



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

Board of Trustees Minutes of Regular Meeting

Thursday, January 23, 2025 * District Office in Newport and via Zoom

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board of Trustees meeting was called to order at 4:00 p.m. by Chair Brad Bardwell

Trustees Present: Brad Bardwell, Seth Massey, Jeff Pittman, Beverly Sarles, Carol Schaffer

Trustees Absent:

Staff Present: Mandy Walters (Director)

Recording Secretary: Jeff Pittman

Public Present: None

2. **CONSENT AGENDA** approved by consensus.

- 2.1. **Approval of Agenda**

- 2.2. **Approval of Minutes: November 21, 2024**

- 2.3. **Approval of Voucher No. 22463 through Voucher No. 22491, dated Nov. 1 through Nov. 30, 2024, in the amount of \$78,708.02**

- 2.4. **Approval of Voucher No. 22492 through Voucher No. 22521, dated Dec. 1 through Dec. 31, 2024, in the amount of \$99,106.69**

- 2.4. **Policy Changes:** None

- 2.5. **New Employees / Volunteers:** None

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**

- 4.1. **Monthly Reports:**

November Income: There was \$64,301 in property tax revenue (\$893,482 YTD); \$35,056 in timber excise tax (\$58,479 YTD); \$4,439 in investment interest (\$53,817 YTD); and \$2,000 in Commerce Capacity grant (\$13,000 YTD).

November Significant Expenses: Admin. Travel - \$180 (Directors' Meeting meals - \$794 total cost); Services Collection Digital - \$3,000 (Overdrive); Services Communication - \$6,000 (Springshare – email marketing); Services Travel Mileage - \$399 (Walters - Calispel program, lone & Mets branch visits, lone & Mets programs); Services Operating Leases & Rentals - \$170 (Work it Out Wombats program & basket making program – Calispel); Facilities Repairs & Maintenance - \$375 (Newport rain gutters & toilet repair)

As of November 30, we have received 88.9% of budgeted income (2023 – 88.6%) and spent 67.9% of budgeted expenses (2023 – 56.0%).

December Income – There was \$7,902 in property tax revenue (\$901,385 YTD); \$4,111 in investment interest (\$57,927 YTD); \$27,000 in Commerce Capacity grant (\$40,000 total); and \$305 in contributions & donations (Newport Rotary Club - \$200 & \$105 other).

December Significant Expenses: Admin. Computer Tech. - \$9,388 (Exbabylon November services - \$3,398 & NlaaS Project down payment - \$4,846); Admin. Strategic Plan - \$17,000 (total cost - \$34,843); Admin. Mileage - \$132 (Pontius – Newport errands, PEBB Benefit Fair & staff training); Admin. Advertising - \$1,218 (architectural qualifications - \$333 & staff shirts - \$885); Services CIN Expenses - \$839 (Aspen implementation); Services Design & Printing - \$1,603 (graphic design - \$845 & printing - 758); Services Movie License - \$325 (Muppet Christmas Carol); Services Mileage - \$404 (Oswood Newport programs - \$79, Oswood & Town program meeting - \$95, Town Calispel programs - \$34, Walters branch visits & strategic plan - \$196); Services Cleaning - \$1,900 (lone & Newport monthly



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cleaning - \$700 & Calispel, Lone & Newport carpet cleaning - \$1,200); Facilities Repairs & Maintenance - \$613 (District Office electrical repairs); Capital Equipment Other - \$307 (Calispel cash register)

As of December 31, we have received 92.1% of budgeted income (2023 – 90.6%) and spent 73.8% of budgeted expenses (2023 – 61.2%).

4.2. Credit Card Expenses: There are a number of these that need to be approved, and arrangements were made for various Trustees to sign items as needed.

4.3. Other: None

5. DIRECTOR REPORT:

5.1. Newport Contract: The City has put together a two-year contract that is a carryforward from the last one.

ACTION: Pittman moved to approve the Newport Contract; Schaffer seconded; motion carried unanimously.

5.2. Courier Status: Our last courier put in his 30-day notice in December. We went out for bids and received one.

ACTION: Bardwell moved to approve the Courier Contract; Schaffer seconded; motion carried unanimously.

5.3. Library Legislative Day: Walters will be attending Library Legislative Day in Olympia in February. Board members are encouraged to let Walters know if there is anything they'd like to pass along.

5.4. Other: None

6. UNFINISHED BUSINESS:

6.1. Other: None

7. NEW BUSINESS:

7.1. Board Introductions: Introductions were held.

8. RECAP AND FUTURE AGENDA ITEMS: Capital Grants; Credit Card Payments

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:25 p.m. The next meeting will be held on February 27, 2024, at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom.

Respectfully submitted by Jeff Pittman,

Chair Brad Bardwell

Jeff Pittman