

**District Board Meeting**  
**March 9, 2010**  
**3:00 PM**



**Minutes**

Board members in attendance: Hillis, Stovall, Weigand, Goodwin, Shapiro

Staff in attendance: Beesley, Goodman, Foreman (scribe)

<b>Agenda Item</b>	<b>Discussion/Notes/Directors Report</b>	<b>Responsibility/ Action</b>
1. Call to order	3:00 p.m.	Weigand
2. Public Comment	Patrick Goodman brought up the issue of whether political campaign meetings and religious gatherings/ceremonies being held at the annex are appropriate. Goodman expressed discomfort with such meetings being held at a tax payer funded institution. It was noted among the board that there has been a precedence of many years for allowing such gatherings.	Each board member will review Public Meeting Room Policy pp. 22—24 before the next meeting. (General Operational Policies Manual)
3. Approve minutes 02/09/10	Motion to approve minutes -- Steve Hillis Seconded -- Susan Stovall. Motion carries.	
4. Additions to the agenda	There were no additions	
<b>UNFINISHED BUSINESS</b>		
1. Task force update	There will be a meeting next Tuesday, March 16 <sup>th</sup> , with staff. Task Force results will be given to the board by the 26 <sup>th</sup> , giving board members two weeks for review. Board member feedback is desired. A special work session will be scheduled in May for either Monday the 3 <sup>rd</sup> or Monday the 10th from 10:00 to 2:00.	Melissa Shapiro will meet with staff March 16 <sup>th</sup> and distribute results to the board 26 <sup>th</sup> of March. Board will review before the April 13 <sup>th</sup> board meeting.
2. Website update, logo review	<p>Through the state library, Sally is getting the website set up with Plink-it, Chachka Group will assist and advise. We'll do our own maintenance and updating of the site. There is no timeline on the set-up. The effect on Dion's job will be to free up his time somewhat. The question came up of how it would be fixed if the website program crashed and who would fix it. Chachka is developing Logo and working on a couple of ideas.</p> <p>The library will be getting a second cable, so there will be one for public computers and one for staff .computers, with the effect that lines won't get so bogged down. Sally was told that the library could get a line for the annex as well.</p>	Beesley will oversee the installation of the new website.

NEW BUSINESS		
Executive Limitations		
<p>1. 2010-2011 Proposed budget</p>	<p>There was discussion about how much should be budgeted toward vehicle maintenance and whether there should be a vehicle replacement fund. Should there be a fund established, separate from building fund? Sally will consult Knobel on this.</p> <p>It was stated that when the state minimum wage was increased in 2008 the library increased wages of those at less than minimum wage.</p> <p>The COLA total in the proposed budget is \$6,113, not counting Sally's salary. The total expected increase would be \$4,076 with step increases.</p> <p>Budget decisions will tie into the library comparison study.</p> <p>More computers would increase computer usage, but we have no place to put them. The Rodriguez Annex cannot be so used until a decision is made whether to invest money into its improvement or tear it down in favor of another building plan. A strategic plan is needed for the buildings and the Task Force data will bring the board closer to achieving this. It was decided that putting money into the annex or new computers will be a matter for next year's budget decisions after a strategic plan is in place.</p> <p>There was some discussion as to whether \$500 was sufficient to budget toward staff training and development. (Middle of 3<sup>rd</sup> page) Sally pointed out that most of the staff training we currently take advantage of is free to us: webinars, training sessions, conferences, etc.</p> <p>There was discussion about the need for a staff development plan to know what skills and education employees need to acquire in order to move up in position and salary. It was recommended that jobs should <u>not</u> be tailored to meet the employee's needs or skills; rather, the employee skills and training should be tailored to meet the job requirements.</p> <p>Beesley pointed out that currently positions are only labeled aide or assistant.</p> <p>It was suggested that targets and motivation are needed for staff to build toward professional improvement along with advancement in position &amp; pay. JCLD pays significantly less on its employee benefits and wages than other similar libraries. Those libraries also have fewer staff members. The salary floor has fallen behind at JCLD. Wage and responsibility increases should be based on goals. How do we get there? It's the director's job to determine these</p>	<p>Beesley will ask Knobel if we should have two separate funds: building and vehicle</p> <p>Beesley will ask Knobel about payroll tax increase with various % increase in wages and aide hours.</p> <p>Beesley will find out why proposed PERS number is less than current year.</p> <p>Beesley will look into salary increase system to be implemented next year.</p>

