JACKSON COUNTY LIBRARY DISTRICT (JCLD)

**BUDGET COMMITTEE MEETING**

Held via ZOOM

May 10, 2021, at 4:00 p.m.

**MINUTES**

## ATTENDEES

Present at the meeting were: Board Members Cathy Shaw (President), Eric Dziura (Vice President), Jill Turner, George Prokop and Susan Kiefer.

Budget Committee: Viki Brown, Cathy deWolfe, Gerri Davis, Kevin Keating, and David Mathieu.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Christopher Davis (Assistant Director, Support Services), Brynn Fogerty (Human Resources Manager) Ginny Auer (Foundation Director), Crystal Zastera (Operations Coordinator), Rick Leibowitz (Finance Manager), and Daisy Fields (Executive Assistant).

## CALL TO ORDER/ROLL CALL/INTRODUCTIONS

President Shaw called the meeting to order at 4:10 p.m. and asked for a roll call. The Budget Committee and staff members were introduced.

## CHAIRPERSON NOMINATION

**MOTION:** President Shaw moved to nominate JCLD Budget Committee Member Viki Brown as Budget Committee Chair. Budget Committee Member Gerri Davis seconded the motion. The motion was approved unanimously.

**BUDGET OFFICER NOMINATION**

**MOTION:** President Shaw moved to nominate Library Director Kari May as the Budget Officer. Keating seconded the motion. The motion was approved unanimously.

**APPROVE PROPOSED AGENDA**

Budget Committee Chair Brown asked if there were any questions regarding the proposed agenda. Hearing none, Brown asked the Budget Officer and Finance Manager to deliver the budget message.

## BUDGET MESSAGE

## Library Director May presented the JCLD 2021-2022 Budget Priorities and explained the Budget Structure (page 3). Leibowitz presented the purpose of the budget (page 7), and explained the budget process (page 8). Among the budget priorities (page 10) is to expand library services to provide greater outreach to our communities; develop a new strategic plan; increase mobile technology and ways JCLD can keep community members connected beyond the walls of our buildings.

May explained that the library continues to have a strong fiscal foundation; has successfully transitioned from contracts with LS&S for library operations and RVCOG for financial services; provided direct employment for library staff; and is ready to establish a new strategic direction. The Facilities Master Plan will include plans to update aging buildings, ensuring that the public spaces provided will adapt to the future and needs of the patrons. May presented the administrative structure and explained the proposal for new personnel to be hired as the need arises as libraries open up and offer expanded hours.

## PRESENTATION OF THE PROPOSED BUDGET

Director May presented the Fiscal Year 2021-2022 Proposed Budget, beginning with a review of the property tax projections. May explained the general fund’s budgeted expenditures for materials and services by department, as well as the plans for capital outlay. May reminded the Board and Committee that the budget was built on the proposed tax rate levy of $0.52 taxable assessed value for operations.

**COMMITTEE DISCUSSION**

Budget Committee Member Keating asked about the possibility of reducing the tax rate levy to $0.51; further discussion has been tabled until the Strategic Planning sessions can establish a better picture to help make an informed decision.

Budget Committee Member Cathy deWolfe asked about the plans for security services and how it would work. Claudine Taillac described the plan to bring security in house, employing staff trained in social services and crisis intervention in order to increase efficiency and proactively modeling the Library’s goals, creating a welcoming and safe environment for patrons and staff.

Budget Committee Member Keating asked about the necessity and costs for replacing the Library’s computers. May explained that the Technology Plan and requirement of the E-Rate Plan require a 4-year replacement cycle for staff and library computers and technology.

**PUBLIC INPUT:**

None given.

**ADDITIONAL COMMITTEE DISCUSSION:**

No further discussion took place.

**APPROVE PROPOSED BUDGET**

**MOTION:** JCLD Board Director Turner moved that the JCLD Budget Committee approve the budget for fiscal year July 1, 2021 to June 30, 2021 as presented in the budget documents and also moved to approve property taxes for the 2021 – 2022 fiscal year at the rate of $.052 per $1000 of assessed value for the permanent rate. Director Kiefer seconded the motions. Both motions were approved unanimously.

### NEXT MEETING

The next regular Board meeting will be held on Thursday, May 13, 2021

### ADJOURN

Budget Officer Brown adjourned the Regular Board Meeting at 5:34 p.m.

/s/ Daisy A. Fields

Recording Secretary