



**Budget Committee
June 3, 2020
Minutes**

Budget Committee	Terri Drew, Courtney Snead, Chuck Alexander (arrived at 6:40)
Board:	Stephen Hillis, Susan Stovall, Karen Esvelt, Guy Chittenden
Absent	Sandra Hahn, Joan Starkel, Royce Embanks
Staff	Jane Ellen Innes
Guests	Mick Knobel, CPA

I. Call to Order

The meeting was called to order by Stephen Hillis at 5:40 pm. Courtney Snead moved, Karen Estvelt seconded that the minutes of the May 12, 2020 be approved, with a minor date correction. The motion passed unanimously.

II. Public Comment

There were no public comments.

III. Old Business

There was no old business.

IV. Second Review of 2020-21 JCLD Budget

Innes and Knobel reviewed the revenue and expenditures for the proposed budget. Questions arose about Personnel expenses, change in the DPLS contract line item, Staff Training, Materials and Program Expense organization, and Ready-to-Read Grant expenses.

Revenue

Knobel reviewed the revenue portion of the budget. The anticipated Jefferson County Property Tax revenue at 92.33% of the expected revenue figure provided by the Assessor's office. He provided a brief overview on how property taxes are collected, and highlighted that the 2019-20 revenue numbers have exceeded projections for both Jefferson and Wasco counties. Knobel also reviewed the building and improvement fund.

Expenses

Personnel Expenses. Innes explained that the total category includes (1) adding a full-time position that had previously been .75 FTE (also increasing the insurance line items), promoting a Clerk to a Specialist, and annual raises. The category also includes the \$50,000 PERS buy-down that the Board approved Fall 2019 and the addition of 10 hours of support for genealogy activities.

DPLS Contract. Decrease of \$10,200 created when materials fees and courier fees were broken out into separate line items. E-Magazines was moved to Periodicals, e-Books remained in Materials, Courier was separated from Association Fees (\$8800). There was a brief discussion about the \$3500 increase in e-

Books. Innes explained that the Library is charged \$1.00 for each downloaded book. She also announced that canceling the Orbis Courier Service.

Staff Training. Innes supported increase the Travel/Training category to cover staff participation in the 2021 ALA conference, customer service training, OLA sponsored support staff training in July. First Aid certification for all staff members, and AED training is also included.

Materials and Program Expenses. The Services Staff requested a re-organization of the numbering for both Materials and Program Expenses to make the protocol consistent between categories. Innes is requesting additional funds for programming/outreach.

Ready-to-Read. Grant funds are allocated for salaries and the category "Ready to Read Grant Expenses" was changed to "Ready to Read" and moved under Programming. This more clearly indicates that the Library is providing additional financial support for the Ready-to-Read Program.

Discussion occurred throughout the presentation. Innes clarified that security monitoring for the Main Library was omitted from the first version of the budget, and was added into the updated version. At the conclusion, Anderson moved, Chittenden seconded, to recommend the 2020-21 budget as amended during the June 3, 2020, meeting. The motion passed unanimously.

V. Upcoming Meetings

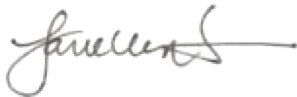
Budget Hearing – Tuesday, June 23, 2020 at 3:00 pm

Board Meeting – Tuesday, June 23, 2020 at 3:15 pm.

VI. Adjournment

With no further business before the committee, Stovall moved, Chittenden seconded, to adjourn the meeting at 7:17 pm.

Respectfully submitted,



Jane Ellen Innes, Budget Officer