

MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (Board President), Jill Turner, Carol Doty: Budget Committee Members Gerri Davis (Chair), Cathy Prazenica, Cathy de Wolfe

Additional participants/attendees: Lisa Marston (District Administrator), Vicki Robinson (Accountant), Laura Kimberly (Assistant Library Director), Jason Maki (Marketing Coordinator), Crystal Stroud (Library Operations Manager) Donovan Edwards, (Administrative Assistant), Denise Galarraga (Regional Library Director, LS&S)

CALL TO ORDER/ROLL CALL/WELCOME

President Susan Kiefer called the meeting to order at 4:02 p.m. and asked for a roll call.

APPROVE PROPOSED AGENDA

MOTION: Doty moved to approve the proposed agenda. Turner seconded the motion. The motion was approved unanimously.

ELECTION OF BUDGET COMMITTEE CHAIR

MOTION: Doty moved to nominate Gerri Davis as Budget Committee Chairperson. The nomination was approved unanimously.

BUDGET MESSAGE

Marston presented the budget message, reviewing the District's 2018-2019 budget priorities and major contracts, as well as the District's current organizational structure and hours of operation.

PRESENTATION OF PROPOSED BUDGET

Robinson briefed the Budget Committee on tax projections for 2018-2019. In addition, she presented the restricted funds. Turner recommended that staff start spending more out of the Hulburt Trust Funds, which is a restricted endowment that is used to support the Summer Reading Program and Outreach to Older Adults. Marston reported that JCLD just received approximately \$5,000 from the Oregon Community Foundation - Eunice Gray Fund to be used to benefit the sight impaired community.

In discussing the 2018-2023 budget for major building maintenance, De Wolfe asked when the buildings would be transferred to the District to which Doty answered July 1, 2020. Doty also clarified that 7 out of the 15 libraries involve a lease transfer since those buildings will continue to belong to the cities in which the libraries are located. Marston reviewed the major building maintenance projects slated for 2018-2019, noting that two of the projects are major maintenance items identified by Jackson County Facility Maintenance, while the other three items are projects recommended in Objective 1 of the District's Facilities Plan.

Next, Marston reviewed the 2018-2019 Technology Plan priorities, which are tied to the District's Strategic Plan and the Oregon Library Standards, adding that whether or not the full amount is spent depends on finishing the Technology Plan and securing the staff and training required to implement the upgrades and/or new programs and equipment. Turner explained the typical cycle for computer replacement. Prazenica noted that based on the information that Turner had provided there should be funds allocated to replace patron computers in FY 2020-2021. Marston agreed that such an allocation would likely be part of

the FY 2020-2021 budget planning process, adding that the Technology Plan is still in development and subject to change.

Wrapping up the presentation of the proposed budget, Robinson reviewed the 2018-2019 revenues, expenditures, and reserve fund.

COMMITTEE DISCUSSION

Turner asked if interest in the general fund had been allocated. Robinson said interest was not included in the resolution creating the fund, but she would look into it. Additionally, Turner requested taking \$100,000 from line 20 on page 16 (Strategic Plan Initiative) and adding \$100,000 to line 2 on page 15 (Placeholder Employee) in case the District chooses to hire additional staff in FY 2018-2019.

PUBLIC INPUT

Davis asked if there was any input on the proposed budget from members of the public. Hearing none, she invited further discussion from the Budget Committee.

ADDITIONAL COMMITTEE DISCUSSION

Prazenica asked about the process for making changes to the budget following approval. Robinson explained that the Board will adopt the budget by category and changes within a category can be done without an additional request. If funds need to be moved between categories, however, a resolution must be approved by the Board. Turner explained that if a category's budget changes by more than 10% then a public hearing at a Board Meeting must take place. She also explained that the Board cannot levy a tax rate greater than what the Budget Committee approves. Prazenica asked why JCLD is only levying .52 cents per \$1,000 when they could levy .60 cents. Kiefer answered that .52 cents was more agreeable to the Jackson County citizens and that there has not been a need to increase this amount.

POSSIBLE ACTION

MOTION: Turner moved that the JCLD Budget Committee approve the budget for Fiscal Year July 1, 2018 through June 30, 2019 in the total amount of \$18,721,041 for the General Fund and \$4,100,000 for the Capital Improvement Fund with an aggregate total of \$22,821,041. This includes \$19,272,495 of appropriated expenditures and \$3,548,546 of unappropriated ending fund balance. Additionally, Turner moved for the JCLD Budget Committee to approve property taxes for Fiscal Year 2018-2019 at a rate of \$.52 cents per \$1,000 of assessed value for the permanent rate. De Wolfe seconded the motion. The motion was approved unanimously by roll call vote.

REVIEW NEXT STEPS

Marston stated that the next step would be to fill out the LB-1 Notice of Budget Hearing and publish it in the paper and on the website. Marston and Robinson said that a quarterly budget report will be provided to Budget Committee members during this fiscal year and that a copy of the budget, as approved by the Budget Committee, would be sent out within the next week. Budget Committee members were also invited to attend the Budget Hearing, which will be held during the Board's regular meeting on June 14, 2018.

ADJOURN

Kiefer adjourned the meeting at 5:25 p.m.

/s/ Donovan Edwards
Recording Secretary