

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (Board President), Susan Kiefer (Vice President), Jill Turner, Monica Weyhe, Carol Doty; Lisa Marston (Executive Administrator), Jamar Rahming (Library Director). Also present at the meeting were Budget Committee Members George Prokop, Eric Dziura, Pat Ashley, Kevin Keating and Vicki Robinson, JCLD Accountant.

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:36 a.m.

APPROVE PROPOSED AGENDA

MOTION: Weyhe moved to approve the May 11th, 2017 Budget Committee's Proposed Agenda. Doty seconded the motion. The motion was passed unanimously.

ELECTION OF BUDGET COMMITTEE CHAIR

MOTION: Doty nominated Eric Dziura for Budget Committee Chairperson. Keating seconded the nomination. The nomination was passed unanimously.

BUDGET MESSAGE

Robinson provided the Budget Message to the Board and Budget Committee. While reviewing the Budget Message on page 4 Turner noted that the average building was 12 to 20 years old however the Carnegie Building within the Ashland Public Library is over 110 years old. Weyhe requested that the statement on page 5 which read "Provide for a reasonable ending fund balance to cover operational expenses in the following fiscal year until the first property tax collection in November 2017" be expanded upon to explain that the majority of the funds the District receives come from property taxes. Those funds do not come in until at least November, which means that during the gap from July through November each year the District operates off of the ending fund balance from the previous fiscal year.

As Robinson was going through the list of major contracts on page 6 Weyhe noted for the Board that RVCOG is not limited to just the Executive Administrator, Accountant and Administrative Assistant but that the entire Finance Department, Executive Director and Human Resources Manager all play key roles for the District. Swift noted that under the LS&S contract that not only is it library operations but library collections as well. She also noted that auditing and legal services were left off and while they are not considered major contracts they should be included.

On page 9 it was noted that the increase in service hours was actually a redistribution of current hours to better serve the communities. Ashley suggested the next time the District chose to add hours that they also consider the rural libraries. She acknowledged that this was not the appropriate time to go into discussion; however, she felt it important to at least note her concern for those areas and that residents have difficulties with getting into the metropolitan areas to access library services and the growth in those rural areas is increasing. Turner suggested that a second chart be created to highlight the city funded hours.

As Robinson continued her presentation Turner commented on page 11 that within the list of restricted funds that some need to be used to complete the projects the funds were contributed for. It was also suggested that an additional column be added next to Restricted Funds to identify the fund's purpose.

Prokop referred to the 2017-2018 column on page 12, which lists major building projects, stating that those numbers specifically came from the County. He had additional numbers from the Facilities Committee creating a five year building maintenance plan and asked if those numbers could be incorporated. Most of the Board Members were in agreement and he stated that he would get that information to Robinson to be included in the budget document to be submitted to the Board for adoption in June. Turner stated that she believed that the Medford Branch Library will need to be remodeled to accommodate additional staff members that will potentially be hired during the 2019-2020 fiscal year, adding that funding for that should be included. Doty stated that the Facilities Committee has already begun discussing this and will include additional funding numbers for that in next year's budget, adding that it could mean finding additional space elsewhere to accommodate the new staff members.

Swift asked about the Ruch Branch Library and the District's wish to not demolish the garage on the property that the County had scheduled to demolish. After some discussion on the matter both Marston and Doty confirmed phone conversations and an email from Ryan DeSautel, Jackson County Maintenance in which he informed them that the County no longer has plans to demolish the garage. Swift asked Marston to remove the "Ruch Library: Demo old building" line item from the budget permanently to avoid any future confusion on the matter. Robinson added that the \$15,000 for that item will be moved to the "Other" line item, which leaves the total unchanged for the fiscal year 2017-2018 budget.

Robinson explained that the technology projects list on page 14 was created by Ron Sharp, Information Technology Manager. Turner asked Marston if she was aware of any projects within the Technology Committee's budget that would need to carry over to the next year. Rahming suggested that the VOIP phone system will need to be carried over. Doty brought up security cameras for other branches and asked where that cost was included in the budget. Marston stated that \$70,000 has been set aside for Security Equipment on page 13, which also includes maintenance for the first year. Prokop said they were told that maintenance is typically about 10% annually of the total cost for the equipment. After some discussion and at Prokop's request Robinson and Marston agreed to adjust the total on the technology worksheet to reflect the technology total listed under expenditures in the budget.

