



MINUTES

ATTENDEES

Present at the meeting were JCLD Budget Committee Members: Gerri Davis (Chair), Cathy de Wolfe, Kevin Keating, Catherine Prazenica, and Victoria Brown; and JCLD Board Members: Susan Kiefer (President), Cathy Shaw (Vice President), Jill Turner, Eric Dziura, and George Prokop.

Additional participants/attendees: Kari May (Library Director), Lisa Marston (District Administrator), Carey Hunt (Assistant Director, Support Services), Claudine Taillac (Assistant Director, Public Services), Crystal Stroud (Library Operations Manager), Brynn Fogerty (HR Manager), Vicki Robinson (Senior Accountant), Donovan Edwards (Administrative Assistant).

CALL TO ORDER/ROLL CALL

Director Shaw called the meeting to order at 4:10 p.m. and turned the meeting over to JCLD Budget Committee Chair Gerri Davis.

APPROVE PROPOSED AGENDA

MOTION: JCLD Budget Committee Member Gerri Davis moved to approve the proposed agenda. Budget Committee Member Kevin Keating seconded the motion. The motion was approved unanimously.

BUDGET MESSAGE

Library Director Kari May presented JCLD's Fiscal Year 2020-2021 budget message, as well as the budget priorities, major contracts, and budget highlights. Among the budget priorities were funding for the District's strategic priorities based on the 2016-2021 strategic plan; launching a strategic plan for the next five years; creating a facilities master plan; including \$500,000 in the budget to build community partnerships in response to COVID-19, particularly with school districts; transferring \$300,000 into the Capital Improvement Fund; migrating to a new Integrated Library System; retaining the current tax rate; and providing a sufficient ending fund balance.

After Ms. May reviewed the District's major contracts, Director Prokop said he would expect to see more detailed information, citing for example the \$500,000 contract with Jackson County for Facilities Maintenance. Director May committed to expanding this section in future budget documents. Next, Ms. May reviewed the budget highlights, focusing on the biggest change—the addition of personnel costs for approximately 92 FTEs, costs that were previously part of the LS&S Contract. After explaining how staff salaries are captured on the LB-31 form, Ms. May spoke about the benefits the District would be offering to its employees, including health insurance, long-term disability insurance, group life, and a Health Savings Account for employees who choose the high-deductible health plan option. Ms. May also spoke about the employer spending cap for health insurance. As she explained it, the spending cap tentatively proposed to the Board in February 2020 was based on estimated costs. Now that the District has final quotes for health insurance, the proposed budget reflects a \$1,300 spending cap, which is \$200 higher than the cap proposed back in February. Ms. May concluded her presentation with an overview of the new organizational structure that will be in place starting July 1, 2020.

PRESENTATION OF PROPOSED BUDGET

Ms. Marston and Ms. Robinson alternated in presenting the Fiscal Year 2020-2021 Proposed Budget. First, Ms. Robinson reviewed the property tax projections. Mr. Keating asked how the District is handling potential shortfalls in tax revenues due to COVID-19. Ms. Robinson replied that the District has lowered the estimated Net Collection Rate from 94% to 92.5%. Next, Ms. Robinson spoke about the restricted fund balances and how those balances are being moved out of the General Fund into a new Grant Fund, starting July 1, to facilitate tracking restricted grants and donations. Ms. Marston then described the general fund's budgeted expenditures for materials and services by department, noting that this year's proposed budget is the first time expenditures for materials and services supporting library operations are not part of the LS&S contract and are therefore visible in the District's budget. After reviewing the general fund expenditures by department, Ms. Marston discussed the 5-Year Capital Facilities Maintenance Plan, which projects the costs of capital maintenance needs over a five year planning horizon. She then reviewed the three pie charts included in the proposed budget document. Director Turner suggested ways to consolidate the charts in the future. The presentation of the proposed budget concluded with Ms. Robinson and Ms. Marston explaining the LB forms included on pages 23-30 of the budget document.

COMMITTEE DISCUSSION

JCLD Board and Budget Committee Members and JCLS staff present discussed the JCLD 2020 – 2021 Proposed Budget.

PUBLIC INPUT

None given.

ADDITIONAL COMMITTEE DISCUSSION

No further discussion took place.

APPROVE PROPOSED BUDGET

MOTION: JCLD Budget Committee Member Jill Turner moved that the JCLD Budget Committee approve the budget for the fiscal year July 1, 2020 to June 30, 2020 in the total amount of \$18,758,285 for the General Fund, \$6,586,279 for the Capital Improvement Fund, and \$1,481,660 for the Restricted/Grant Fund with an aggregate total of \$26,826,224. This includes \$21,761,392 of appropriated expenditures and \$5,064,832 of unappropriated ending fund balance. JCLD Budget Committee Member Jill Turner also moved that the JCLD Budget Committee approve property taxes for the 2020 – 2021 fiscal year at the rate of \$0.52 per \$1,000 of assessed value for the permanent rate. Budget Committee Member Eric Dziura seconded both motions. Both motions were approved unanimously.

NEXT MEETING

The next regular Board meeting will be held on Zoom, Thursday, May 14th, 2020.

ADJOURN

Budget Committee Chair Gerri Davis adjourned the Budget Committee meeting at 6:30 p.m.

/s/ Donovan Edwards
Recording Secretary