

**Josephine Community Library District
Budget Committee Meeting
Wednesday, April 5, 2023 at 5:30 pm, hybrid meeting
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

Budget Committee members present: Gina Marie Agosta, Pat Fahey, Laurel Samson, Rachele Selvig, Bill Kohn, Jay Meredith, Cassie Robinson, Joanne Stumpf

Budget Committee members absent: Brenda Aguilera, Lawton Lesueur

Budget Officer present: Kate Lasky, Library Director

Staff present: Business Manager Shannon Hauberg, Associate Director Michelle Rosenberger, Operations Manager Kirsten Edwards

Contractors: Gerald Burns, Financial Advisor for Budget Officer, Grants Administrator Teresa Stover

Guest: Matt Hoft

1. CALL TO ORDER AND INTRODUCTIONS. Budget Officer Kate Lasky called the meeting to order at 5:35 pm.

2. ELECT CHAIR. Nomination of budget committee chair.

Motion: Pat Fahey nominated Jay Meredith as the Budget Committee chair. Laurel Samson seconded. The motion passed unanimously.

3. APPOINT, CONFIRM, OR ELECT SECRETARY.

Motion: Joanne Stumpf nominated Teresa Stover as the Budget Committee secretary. Gina Marie Agosta seconded. The motion passed unanimously.

4. BUDGET PROCESS AND PROCEDURE. Budget Committee Chair Meredith reviewed the budget process and procedure, indicating that a second Budget Committee meeting is tentatively scheduled for May 6 if needed.

5. GROUND RULES. Mr. Meredith reviewed the meeting ground rules.

6. FY24 BUDGET MESSAGE. Referring to the "FY2023-24 Budget Message," Ms. Lasky reviewed the highlights of the FY2023-24 budget.

- The FY22 audit is still in process and the board is currently updating the strategic plan.
- The district has no debt.
- Josephine Community Library Foundation is funding the New Williams Library, and the City of Cave Junction is administering the Community Development Block Grant funds that is funding the majority of the Illinois Valley Library Renovation. The library foundation is funding the balance of the project.
- Revenue will increase by 3 percent.
- It's estimated that 93.2 percent of taxes due will be collected.
- The budget reflects a 5 percent cost of living adjustment and 2.5 percent average merit increase for staff.
- Computer equipment will need to be upgraded in the next year. IT costs have gone up.
- Operating contingency is at 12.6 percent.

- The enhanced fund includes grant-funded projects and equipment and two grant-funded positions. The library foundation has \$90,000 in its budget to support library projects.

7. BUDGET DISCUSSION. Mr. Meredith asked the committee for discussion on the proposed budget.

- Bill Kohn pointed out that the resource line item for Fines & Fees should change to Fees.
- Cassie Robinson asked whether the reserve was set aside for a specific purpose. Ms. Lasky shared that this is for future operations including personnel and capital improvements. She pointed out that the board has to vote on reserve to be used.
- Mr. Kohn asked about the election cost. Ms. Lasky explained the district pays a standard fee to Josephine County for its share of the voters' pamphlet for library board member elections.
- Mr. Fahey asked what formula is used to calculate interest for the Local Government Investment Pool (LGIP). Ms. Lasky responded that 2 percent is used now.
- Ms. Agosta expressed appreciation for all the work the staff and library director do in thinking through to the future and developing a solid budget.
- Mr. Meredith said he's glad that there's an increasing contingency, unappropriated ending fund balance, and reserves, as this shows the library district is in very good financial health.
- Ms. Lasky expressed appreciation to Gerald Burns and to Business Manager Shannon Hauberg for their support in preparing the budget.

8. PUBLIC COMMENT. Mr. Meredith asked for public comment. There was none.

9. QUESTIONS ABOUT THE BUDGET OR PROCESS. Mr. Meredith asked if the committee had questions about the budget or the approval process. There were no further questions.

10. INFORMATION REQUESTS FROM BUDGET COMMITTEE. Mr. Meredith asked if there are any suggested amendments to the budget from other budget committee members. There were none.

Motion: Ms. Agosta moved to approve the FY 2023-24 budget. Mr. Fahey seconded. The motion passed unanimously.

Motion: Mr. Kohn moved to approve the tax rate at 39 cents for FY23-24. Ms. Stumpf seconded. The motion passed unanimously.

11. BUDGET COMMITTEE AND HEARING SCHEDULE. No further meetings were scheduled for the Budget Committee. The budget hearing will take place on May 17, 2023.

12. ADJOURN

Mr. Meredith adjourned the meeting at 6:34 pm.

Respectfully submitted,



Teresa Stover, Budget Committee Secretary
Josephine Community Library District