



OREGON TRAIL LIBRARY DISTRICT

MINUTES

Oregon Trail Library District
Board Meeting
OTLD Heppner Branch
Wednesday, May 23, 2018 7:00pm

BOARD MEETING

Roll Call: Lisa Constantine, Mary Jones, William Kuhn, and Stephanie Loving

Board Member absent: Kraig Cutsforth

Staff members present: Kathy Street

Called to order by Stephanie Loving at 7:09 pm

Consent Agenda

Motion to approve Consent agenda of 4/25/2018 minutes and April 2018 account reconciliations.

- Motion – Kuhn
- 2nd – Constantine
- Vote – Yes – Constantine, Jones, Kuhn, and Loving

PUBLIC COMMENT

No one present

OLD BUSINESS

- Library Director Evaluation Draft was presented by Mary Jones. This evaluation is to replace the previous version. Several changes were noted. Kathy will change the words as noted. Mary will make a board version of questions.

Mary Jones left meeting to return home at 7:32pm

- Library Goal progress—written report provided by Street.

Resolution 0523018 to adopt Use Restrictions Policy with inclusion of appeal opportunity in Warnings paragraph.

- Motion – Kuhn
- 2nd – Jones

- Vote – Yes -- Constantine, Kuhn, and Loving

NEW BUSINESS

None at this meeting

DIRECTOR REPORT

Kathy presented the Director's report.

ADJOURNMENT

Stephanie Loving adjourned the meeting at 8:19pm.

Next meeting Wednesday, June 20, 2018 at the Boardman Branch

Oregon Trail Library District Director Report May 23, 2018

Circulation April 2018

		Items	Patrons
OTLD- BRD	CHECKOUT	837	124
OTLD- BRD	RENEWAL	147	35
OTLD- HEP	CHECKOUT	331	68
OTLD- HEP	RENEWAL	75	23
OTLD-IR	CHECKOUT	711	105
OTLD-IR	RENEWAL	119	34

Total Checkout 1879

Total Renewals 341

Spanish Materials Circulation

January 2018 – Today: 309 items

Holds April 2018

OTLD-BRD	Staff	Hold Fulfilled	140
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OTLD-BRD	Catalog	Hold Placed	96
OTLD-BRD	Staff	Hold Placed	91
OTLD-BRD	Staff	Hold Placed On Holdshelf	134
OTLD-HEP	Staff	Hold Fullfilled	77
OTLD-HEP	Catalog	Hold Placed	52
OTLD-HEP	Staff	Hold Placed	29
OTLD-HEP	Staff	Hold Placed On Holdshelf	61
OTLD-IR	Staff	Hold Fullfilled	235
OTLD-IR	Catalog	Hold Placed	129
OTLD-IR	Staff	Hold Placed	134
OTLD-IR	Staff	Hold Placed On Holdshelf	221

New Patrons April 2018

OTLD Boardman Library	30
OTLD Heppner Branch	7
OTLD Irrigon Branch	15

Data Base Usage

TumbleBooks	18
RB Digital	13
Mango	21
Overdrive	479

Programs

Type	Number	Children	Adults
Children	12	44	24
Teens	5	28	10
Adult	3	-	14
Outreach	25	259	105

Irrigon has a younger patron who won a Kindle for Summer Reading.

She shares her Kindle with her little brother and they read books,

downloaded from LEO Listens, both together and alone.

Our teen nights are really coming along. Now have a mixed group of girls and boys.

Had 4 nights of essentials with a total of of 12 people showing up for the classes. March 3rd was our last day of family visits..

Oregon Trail Library District Goal Setting

Date	Goal	Progress	Completed
3/29/2017	Increase contacts with school administrators	Met with Heppner, Boardman and Irrigon Elementary principals	
3/29/2017	Increase partnerships with Park Districts, Sage Center, School District	Sage Saturday	
3/29/2017	Reach out to Blue Mt/Anne Morter		
3/29/2017	Contact School District Family Resource Coordinator	Spoke to Marie Shimer this position does not exist.	
3/29/2017	I board member to attend SDAO Conference	Lisa Constantine attended Board Training	X
3/29/2017	Board planning meeting with SDAO	Thursday, November 01, 2018	
3/29/2017	Patron Newsletter	Started, but not yet	
3/29/2017	Programs for all ages	Adult, teen, and children's programs currently offered	
3/29/2017	Strategic Plan		
3/29/2017	Budget funds for technical assistance for SP	Darci Hanning from State Library will work with us for SP	
3/29/2017	Develop ideas for adult programs	Crafty Nights @ the library, cooking class. Will offer Resume building classes	
3/29/2017	Look into OMSI or Smithsonian programs		
3/29/2017	Patron Interest Survey for program ideas	Surveys at programs using Project Outcome	

3/29/2017	Library Ambassadors	Two trainings in Heppner one person attended	
3/29/2017	Increase communications with Friends groups, patrons, and public	Joining Friends meetings by phone or in person, attend Chamber of Commerce meetings in all locations	
3/29/2017	Polls to generate ideas from public for offerings		
3/29/2017	Increased tracking of usage	Increased tracking of Wifi IMESD is installing software for constant tracking of wifi usage	
3/29/2017	Heppner Teen Program	Started and having great attendance	
3/29/2017	Heppner Senior Programs		
3/29/2017	Improve Heppner Internet	Changed providers	October-18
3/29/2017	Funding for Heppner Internet	Bryant Foundation and WCVED	October-18
3/29/2017	Boardman Friends group		
3/29/2017	Partner with North Morrow County Foundation	Called and talked about possible partnerships. Will propose author visit programs for Fall in schools	

Updated 5/23/2018