



241 SE 7th
Street
Madras, OR
97741

**JEFFERSON COUNTY LIBRARY DISTRICT
BUDGET COMMITTEE MEETING SUMMARY**
April 11, 2017

Budget committee members present: Chuck Alexander, Guy Chittenden, Teri Drew, Karen Esvelt, Stephen Hillis, Ruth Ann Hopps, Mike McHaney, Susan Stovall, and Bill Vollmer
Absent: Kandra Sosa / Guest: Mick Knobel
Library Director: DeRese Hall

1. Call to Order

The meeting was opened at 5:30 p.m. for election of the budget committee chair. **It was moved and seconded (Teri Drew/Mike McHaney) to nominate Chuck Alexander as Budget Chair. The motion passed unanimously.** The budget committee meeting was then called to order.

2. Agenda – Stephen Hillis moved to accept the agenda with flexibility. Ruth Ann Hopps seconded and the motion passed unanimously.

3. Old Business

The Board was commended for following up on the Budget Committee's recommendation last year to open on Fridays. It was realized that this subject would be discussed further this year but the extra day was appreciated.

4. New Business

It was discussed that the upcoming tax revenue increase from Jefferson County was predicted to be approximately \$12,000.

Asked and answered was that the \$75,000 grant figure in the revenue portion of the budget was there so that the District could accept grants without making extra budget adjustments - there is a matching figure under expenditures that shows \$75,000 going out.

Additional rental information will be provided to the committee in May.

At this point in the meeting, Mick Knobel, the Library's accountant began explaining actual budget figures and practices. This explanation included: the beginning fund balance is a figure from the future so it needs to be an estimate on the budget/one of the figures on the last page (line 9400) is funds that could be transferred to the general fund if needed/ once you spend money from a fund, you can't put it back/capital outlay (9010) includes \$36,000 for vehicle replacement, \$10,000 for new computers, and \$6,000 for miscellaneous equipment and furniture/the "change in fund balance" figure (bottom of page 3) matches the itemized figures below it - these items are flexible items that most likely will not be used/"employee benefits other" (line 6009) is there as a cushion/the net income (loss) from normal operations (bottom of page 3) could look like a \$30,000 loss and still be considered ok due to the budget money that is very unlikely to be spent/this coming year the loan that is listed under Debt Services will be paid/the auditor fee is increasing-at some point the committee may need to consider a change/net income from the current year + money made by the rentals is placed in the Building and Improvement Fund (BIF) each year/at this time there is \$219,013 (line 9380) that could currently be spent on building/the miscellaneous category in BIF is there for items from the property management company/and the money from the Beth Crow Trust has been transferred to BIF into Capital Outlay (if you look at the Balance Sheet, you will see that line item 1026 says "Treasurer-B Crow Trust #782 for \$124,798.75). Knobel's presentation was concluded.

This year there are notations on the budget document marked "vision". If possible, the Board would like to see these items increased in the next fiscal year.

5. Upcoming Dates – The next budget committee meeting is May 9, 2017, at 5:30 p.m.

6. Agenda Building/Other – The committee's homework is to look at the proposed changes in the budget and then return to the next meeting prepared for discussion.

7. Adjournment

It was moved by Stephen Hillis and seconded by Guy Chittenden that the meeting be adjourned at 7:17 p.m. The motion passed unanimously.

Respectfully submitted, DeRese Hall