

Here is a report of the seventh (on 5/25/2017) meeting of the Funding Subcommittee.

We made three changes to the LFTF – Model Library Budget. The modified budget is at Model Library Budget 170525 and the changes are numbered in this text.

WHAT WILL THE LIBRARY LOOK LIKE?

The library will consist of a single hub operation staffed by a Director, a Librarian, and an Information Technology specialist. It will not include the Roseburg branch library, should Roseburg elect to support a branch library. Our estimates are only for the Hub and only for this location.

WHAT WILL THE LIBRARY COST? We made three changes to the budget (Numbered).

- **Information Technology.**
 - We included 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 changed the number for Books, Periodicals, Audiovisual from \$174K to \$40K as that is the actual funding that was expended last year. We modified this number upward to \$80K (1).
 - We deleted the Computer software as that will be part of the Library.
- **Equipment Maintenance & Replacement.**
 - This provides for three computers and a printer for the Hub.
- **Facilities.**
 - The space required for the Hub is 2,000 sqft at \$1.50 per sqft per month, giving \$36K (2) annually. This assumes that the Hub is paying rent to some entity (the County or the City of Roseburg).
 - The per capita numbers associated with the collection are essentially the same for each library.
- **Outreach & Promotional.**
 - We added \$10K (3) for Marketing.
- **Supplies & Training.**
 - 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.
- **Personnel.**
 - We estimate there will be 3 FTE operating the Hub. One director, and two staff.
- **Business Services**
 - Accounting was set at \$5K.
 - Audit was set at zero as that has not been undertaken in the past.
 - 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 was set at \$3.5 for legal service.
 - Courier Services was set at \$30K.
 - Custodial Services was set as zero as this is covered under rent.
 - Consulting (IT) was set at \$5K.
- **Reserve Funds**
 - There are no reserve funds

See LFTF – Model Budget 170525 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.

HOW WILL THE LIBRARY BE FUNDED?

- Government
 - Cities – Provide facilities for their library and currently volunteers at some locations. See city reports given at the LFTF meeting of 5/25/2017.
 - County – Building maintenance (major), potential Bridge Funding in the future on a loan basis. 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.
 - 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 Bell has the library building plans from the city.

- Others
 - School districts
 - Library Foundation
 - Other Foundations in Douglas County
 - SAGE System
 - Oregon Solutions
 - Oregon Cultural Trust
 - Economic & Workforce Development non-profits in Douglas County
 - Board of Commissioners put out RFP to commercial real estate agencies
 - Money making lease business/es
 - Radio &/or Cell Tower Rental
 - Solar Panel Rental; Energy Trust of Oregon
 - Blue Sky grant from PP&L
 - Staffing w Volunteers
- Local Option Levy.
- Grants

HOW WILL THE LIBRARY BE GOVERNED?

- Nonprofit organization. The LFTF decided on this model.

Next meeting June 1 at 12:15 P.M in Room 216 of the County Court House.