

# RUTHERFORD COUNTY LIBRARY SYSTEM BOARD OF DIRECTORS

## Budget & Finance Committee Minutes of Meeting Thursday, January 16, 2025

**MEMBERS PRESENT:**

Lisa Brewer  
Susan Quesenberry  
Shawn Wright

**MEMBER/S ABSENT:**

**OTHERS PRESENT:**

Phil King  
Mindy Barrett

**PUBLIC (who signed in):**

Lori Lewis  
Bearl Beasley

=====  
**CALL TO ORDER:**

The Budget & Finance Committee Meeting was called to order by Lisa Brewer, chair, on Thursday, January 16, 2025 at 11 am in the 2<sup>nd</sup> Floor Conference Room, Linebaugh Public Library.

**WELCOME:** Ms. Brewer introduced the members of the Budget & Finance Committee: Ms. Susan Quesenberry and Mr. Wright. She acknowledged the presence of Mr. Phil King, chairman of the Rutherford Country Library System (RCLS) Board of Directors and Ms. Mindy Barrett, Interim Director of the RCLS. She also acknowledged members of the public present in the room.

**PUBLIC COMMENTS (action items on the agenda):** none.

**CONSENT AGENDA:** none.

**REVIEW OF THE RCLS 2025/26 PROPOSED BUDGET:**

Ms. Barrett mentioned the funding bodies approved a level funding for the FY 2024/25. However, the Board approved the budget requested by the RCLS (3.9% increase) with an understanding that the difference will be supplemented by the Fund Balance. This was done to avoid violation of the Maintenance of Effort Agreement between the RCLS, the funding bodies,

and the TSLA that states: “the amount will be matched or exceeded during the current fiscal year”.

Ms. Barrett presented a budget proposal for FY2025/26 with 7.5% increase - based on the budget approved by the board plus funds supplemented by the Fund Balance.

**Main sources of increase in the budget for the coming year:**

1. Maintenance contracts → Security → Garda World → \$82,186.00
  - This is a new line item under expenses for the proposed budget. Last year, this expense was approved with funds coming out of the Fund Balance. It should also be noted that the company, GardaWorld Security, is asking for a 5% increase every year.
  - Mr. Wright recommended to keep the amount in the budget as it is a necessary expense but to shop around for competitive rates and not tied to the 5% increase every year!
2. Insurance → 8% increase. Last year, we requested 8% as well but actual costs came up to 6% only.
3. Material Collections → 10% increase (digital funding)
4. New Positions.
  - a) A part time to full time position for IT where the additional hours will be dedicated to website maintenance, social media, marketing, and regular IT support.
  - b) A part time to full time position for MGL to increase staff presence and alleviate staff shortages. This is the 2<sup>nd</sup> year for this request.
  - c) A part time to full time supervisory position for the TEC. This is the 3<sup>rd</sup> year for this request.

**The committee recommended the following actions for Ms. Barrett:**

1. Review all maintenance/service contracts and shop around for competitive rates. Find ways where you can find cuts if you really want to have at least one part time position to be moved to a full time position. For the time being, keep the security line item in the budget (\$82,186) as it is a necessary expense.
2. Prepare 2 budget proposals to be presented at the working session on Monday, January 27, 2025 as it will be a hard to sell to the funding bodies a proposed budget with 7.5% or 11.4% increase!
  - a) A budget with 3% increase
  - b) A budget with 0% increase

There being no other matters to be discussed the committee adjourned at 12:30 pm.

Prepared by:

Elsa A Britt

Reviewed by:

Mindy Barrett

Approved by:

Lisa Brewer  
Committee Chair