

JUNCTION CITY PUBLIC LIBRARY BOARD MEETING

April 12, 2023

The Library Board met in a regular session on April 12, 2023 at the Junction City Public Library.

PRESENT WERE: Board Chair Jennifer Daeges; Board Members Laura Brown, Nancy Sabin, Wendy Thelander, Cyndi Vermilyea; Librarian Michelle Schneider; City Administrator Jason Knope.

- **Call to Order**
Board Chair Daeges called the meeting to order at 6:38 p.m.
- **Changes to the Agenda**
No changes.
- **Approval of February and March Minutes**
February 15, 2023 minutes were accepted as written.
March 21, 2023 minutes were accepted as written.
- **2023-24 Library Budget**
City Administrator Knope presented the projected income sources for the library from property taxes and general revenue (franchise fees, taxes). For the budget, the starting balance needs to be at least \$45,000 (approx.) For changes in the budget, there is an increase in personnel expenses.

Cyndi Vermilyea arrived.

The Administrative Charges line item on the budget covers city expenses (such as finance and administrative). The Contingency line is where departments save their money. City Administrator Knope suggested meeting with the Library Board earlier in the budget cycle, perhaps in November. The Senior Center currently has no revenue in the 23-24 budget, which is not sustainable. To fund the senior center again, the library budget may be affected. The budget uses a “bucket system”, where a department keeps their allocated revenue, even if they are under budget. Eugene has a separate fee on their utility bill to be for revenue for the library. City Administrator Knope said if something like that happened in Junction City, it would need to go to ballot vote. Librarian Schneider informed that many library patrons are not within city limits - is there a way to extend the library district? Administrator Knope said they can extend city limits or create a service district, but it may not be in the city’s best

interest. The library can get grant funding to pay for projects or items, but not personnel as it is not a stable income. Applying for grants should be communicated with the Community Service and Development Committee. Grants can be used for paid interns.

Action item: Invite City Administrator Knope back to Library Board in October/November.

Possible action item: Submit short, library updates monthly to the Community Service and Development Committee via email to City Administrator Knope.

- **Discussion on Library Vision Statement**

Approach the Community Service and Development Committee about the vision statement. Library Vision Statement discussion to be postponed.

- **Library Update & Review**

- Review of the March budget.
- Library visitorship is about 200/week, up from about 117/week.
- More book talks are coming up. Summer reading programming is being scheduled.

- **Other Business**

The Friends group is having a booksale and will be looking for volunteers.

- **Public Comment**

No comments.

- **Adjournment**

The meeting was adjourned at 8:06 p.m.

Respectfully Submitted:

Michelle Schneider, Librarian

The next Library Board meeting is scheduled for May 16, 6:30pm.