



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BUDGET COMMITTEE WORK SESSION**  
Medford Branch Library  
Board Meeting Room  
205 S Central Ave, Medford, OR  
March 27, 2024, 4:00 p.m.

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## MINUTES

### ATTENDEES

Present at the meeting were: Budget Committee members Viki Brown (JCLD Board President), Kim Young (JCLD Board Vice President), Susan Kiefer, Marissa Barrientos Shepherd, and Kevin Keating, Arti Kirch, Cathy de Wolfe, Echo Fields, David Mathieu, and Doug Townsend.

Additional attendees: Kari May (Library Director), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), and Val Nowak (Executive Assistant)

### CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:02 p.m. Roll call was taken.

### INTRODUCTION OF BUDGET COMMITTEE MEMBERS AND STAFF

#### Overview of budget process

Kari May introduced Daniel Madrigal, senior accountant, and Heather Scott, Finance Manager. They presented a basic overview of the budget process and Oregon Budget Law as it pertains to both the current and future meetings. She then presented where the 2023-2024 budgeted expenses are and what the projected general expenses in major categories are for the 2024-20245 fiscal year.

#### Presentation of proposed spending priorities

May presented the general proposed spending priorities for the 2024-2025 fiscal year and how they align with the goals from the five-year Strategic Plan. Major projects include the collection diversity audit, continuing to increase alignment of programs with community needs, and enhancing outdoor spaces.

#### Discussion of presentation: Input from Budget Committee members

The committee then discussed some of the progress that had been made in 2023-2024 such as the launch of the expanded hours and the installation of a book locker. It was noted that installation of additional lockers would be pursued in the upcoming years.

When asked to identify their funding priorities for the upcoming year, many budget committee members indicated that keeping staff well cared for, valued, and invested in was one of the most important areas. Maintaining diverse collections, increasing accessibility and awareness of collections and services, and striving for sustainability were also mentioned as priorities.

The meeting concluded with a brief discussion of future meeting dates.

#### Future meetings to deliberate on the Fiscal Year 2024-2025 Proposed Budget

- a. First meeting is on Wednesday, May 15, 2024, at 4:00 p.m.
- b. If needed, a second meeting will be held Wednesday, May 22, 2024, at 4:00 p.m.
- c. Budget Hearing is on Monday, June 19, 2024 at 4:00 p.m.

### ADJOURN

President Brown adjourned the meeting at 5:02 p.m.

/s/ Val Nowak

Recording Secretary