

DESCHUTES PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

October 21, 2009

Sunriver Area Public Library

ATTENDEES

Present were Board Members Ann Malkin (President), Pat Lawrence, George Riser, Ray Miao. Beth Pearl-Gent was absent due to illness.

CALL TO ORDER

President Ann Malkin called the meeting to order at noon.

MINUTES

George Riser moved to accept the Sept 16th minutes. Ray Miao seconded which passed unanimously. (Pearl-Gent absent)

PUBLIC COMMENTS

None

RESULTS POLICIES

Educational Program: Sunriver Owners Association

Tom Ped, President of the Sunriver Owners Association (SOA) provided an overview of the Association. Currently, the Association is campaigning to “Reinvest, Renew & Restore.” The Sunriver Resort is approximately 40 years old. SOA went out to homeowner’s to ask for an increase in association fees last year and is looking for future increases. Any increase would be put in reserves for maintenance of the community.

- The SOA is comprised of 4300 acres.
- Annual budget of \$5 million
- \$150,000 in assets
- 66 miles of roads
- 34 miles of bike paths
- Two swimming pools are in need of repair

The “Village” (approximately 50 acres) is owned by the Coleson family. They are committed to a long term investment working on a commercial core.

Trends at the Sunriver Area Library

Sunriver Area Library Branch Manager Chandra vanEijnsbergen and Assistant Director Kevin Barclay presented an overview of trends at the Sunriver Area Library:

- Summer months are peaks for attendance
- Three Rivers School is now Title 1
- New carpet and completion of current remodel will be in November

Sunriver Area Friends of the Library Update

Marcia Shanlou, President of the Sunriver Area Friends provided an update of the Sunriver Area Friends. The following are a few of the highlights over the past year:

- 12th annual book sale earned \$4,600
- Next book sale to be held at the Sunriver Area Library in March 2010
- The Friends currently have 170 members
- Revenue for book sales and memberships are put into CDs

Some of the projects that the Sunriver Area Friends assisted with include: Shelving, Children's area, Mystery Theater (w/Bend), Music Festival and Early Literacy Conference.

Educational Program: Early Literacy

Youth Services Coordinator Heather McNeil provided an overview of Early Literacy at the library.

Read, Rhyme, Romp Calendars are VERY successful. They have been distributed to the COPA, Deschutes County Health Department, Headstarts, Preschools, HDESD, Working Wonders, Together for Children, Healthy Families of the High Desert and in library Story times. The youth services team is considering following up this program with an early literacy place mat for next year.

The youth services team also held many successful programs throughout the year to support early literacy:

- Held story time skills workshops for Child Care Resources in La Pine, Redmond and Bend
- Distributed cardboard books through Healthy Families of the High Desert
- Conducted story time sharing programs for staff in September
- Reading for Healthy Families training in January
- Updating bibliographies – every other year
- Musician Jim Gill, StoryStar 2010 (How to use music for early literacy)
- Early Literacy workshops and presentations: 33 presentations; 583 adults

- Presentations for Foster Grandparents, SMART, care providers, Head Start, early childhood education classes
- And of course story time! 1542 story times with attendance of 40,285 children and adults

EXECUTIVE LIMITATIONS POLICIES

External Audit

Auditor Dick Donaca reported that the District had received a clean audit. Donaca reported that the financial reports to the Board accurately conveyed the financial status of the District, and that he did not find any instances in which the District was in violation of any regulatory requirements.

Donaca prepares the financial reports in the audit, based upon the financial reports provided by the District accounting staff. District staff review and approve the reports, and take responsibility for the financial statements.

The Board discussed the audit with Donaca, clarifying a number of points.

Donaca and Director Dunkelberg complimented Accountant Brenda Stanton.

Ray Miao moved that the External Audit Monitoring Report be approved George Riser seconded the motion, which passed unanimously. (Pearl-Gent absent)

Monitoring: Asset Protection

The Board reviewed the written monitoring report.

Library Director Todd Dunkelberg noted that the District has an active safety committee. The District incurred two claims this year that have been promptly addressed.

Facilities Manager Joe Flora commented that all facilities are well maintained.

Pat Lawrence moved that the Board finds that the District is in compliance with the Asset Protection Executive Limitations Policy. George Riser seconded the motion, which passed unanimously. (Pearl-Gent absent)

Monitoring: Financial Planning and Budgeting

The Board reviewed the written monitoring report.

Director Dunkelberg noted that there have been no significant changes in operations or policy violations since the last report.

Ray Miao moved that the Board finds that the District is in compliance with the Financial Planning and Budgeting Executive Limitations Policy. George Riser seconded the motion, which passed unanimously. (Pearl-Gent absent)

Monitoring Report: Financial Conditions and Activities

The Board reviewed the written monitoring report.

Director Dunkelberg reported that the District reaches a low point for cash reserves before November, when the majority of tax revenue is received. As of September 30, 2009, the District had \$1,803,314 in cash reserves. With average monthly expenditures for the district at \$744,728, the District enough cash reserves to meet spending needs for the next 2.4 months.

George Riser moved that the Board finds that the District is in compliance with the Financial Conditions and Activities Executive Limitations Policy. Ray Miao seconded the motion, which passed unanimously. (Pearl-Gent absent)

LIBRARY NEWS

- New carpet has been installed at the La Pine Library
- Remodel and recarpeting of the Sunriver will begin in November
- There will be an Art Reception in Sunriver for Art and Jewelry display
- Floyd Skloot Reading – Part of Oregon Authors Series
- Peter Rock Reading – Part of Oregon Authors Series

SELF-REVIEW OF MEETING

Board members expressed appreciation to all the presenters for the educational programs and to the Sunriver Friends for all their support.

As there was no additional business, the meeting was adjourned.

ATTEST:

Todd Dunkelberg
Library Director