

League of Women Voters of Pullman Observer Report

Name of Agency: ___Neill Public Library___

Date: ___09/20/23_

Observer Reporting: ___Alice Schroeder___ Length of Meeting: ___Observer had to leave after 1.5 hrs. Meeting was almost over. ___

Board Members Present: ___ Kate Watts, Keith Petersen, Jan Hill, Mary Jane Neill, Donna Potts

Board Members Absent: _____

Others Present (e.g., staff, other agency representatives, media, public) : ___Ann Parks, City Council rep., Dan Owens, Lori Lewis, Julie Tarland—Friends.

Business Pertaining to League Positions or Topics of Interest: Include in this section:

City Council report: The city council is now working on a code of conduct policy, i.e. behavior of elected officials and employees.

Friends of NPL: The friends now have 196 members (people who have donated). There are 7 board members and about 5 active volunteers. The friends have been approved for non-profit postal rates. Oct. 15-21 is FNPL week. They will be doing trivia night at Rico's every Tuesday evening in October. Look for other events. The book sale area is now being remodeled.

Financial Report: The city has just transitioned to a new accounting system so the last 2 weeks of August will be in the September report. The library is now fully staffed. Almost all programming money is spent as expected since the majority of spending is for summer programs.

Directors Report: Use continues to go up with 22,000-25,000 visits per month. The library can now make new cards instantly so they can be used within 5 minutes. Eighty-eight cards were made in August and ½ have already been used. The library also has its own vehicle which has allowed much more outreach to schools, WSU events and the Pullman Farmers' Market. Overall, there has been much more program activity than last year. Total circulation is about 10% over pre-Covid. The library will be dropping youth on line programming as parents request less screen time.

The library does cooperate with the United Way for the Dolly Parton Imagine Project to get a book a month to children under 5. Whitman County has over 700 families registered.

The library continues to be fully staffed with turnover even though the new Adult Services supervisor left after 3 weeks to take a different job. Fortunately, the very qualified 2nd candidate was already a library staff member and took the job, while her job was filled by another 2nd place candidate. A half time Youth Services position has also been filled.

The final budget meeting with city staff allowed the library to spend its total budget. Expenses should be about 6-8% under budget. Some of this may be available to send staff to the Washington State Library Conference in Spokane. Next year's budget does include money for new tables and chairs. The Capitol Request for 2025 includes a facilities and services survey and a request to replace the 1990's era library management software. This will be a onetime \$20-25,000 expense.

Staff Introduction, Lori Lewis, administrative assistant: Lori started as a part time employee and applied for administrative assistant 10 years ago. While her main responsibilities are budget and Board of Trustees she does about any other job in the library as needed.

New Business: Board of Trustees. In answer to a question, Dan noted that the Washington State Library does have information for trustees. This varies with each library.

Public Meetings of interest to League: *Were there any public meetings announced that you think League members may be interested in attending and/or becoming involved with?*

There will be a survey for the general public on Library priorities out October 1. There will be a link in the Library Newsletter. The staff and Board of Trustees will use the data to set priorities for the library.

Process & Protocol: Observations about participants and procedures during the meeting. e.g., Did the members appear to have done their “homework”? Were members courteous to each other and the public? Was access to materials for agenda items available to you?

The board works well with staff and public.