



241 SE 7th
Street
Madras, OR
97741

**JEFFERSON COUNTY LIBRARY DISTRICT
BUDGET COMMITTEE MEETING SUMMARY**
April 12, 2016

Budget committee members present: Chuck Alexander, Guy Chittenden, Teri Drew, Janet Henderson, Stephen Hillis, Ruth Ann Hopps, Tom Machala, Mike McHaney, Susan Stovall, and Bill Vollmer
Library Director: DeRese Hall

1. Call to Order

The meeting was opened at 5:43 p.m. for election of the budget committee chair. It was moved and seconded (Teri Drew/Chuck Alexander) to nominate Mike McHaney as Budget Chair. McHaney accepted and the motion passed unanimously. The budget committee meeting was called to order.

2. Agenda

Stephen Hillis moved to accept the agenda with flexibility. Bill Vollmer seconded and the motion passed unanimously.

3. Old Business

There was no old business.

4. New Business

While going through the budget line by line, there were several additions that were requested to be made. After committee discussion the total increases made were:

- 1) \$1700 more for election fees in line item 8601 Fees & Dues
- 2) \$2000 was added to the same line item later in the meeting for preliminary facility planning, making that line item a total of \$6700
- 3) \$1000 more for line 8280 building maintenance and repair (annex), making the total \$4750
- 4) \$1500 more (on top of the \$4500 that was already added) to 8619.11 downloadable ebooks, total \$14,500
- 5) \$2000 more in 7010.6 outreach, for 100th birthday celebration costs and additional outreach, total \$5125

These increases total \$8200 making the Excess of Revenues over Expenditures line equal \$6330. The budget document will be updated and presented at the next meeting.

Wage increases were included in this budget. The merits of full time employees vs. part time employees was discussed along with suggestions on future wage increases. A consensus seemed to be that the Library Board needed to find a way to make the current salary range listed on staff job descriptions a reality.

It was asked whether FTE figures could be added to the personnel portion of the budget. That information will be included in the future.

5. Upcoming Dates

The next budget committee meeting is May 10, 2016, at 5:30 p.m.

6. Agenda Building/Other

From information provided in the budget message, the committee had nothing but positive comments to say in regards to the van wrap. The wrap was just one example of what was made possible due to increases in several budget line items. Everyone agreed that it was a great way to advertise!

The Library's accountant, Mick Knobel, will attend the next meeting to discuss selected budget figures. At that time he will also be asked for an improvement of the method in which the last portion of the budget figures are presented. These figures are problematic in that they need an accountant to interpret and it is desired from the committee that they be as understandable as the rest of the budget document.

7. Adjournment

It was moved by Vollmer and seconded by Ruth Ann Hopps that the meeting be adjourned at 7:22 p.m. The motion passed unanimously.

Respectfully submitted, DeRese Hall