

# Baker County Library District

Board of Directors

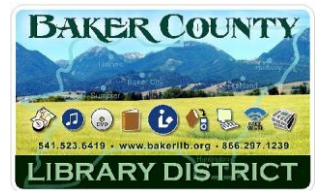
## Regular Meeting Agenda

Tuesday, May 14, 2024, 12:00 – 1:00 pm

Meeting simulcast via [Zoom](#)

Phone: +1 253 215 8782 US Meeting ID: 860 7254 8647 Passcode: 119399

Kyra Rohner, President



- |       |   |        |
|-------|---|--------|
| I.    | <b>CALL TO ORDER</b>  | Rohner |
| II.   | <b>Consent agenda (ACTION)</b>  | Rohner |
|       | a. Additions/deletions from the agenda  |        |
|       | b. Minutes of previous regular meeting  |        |
| III.  | <b>Conflicts or potential conflicts of interest</b>   | Rohner |
| IV.   | <b>Open forum for general public, comments &amp; communications</b>   | Rohner |
|       | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. |        |
| V.    | <b>OLD BUSINESS</b>   |        |
|       | a. None   |        |
| VI.   | <b>NEW BUSINESS</b>   |        |
|       | a. FY24-25 Budget Proposal Draft (ACTION)   | Stokes |
| VII.  | <b>REPORTS</b>  |        |
|       | a. Director   | Stokes |
|       | b. Finance  | Hawes  |
| VIII. | <b>Next meetings: May 22 &amp; June 11, 2024 (IMPORTANT)</b>  | Rohner |
| IX.   | <b>ADJOURNMENT</b>  | Rohner |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk\* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (a, b, i) Personnel

# Library Board Meeting – Annotated Agenda

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Monday, May 14, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

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|--|--------|
| I. CALL TO ORDER   | Rohner |
| II. Consent agenda ( <b>ACTION</b> )                         | Rohner |
| a. Additions/deletions from the agenda                       |        |
| b. Minutes of previous meeting(s)                            |        |
| <i>Attachments:</i>  |        |
| • II.b.i. Board meeting minutes, Apr 9 2024                  |        |
| III. Conflicts or potential conflicts of interest            | Rohner |
| IV. Open forum for general public, comments & communications | Rohner |
| V. OLD BUSINESS  |        |
| a. None  |        |
| VI. NEW BUSINESS   |        |
| a. FY24-25 Budget Proposal Draft ( <b>ACTION</b> )           | Stokes |

### *Attachments:*

- VI.b.i. *To be delivered at meeting*

## **FY24-25 PROPOSED BUDGET ITEMS OF NOTE**

- **Income**
  - Assumed moderate growth of property value (3.0%. Just 0.8% this year; 5.5% prior year)
  - Taxes estimated to be received, +\$55,000 compared to actual but flat compared to original budget
  - Cash Carryover / Operations Reserve
    - Current year FY23-24: Reduced by about \$50,000 to offset revenue shortfall (Original budget assumed 4% growth; actual from County Assessor was less than 1%. Collection rate even lower.)
    - Next year FY24-15: Approx \$620,000 maintained.
    - On hand reserves are ahead of scheduled needs, sufficient to sustain debt-free operation for the next 3 years, at least.
    - Note: Actual projected carryover may be up to \$50,000 greater than budgeted. Supplemental budget lines are higher than projected expenses to maintain spending authority.
  - Increase of Prior Year Taxes based on history (+\$5,000)
  - Increase to Interest earnings based on history (currently \$4,000 - \$5,000 per mo)
  - Increase of Fines & Fees revenue based on history (+\$1,000)
  - Other Financing includes anticipated ETO incentive payments (+\$5,000)
- **Personnel Services** - 69.6% of operations budget
  - **Salaries**
    - Increase of 5% (+\$35,000) over prior year original budget

# Library Board Meeting – Annotated Agenda

Monday, May 14, 2024, 12:00 pm

## Notes prepared by Library Director Perry Stokes

- 4.0% COLI proposed for staff (5% prior year), based on W-CPI forecast and Oregon minimum wage rate increase of 3.8% (\$0.50) to \$13.70 from \$13.20 (for [non-urban counties](#))
- **Benefits**
  - Benefits increase moderately over prior year (+2.6%, \$9,200).
  - Primary growth is due to PERS and Social Security (+5% increase each)
  - Group insurance costs are basically flat despite a 7% increase to the plan rate & health insurance premiums. This is mostly due to 2 employees changing coverage down from family to single.
- **Personnel investment increase of \$44,000 (+4.2%)** over prior year original budget. Total FTE is unchanged at 15.7.
- **Materials & Services – 30.4% of operations budget**
  - Books/Collection –starts nearly unchanged at 8.5% (+\$135,500) of operations budget. Slight increase for addition of digital magazines to Library2Go package with LEO. Annual goal is to grow it with surplus available funds to between 10-15% by year end.
  - Sage Catalog – New structure proposed for membership dues based on rate per capita has negligible impact on BCLD rate but significant changes for other members to be phased in over 4 years.
  - Facilities – decreased (-\$9,000) based on history continued work on strategic maintenance projects; Total of \$55,00 is just under 4% of Operations Budget, less than half of what schools typically budget (10%).
  - Computer Maintenance – 42% reduction for decreased need; downsize of WiFi Hotspot loan devices. Note: addition of staff phone stipend for cybersecurity 2-factor authentication support.
  - Insurance – significant 32% increase (+\$7,500) due to SDIS liability rate change.
  - Election – 2025 will be one of the costly years of special district election. Reserve funds being transferred in from Other Fund for this need.
  - Marketing/Publication – corrected downward based on history (-\$3,000)
  - Utilities – Slight decrease (-3%, \$1,600) based on history, possible effect of Strategic Energy Management program
  - **M&S allocation decrease of \$40,000 (-7.7%)**
  - **Total Operations Budget (Personnel + Materials) decrease of \$ 17,285 (-1.1%)**

### GENERAL FUND

Stable revenue growth	23,812
Personnel chg	44,335
M&S chg	<u>(27,050)</u>
Operations Activity Total	17,285
Balance	6,527

# Library Board Meeting – Annotated Agenda

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Monday, May 14, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

- **Transfers & Other**

- Capital Outlay – \$15,000 allocation maintained for replacement of staff work chairs.
- Severance Reserve Transfer – standard \$10,000 annual deposit to sustain reserve pool for projected employee retirement payouts.
- Other transfers suspended (Technology, Election, Capital Improvement Reserve)
- Reserve Fund for Capital Investment
  - Modest \$10,000 increase to fund this year with some payout and deposit activity
  - Current balance of approx. \$94,000
- Cash carryover – maintained at year end figure of \$620,000, forecast as about \$80,000 above minimum necessary to keep district debt-free and fund July to November operations without having to borrow from Other Fund.

## VII. REPORTS

- a. **Director**

Stokes

- *To be delivered at meeting*

- b. **Finance**

Hawes

*Attachments:*

- VII.b.i. Financial Reports
- VII.b.ii. Approved bills list

## VII. Next meetings:

Rohner

Note - quorums required for critical local budget action items

- May 22, 2024 6pm Budget Committee Meeting
- June 11, 2024 12pm Budget Hearing / Regular Board Meeting

## VIII. ADJOURNMENT

Rohner