

TO: Josephine Community Library District Budget Committee
FROM: Kate Lasky, Budget Officer
DATE: June 2024
SUBJECT: FY 2024-25 Budget Message

JOSEPHINE COMMUNITY LIBRARY DISTRICT FY 2024-25 BUDGET MESSAGE

This FY 2024-25 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 carryover (Fund Balance) and a transfer in from the General Fund.

Reserve Fund resources are made up from the carryover (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 2024-245 a contingency of approximately 14% of the operating budget is set. It is not anticipated these funds will be needed, however, with the estimated completion of new construction of the Illinois Valley branch in September 2024, a 14% contingency is advisable.

Unappropriated Ending Fund Balance: It is anticipated a fund balance of \$810,000 will be necessary to provide for operations in FY 2024-25 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 2023-24 YTD actuals and the past two fiscal years, as well as projections for inflation. 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, audit and municipal accounting, and annual community needs assessments and patron surveys.

Maintenance and Repairs: Allocations include Building Improvements, Facilities and Equipment, and Computer Maintenance. Maintenance and Repairs calculations are based on FY 2023-24 YTD actuals with projected deferred maintenance and repairs for the Illinois Valley, Williams, and Wolf Creek branch buildings in accordance with the Capital Improvement Plan.

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 inflation.

Transfers: The Board of Directors authorizes the Reserve Funds for the purpose of emergencies, future library services and operations, personnel inflation, and capital improvement projects. The Operations Reserve Fund is for 10 years and expires in May 2030 and the Capital Reserve Fund is established in FY2024-25.

ENHANCED LIBRARY SERVICES - MATERIALS AND SERVICES

Library Staff Salaries: The District may employ one grant-funded position at 1 FTE. The staffing schedule reflects JCLD's plan to support core service goals technology and lifelong learning. Wages may be supported by Library Services and Technology Act through the State Library of Oregon.

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

Library Services: The Josephine County Library Foundation and other foundation, government, state, and federal grant funds will pay for early literacy, technology, lifelong projects, and library card scholarships in this category. Other expenditures include State Library of Oregon Ready to Read Grant.

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 \$3,581,300.

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 Maintenance Fund for the Grants Pass branch. Funds transferred per the lease agreement are restricted for support of the Grants Pass branch. All other funds are unrestricted and for all branches.

Total Fund Requirement is \$31,811.

OPERATIONS RESERVE FUND

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

Total Fund Requirement is \$1,155,400.

CAPITAL RESERVE FUND

The JCLD Board will form a Grants Pass Capital Reserve Fund for specific capital outlay for building improvements and infrastructure in Grants Pass beginning in July 2024. The Grants Pass Capital Reserve Fund is for the purpose of for the construction of a new library in downtown Grants Pass.

Total Fund Requirement is \$626,800.

The proposed total annual budget is \$5,395,311.