

**JEFFERSON COUNTY LIBRARY DISTRICT
BUDGET COMMITTEE MEETING SUMMARY**

May 12, 2015

Budget committee members present: Chuck Alexander, Guy Chittenden, Teri Drew, Stephen Hillis, Tom Machala, Mike McHaney, Susan Stovall, and Bill Vollmer.
Library Director: DeRese Hall / Secretary: Pat Dinsmoor

1. Call to Order

The meeting was called to order at 5:43 p.m. by budget committee chair Mike McHaney. There was no public comment.

2. Agenda

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

3. Accept Minute Summary

It was moved by Bill Vollmer and seconded by Tom Machala to accept the minute summary of the April 14 budget meeting. The motion passed unanimously.

4. Old Business

Library Van

It was previously discussed that making the van eye-catching in some way would be a great form of advertising. After checking on painting the van it was discovered that in order to prep and paint the van one basic color it would cost approximately \$4,500, and signage would be extra. One suggestion was to look at a wrap, which is what the yellow and green heating and cooling vehicle has on it. Carlson's Sign in Bend offers that service, and a total van wrap (including windows) would run about \$3,500. The library would need to have an idea about artwork, or it would cost another \$350 to \$400 to have them design the artwork. Another option would be to get artwork for the sides and back of the van, leaving the rest of the van white. This option is offered by Carlson Sign and would cost about \$1,500. **It was moved and seconded (Stephen Hillis/Stovall) that we add \$3,500 under line item 8553 for the purpose of wrapping the van as advertising for the library.** After discussion, it was determined that the \$4,000 that is currently allotted for line item 8553 was to be used for yearly tech support, so there wouldn't be much extra to spend for anything else. Therefore, that line item should be increased accordingly to take into account the cost of design of and wrapping the van. **Hillis accepted the amendment to the prior motion and changed the \$3,500 to \$4,000 for the van wrap. Motion passed unanimously.**

Opening on Fridays

Hall shared her findings as reported in the Director's Report. She ran figures on opening from 11 a.m. to 3 p.m., from Friday, July 10, through Friday, August 28 (four weeks in July and four weeks in August between the holidays). If the open times are kept at four hours, the library could be staffed by two people, which would total approximately \$800 to \$1000 (staff time only, not utilities, etc.). There would need to be some shifting of staff, or the possibility of hiring a part-time person. There would also need to be advertising money spent in order to promote the opening of the library on Fridays for eight weeks during the summer. When asked, the board stated they had mixed feelings about being open on Fridays. The feeling was that people would just be getting used to Fridays being open and then have to shut back down when school starts in September. The board feels that consistency is very important – the library is either open on Fridays or not, and it might be better to wait until we are prepared to be open on Fridays year round. The budget committee suggested putting a sandwich board in appropriate locations to advertise being open certain Fridays, stressing that Fridays are open only certain hours and only for eight weeks. The library has started collecting the door count on a day-to-day basis rather than lumping the numbers together for the month, so that could help determine the success of the program. For publicity, there could be an ad placed in the Chamber newsletter and flyers distributed at Kids Club. **It was moved and seconded (Mike McHaney/Machala) that the board reconsider the possibility of being open on Fridays for eight weeks as an experiment. Motion passed unanimously.**

5. New Business

Mick Knobel began his review of the budget figures, starting with line item 5500. He explained that we have money in many different pots and are trying to give ourselves as much flexibility as possible to be able to move the money back and forth when and where it is most needed. Line item 9800 should go down to \$275,000 instead of the original \$300,000 as originally stated. The \$275,000 would be coupled with the \$161,000 currently under line item 5500 in the general fund, totaling \$436,000. For accounting purposes, this amount would go into a separate line item (9400) to allow flexibility to transfer it back into the general fund if necessary.

Knobel discussed the film center budget, stating that in the general fund on the balance sheet there is an amount that really belongs to the film center, but the library has to account for it because they are a related party. Their checking account has \$3,600 and we show it on our books saying they have it, plus they have a CD of \$5,000, so their total cash balance is \$8,600. In Knobel's opinion line item 4220 should be changed from zero to \$2,000 to match the film center expense (line item 7070), so that it shows the film center will break even.

Also discussed were the items on the bottom of page four, which are what he calls "reconciling the budget back to cash flow." These amounts represent things we could do but don't think we're really going to do. He would like the last line item "Net income (Loss) from Normal Operations" to be close to zero to show there's a balanced budget. There's not a lot of fat in the budget. The bottom line is that there is plenty of money in the budget to account for anything that could be spent, even if we spent everything we said we might spend.

The budget committee members thanked Mick for his review and felt they understood better how the budget figures were put together.

Motion was made and seconded (Hillis/Teri Drew) to forward the amended budget as of May 12, 2015 to the library board for their final acceptance. Motion passed unanimously.

6. Other

The budget committee was informed that the meeting dates for next year were scheduled for April 12 and May 10. They were asked to inform the director by April if they did not wish to continue to serve on the budget committee.

7. Upcoming Dates

The Budget Hearing will be held June 9 at 3:30 p.m.

8. Adjournment

It was moved and seconded (Alexander/Machala) to adjourn the meeting at 7:20 p.m. Motion passed.

Respectfully submitted, Pat Dinsmoor