



CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

DISCUSSION ITEMS (Discuss/Action)

INTRODUCTION OF BUDGET COMMITTEE MEMBERS AND STAFF

1. Overview of budget process
2. Presentation of proposed spending priorities
3. Discussion of presentation: Input from Budget Committee members
4. Future meetings to deliberate on the Fiscal Year 2026-2027 Budget
 - The proposed first meeting is on Wednesday, May 6, 2026, at 3:30 p.m.
 - If needed, a second meeting will be proposed for May 13, 2026 at 3:30 p.m.
 - The Budget Hearing will be held at the JCLD Regular Board Meeting on Wednesday, June 17, 2026 at 4:00 p.m.
5. First Amendment to Contract for Personal Services-Interim Director- Susan Kiefer, Board President

ADJOURNMENT

JACKSON COUNTY LIBRARY SERVICES
5 YEAR FORECAST-GENERAL FUND

	December		Assumptions	Projected	Projected	Projected	Projected	Projected
	Budgeted 25-26	YTD 25-26		26-27	27-28	28-29	29-30	29-30
Beginning Fund Balance	7,514,058	7,514,058		7,071,927	7,061,256	7,199,731	7,327,198	7,539,949
REVENUES								
Current Property Tax Collections	15,765,000	14,678,339	4%	16,395,600	17,051,424	17,733,481	18,442,820	19,180,533
Prior Year Property Tax Collections	250,000	151,648		250,000	260,000	270,400	281,216	292,465
Interest Income	435,000	163,631		348,000	340,000	340,000	340,000	340,000
Restricted Grant Revenues (e-Rate)	200,000	122,332	90% reimb of 6214	363,600	374,670	386,072	397,816	409,913
Printing/Copying/Fines	50,000	24,170		50,000	50,000	50,000	50,000	50,000
Other Misc Revenues	-	1,012		-	-	-	-	-
Transfer In from Other Funds (Interest)	1,060,000	-		208,000	200,000	200,000	200,000	200,000
Total Revenue	17,760,000	15,141,132		17,615,200	18,276,094	18,979,953	19,711,852	20,472,910
EXPENDITURES								
Personnel								
Salaries & Wages	8,963,186	4,241,541	4%	8,575,000	8,918,000	9,274,720	9,645,709	10,031,537
Payroll Taxes & Fringe	3,056,814	1,431,500	35%	3,001,250	3,121,300	3,246,152	3,375,998	3,511,038
Total	12,020,000	5,673,041		11,576,250	12,039,300	12,520,872	13,021,707	13,542,575
	68%			66%	66%	66%	66%	66%
Materials & Services								
5008 Parking Permits	23,000	11,258	1%	23,000	23,230	23,462	23,697	23,934
6004 Auditing Services	42,500	39,950	5%	44,625	46,856	49,199	51,659	54,242
6006 Bank Fees/Interest Expense	3,750	1,965	2%	3,825	3,902	3,980	4,059	4,140
6008 Consultant Fees	32,000	11,198	3%	87,000	17,510	18,035	18,576	19,134
6009 Background Checks	1,500	836	0%	1,500	1,500	1,500	1,500	1,500
6010 Elections	-	-		45,000	-	47,500	-	50,000
6012 Insurance	193,000	96,050	10%	247,500	272,250	299,475	329,423	362,365
6013 Legal Services	105,000	8,653	5%	30,000	31,500	33,075	34,729	36,465
6014 Memberships, Dues and Subscriptions	29,738	11,502	5%	31,225	32,786	34,425	36,147	37,954
6015 Supplies	148,458	51,733	3%	152,912	157,499	162,224	167,011	172,104
6016 Postage	21,872	10,220	3%	22,528	23,204	23,900	24,617	25,356
6018 Travel- airfare, lodging, meals etc	3,000	1,078	5%	3,150	3,308	3,473	3,647	3,829
6019 Special Fees and Expenses	-	2,000	0%	-	-	-	-	-
6021 Advertising/Recruitment	4,500	2,222	2%	4,590	4,682	4,775	4,871	4,968
6022 In District Mileage	36,289	25,466	5%	40,000	42,000	44,100	46,305	48,620
6023 In District meetings, meals, events	8,284	4,043	4%	8,615	8,960	9,318	9,691	10,079
6024 Professional Development	62,500	12,162	3%	20,000	20,600	21,218	21,855	22,510
6025 Volunteer Recognition	500	30	0%	500	500	500	500	500
6026 Staff Recognition	14,650	11,473	0%	17,550	17,550	17,550	17,550	17,550
6031 Alarm Services	3,000	2,753	2%	3,060	3,121	3,184	3,247	3,312
6032 Building Repair/Maintenance	516,270	260,290	4%	536,921	558,398	580,734	603,963	628,121
6033 Custodial Services	740,000	368,425	3%	710,000	731,300	753,239	775,836	799,111
6034 Custodial Supplies	25,000	13,845	3%	28,000	28,840	29,705	30,596	31,514
6036 Landscape Services	155,000	74,330	2%	190,000	193,800	197,676	201,630	205,662
6038 Property Rental/Lease Expense	500	-	0%	500	500	500	500	500
6039 Security Services	300,000	145,088	3%	309,000	318,270	327,818	337,653	347,782
6042 Building Repair/Maintenance Non-Contra	50,000	35,614	4%	52,000	54,080	56,243	58,493	60,833
6080 Copier Expense	75,000	33,285	3%	77,250	79,568	81,955	84,413	86,946
6081 Equipment Repair/Maintenance	9,500	2,677	2%	9,690	9,884	10,081	10,283	10,489
6082 Facility Furnishing Expense	50,000	15,418		115,000	100,000	100,000	100,000	100,000
6084 Minor Equipment	46,500	32,293	2%	47,430	48,379	49,346	50,333	51,340
6085 Computers and technology	81,000	402	3%	127,200	131,016	134,946	138,995	143,165
6089 Computer Software and Licensing	355,220	150,325	3%	350,000	360,500	371,315	382,454	393,928
6106 E Rate Services	44,000	13,616	3%	45,320	46,680	48,080	49,522	51,008
6110 SOHS Contract	30,000	15,000	0%	30,000	30,000	30,000	30,000	30,000
6111 Advertising	70,000	11,399	2%	57,600	58,752	59,927	61,126	62,348
6130 Library Materials- physical	900,000	349,080	2%	918,000	936,360	955,087	974,189	993,673
6131 Library Materials - Digital	450,000	225,294	2%	600,000	612,000	624,240	636,725	649,459
6132 Library Materials - Other	14,000	9,211	Combined w/ Digital	-	-	-	-	-
6133 Library Databases	150,000	71,684	Combined w/ Digital	-	-	-	-	-
6134 Inter-Library Loan Fees	300	-	2%	306	312	318	325	331
6140 Professional Services	49,950	19,091	3%	51,449	52,992	54,582	56,219	57,906
6145 Printing Services	25,000	12,594	2%	55,800	56,916	58,054	59,215	60,400
6207 Electricity	266,575	136,980	3%	309,900	319,197	328,773	338,636	348,795
6208 Natural Gas	48,425	13,091	3%	62,350	64,221	66,147	68,132	70,175
6209 Garbage Service	25,000	11,595	3%	27,275	28,093	28,936	29,804	30,698
6210 Utilities	111,350	69,213	3%	81,550	83,997	86,516	89,112	91,785
6213 Telecom-Voice and LD	30,000	21,045	0%	30,000	30,000	30,000	30,000	30,000
6214 Telecom-Wide Area Network	250,000	129,615	3%	410,000	422,300	434,969	448,018	461,459
6218 Telecom- Hot Spots	25,000	14,976	0%	5,000	5,000	5,000	5,000	5,000
6300 Maintenance and Fuel for Vehicles	25,000	10,058	2%	25,500	26,010	26,530	27,061	27,602
Total	5,652,131	2,570,126		6,049,620	6,098,320	6,331,613	6,477,395	6,728,592
					0.8%	3.8%	2.3%	3.9%
Contingency	280,000	-						
Transfers Out	250,000	-						
Net Change	(442,131)	6,897,965		(10,670)	138,474	127,468	212,750	201,743
Ending Fund Balance	7,071,927	14,412,023		7,061,256	7,199,731	7,327,198	7,539,949	7,741,692
Policy is to maintain 4 months of operating expenses in reserve fund balance.								
4 Months of Operating Expenditures	5,890,710			5,875,290	6,045,873	6,284,162	6,499,701	6,757,056
Overage (Deficiency)	1,181,217			1,185,966	1,153,857	1,043,037	1,040,248	984,636

