

Tillamook County Library Board Minutes – March 15, 2018

Board Members Present: (y) Shiela Zerngast, (y) Betsy Chase, (n) Chris Chiola, (y) Bob Favret, (n) Cheryl Hantke, (y) Ruth LaFrance (y) Neal Lemery

Staff Present: (y) Sara Charlton, (y) Sarah Beeler, (n) Bill Landau (y) Jessica Darling

Guests: Commissioner David Yamamoto, Ruth Metz

Call to Order: The meeting was called to order by Shiela Zerngast at 12:05 am.

Motion made to approve the February minutes by Neal Lemery, seconded by Ruth LaFrance, all in favor. Motion made to approve the budget by Bob Favret, seconded by Ruth LaFrance, all in favor.

Motion to move date of board meetings to the second Tuesdays of the month at noon, beginning May 8, 2018, made by Betsy Chase, seconded by Bob Favret. Commissioner Yamamoto expressed appreciation for the change to accommodate his schedule.

The April Board Meeting is cancelled due to Oregon Library Association Conference.

Ruth Metz Report:

Ruth Metz presented a scope of work outline for conducting an economic feasibility study and analysis. The analysis would investigate the sustainability of the library's tax rate (see attached). The board feels the work would maintain the relationship and commitment to the community that was developed with the Futures Study 2015 – 2020. The board made the motion to enter into a contract with Ruth Metz. Motion made by Neal Lemery, seconded by Betsy Chase, all in favor.

Motion made by Betsy Chase and seconded by Neal Lemery to add budget placeholders to cover work by Ruth Metz.

Commissioner Yamamoto detailed some of timber revenue issues facing the BOCC. He expressed the BOCC's desire to work in collaboration with the library, and his support of the library and their current budget.

Ruth LaFrance presented an information packet to inform political candidates about the library. The board was enthusiastic and asked her to follow through with the plan.

Director's Report:

The contract has been signed for roof repairs. Work will begin when the weather allows. The new furnace is functioning well.

Since February 1, 2018, over 21,000 seed packets were checked out at Tillamook County Libraries.

The Director and Managers will attend the Public Library Association Conference, March 20-March 24, 2018.

Matthew Stephens will be replacing Sue Luce as the lead employee at the Rockaway Beach Branch. This will open up a full-time Library Assistant 1 position at the Tillamook County Library.

The Oregon Library Association Conference will be held in Eugene, April 18-21, 2018.

A joint Board and Foundation meeting about the park has been scheduled for the second week in April. Sara will send out details.

Public Input: none

The next board meeting will be Tuesday May 8, 2018, 12:00pm – 1:00 pm.

- Linda Bade, from the AARP Foundation Tax Aide will present an overview of their program and statistics at the next board meeting.
- Teen Librarian Angela Arena will present '*Setting up a Teen Council.*'

This will be the first meeting on the new schedule. No meeting in April.

Meeting adjourned by Shiela Zerngast at 1:15 pm

Sincerely and respectfully submitted, Jessica Darling



TO: SARA CHARLTON, DIRECTOR
FROM: RUTH METZ, RUTH METZ ASSOCIATES
DATE: MARCH 1, 2018
RE: FINANCIAL ANALYSIS: SCOPE OF WORK

Proposal

As you requested, this outlines a "scope of work" that would help you and the Board assess current and future financial conditions pertaining to your levy. The goal would be to give you and the Board and County Commissioners solid information on which to evaluate strategic financial directions, short-term to long-term.

Scope of Work

Accordingly, I propose to assist you in (1) projecting and analyzing your five-year levy budget; (2) projecting and analyzing your post-levy budget; (3) estimating a post-2021 budget and tax rate that approximates your library's current service levels; and (4) assessing what service levels would need to be for the levy to remain at \$0.65/\$1,000 beyond the current level period.

The budgets would include revenue, operating expenditures, and capital expenditures and reserves. My work would include assisting you in conceiving and thinking through anticipated needs and services, without community input at this time, but based on industry trending that you and your management team envision. Revenue projections would involve working with you and your County Clerk and with the County Assessor. I would meet with you onsite and as needed by phone as well as with the Board.

Rationale

I recommend this approach because it is the first and most necessary step in understanding what is at stake. From this financial base of knowledge, you would be prepared to discuss the financial situation, near-term and far-term, with your Board, your County Board of Supervisors, your cities, your communities, as you did while undertaking your last needs assessment and strategic planning.

With the financial assessment in hand, you will be factually prepared to chart a course, whatever it may need to be. The leadership of the library and the county has built a relationship with the residents and communities of the County based on respect and inclusion in the direction of the library. This will give you the basis to continue that.

Later, the "assessment" could include stakeholder interviews, focus groups, town halls, surveys and other tools that would include the residents and communities in strategic planning. All of this would constitute the ground work for a district feasibility study, should this eventually be the course for the library.

I suggest that you budget \$10,000 in the 2017/18 budget for the 1st building block (the scope of work paragraph) and that you budget as a placeholder \$25,000 in 2018/19 and \$25,000 in 2019/20, so that the funding is available should you decide to go further. Whether you use it in this way or not, it should be ear-marked.

Please let me know if you have questions or wish to discuss this, Sara. I suggest we get started right away with the financial assessment starting with the completion of the 5-year levy budget immediately and the rest of the work by June 30, 2018.

Sincerely,

Ruth Metz