

Latah County Library District
Planning committee
January 18, 2006 3-5 PM
Meeting Minutes

In attendance: Roberts, McPherson, Kampenhout, Schmidt, Nye, Hepler, Norum and Kelly-Riley

The next meeting is scheduled for Wednesday, February 22, 2006 from 3-5 PM in the Board Room at the Moscow Library.

Hepler and Nye will contact the local press to notify them of this committee's activities. The committee agreed that it would be good try to publicize our activities as much as possible. This information will be sent to the Daily News, the Latah Eagle, and the Lewiston Tribune. The minutes of the meeting will be posted on the library's web site.

We agreed to wait to send out a survey until we had a pressing reason to do so.

Alternative leadership models should be referred to the personnel committee chaired by Sylva Staab.

McPherson made a presentation to the committee regarding the philosophical underpinnings that guided the development of the last budget request. (See attachment). Primarily the development of the budget was guided by the need to provide a satisfactory working environment for employees (good pay and benefits) and to update the infrastructure of the District (which was sorely lacking).

The recent audit came back identifying the library being in a good financial state.

The rest of the meeting was spent doing exercises related to planning. Roberts will have the synthesis of these materials.

Again, the next meeting will be on Wednesday, February 22, 2006 from 3-5 PM in the Moscow Library Board Room.

What drove budget development (Notes from Janice McPherson)

Personnel

- ✓ Bring professionalism to administration of District with focus on District-wide accountability

- ✓ Latah County Library District has a responsibility to ensure that staff are trained in use of automated library system and knowledgeable of all District policy and procedures
 - Staff working few hours per week can never receive adequate training let alone expect them to remember everything
- ✓ Staff had been allowed to determine what their job should consist of regardless of whether that was a District need or not and regardless of whether it was appropriate for the person to be doing that particular activity, which meant that many staff were less than productive in their positions (spent great deal of time trying to build an organization chart that would work for the District - staff time & training)
- ✓ To get the percentages spent on personnel, materials, and operations in line with national, state, and area averages
 - Personnel was way too high with materials being too low
- ✓ So as to not contribute to societal problems, get all staff to at least half-time; the point at which they begin to accumulate retirement (PERSI) and be eligible for medical benefits
- ✓ Provide a fair wage and benefits

Materials

- ✓ Get materials budget up to, at least, the low end of average expenditures
 - Weeding the collections - they were all in various stages of disrepair, aging & unused, and inaccurate because of the copyright date (has staffing and materials purchase cost implications)

Operations

- ✓ Ensure that operations expenses allow the District to provide ergonomic workspace, computers that work, and workspaces that allow for maximum efficiency
- ✓ Get a phone system that allows outside callers to get to intended staff person without relying upon the circulation staff to answer every call coming to the library
- ✓ Build funding into the budget for on-going computer and other equipment replacement
- ✓ Build funding into the budget for unfunded liabilities (sick leave & annual leave - upon termination of employment with LCLD)
- ✓ To address numerous infrastructure issues needed to support a vital library system (involved software purchase, maintenance contracts, and staff training)
 - Accounting system (software & maintenance costs)
 - Personnel & administrative policies (staff time & training)
 - Develop consistent procedures (staff time & training)

- Make libraries more attractive and inviting (aesthetics are an important part of a good library system)
 - Carpet cleaning
 - Window washing
 - Painting
 - Etc.
- The youth want computers!
- Many adults want computers as well, but for somewhat different reasons