	<p>goals for each position. Training, hours, years, experience, performance would be factors to take into consideration in wage increases. It was decided to keep things the same as budgeted for this year, however, and plan to have this all in place by next year.</p> <p>There was a recommendation that the new position being set up for DeRese Hall should have a position title, job description, and list of requirements for the job. There was some discussion as to whether DeRese’s new position would be a library manager position or not and whether it would require a master’s degree. Sally said the position might be labeled “operations manager” or “circulation manager”, and that it would include responsibilities of overseeing circulation, volunteers, and the scheduling of staff. DeRese does book purchases now and would add these other jobs to her job description.</p> <p>There was some discussion about the employee wage increase. An exact percentage was not yet determined. Five percent was suggested as a minimum in Director Report. The need for extra front desk hours for aides was also discussed. Full-time employees need time to finish their work, and, therefore, more part-time hourly hours are needed to cover the front desk dealings with patrons. There will also be a need to add increase in payroll taxes to go with salary increases and added hours. The amount of payroll tax increase would be roughly \$1,500. The board asked Beesley to come up with exact figures based on the various possible percent increases.</p> <p>Beesley was asked to explain the full-time employees HSA (Health Savings Account), which was recommended for increase from \$2,800 to \$3,000 per full-time employee annually in the report. Prior to 2006, the library employee health plan covered 100% of medical expenses. To save the library money, the current plan, was adopted. FT Employees now have a \$2,800 deductible every year before insurance will pay on medical. The library set up HSA’s for each full-time employee to offset their medical expenses, which would otherwise, be out of pocket for the employee. Amount allowable to deposit in HSA has increased.</p>	<p>Beesley will prepare job description for new position.</p> <p>Beesley will prepare a variety of % wage increases for Board.</p>
<p>2. Review of page 4 of Financial</p>	<p>No discussion. Information was sent out to Board prior to meeting.</p>	
<p>3. Library comparisons</p>	<p>Shapiro handed out a report with tables and graphs showing comparisons between JCLD and other libraries in Oregon that are similar in budget and size. It was pointed out that a county library might operate under greater fiscal restraints than a special district because of the influence of labor unions. Finally, however, it was decided that while no library was quite like JCLD, especially in racial/ethnic demographics, the board would have to accept some basis for comparison with other libraries.</p>	<p>Shapiro—change “library expenditure” to “staff expenditure” in library comparison report labeling.</p>

On page 7 of the study, it was noted that total number of JCLD library visits is comparatively low, as is computer usage and library card issuance. Also noted, however, were stats showing JCLD has much higher attendance at children's programs and early literacy programs.

According to the report, JCLD has only .52 sq ft per capita, a statistic which lends further evidence to the need for a larger facility. Corrected measurements of the JCLD main library and Rodriguez Annex show that there are actually 11,000 sq feet in the combined annex and main library. The main library, however, which is the only area where library operations and computers use can take place at this time, has only 6,500 sq ft.

Library usage in this study only counted people coming into the main library. It was pointed out that we should count the people coming to the film committee's film showings as well as other library programs at the annex. Including these numbers would add another 650 adult library users to the stats.

The board wondered if the report showed monetary carry-over in the other libraries' stats. Melissa pointed out that this information was not in the state reporting.

It was agreed that the Estacada library should be taken out of the comparative study because of their very small geographic area, larger staff, and wealthier demographic.

It was pointed out that Baker just received 2<sup>nd</sup> place in a national rural library award. They have a much larger budget than JCLD does, even though they are smaller than us and they have a high poverty rate like us. It was speculated that they must have a grant writing inroad that JCLD should look into.

It was noted that where information was not reported by any particular library, it was recorded as a zero in the state report.

Questions were posed. Is there a way to record the number of people who attempted to use the library but couldn't, such as if the computers were all occupied? Can we make people more aware of library services with a flyer when they get their library card?

The board agreed that information gathered in this study will be part of the board's budget planning. It was noted that surveys and consultants may be needed to help implement the needed changes and that this will cost money. It was also noted that the library district has hired consultants in the past, but that things have gotten lost in the shuffle.

	The board agreed upon putting \$10,000 into this fund to start. Beesley suggested a grant may be procured to cover the consultant costs for a planning study.	Beesley will pu \$10,000 in Strategic Planning
<b>Governance</b>		
1. Director's report	Motion to approve the director's report -- Hillis Second – Stovall Motion carries.	
2. Q&A – before or after mtg?	No discussion.	
3. Bid requirements	Purchasing Policies are found on pg 5,6, and in Board Gov. pg 9 #5. Three bids are required for amounts over \$500. \$3000 proposed.  It was moved by Hillis and seconded by Goodwin to discuss and vote on this matter next month.	Bring ideas to next meeting.  Beesley will add Purchasing policies on April agenda.

