

Ritzville Library District #2 Library Board
AGENDA
February 21, 2024
Ritzville Public Library

Ritzville Library District #2 enriches lives, builds community, and provides educational and recreational resources for all. We strive to create an environment where our community can *connect, explore, discover, create, and grow*.

Call to Order – Morgane Plager Roth

Introduction of Guests – Morgane Plager Roth

Approval of January 2024 minutes [see attached]

Approval of Consent Agenda [see attached]

a) Approval of January ACH Umpqua Bank Debits:	\$24,649.06 (payroll)
	\$8,500.93 (operations)

\$33,149.99 Grand Total

General Concerns-Open Forum

Please refer to the Policy for Public Comment at Board Meetings

Reports

Director Report-Millie Hopkins

Library Business

Next Meeting

Wednesday, Wednesday, April 17th, 2024, 5:30 pm In Person/Zoom

Library Use Stats

Total Patrons – 610

Tech Help – 18

ILL – 1

Book Help – 11

Reference Questions – 13

Faxes – 8

Phone Calls – 48

New Library Cards – 2

Program Stats

Passive Programming – 22

Youth Programs – 72

We had 27 preschoolers, 26 6-12-year-olds, 2 teens, and 15 adults attending our youth programs.

Adult Programs – 21

We had a total of 1 6-12-year-olds, 1 teens, and 19 adults attend our adult programs, which include the D&D Club.

We had 7 people attend our first Humanities WA Speaker, Amanda Van Lenan who talked about how Washington became the apple state.

Collection Stats

159 items checked out, which is 38 more items than February.

Library Updates

Follow-up from February:

Window – The price does include labor; he will have the window tomorrow. He said he was planning to come and install it next Monday - Wednesday but I asked if he could do the installation Wednesday - Friday since I have Mondays & Tuesdays off.

Sewer Smell – I asked Heidi for details, and she said that it has always been like that, and city guys have tried to figure it out and clean it, but nothing has worked. The colder it gets the stinker it gets.

Trustee Training – I talked to both Sara Jones, the state librarian, and Jeanne at the conference and mentioned the trustee training. I sent them an email an email as well and I am waiting to hear back. Jeanne said she would set up a pole for all those interested to find a good time that works with as many people as possible.

Raise – Vanessa Was getting paid \$22.44 while she was the director. To raise my wages to that it will be a .56 cent raise which will be \$806.40 for the year. Since we didn't pay the \$1,500 to QuickBooks for the LiveBooking there is some money there to cover it.

Sergio – I set up an appointment to meet with John Kraugt and he said to let things lay at the moment. He wasn't surprised that he was looking for money in the winter when there wasn't a lot of work but if nobody had heard from him then don't go digging things up. If Sergio does come around again John said he could write a letter. The only recourse Sergio has is to sue us,

that is the only way he will get his money but since he never stuck to his contract, he will just be wasting time and money.

March Updates:

Health Fair - We will be hosting the Community Health Fair again this year in the Learning Garden. It will be Monday, June 17th.

IT - I have been put in contact with Mike Szott who has lots of IT experience and lives in Spokane. He has done a lot of consulting work with small companies and is planning on coming out on a Saturday soon to look at things and give us a quote on what his fees would be.

Washtucna – I got in touch with Staci Golyn the Washtucna principal and we don't have a date set up yet, but we are planning on meeting up in April to talk about how we can partner up and eventually get the Washtucna Branch back open.

Science of Wheels - The Pacific Science Center contacted me through the app the WLA was using for the conference, and we had a meeting to discuss some of their programs. They have a Science on Wheels program where they travel to different places and do programming for grades K-8. We could potentially get them to come for multiple days for free and I have reached out to the schools about setting up a visit in the fall to each elementary school. I have only heard back from Washtucna and RGS. It would be a good way to kick off the reinstatement of the quarterly school visits.

WLA Conference – We had a great time and learned a lot of things that will be helpful for the library.

Benge Kiosk – Planning on having that up and running next month and we will be making weekly trips as the weather allows on Tuesdays. I have the postcards ready to order and a video tutorial on our YouTube channel on how to put materials on hold on our website.

Director Training Webinar – The first session was about budgets and boards and I learned some things. One of the presenters said they have a contingency line in their budget so if anything, unexpected comes they have some money set aside for it in the budget. They also suggested asking what you want to hear.

- How do you want to receive information?
- Am I covering everything you want to know?
- Is the Director's report informative enough? Not enough?
- What kind of statistics would you like to know and how would you like them presented?
- Are the financial documents what you want to see and are they understandable?
- Is there anything you want from me that I am not providing?
- Agenda – send it out a week ahead of time to make sure everything is covered that needs to be or is requested.