

**MISSOURI RIVER REGIONAL LIBRARY**  
**FINANCE COMMITTEE MEETING**  
September 19, 2023  
**MINUTES OF THE MEETING**

The Finance Committee meeting was called to order at 5:02 p.m. by John Gulick, Committee Chair.

**1. ROLL CALL OF MEMBERS**

Members present: John Gulick, Jeff Briggs, Stacy Fick, Rodney Mulvania and Bob Priddy

Also present: Claudia Young, Library Director; Natalie Newville, Assistant Director of Marketing and Development; Angie Bayne, Assistant Director of Public Services; Debra Winter, Business Manager/Accountant; Diane Clingman, Human Resources Manager; and Robin Coffman, Administrative Assistant

**2. APPROVAL OF MINUTES**

Bob Priddy made a motion, seconded by Jeff Briggs, to approve the June 20, 2023 committee meeting minutes. Motion carried.

**3. 2024 BUDGET**

Claudia Young and Debra Winter presented an overview of the 2024 draft budget. Debra reported that the library has earned over \$209,000 due to higher rates of interest being earned on the library's checking account, Treasury Bill(s), and CD withdrawal and reinvestment. Highlights of the budget included:

- Operating Income
  - Revenue through property tax has increased by 2 ½ % in Jefferson City/Cole County, and by 5 ½ % in Osage County
  - The checking accounts and Treasury Bills have been earning more due to higher interest rates
  - Athletes & Entertainers Tax is currently unknown, but it is expected to be similar to that received last year (Athletes & Entertainers revenue must be spent on print collections and digital resources pursuant to state law)
- Books & Materials
  - Staff in creating the budget decreased print books and materials by 25%
  - The library is moving away from more print collections and shifting toward more digital content
    - Lack of physical space
    - Being strategic in the quantity and content being purchased
    - Data used in determining the areas that have high usage, average and less than expected – based on patron usage

- Department Expenses
  - Are similar to those in the 2023 budget
  - All copier and printer costs have been consolidated into one line, rather than split under 4 different ones
  - Professional Services include items such as the IT (Huber) contract, social media contract, attorney working on library litigation, etc.
- Overhead Expenses
  - An increase in costs for business insurance
  - Maintenance of building and building equipment has been increased due to known facility issues the library must address
- Capital Expenditures
  - There is a large increase proposed under computer equipment and software
    - Computer equipment is outdated
      - Twenty (20) computers died in 2023
        - Some staff, some public
      - Must invest in new computers with 4-5 year warranties
      - Osage able to use Equalization Funds to replace 2 computers
      - A grant of \$22,000 is being applied for through the State Librarian
    - A sprinter van has been ordered, but it will take 18 months to receive
      - Less money in the 2024 budget, as van won't be available until 2025 and ARPA funds will be utilized
    - Contingency funds built in for building and equipment to address such issues as elevator repairs
- Personnel
  - It has been a struggle to recruit new employees and retain existing ones
    - Staff salaries are currently not competitive with the State's
      - Salary grade changes have been implemented
      - Longevity raises have been implemented
    - Proposing a 8.7% increase for all employees
    - Will need another increase in 2025 to stay up with Social Security COLAs, as well as Federal and State salary criteria
      - Reasonable and effective

A general discussion followed. Bob Priddy made a motion, seconded by Jeff Briggs, to accept the draft 2024 budget and to present it to the entire MRRL Board. Motion carried.

#### **4. ADJOURNMENT**

The meeting adjourned at 5:55 p.m.