will be traveling to all the branches to show them its uses and a portion of his salary is also being paid by the Innovia grant. James also received a grant from the Washington State Library for 52 new computers will be used in large part for Microsoft Imagine Academy. Our current computers are not compatible with the new software. Each branch will receive two new computers.

The City of Colfax bill was due on 9/30 and because a different agreement had not yet been reached, the 2018/19 bill was calculated with the contract that we have used since 2014. Because repairs and maintenance had dropped significantly in 2018, the overall bill went down and because of that, most of the cost carryover from prior years was applied to the current bill. The library looks forward to continuing discussion with the City of Colfax to find a mutually agreeable way to bill for costs of upkeep on the library.

Monthly Business:

Minutes from the July meeting were reviewed and approved by a vote of the board.

Financial reports including the July through September payroll and accounts payable vouchers of \$379,779.17 and the MasterCard transactions were presented. The Whitman County Auditor's office will in the future be requiring a new way to reimburse the imprest funds. All voucher requests must be signed by the board. The September reimbursement request was changed to accommodate that format. There was no additional discussion and Resolution #2018-18, #2018-20, and #2018-13 was approved by a vote of the board.

Kristie reviewed July's circulation which was strong and nearly even with one year ago. Program attendance had large increases in all age categories. Electronic outreach was down – due mainly to lower Facebook reach but we are thrilled with the number of people our new newsletter is reaching. Database usage continues a disappointing trend except for Whitman County Heritage and ABC Mouse. Other measures improved, like website visits, downloadable book checkouts and volunteer hours.

For August, circulation was down a bit, especially in the use of databases. Library attendance dropped a bit but was still strong. Electronic outreach dropped due to Facebook reach falling again but again, we are happy with the reach of our newsletter and increased volunteer hours.

For September, traditional and database usage both dropped while digital checkouts continue to rise. Program attendance is very strong increasing by nearly 1871 people, with only teen attendance dropping. Electronic outreach dropped a lot due to less Facebook reach. Finally, catalog usage was abnormally high for both August and September. James suspects it is a BOT searching for vulnerabilities.

To wrap up summer reading, Kristie shared photo pages from each branch. Attendance at children's/family programs great, growing from 1702 to 2376. Children's finishers dropped by 52. Teen finishers grew by 5 and adult finishers grew by 101. As always, WCL couldn't provide such great summer programs without the support of community donors and Friends of WCL.

Upcoming events are best viewed at the website at www.whitco.lib.wa.us including the Humanities Program, Hollywood and the Homefront at the branch libraries.

Upcoming Board Meetings and trainings:

The next board meeting will be Tuesday, November 20 at 4:00 PM and the next one will be in conjunction with the winter luncheon. Luncheon starts at noon on Friday, December 7, followed by the meeting at 1:15 PM. The January meeting will be Tuesday, Jan. 15.

The meeting adjourned at 5:02 PM.

Shirley Cornelius, Secretary

Suzanne Schmick, Board Vice Chair