April 1, 2026

Title: First Amendment to Contract for Personal Services – Interim Director

From: Jacquelyn Bunick, District Counsel

Recommendation:

District legal counsel recommends the Board vote to enter into this First Amendment to Contract for Personal Services – Interim Director. The purpose of the amendment is to insure attorney client-privilege between legal counsel and the District extends to the Interim Director.

Budget Impacts:

N/A

Policies, Plans, and Goals Supported:

N/A

Background and Additional Information:

N/A

**FIRST AMENDMENT TO
JACKSON COUNTY LIBRARY DISTRICT
CONTRACT FOR PERSONAL SERVICES – INTERIM DIRECTOR**

RECITALS

A. On March 19, 2026, the Jackson County Library District (“District”) entered into contract for personal services with Frank Philips (“Interim Director”) for his provision of personal services as the District’s Interim Director (hereinafter “Contract”).

B. The District desires to amend the Scope of Work to authorize the Interim Director to retain legal services for the District as well as to act upon and receive advice from legal counsel for the District.

C. Pursuant to the Contract, the Contract may only be amended by a written instrument signed by both the District and the Interim Director.

NOW THEREFORE, the Contract is amended as follows:

Exhibit A, Scope of Work is amended to include the following additional provision:

- Retain legal services for the District, as needed; Act upon and receive advice from legal counsel for the District.

Except as modified herein, the Contract shall continue in full force and effect.

This Amendment shall be effective as of March 19, 2026.

JACKSON COUNTY LIBRARY DISTRICT

SUSAN KIEFER, Board President

Dated: _____

FRANK PHILIPS, Interim Director

Dated: _____

Reviewed as to legal sufficiency:

Jacquelyn Bunick, District Counsel

Dated: _____

FIRST AMENDMENT TO JCLD CONTRACT FOR PERSONAL SERVICES – INTERIM DIRECTOR