

Here is a report of the fifth (on 5/12/2017) meeting of the Funding Subcommittee.

Requirements:

Our entire meeting was devoted to filling out our requirements. See LFTF – Model Library Budget 170512.

Summary

- We have split the functions of the HQ Library into two parts. One provides the Hub functions, and the other is the Roseburg Library. This assumes some entity would fund the operation of the Roseburg Library, and that the HUB functions could be physically located in the building. Our estimates are only for the Hub and only for this location.
- Taking the entries in order by heading.
- Information Technology. We retained the ILS at \$32K. This allows management of the collection. The communication is for communications between the branches and the Hub for the same purpose.
- Telecommunications provides local and long distance telephone service for the Hub.
- Library Resources we retained as is. (Ed note: We probably need to modify this as the last entry is for the computers at the Roseburg Library not the Hub.)
- Equipment Maintenance & Replacement. This provides for three computers and a printer for the Hub. (Ed. Note: We probably need a server for the collection data base.)
- Facilities. Gary W is working on a facilities dollar amount for the space needed by the Hub. Pat and Harold are working on a space allocation for the Hub in the current Library. This is for collection management.
- Outreach & Promotional. These items are to effect the goals indicated in the heading.
- Supplies & Training. Similar to above.
- We estimate there will be 3 FTE operating the Hub. One director, and two staff. Harold suggested we figure the cost for each of these employees as their salary plus 50% for benefits. This calculation gives us \$170,000.
- See LFTF – Model Budget 170512 for details. We left all of the line items in the Model budget so you can see both the numbers we have estimated as well as those items we have left out.

New

- We changed the number for Books, Periodicals, Audiovisual from \$174K to \$40K as that is the actual funding that was expended last year.
- Harold will be estimating this number based upon the collection size in each library and converting that to a per capita cost for comparison. This is to insure that the cost to each city is comparable.

- We reduced the budget for office supplies to \$1K to bring this in line with the number of people on the staff.
- Under Supplies & Training, Harold will estimate Printing Services, Training, and Travel expenses.
- We zeroed out the Vehicle Operation and Maintenance as we expect to contract this out.
- We reduced the Misc. Operating Expenses to \$5K.
- Business Services is all new.
- Accounting was set at \$5K.
- Audit is under review, and Joe Coyne will speak to this at our next meeting.
- Banking Fees was set at \$1K.
- Debt Collection was set at zero since the collectors charge the debtor.
- Human resources was set at zero as this will be a contracted service.
- Insurance was set at \$1K.
- Resource Development was set at zero.
- Recruitment was set at \$3.5K.
- Security Services was set at \$2.3K.
- Contract Services:
- Consulting will be addressed by Joe Coyne as the Library will need some legal assistance.
- Courier Services was set at \$30K.
- Custodial Services was set at \$30K
- Consulting (IT) was set at \$5K.
- There were no Reserve Funds.

Funding: Summary to date.

- Government
 - Cities – Provide facilities for their library and currently volunteers at some locations. See city reports given at the LFTF meeting of 5/12/2017.
 - County – Building maintenance (major), potential Bridge Funding in the future on a loan basis. The ownership and maintenance needs to be carefully reviewed. Up to this point we have danced around this subject. Here is what has been thrown out. The County retains ownership and provides major building maintenance. The operator of the Roseburg Library provides routine cleaning and maintenance.
- Collaborators
 - ESD
 - Contributions – IT and courier services for the Library. This was questioned since the current courier leaves with a full truck of collection materials.

- Space Needs - The Library building has 40,000 sqft. 36,000 on the main floor and 4,000 in an “attic” area which also houses HVAC equipment. ESD has indicated need for 12,000 – 14,000 sqft. Bob has the library building plans from the city.
 - Linda reported that the County would have to generate an RFP determine if a renter could be accommodated. The RFP is needed to simply engage a commercial realtor to inform us about the entities which are looking for rental space.
 - Others
 - School districts
- Local Option Levy.
- Grants – Nothing discussed.

Governance: Summary to date.

- Special District (All of the County or a noncontiguous district)
 - Verify the time line and specify dates for the election to be targeted. A proposal was suggested that once a resolution is drafted by the Task Force each of the city representatives could take that to their respective cities to reduce the time needed for that portion of the time line.
 - Zero taxing authority. Potential income from a Local Option Levy later.
- Nonprofit organization – Nothing further.

Next meeting May 19 at 12:00 P.M in the Library Board Room