

**Josephine Community Library District  
Budget Committee Meeting  
Wednesday, April 3, 2024 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, Tina Gotchall, Bill Kohn, Jay Meredith, Cassie Robinson, Lawton Lesueur, John McCafferty

**Budget Committee members absent:**

**Budget Officer present:** Kate Lasky, Library Director

**Staff present:** Business Manager Shannon Hauberg, Associate Director Michelle Rosenberger, Communications & Partnership Manager Brandace Rojo, Library Foundation Executive Director

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

**Guest:**

**CALL TO ORDER AND INTRODUCTIONS.** Budget Officer Kate Lasky called the meeting to order at 5:37 pm.

**ELECT CHAIR. Nomination of budget committee chair.**

**Motion:** Rachele Selvig nominated Jay Meredith as the Budget Committee chair. Bill Kohn seconded. The motion passed unanimously.

**APPOINT, CONFIRM, OR ELECT SECRETARY.**

**Motion:** Gina Marie Agosta nominated Brandace Rojo as the Budget Committee Secretary. Ms. Gotchall seconded. The motion passed unanimously.

**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.

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

**FY25 BUDGET MESSAGE.** Referring to the "FY2024-25 Budget Message," Ms. Lasky reviewed the highlights of the FY2024-25 budget.

- Ms. Lasky requested that next year's Budget Committee be held a month later, in May, to allow for feedback at one more library district board meeting.
- The proposed updates to the FY24-25 budget align with board directives from the new strategic plan, specifically supporting digital equity programming and competitive wages for staff.
- Ms. Lasky is accounting for unallocated revenue in the coming year with her projections.
- The library district is applying for a Library Services and Technology Act grant that is worked into the budget. The library will not find out if the grant is awarded until mid-April.
- Library staff salaries is up from last year because of inflation and because the board of directors would like to consider a wage adjustment last year. Wages for individual job descriptions are being reviewed and some positions may get a wage increase. Wage increases may not be the same across all positions.
  - Ms. Lasky has the funding that the board of directors has requested to set aside to "other" until recommended wage adjustments can be implemented.

- Ms. Lasky anticipated an increase in legal fees.
- Ms. Lasky shared that there is a Business Oregon grant that supports digital outreach that the library district will likely apply for in the amount of \$150,000 when the grant opens. The committee discussed line 14 “New Projects” and feel that this is the appropriate area to budget for that.

**MOTION:** Mr. Fahey moved to update line 27 on first page and line 14 on page 6 by \$150,000 to allow for the potential of additional grant projects. Ms. Agosta seconded. The motion passed unanimously.

- Ms. Lasky proposed changes to the reserve fund including splitting the reserve into two funds – a capital reserve fund and an operations reserve fund.

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

- A motion is needed by the board of directors to allow a transfer of up to \$500,000 from the reserve to the capital reserve fund

**MOTION:** Mr. Fahey moved to allow up to \$500,000 to be transferred from the operations reserve to the capital reserve. Mr. Kohn seconded. The motion passed unanimously.

**PUBLIC COMMENT.** No public comment was offered

**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.

**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 2024-25 total revised budget of \$5,357,311. Ms. Samson seconded. The motion passed unanimously.

**Motion:** Mr. Kohn moved to approve the tax rate at 39 cents for FY24-25. Mr. Fahey seconded. The motion passed unanimously.

**BUDGET COMMITTEE AND HEARING SCHEDULE.** No further meetings were scheduled for the Budget Committee. The budget hearing will take place on May 15, 2024.

#### **ADJOURN**

Mr. Meredith adjourned the meeting at 6:53 pm.

Respectfully submitted,



Brandace Rojo, Budget Committee Secretary  
Josephine Community Library District