<b>Q&amp;A</b>	A question was brought up regarding the emergency plan that Beesley and Goodman were supposed to have drawn up. The plan would specify who should be contacted in case of emergency (fire in the building, etc.) if Beesley and Goodman are out of town.	Sally will look into this. All board members should get copies when this is compiled.
<b>Agenda building</b>	1 Revisit public meeting policy, pp.22—24 2. Purchasing policy , pp. 5—6 of general operations. 3. Board governance on p. 9 4. Emergency plan 5. Plan for the May work session on task force findings on either May 3 or May10.	all
<b>Adjournment</b>	5:10 p.m.	Weigand

*Respectfully submitted,  
Lorene Forman  
March 11, 2010*

**Director's Report**  
Jefferson County Library District  
March, 2010

**Unfinished Business**

1. **Task Force Update.** We met February 24 and discussed the progress we made so far. Most of the gaps we had listed for the current facility were finished. Completed tasks are:
  - a. Rearranging public computer area.
  - b. VHS DVD & CD weeding (ongoing).
  - c. Teen area. We created a small seating area and have done as much as we think is possible for now.

**Left to accomplish**

- a. Install signage. In process.
- b. New OPAC computer. In process.

Other gaps are being put into a report for a future facility.

## **2. Website update, logo review**

- a. I met with one other company, but their bid was significantly higher. The other company that I requested a bid from did not respond.
- b. Paper work for Plinket has been completed and turned in.

## **New Business**

### **1. Preliminary Budget Report.**

At this point, not many of the figures have changed from last year. Any changes I did make are highlighted in yellow. The green highlighted area is a note to myself to make sure all the grants are correct and included in the final document. I won't know those figures until June.

We've estimated a 10% increase for Health insurance costs since those will most likely go up. We also increased HSA amount to \$3000 per employee.

I figured in a 5% wage increase for all staff. This includes a 2% step increase and a 3% Cost of Living (COLA). This increase will get us closer to wages offered at Madras City, Jefferson County, and the school district as shown in last month's report. This increase helps us better comply with our policy which states "the Library Director may not: Fail to maintain appropriate levels of compensation and benefits sufficient to attract and retain capable employees, subject to fiscal limitations and availability within the labor market. "

With these increases the percentage of our budget that is used for personnel expenses is 50.44% (grant monies not included). It still leaves us at the low end compared to percentages other Oregon libraries are spending. It should be noted that part of the reason why our personnel expenses are low is because custodial, book keeping, and landscape maintenance are all contracted out. If we hired employees to do these jobs, our employee expenses would increase by approximately 4% based on what we are currently spending for these services.

The following is what the staff has done this last year to earn step increases

Hryciw. Last year Dion Hryciw learned and became very proficient in website editing and design. This year he has taken on the task of maintaining all of our computers. Before he did this, we had to have a computer tech drive over from Prineville to fix the computers, which left computers inoperable until that person could get here, often for several days. Now those computers are back online within an hour or two. Hryciw not only saves us money that would have gone to hire someone to fix the computers, we now provide better service to our patrons due to less down time. Hryciw has been with us for six years.

May. Due to Jackie May's superb cataloging skills DPLS has agreed to let us do our own cataloging. This has saved us a substantial amount of money as DPLS was charging us approximately \$3 per book for cataloging. May also received training this last year to become an online reference librarian for the State library and is doing a wonderful job. She is one of the best reference librarians I have worked with. She is greatly appreciated by many in the community who received help from her. She has also been a great help to me this last year in analyzing online databases and making recommendations on their purchase. May has been with the library for 15 years.

Our library aids, Maureen Caldwell, Patricia Smith, and Roberta Clift have cheerfully taken on extra responsibilities this last year allowing the above staff members to take on more responsibilities. They are all part time and receive no benefits.

Goodman. Patrick Goodman joined our library staff a little over a year ago and made changes to the YA area that effectively increase circulation by 45%. He has developed a good rapport with the youth in the area. His professionalism and abilities are admirable. This can be a tough community to engage in library activities and he is definitely making progress.

Hall. DeRese Hall has been with the library for over 30 years and is very well liked and respected by our patrons. She does a great job at materials selection because she knows the community so well. This coming year, I would like to change her position to Library Manager. She will continue her duties as acquisition librarian and add on the responsibilities of the day to day activities in the library, freeing me up to focus on directing the library. With her past experience as Assistant Director, I anticipate that she will do an excellent job.

