

**Lower Umpqua Library District  
Budget Committee Meeting Minutes  
4/18/2023**

Lower Umpqua Library and Zoom

**LULD Board Members Present:** Dale Harris, Pres., Lee Bridge, VP, Gary Goorhuis, Treas., Christine Thomas, and Tara Adams

**Budget Committee Members Present:** Ron Eberlein, Colleen Eberlein, Terry Moore, Chris Adamson, (Jason Hausmann absent)

**Staff Present:** Alex Kuestner and Jonathan Moore

**Called to Order:**

Harris called the meeting to order at 6:03 pm

**Elect current fiscal year Budget Committee Chairperson:** None

**Review of the Meeting Agenda:** One minor addition was requested by Kuestner.

**Elect a budget committee chairperson:** Ron Eberlein nominated Harris, Bridge seconded. Passed 9-0.

**Library Budget:**

**1. & 2. Receive budget document message from the Budget Officer, and**

**Discussion of proposed budget:** Budget Officer Kuestner presented the budget, consisting of forms LB-20, LB-30 p. 1 & 2, and two LB11s, and explained it line-by-line. Discussion by the committee occurred as items came up (items that didn't receive substantive comments/discussion are omitted here):

Form LB-11: Roof Replacement Reserve Fund: We have been adding \$5,000 to this fund each year, and have budgeted to do so for the coming fiscal year. The library roof was designed to last 20 years from when it was put on in 2004, so we're planning to replace it in the summer of 2024. Kuestner estimates a little less than \$50,000 for the cost to replace it, but we assume it might be a little higher. Terry Moore asked if the current roof budget is theoretical, and Kuestner said that it was. We're hoping to raise money from donations and grants. Goorhuis gave a reminder that we have an agreement (MOU) with the city that they will pay 50% of any maintenance project over \$2000. Kuestner said he has reached out to Michelle Fraley (of the City of Reedsport) regarding this. Harris said that with budget we will allocate \$20,000 in a separate roofing fund. Kuestner has reached out to contractors (Adamson recommended Josh Barnett, and Ron Eberlein recommended Rayburn).

LB-11: John Warden Fund: This is the CD that library money is in. We're keeping it as it is. Ron Eberlein suggested looking into Umpqua Bank's 13-month special CD, whose latest rate was 4.25%.

Form LB-20: General Fund: Cash on hand, plus estimated resources to be received, equals total resources.

Form LB-30 p.1: Everything is cushioned here (we have the ability to spend a little more than we need). E.g. Payroll taxes are double counted.

Line 11: CPA: Isler's rate is going up. We may need to look for other bids.

Line 14: \$6,000 is how much we need to spend \$500/month on books, which will give us enough even if we do not receive more grants.

Line 18: Janitor's fees, plus the carpets need cleaning. Bridge: our MOU with the city provides for this, once per year.

Line 19: Dues/Travel/Conferences: American Library Association dues, plus conference expenses. Terry Moore recommended the Special Districts of Oregon conference.

Line 20: Grant expenditures, estimate. The board can pass an additional resolution if we go higher. Bridge: for a large increase, we'll have to reconvene the budget committee.

Line 24: Library supplies. We don't expect to spend as much since we aren't adding as many sections in the collection as this year.

Line 26: Maintenance. Lower than last year because we haven't used it much.

Line 27: Interlibrary Loan (ILL). Replaces movie license as a budget line item. Annual fee to participate is \$1571, starting in July, but this budget allocates \$2100 to cover possible increases. Discussion of ILL, which will allow LULD to borrow books from, and lend books to, other library systems (for fees charged by the lending library).

Adamson inquired as to whether we will have movie events in the evening again. Terry Moore supported the idea.

Line 31: Staff developments (e.g. director training, e.g. if the previous director (Sue Cousineau) came to train Kuestner for the budget in July).

Line 32: Utilities. Bridge said we should see costs drop due to new heat pumps. We're leaving it the same for now to make sure we have enough to cover everything.

Harris: If moving money in the LB-30, should take from one line and give to another. He discussed the long process Kuestner and Cousineau went through to prepare the budget.

LB-30 p.2:

Harris: Operating Contingency (line 29) is money we have by virtue of the library saving over the years, and allows us to run the operation from July through November. Terry Moore expressed appreciation for the value of the library and the importance of having a rainy day fund to ensure it can continue.

Adams and Harris brought up the need to resolve a discrepancy in the budget before passing it. (Why doesn't LB-20 line 1 equal LB-30 line 32?) After inquiring as to the reasoning behind the difference, Adamson and Bridge held that it was not consequential. Harris agreed that we can pass the budget now.

**3. Receive public comment:** No public comments were made.

**4. Approve the proposed fiscal year 2023-2024 budget, or recess to continue discussion:**

Thomas made the motion to pass the budget (for fiscal year 2023-2024) for the amount of \$552,177, and to levy \$.39/1000 of the district's assessed value, with future amendment or explanation for LB-30 p.2 Line 32. Goorhuis seconded. The motion passed 9-0.

**Meeting adjourned at 7:30 pm.**

Submitted by:

\_\_\_\_\_ Date: 5/5/2023  
Jonathan Moore - Library Assistant

Accepted as written or amended on (date) \_\_\_\_\_

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_