

TO: Josephine Community Library District Budget Committee
FROM: Kate Lasky, Budget Officer
DATE: April 2022
SUBJECT: FY 2022-23 Budget Message

JOSEPHINE COMMUNITY LIBRARY DISTRICT FY 2022-23 BUDGET MESSAGE

This FY 2022-23 budget document represents the resources and requirements anticipated to be necessary to accomplish the goals and activities of the District as approved by the Board of Directors. This proposed budget is in balance as required by Oregon Budget Law.

RESOURCES

General Fund resources are made up with the cash carryover including any unappropriated ending fund balance, the taxes to be received, restricted resources such as funds from the Library Foundation, State Library and Trust donations along with interest and fees.

Maintenance Fund resources are made up from the carry over (Fund Balance) and a transfer in from the General Fund.

Reserve Fund resources are made up from the carry over (Fund Balance) and a transfer in from the General Fund.

REQUIREMENTS

APPROPRIATIONS SUMMARY

General Library Operations: This allocation includes all aspects of operating the library branches and provides the basic level of core services as approved by the Board of Directors.

Enhanced Library Services: The Josephine County Library Foundation grant funds will pay for deferred maintenance, special projects, and library card scholarships in this category. Other expenditures include State Library or Oregon Ready to Read Grant, government and federal funding, and foundations grants.

Interfund Transfers: This appropriation represents a transfer from General Library Operations to the Grants Pass Maintenance Fund as required by the lease agreement between Josephine County and JCLD for use of the Grants Pass branch at 200 NW C Street.

Operating Contingency: For FY 2022-23, a contingency of approximately 18% of the operating budget is set. It is not anticipated these funds will be needed, however, given the uncertainty and impact of the COVID-19 pandemic and associated unforeseen costs, a larger than normal contingency is advisable.

Unappropriated Ending Fund Balance: It is anticipated a fund balance of \$600,000 will be necessary to provide for operations in FY 2022-23 until the receipt of tax revenue.

GENERAL LIBRARY OPERATIONS

PERSONNEL SERVICES

Library Staff Salaries: The district will employ 16 positions at 15 FTEs. The staffing schedule reflects JCLD's plan to maintain core services and implement strategic goals. No new positions are planned.

Taxes and Benefits: Employee benefits include worker's compensation, employment insurance, health insurance, life and disability insurance, and a retirement program.

MATERIALS AND SERVICES

Library Services: The Materials and Services budget is closely tied to JCLD's core services and strategic plan and is based on an analysis of FY 2021-22 YTD actuals, as well as the past two fiscal years. Library Services represents Collection Development, Technical Services, Patron Services and Supplies, Volunteer Support, Events at Library, Communications and Outreach, and Special Contracts for grants administration, website maintenance, information technology and network services, and annual community needs assessments.

Maintenance and Repairs: Allocations include Building Improvements, Facilities and Equipment, and Computer Maintenance. Maintenance and Repairs calculations are based on FY 2021-22 YTD actuals and projected deferred maintenance and repairs for the Illinois Valley, Williams, and Wolf Creek branch buildings in accordance with the Capital Improvement Plan updated by the Board of Directors annually.

Administration: Allocations include Insurance, Travel & Training, Election, Audit Services, Legal Services, Administrative Support, Telecommunications, and Utilities. Administration calculations are based on previous years' actuals and planned for full capacity.

Transfers: The Board of Directors authorized the Reserve Fund for the purpose of emergencies, future library services and operations, and capital and maintenance improvement projects in May 2019. The Reserve Fund is for 10 years and expires in May 2030.

ENHANCED LIBRARY SERVICES - MATERIALS AND SERVICES

Library Services: The Josephine County Library Foundation grant funds will pay for deferred maintenance, special projects, and library card scholarships in this category. Other expenditures include State Library or Oregon Ready to Read Grant, government and federal funding, and foundations grants.

Maintenance and Repair: The Josephine County Library Foundation grant funds will pay for deferred maintenance in this category.

Total General Fund Requirement, including Contingency and Unappropriated Ending Fund Balance is \$3,017,000.

MAINTENANCE FUND

In accordance with the lease agreement between JCLD and Josephine County for the use of the Grants Pass branch building, JCLD holds a dedicated fund for repairs and renovation of the building. JCLD is required to deposit \$5,000 per year into the Grants Pass Maintenance Fund and may use the funds with written approval from the Josephine County financial

officer. Funds transferred per the lease agreement are restricted for support of the Grants Pass branch. All other funds are unrestricted.

Total Fund Requirement is \$27,815.

RESERVE FUND

The JCLD Board directed the formation of a Reserve Fund for capital outlay for building improvements and infrastructure in May 2019. The Reserve Fund is set aside for the purpose of emergencies, future library services and operations, and capital and maintenance improvement projects.

Total Fund Requirement is \$783,800.

The proposed total annual budget is \$3,828,615.