

## Board of Trustees:

Michael V. Hubbard, James Leid, Marie Gagnon, Sherri Erickson, Twila Tate

Members present:

## Agenda:

6:00 PM

Welcome

### **Old business:**

Approval of July meeting minutes.

Ad for two part time Library Support staff for library. Hire of Twila Tate for Librarian.

Lift update. & pending litigation.

### **New Business:**

Review 5 applications for Library Support staff, schedule interviews. Review hours library is open based on the 2021 community survey found majority of community members who responded to survey wanted more library programming, and for the library to be open additional hours to include some evenings.

**Review role of Friends** of the Library in day-to-day operations of the library. The Friends have been supportive of the library in purchase of library books by Rosie W. (on average Rosie spent \$200.00 per month from Amazon for books). The Friends advised Twila Tate that there is no existing Purchase Requisition in place that was used by Rosie W.; however, Twila would be required to submit a PR to be reviewed by the Friends at their monthly meeting and it would be voted on. Twila requested the Friends create a PR to be used as the Board of Trustees may wish to review as well. No reply from Karen H., Friends President.

**2023 Budget draft proposal:**

Randy H. sent Twila a spreadsheet with current 2022 library expenditures and budget line items for 2022 (which Twila sent to Board members for review) with balances remaining for library end of year costs. Randy H. requested that the Board of Trustees submit requests to be considered for 2023 budget. Requests could be for Capital Projects to the Library, additional increase in wage amount for staff, supplies, etc.

Review of the Municipal Code for City of Waitsburg regarding funding the library:

- **Title 5 – City Facilities: Chapter 1 – Library: 5.01.010**

Definition: As used in this Chapter, unless the context requires a different meaning, the phrase “public library” means a free public library supported in whole or in part with money derived from taxation.

**5.01.020.** There is hereby established in the City of Waitsburg, Washington, a public library to be known as Weller Public Library.

**Under municipal code 5.01.040. FUNDING THE LIBRARY**

The trustees...make recommendations as the board of trustees deems necessary to the City Council for budgeting amounts of money necessary for the library expenses; accept such gifts of money or property for library uses as they deem expedient; lease or purchase property for library buildings; lease purchase or erect such buildings for library purposes and acquire such other property as may be needed therefore; **purchase library book, periodical, maps and supplies for the library; and do all other acts necessary for the orderly and efficient** control of the library. (Ord. No. 638; April 1988).

**5.01.050.** The City Council shall appropriate money annually for the **support of the library.**

**5.01.060.** Thereby is created a fund, to be known as “the Library Fund” into which fund shall be deposited all monies received for operating library purposes, whether derived **from taxation or otherwise. This fund for the library shall be in the custody of the City Treasurer and shall be used for library purposes only.**

**Budget proposal for 2023, continued.**

5.01.120. There is hereby established a Maintenance and Improvement fund for Weller Public Library of the City of Waitsburg, Washington, which said fund shall be known and referred to as the “Weller Public Library Maintenance and Improvement Fund (Library M & I Fund) of the City of Waitsburg.”

Said fund shall consist of any all sums deposited therein for the purpose of providing **perpetual maintenance and improvement of the Weller Public Library including purchase of new equipment, BOOKS, and other items as may from time to time be needed by said library. The Library Board of Trustees are responsible for the usage and approval of any and all M & I Funds.**

**Proposed Request for 2023 Funding of Weller Public Library Books, materials and supplies necessary to the overall orderly and efficient control of the library:**

- \$10,000 Library Books and Materials (\$5,000 for Adult materials & \$5,000 for Children & Youth materials).
- \$2,000 Migrate to Koha platform with support from ByWaterSolutions and replace the current platform of Biblionix. Koha is the “host” for library collection of materials and patron account details. Koha is free to the libraries, but support for Koha from ByWaterSolutions, is by subscription only.
- Continue to fund OverDrive/Libby electronic book subscription
- \$1,500 annual subscription to Ingram Content Group, an American service provider for book publishing and distribution. All library materials purchased through Ingram receive free shipping; Marc records formatted for downloading to Koha, 40% off publisher price. Each book ordered comes with clear, plastic sheet protectors, and preprinted spine labels. Paid subscription to Ingram also provides publisher reviews, book recommendations, and suggested collection lists for Children, Young Adult and Adult titles.
- **Capital Improvements to Library:** Replace fluorescent, ceiling fixtures. Add ceiling fan to main room. Replace library shelves in Children’s Room with safe library shelving.

**The current collection of library materials does not reflect a healthy and well-developed collection that is representative of what a public library might offer.**

- Average age of books is 10-30 years old (published 2012 – earlier)
- 70% of the books were donated by the public and then added to the collection regardless of the publication date, content, condition, author, genre, or topic.
- 2021 circulation number of 1600 in comparison to 2022 of 600. Circulation is down by 50%.
- The Children and Youth collection represent 15% of the total collection of library materials. A vital public library collection should have 50% of the collection in materials for children age 0-18 and the circulation of said materials should represent the highest circulation rates. Targeting children and youth to create engaging collections and library programs should be the primary goal/vision of the library.