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**BUDGET HEARING/BOARD OF DIRECTORS MEETING**

**Tuesday, June 10, 2025 @ 4:30 pm**

**241 SE 7th St, Madras, OR 97741**

**Budget Hearing Minutes**

Board members present: Susan Stovall, Tiffany Turo, Karen Esvelt

Staff members present: Jane Innes, Laura Jones, Kristin Peterson

1. **Call to Order**

Chair Susan Stovall called the meeting to order at 4:34pm.

1. **Acceptance of Agenda and Establishment of a Quorum**

Tiffany Turo moved and Karen Esvelt seconded to accept the agenda with flexibility. Motion carried. A quorum was established.

1. **Approval of Minutes -** May 15 Budget Committee Meeting – There were no questions, changes, or discussion. Minutes stand approved.
2. **Public Comments** - None
3. **Adjourn**

Stovall adjourned the meeting at 4:35pm.

**Board of Directors Meeting Minutes**

1. **Call to Order**

Stovall called the meeting to order at 4:35pm.

1. **Acceptance of Agenda and Establishment of a Quorum**

Esvelt moved and Turo seconded to accept the agenda with flexibility. Motion carried. A quorum was established.

1. **Public Comment** None
2. **Presentations** None
3. **Review/Approval of Minutes** – May 13 Board Meeting and May 29 Special Board Meeting

There were no questions, changes, or discussion. The minutes stand approved.

1. **Finance Report -** Monthly financials as of May 31, 2025

Stovall asked for clarification on some of the line items that are under budget. Jane Innes discussed that we have been very conservative in spending to offset the decrease in tax revenue for the year. Innes also talked about how much money was diverted to the MURD and HURD. Turo moved and Esvelt seconded to approve the financials as presented. Motion carried.

1. **2025-26 JCLD Budget**
   1. Acknowledging Budget Committee Members and Terms. The Board thanked the members of the budget committee for their ongoing support and service.
      1. Vanessa Nilles – Term ending June 30, 2027
      2. Joan Starkel – Term ending June 30, 2027
      3. Courtney Snead – Term ending June 30, 2025
      4. Debbie Taylor – Term ending June 30, 2025
      5. Colleen Fletcher – Term ending June 30, 2026
   2. Budget Resolution 25-01
      1. Resolution Adopting the Budget

**Turo moved and Esvelt seconded** that the Board of Directors of the Jefferson County Library District adopts the budget for fiscal year 2025-26 in the total amount of $2,644,674.

**Motion carried.**

* + 1. Resolution making appropriations

**Turo moved and Esvelt seconded** that the amounts shown below be appropriated for the fiscal year beginning July 1, 2025 for the following purposes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Fund** |  |  | **Building and Improvement Fund** |  |
| Personnel Services | 726,298 |  | Personnel Services | 33,808 |
| Materials and Services | 348,453 |  | Materials & Services | 3,000 |
| Capital Outlay | 7,000 |  | Capital Outlay | 718,815 |
| Debt Service | 0 |  | Debt Service | 0 |
| Interfund Transfers | 23,000 |  | Interfund Transfers | 23,000 |
| Contingency | 100,000 |  | Contingency | 15,000 |
| **Total** | **1,204,751** |  | **Total** | **793,659** |
|  |  |  |  |  |
|  |  |  | **Total APPROPRIATIONS, All Funds** | **$1,998,410** |
|  |  |  | Total Unappropriated & Reserve Amounts | $646,264 |
|  |  |  | **TOTAL ADOPTED BUDGET** | **$2,644,674\*** |

**Motion carried.**

* + 1. Resolution Imposing the Tax
       - **Turo moved and Esvelt seconded** that the following ad valorem property taxes be imposed upon the assessed value of all taxable property within the district for tax year 2025-2026:
         1. At the rate of $ 0.4349 per $1000 of assessed value for permanent rate tax;
         2. In the amount of $0 for local options tax; and
         3. In the amount of $0 for debt service on general obligation bonds.
       - **Motion carried.**
    2. Resolution Categorizing the Tax

**Turo moved and Esvelt seconded** that the taxes imposed are categorized for purposes of Article XI section 11b as:

*Subject to the General Government Limitation*

1. Permanent Rate Tax...... **$ 0.4349/$1,000**
2. Local Option Tax …..….... $0

*Excluded from Limitation*

General Obligation Bond Debt Service…. $0

**Motion carried.**

1. **Old Business**
   1. Building expansion future plans – Laura Jones reported about a meeting with Culver school district superintendent regarding the possibility to form a partnership. The district would provide public library services combined with the Culver HS/MS library. The superintendent was enthusiastic about the partnership.
   2. 234 SE 7th St – Innes discussed the results of the walk-through inspection from the Jefferson County Planning commission. Esvelt moved and Turo seconded that the district investigates the idea of selling 234 and 248. No further discussion. Motion carried.
2. **New Business**
   1. Operating Policy change – Innes proposed changes in the circulation policy. A valid library card would be required to access library services. Turo moved and Esvelt seconded that the Board approve the suggested revisions to the circulation policy. No further discussion. Motion carried. The revised Circulation Policy is attached.
   2. Review Results Policy – The Board discussed adding a result policy addressing Outreach Expansion to the existing relevant results policies. Esvelt moved and Turo seconded to approve the 2025-2026 Results Policies with the addition of Outreach Expansion. The new Results Policy is attached.
   3. Elect Board officers for 2025-2026 – Turo nominated Susan Stovall for Board chair. Esvelt nominated Tiffany Turo as vice chair. Both nominations passed. Susan Stovall will serve as Board chairperson for the next 2 year term, and Tiffany Turo will serve as vice chairperson.
3. **Library Activities Report and Update**

