

1 **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

2 Special Meeting –Retreat  
3 Private Residence, Roche Harbor  
4 June 30, 2009  
5

6 **Members Present:** Fred Henley, Glenna Hall, Marie Johansen, Susan Rosenberg, and  
7 Lynn Weber/Roochvarg  
8

9 **Staff Present:** Laura Tretter, Carrie Lacher  
10

11 **Facilitator:** Lynne Hobbs  
12

13 Fred Henley called the meeting to order at 9:45 p.m.  
14

15 **Outcomes and Agenda Review**

- 16 • The board reviewed the updated agenda and pinpointed specific outcomes. Fred felt it  
17 was important to assess the current financial standing of the library taking into account  
18 the current 1% limitation; determining when the library will need to go for a levy lid lift,  
19 how large it should be, what type of strategy (single year or multi-year). Laura noted  
20 that her sense from other libraries is that they are seeking single year lifts as multi-year  
21 lifts are difficult to explain to voters. Fred also felt it was important to project a financial  
22 road map 10 years out, looking at best and worst case scenarios. It was agreed that  
23 the plan for the day would be a workshop of scenario planning of financial outcomes.
- 24 • Laura distributed historical operating expenditures and revenues and also projections  
25 for this year and next.
- 26 • Susan raised the question of what a levy lid lift would “give us.” As a result, the board  
27 worked through different levy lid lift examples.  
28

29 **Scenario Planning**

- 30 • With Lynne’s assistance, the board forecasted two to three years out assuming no levy  
31 lid lift, positing both best and worst case scenarios.  
32

<b>WORST CASE</b>	<b>Current</b>	<b>Year 1 (2010)</b>	<b>Year 2 (2011)</b>	<b>Year 3 (2012)</b>
Revenue	\$802,000	\$810,000	\$818,000	\$826,000
<b>BEST CASE</b>				
New Construction	\$15,000	\$15,000	\$15,000	\$15,000
Other revenue	\$20,000	\$20,000	\$20,000	\$20,000
Total Best Revenue	\$837,000	\$845,000	\$853,000	\$861,000
Expenditures (6% annual increase)	\$861,000	\$912,000	\$967,000	\$1,025,000
Capital Reserve	\$280,000	\$280,000	\$280,000	\$280,000
<b>GAP</b>				
Worst Case	(\$59,000)	(\$102,000)	(\$149,000)	(\$199,000)
Best Conservative	(\$24,000)	(\$67,000)	(\$114,000)	(\$164,000)
<b>Capital Reserves</b>				
Worst (balance)	\$221,000	\$119,000		
Best (balance)	\$256,000	\$189,000	\$75,000	

33 **Conclusions:**

- 34 • By these scenarios, something will need to be reduced by 2011.
- 35 • Library is not able to maintain current level of services indefinitely.
- 36 • Lynn noted that there is a need for a strong promotional campaign to raise awareness
- 37 regarding current level of services and library's ability to keep up with trends.
- 38 • Carrie reiterated Susan's example of the Seattle Public Library closing for two weeks of
- 39 the year to make reduction of services more meaningful to patrons. She suggested
- 40 considering closing on Sundays as a demonstration of this to the public without
- 41 reducing staff hours.
- 42 • 2012: Year of Action
  - 43 ○ Raise awareness of services
  - 44 ○ identify level of service library can maintain until 2012
  - 45 ○ target 2011 as levy restoration year
- 46 • Board should recommend guidelines for capital reserves:
  - 47 ○ minimum annual balance
  - 48 ○ annual transfer amount designated

49  
50 **ACTION ITEMS**

- 51 1. What taxing districts are going for levy lifts and when? *Laura. Report in July.*
- 52 2. When does increased revenue go into effect after levy lift? *Laura. Report in July.*
- 53 3. Ask County Assessor about levy lift process. *Susan. Report in September.*
- 54 4. Research new Tim Eyman Initiative. *Glenna. Report in July.*
- 55 5. Research non tax revenue and community resources. *Laura/Fred. Report in*
- 56 *September.*
- 57 6. Develop capital reserve policies/guidelines. *Laura. Report in September.*
- 58 7. Further refinement of projected financial scenarios. *Glenna/Susan. Report in*
- 59 *August/September.*
- 60 8. Develop plan for action items for 2010. *Lynn. Report in November.*
- 61 9. Research sots of levy lift election. *Laura/Glenna. Report in November.*

62  
63 **Wrap-Up**

64 Worked Well:

- 65 • Keeping a smaller focus
- 66 • Deciding on end product at the beginning
- 67 • Venue
- 68 • Facilitator
- 69 • Susan's focus on real numbers

70 Do Differently:

- 71 • Everyone read email
- 72 • Be on time

73  
74 **ADJOURNMENT**

75 Adjournment by acclamation at 2:30 p.m.

76  
77 Respectfully submitted:

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Board Secretary

79  
80  
81 Approved:

82 \_\_\_\_\_  
Board President