I. CALL TO ORDER

II. Consent agenda (ACTION)
   a. Additions/deletions from the agenda
   b. Minutes of previous regular meeting

III. Conflicts or potential conflicts of interest

IV. Open forum for general public, comments & communications

V. OLD BUSINESS
   a. None

VI. NEW BUSINESS
   a. FY24-25 Budget Proposal Draft (ACTION)

VII. REPORTS
   a. Director
   b. Finance

VIII. Next meetings: May 22 & June 11, 2024 (IMPORTANT)

IX. ADJOURNMENT

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

Monday, May 14, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

I. CALL TO ORDER
Rohner

II. Consent agenda (ACTION)
Rohner
   a. Additions/deletions from the agenda
   b. Minutes of previous meeting(s)

Attachments:
   • 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 (ACTION)
Stokes

Attachments:
   • VI.b.i. To be delivered at meeting

FY24-25 PROPOSED BUDGET ITEMS OF NOTE

• Income
   o Assumed moderate growth of property value (3.0%. Just 0.8% this year; 5.5% prior year)
   o Taxes estimated to be received, +$55,000 compared to actual but flat compared to original budget
   o 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.
   o Increase of Prior Year Taxes based on history (+$5,000)
   o Increase to Interest earnings based on history (currently $4,000 - $5,000 per mo)
   o Increase of Fines & Fees revenue based on history (+$1,000)
   o Other Financing includes anticipated ETO incentive payments (+$5,000)

• Personnel Services - 69.6% of operations budget
   o Salaries
     ▪ Increase of 5% (+$35,000) over prior year original budget
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 $55,000 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

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<td>Stable revenue growth</td>
<td>23,812</td>
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<tr>
<td>Personnel chg</td>
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<tr>
<td>M&amp;S chg</td>
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<td>Operations Activity Total</td>
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<td>Balance</td>
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Library Board Meeting – Annotated Agenda

Monday, May 14, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

• Transfers & Other
  o Capital Outlay – $15,000 allocation maintained for replacement of staff work chairs.
  o Severance Reserve Transfer – standard $10,000 annual deposit to sustain reserve pool for projected employee retirement payouts.
  o Other transfers suspended (Technology, Election, Capital Improvement Reserve)
  o 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
  o 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
     • To be delivered at meeting
  b. Finance
     • VII.b.i. Financial Reports
     • VII.b.ii. Approved bills list

VII. Next meetings:

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