



JEFFERSON COUNTY

LIBRARY

DISTRICT

241 SE 7th Street
Madras, OR 97741

Phone: 541-475-3351

JEFFERSON COUNTY LIBRARY DISTRICT BUDGET COMMITTEE MEETING SUMMARY

May 13, 2014

Board members present: Stephen Hillis, Janet Pacheco Fisher, Susan Stovall, and Bill Vollmer

Budget Committee members present: Chuck Alexander, Ruth Ann Hopps, and Mike McHaney

Library director: DeRese Hall

Guest: Accountant, Mick Knobel

1. Call to Order

The meeting was called to order at 5:35 pm by budget committee chair Mike McHaney.

2. Agenda

Susan Stovall moved to approve the agenda with flexibility. Chuck Alexander seconded and the motion passed unanimously.

3. It was moved by Stovall and seconded by Janet Pacheco Fisher to accept the minute summary for the budget committee meeting of Tuesday, April 8, 2014. The motion passed unanimously.

4. New Business

Budget explanation by Mick Knobel, Accountant

At this point in the meeting, the accountant for the library, Mick Knobel, went over the budget answering questions as he went along. Highlights included: some history of how the budget progressed into the budget that is presented today, needing a starting figure that would take care of the library's needs for approximately 6 months (to last until taxes begin to come in), the beginning in 2006 of the building and improvement fund and what it was intended to be used for, how money transfers effect the budget, how the personnel budget has the biggest possibility of going over-budget through no fault of budget preparers, the flexibility of the capital outlay line item, the importance of the net income/loss from normal operations, the fact that the budget is in place as a plan for whomever may have to work with it, and the possibility of increasing a line item in the budget by transferring less money from the general fund to the building and improvement fund.

5. Old Business

Budget preparation for 2014-2015

The committee had a greater awareness of the budget after the accountant's presentation. They then moved on to the personnel portion of the budget because that was the section that had not yet been decided on at the previous meeting. After additional discussion and use of the accompanying graphs and notes, it was decided that Proposal #3 on personnel services would be recommended. In this proposal one employee would be reclassified, another employee would go from part-time to full-time and some wage increases would be made. There are funds in the personnel category available for use, that are not totally depleted at year's end, but the general consensus was that those funds should be left as is. It was therefore recommended by the committee that this particular personnel increase be made by using any excess funds currently available from the overall budget and also by transferring less money from the general fund to the building and improvement fund.

Opening on Fridays was also discussed. This current personnel increase proposal was deemed a step towards that goal with the ultimate goal being the addition of one more full time staff member before Friday openings would become a reality.

It was moved by McHaney and seconded by Stovall to accept personnel proposal #3 with additional funds added for the director and all corresponding accounts that go with the increase. The motion passed unanimously.

It was moved by Ruth Ann Hopps and seconded by Chuck Alexander to approve the budget. The motion passed unanimously.

6. Upcoming Dates

The Budget Hearing will be on Tuesday, June 10 at 3:30 pm in the Rodriguez Annex.

7. Adjournment

It was moved and seconded (Stovall/Alexander) to adjourn the budget committee meeting at 8:20 pm. The motion passed unanimously.

Respectfully submitted, DeRese Hall