



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BUDGET COMMITTEE MEETING**  
Medford Branch Library  
Large Meeting Room  
205 S Central Ave, Medford, OR  
May 15, 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, 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), Daniel Madrigal (Senior Accountant), and Val Nowak (Executive Assistant)

### CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:14 p.m. Roll call was taken, and the Land Acknowledgement read.

**APPOINTMENT OF CHAIRPERSON** Director Kiefer moved to nominate Director Brown as chairperson for the meeting. Townsend seconded, and the motion was approved unanimously.

### BUDGET MESSAGE

Finance Manager Heather Scott presented a summary of the budget process. Director Kari May then presented an overview of the 2023-2024 Fiscal Year and highlighted key accomplishments that the Library has achieved – most notably the systemwide increase in hours. She also highlighted the installation of book lockers and the work towards the Facilities Master Plan. She presented usage statistics for the year and ended by presenting a review of the foundational goals of the adopted 2022-2026 Strategic Plan and an explanation of how the proposed budget goals and priorities will align with these areas.

Scott then reviewed the ending fund balances for FY2023 before shifting to discussing expense projections for FY2024-2025. Using the District's historical data and reviewing Jackson County's revenue proposal, staff determined an assessed value increase of 5.6%. This is higher than the annual required 3% increase and with a projected 94% collection rate (based on the County's historical data), they are projecting \$15M in current year property tax revenues. An additional \$916,000 in revenues is expected to come from prior year property tax revenues, interest, printing and copying fees, fines, and charges for services.

The operating expenses for FY25 are expected to come in at around \$17M. In putting together estimated expenditures, it is recommended that the District increase the mil rate to the available \$0.60 cents per \$1000 of assessed property value, which means an \$8 increase per \$100,000 of Assessed Value. While the District has been a good steward of its resources, to continue operating at the current expanded hours will require more resources in the upcoming year. In addition to staff wages and benefits, major expenses include contracts for maintenance, janitorial services, and security; and software and technology needs.

### COMMITTEE DISCUSSION

The Committee discussed the proposed budget, as well as a 5-year financial forecast which projects revenues and expenditures. Scott noted that personnel accounts for the largest percentage of expenditures, and the forecast utilized a projected 4% year-over-year growth in costs. Scott also noted that the Library has a fairly low

turnover rate, and May stated that whenever a position is vacated, it is evaluated to see whether any changes are necessary, including the position itself. The committee noted need for caution around adding new positions in light of budget constraints and asked for more clarity around the proposed Latinx Engagement Coordinator position. The proposed new Library Associate position would be shared between the Shady Cove and Eagle Point branches, and need was determined based on data such as visitors, staff, and circulation per hour in each branch.

The question was raised if the District needs to go out to bid for custodial services. May noted that Pathways is part of the Oregon Forward program which makes them a preferred provider, and thus that contractor has the right to claim priority for contracts.

Discussion then focused on the proposed mil rate increase. While most of the committee agreed that raising the collection rate was a necessity, there was disagreement as to whether it was the best course of action to raise it for the current budget cycle, or further in the future. They also discussed whether it might be advisable to raise it incrementally.

Members brought up that public perception of the Library is currently high, and it would be sensible to raise the rate while the expanded hours are still recent, and the political atmosphere is fairly calm. It was noted that there are other local organizations and districts that will be requesting funding in the near future, and it might be advisable to attempt to stagger increases as best as possible. Keating noted that raising the collection rate to the maximum allowed offered no more flexibility. He also noted that he had not heard of ways of reducing costs.

In the ten years since the District was founded, the mil rate has not increased. During that time, the District has made every effort to offer as many services as possible under as low of a budget as possible. With expanded hours, increased inflation in contract rates, and anticipating the findings in the long-range Facilities Master Plan, staff recommends that the rate needs to be increased now. Postponing would accelerate the financial deficit, and being proactive allows for greater time and flexibility in addressing funding needs.

Committee Member Arti Kirch needed to leave the meeting at 5:39p.m.

**PUBLIC INPUT:** Director Brown then invited comment from public attendees. When none was given, she again opened the floor for further discussion, or motions toward the proposed budget.

**Motion:** Director Kiefer moved that the Jackson County Library District Budget Committee approve the fiscal year 2024-2025 Budget as presented. Cathy De Wolfe seconded the motion.

Director Keating asked if she intended her motion to include the mil collection rate.

**Motion:** Director Kiefer then amended her motion to include the approval of the permanent tax rate levy of \$0.60 per \$1,000 for the general funding of the Library District in Jackson County. De Wolfe seconded the amended motion.

**Motion:** Director Keating moved to table Kiefer's motion. Doug Townsend seconded the motion to table. With members Shepherd, Keating, and Townsend voting in favor, and members Fields, Mathieu, Young, DeWolfe, Kiefer, Brown voting against, the motion failed. Committee member Echo Fields then needed to leave the meeting at 6:10p.m.

The committee then voted on Director Kiefer's amended motion. With members Shepherd, Townsend, Keating, and Brown voting against, and members Young, Mathieu, De Wolfe, and Kiefer voting in favor, the motion failed.

**Motion:** Director Keating moved that the Jackson County Library District Budget Committee approve the fiscal year 2024-2025 Budget modified to include the permanent tax rate levy of \$0.52 per \$1,000 for the general funding of the Library District in Jackson County. Doug Townsend seconded the motion.

The committee discussed the adjustments this motion would have on the proposed budget, and what the immediate impacts on resources and fund balances it would have. With members Townsend, Brown, and Keating voting in favor, and members Shepherd, Young, Mathieu, Kiefer, and De Wolfe voting against, the motion failed.

**Motion:** Director Young then moved that the Jackson County Library District Budget Committee approve the permanent tax rate levy of \$0.60 per \$1,000 for the general funding of the Library District in Jackson County. Kiefer seconded, and with members Townsend and Keating voting against, and members Shepherd, Young, Mathieu, Kiefer, De Wolfe, and Brown voting in favor, the motion passed by majority vote.

**Motion:** Director Kiefer moved that the Jackson County Library District Budget Committee approve the fiscal year 2024-2025 Budget as presented. Cathy De Wolfe seconded the motion. With members Shepherd and Keating voting against, and members Young, Mathieu, Kiefer, DeWolfe, Townsend, and Brown voting in favor, the motion passed by majority vote.

**Adjournment**

President Brown thanked the committee and staff in attendance for participation in the discussion at the meeting. The next meeting will be held Monday, June 17, at 4:00PM to adopt the approved budget after the public hearing.

The meeting was adjourned at 6:30pm.

/s/

Recording Secretary

Val Nowak