Marrero. What would we do without Yirah Marrero? We are all very familiar with Marrero's success as Spanish Services Librarian. She is the reason the Latino population is so well represented in the library. She has done a tremendous amount of outreach to get them here. Her programs are popular. Her book selection is very tailored to our community. Her work ethic is by far one of the best I've ever seen.

To recap, these increases are recommended because

1. Percentage of our budget spent on personnel expenses is low compared to other Oregon libraries. Out of 130 libraries, we are 13<sup>th</sup> from the bottom.
2. Local wages at city, county, and school district are higher.
3. Staff has improved their skills.

I recommend that this 5% increase for staff wages be considered a minimum. Since we're showing a \$17,138.76 surplus at this point, this shouldn't be a problem.

Other areas of note:

\$2000 was added to 9010 Office Equipment to update our phone system.

\$1200 was added to vehicle maintenance as discussed in October Board meeting.

The idea of purchasing books for Warm Springs Community Library has been discussed. However, with current economical downturn, we may want to delay this kind of commitment. An alternative could be to share book donations that we receive with them. Also, since their library is closed at this time, it may be best to put this off to some future date.

## 2. Review of page 4 of Financials

As requested last month, Knobel sent us the following explanation to the question of how to read the last page of the monthly financial statement.

"The 662.86% number means that your Net Ordinary Income as of 1/31/10 is 6.6286 times higher than you would anticipate it to be by June 30, 2010. If you took 27,431.64 x 6.6286 you'd get 181,833.20, which is the net ordinary income as of 1/31/10. We lose roughly \$30,000 a month, we have 5 months to go, so the net income will go down by 5 mo x 30,000 or 150,000. Subtract \$150,000 from 181,833.20 and you'll get an anticipated net income by 6/30/10 of \$31,833.20 vs. the budgeted number of \$27,431.64. In other words, we're right where we want to be as of 1/31/10."

[Sally's explanation - since most of our income is generated in November when property taxes are collected instead of spread out more evenly throughout the year like most businesses, that number shows we have lots of money right now.]

"The negative 425.88% is the same thing as above. We anticipated on our budget that we'd lose \$38,956.36 (of which 50,000 are transfers or operating contingencies, meaning we don't really spend it). If you take the profit we have of 165,914.45 and divide it by the loss we anticipated (38,958.36), you'll get a 425.88% negative number. We have earned way too much money is what that says. What it doesn't know is that we won't be receiving any more income to speak of and we'll lose \$30,000 a month. By the time June 30th comes around, our net income will be like 15,914.45, which is still better than we budgeted, but much more in line with what we'd expect. Again, what it really means is as of this point in our year, our actual expenses are coming through exactly where we would want them to be and that our budget is a good one because we're right in line with it. In other words, things are going along smoothly and we haven't had any bumps in the road so far."

[More thoughts from Sally - Mick likes to use the term "lose" where I would use the word "spend." ]

### Other Items of Note This Month:

Since the Warm Springs library has been closed for several months DPLS is not comfortable having their books delivered to and checked out in WS until their library is more stable and can stay open more regular hours. They are concerned that their books could end up sitting in a closed library for several days or weeks. Also WS patron accounts are disproportionately high with unreturned materials compared to other communities.

For these reasons, JCLD is going to help WS develop a better library before putting in a JCLD circulation station in WS where books from JCLD and DPLS could be checked out. They have \$20,000 of grant money to develop their library and this has been turned over to JCLD to spend on purchasing cataloging software, WS staff training, shelving, carts, and computer equipment.

### Grants and Donations

The Cherry Tree auction was a big success and made approximately \$22,000. The library's share of this will be \$2,750.

Jefferson County Cultural Coalition awarded Community Read \$750.

## **Youth Services Report**

By Patrick Goodman

- Continuing E weed
- Continuing Y weed
- J fiction, non-fiction shelf read
- Beginning E shelf read
- Beginning shelf dusting
- President's Day major display
- Origami koi pond minor display
- Valentine's Day display
- Valentine's Day patron appreciation cards and Hershey's kisses (Thursday-Saturday)
- Book Bowl activities and book talk creation
- - Displays & work sheet
- 1<sup>st</sup> Second Saturday Games Day (8 people attended)
- Weekly story-time
- Creative writing society
- Photography society
- Art society
- Filmmaking society
- New Welcome Baby program poster creation
- Summer Reading Program planning
  - o Two more special events already planned
- Monthly events calendar creation
- Beginning phases of grant writing for Early Literacy program
- Scheduled 3 class field trips to library for library skills presentation
- Attended Rotary Club charity dinner in library capacity