Innes brought up the possibility of changing banks. The Board agreed to investigate the options.

Turo would like to increase involvement of the board in library activities/outreach. Star Todd will add outreach activities to the upcoming events.

1. **Executive Session** - The Board moved into Executive Session at 5:59pm to discuss the Library Director’s annual contract review/renewal/negotiation in accordance with ORS 192.660(2)(i). No decision was made. The contract will be signed by June 30, 2025. The Board exited Executive Session at 6:44pm.
2. **Ending Remarks**
3. **Adjourn -** Stovall adjourned the meeting at 6:45 pm.

Respectfully submitted,

Kristin M Peterson

Kristin Peterson

JCLD Executive Assistant and Acting Secretary to the Board

Jefferson County Library District

Circulation Policy

*Approved: September 08, 2020*

*Revised: June 10, 2025*

Individuals owning property or living within the boundaries of the Jefferson County Library District, Crook, or Deschutes counties shall have access to the library and circulation services. They may register as library customers at their respective library. Residents of neighboring communities without reciprocal agreements with the District must purchase a JCLD library card. Residents of Crooked River Ranch who live in Jefferson County but are outside the Jefferson County Educational Service District (ESD) are required to purchase a JCLD library card. A valid library card is required to access library services. These services include, but are not limited to, meeting room reservations, genealogy or technical assistance, computer use, and notary services. Exceptions may be made by the director or designee.

**Library Cards**

Library cards may be issued to adults, juveniles, temporary residents, and library outreach customers. Library cards for temporary residents are available for a fee for one or three months. Library cards for outreach customers are valid for one year and renewable each year.

*Register for a Library Card.*

To register for a library card, customers must provide evidence of a current county address, telephone number (if any), date of birth, and email (if any). S/he must present documentation that links the customer's name to his/her current street address. Parents or legal guardians are responsible for their children's accounts under the age of 18 and must sign an application before a library card is issued in a child's name. The adult in whose name the library card is issued shall be responsible and liable for all fines, material replacement costs, or fees assessed against the said card.

The following statement will be printed on the application:

*By registering for a library card, I agree to follow the Jefferson County Library District rules and pay all costs and service charges for materials lost or damaged. I understand that failure to follow library rules may result in the suspension of my library privileges and referral to a collection agency. Library rules and library materials are governed and protected by state law. I will be charged an additional recovery fee if I am referred to a collection agency.*

**Customer Responsibility**

The customer is responsible for all use of the patron’s library card. If a library card is lost or stolen, the library customer is responsible for all items charged to it until the loss is reported. Replacement cards are subject to a replacement fee. Each library customer is responsible for informing the library of his/her current address. Parents or guardians are responsible for their minor-aged co-signers' cards. The library reserves the right to suspend borrowing privileges if an account is in arrears.

**Loan Periods**

The loan periods for library materials shall follow practices necessary for maximum public use and standard library practices.

Jefferson County Library District

Purpose, Results, and Priorities

*Approved July 11, 2023*

*Reviewed June 10, 2025*

*Revised* *June 10, 2025*

**2025-2026**

Jefferson County Library District residents freely and openly access ideas and information to lead lives enriched by literature, cultural resources, and lifelong learning consistent with the wise application of the funds and resources of the district. Each Result consists of three parts:

* A description of the desired change, difference, benefit, or outcome
* The identity, description, or characteristic of the patron who benefits from the change
* The monetary expense, relative worth, or relative priority of the benefit.

1. **Programs and Resources**. Our library is an excellent resource for all residents, offering an enriching and supportive environment for reading, research, and personal growth, with access to the latest technology and resources to help everyone succeed.
2. **Literacy.** Our library will include literacy activities in programming.
3. **Partnerships.** The library will work to develop collaborative partnerships with relevant organizations to advance the mission of the District.
4. **Marketing and Public Relations.** To enable the library to achieve its marketing strategy, it will develop and execute a coherent marketing plan that includes but is not limited to partnering with other organizations and businesses.
5. **Building and Improvement.** The library is committed to removing barriers and renovating the building to better serve District residents' needs. We will expand the library's functions through partnerships, advice, and funding while promoting sustainability and community strength.
6. **Outreach Expansion.**  The library will identify and pursue new ways to provide services to outlying areas that are within the library service area.