Robinson continued briefing the Board on the revenues and expenditures and closed the presentation with the JCLD 2017-2018 Reserve Fund on page 22 of the Proposed Budget packet. She explained that she had placed the \$2,050,000 in Capital Outlay but it could be moved if the Board chose to do that. Swift asked for clarification that the District would need to vote on creating a Reserve Fund and when that would need to happen. Robinson stated that they would need to vote on that before adopting the budget. Swift asked Marston to ensure this was on the agenda for the June 8, 2017 Regular Board Meeting/Budget Hearing.

Dziura noted that the Board was on "Committee Discussion" according to the agenda and asked Ashley to clarify her thoughts on the rural libraries and additional hours. Ashley reiterated that she would like the District to first consider increasing rural libraries hours of operations when they next decide to look into increasing hours District-wide. Swift took the opportunity to remind the Board that work is still being done in the "backrooms" by library staff who are not only doing their own jobs but taking up the slack of other positions. These include Information Technology staff, a Collection Development Manager and a few other positions. These need to be filled prior to considering increasing hours because adding hours onto the responsibilities will just compound current issues. She used Prospect and Butte Falls branch libraries as examples. Both locations utilize the same Librarian so increasing hours between those two locations would be problematic. There are other libraries also sharing staff. Turner cited current OLA standards in relation to hours per library based on population and provided numbers that indicate most JCLD libraries are below OLA standards. Ashley acknowledged the difficulties in increasing hours but also referred to the point made by the communities who voted for the levy that it was more hours that they wanted. She does not

want the District to lose sight of that. Ashley suggested that maybe the District should consider budgeting themselves more stringently and have less focus on the ending fund balance which may free up some funds to be put towards increasing hours. Doty encouraged Ashley to “keep after us” and added that it is important for the Board to be reminded of what the people want.

Prokop said that he was very happy to see the \$2,050,000 for the Capital Improvement Fund, reminding the Board and Budget Committee Members that this had been discussed last year and its inclusion in the budget shows the District is looking ahead and following through. Weyhe suggested that the need for continuing to build the Capital Outlay funding will be even more critical as the District takes over the 15 library buildings.

Prokop referred back to the projected \$627,000 included as strategic planning that Swift had explained as a recurring charge once the District began to hire employees on their own and asked if there was any backup documentation that could be used to explain the amount of money set aside for employees. Kiefer responded that they do not have that documentation yet. Doty stated that it had been her hope that something prior to the Budget Meeting would have been received from LS&S which had not happened yet. Prokop continued by explaining that with any amount of money backup documentation should be available due to the District being publicly funded. Doty concurred, along with many of the Budget and Board Committee Members. There was a brief conversation amongst most Budget and Board Committee Members with Rahming eventually breaking in to explain that per the previous meeting with Ruth Metz he had sent a request for information regarding the additional positions to Dana Braccia and he was still awaiting a response. Robinson suggested modifying the statement on page 4 regarding the Strategic Plan. After some discussion, the Board agreed to add a statement regarding the improvement of staffing and patron services to include the hiring of up to six employees.

MOTION: Turner asked that the Jackson County Library District Budget Committee move to approve the Jackson County Library District budget in the aggregate amount of \$19,690,490, for all funds, for 2017-2018, and the tax rate of \$.52 per \$1,000 of assessed value be assessed in support of the General Fund. The motion was seconded by Weyhe. The motion was approved unanimously by the Jackson County Library District Budget Committee and the Jackson County Library District Board by roll call vote.

Dziura asked about the next steps in the process to which Robinson explained that the suggested changes would be made to the budget document; the notice of budget hearing would be published in the Mail Tribune and posted on the District’s website; and the Budget Hearing would be conducted at the beginning of the June 8, 2017 Regular Board Meeting. Marston added that the Board Resolutions for creating the reserve fund and adopting the budget would also be drafted in the meantime.

Adjourn

Dziura adjourned the meeting at 11:48 am.

/s/ Donovan Edwards

Recording Secretary