Minutes

Acting Committee Chair Ewing opened the meeting at 3:10 PM. One committee member was present, Library Director Hudson was in attendance as was the Library’s Financial Services Director Sandra Hagan and one member of the public.

Library Director started by introducing Ms. Hagan, who provided an overview of the budgetary process via a timeline.

- September/October-Agencies present annual budget submissions
- February-The County releases an Advertised Budget; the Board of Supervisors authorizes a tax rate for the coming fiscal year
- March-the Board of Supervisors authorizes advertisement of the prior year third quarter
- April-Board of Supervisor public budget hearings and Board budget markup
- May-Board of Supervisors adopts the budget
- July 1-A new fiscal year begins

The Library Board oversees the Library’s budget and as such, provides input into budget development and approves the budget template before it is submitted in October to the County. At this time, the County is requesting that agency’s budgets are flat-no cuts are being requested at this time. As part of the budget guidance provided by the Board of Supervisors, it was made clear that funding for full compensation for employees is a high priority, in addition to various public safety areas and K-12 education.

The Library’s draft budget is due to the Department of Management and Budget by October 6th. The Finance Committee will meet again on October 10th to review the budget transmittal letter and basic budget information, with hopeful approval. The Committee will provide their report and budget information to the full Library Board at its October 11th meeting, for hopeful approval before the final budget submittal is provided to the County by October 13th.

It is recommended that further into the budget process, Trustees take advantage of a number of ways to advocate for the Library’s budget including: the Chair speaking at the Board’s public budget hearing, all Trustees attending budget town hall meetings in their district, sharing feedback on the advertised FY19 budget online, and meeting one on one with their district Supervisor.

The committee considered the comments from the two speakers at the Library Board’s September budget hearing. The first speaker commented on the materials budget. Discussion between staff and the committee regarding the materials budget, the Library Board’s policy related to the proportion of the
budget allocated to collection development, and general budgetary figures. Director Hudson will provide an updated document showing per capital spending figures comparable to other regional library systems. The second speaker commented on the utility and usage of meeting room spaces. Library staff have committed to including further statistics regarding room usage in the Board’s statistical packet beginning in 2018. These figures can be used simply to look at usage, but could also be extrapolated out to view as in-kind cost to the community, if a fee were ever to be charged for room bookings.

The committee provided some general direction to staff on the development of the budget. Although the budget to be submitted will be flat, language in the transmittal memo should include what a fully funded collection would cost, at 20% of the total budget, and what it would cost to provide consistent and extended hours, at the level of a current Regional Library.

The meeting concluded at 3:45 PM.

The meeting adjourned at approximately 3:45 PM.