

## **Board Meeting Minutes**

**Approved 3/21/2019**

### **TETON COUNTY LIBRARY BOARD MEETING**

**Thursday, February 14, 2019**

#### **Board Member Attendance**

Present: Ari Goldstein, John Heberger, Jr., Mark Hendrickson, Carol Peck, Susan Scarlata

**Audience:** Dawn Jenkin, Library Director; Isabel Zumel, Assistant Director; Diana Eden, Communications & Digital Media Specialist; Pauline Towers-Dykeman, Library Foundation Executive Director; Karen Terra, Library Foundation Board Chair; Cody Cottier.

#### **Review of Library FY 2020 Budget Proposal**

Dawn reviewed two FY 2020 budget approaches. In both approaches, our FY 2020 proposed expenses were about \$300,000 less than the FY 2019 budget. This was largely due to a smaller personnel budget in FY 2020, which is about 14% less than in FY 2019. Despite a smaller proposed overall expense budget in FY 2020, both budget approaches reflect increases in library materials and technology spending and brings our ratio of personnel to other operating expenses closer to average expense ratios of public libraries nationally.

Version 1 of the proposed budget reflects more modest technology spending for the remainder of FY 2019 and in FY 2020, while version 2 reflects a substantial investment in technology replacements in the remainder of FY 2019 and in FY 2020. The result is that the FY 2020 Property Tax Request is about \$180,000 higher in version 2 compared to version 1, in large part because of differences in anticipated available cash at the beginning of FY 2020 (on July 1, 2019). In both versions, our Property Tax Request is below our request in FY 2019, at under \$3 million.

Dawn highlighted:

- A larger request in Professional Development to support training and peer networking with other library professionals.
- A modest increase in Professional Services to potentially outsource some IT projects.
- A notable increase in the Small Capital Expenditures category, which encompasses replacements of much of our public and staff computing.
- Doubling the budget for Electronic Resources for residents all over the county to access digital, downloadable and database resources that are growing in use and popularity.

John observed that there are significant expenses for technology replacements and hardware. Dawn explained that we will be developing a long term plan on capital spending after these large one-time expenses.

Carol asked if there will be any new hires. Dawn shared that we have left a Communications position that is currently vacant in the staffing budget in FY 2020.

Carol asked if the increased spending in library materials has an effect on adequate staffing to select and market new materials. Dawn said that putting time and resources into staff training around how to most efficiently conduct collection development and ways to promote the collection, which includes reference

and reader's advisory, will help us. In looking at public libraries of similar size and budget, our ratio of the budget for personnel to operating expenses such as collections has been a bit off. Our ratios in the proposed FY 2020 are moving closer to averages in public libraries.

John asked about the library's coordination with schools. Dawn responded that while it is not reflected in the budget process, schools are a high priority relationship to develop.

John asked if the difference in version 1 and version 2 of the proposed budget is the scale and scope of purchases recommended by Library Technology Consultant, Carson Block. Isabel said that version 2 reflects accomplishing a larger scale of the recommended replacements by the end of FY 2020. He asked if there was a reason to not go ahead with the library technology consultant's recommendations. He added that if we were to move ahead with version 2, we should be thoughtful in how we explain the request to the Board of County Commissioners. Carol commented that even with version 2, our request is still smaller than it was in FY 2019. Isabel added that expenses in version 2 of the FY 2020 proposed budget are about \$300,000 less than our FY 2019 budget. The property tax request in version 2 does not show as large of a savings because we would be coming into FY 2020 with about \$200,000 less in anticipated available cash due to technology spending through the end of FY 2019.

Ari commented that he would like to see an increase in our library materials/collections budget. Dawn shared that planning increases after conducting a thorough collection analysis, looking at county trends and national trends would be a first step. Dawn added that looking at our collection management processes would be another step.

John said that he appreciated benchmarking our budget with those of similar size libraries and population sizes. He would like to see Library Journal National Budget Survey information again in the future.

Carol asked that clarifying where we are with the Library Technology Plan be ongoing as we go forward with our budget and future work of the library since technology and the plan itself will have a large impact on the organization.

All library board members expressed support for version 2 of the budget. Ari commented that the budget is not frivolous. Mark said that the budget continues looking at technology, which is important. John remarked that version 2 follows the Library Technology Plan recommendations.

Carol adjourned the meeting at 1:15 p.m.