

**Josephine Community Library District  
Budget Committee Meeting  
Wednesday, April 15, 2020 at 5:30 pm, Virtual Meeting  
Call 720-707-2699. Meeting ID #137-366-815  
Grants Pass branch, 200 NW C Street**

**Budget Committee members present:** Gina Marie Agosta, Beecher Ellison, Pat Fahey, John Harelson, Bill Kohn, Jay Meredith, Cassie Robinson, Laurel Samson, Joanne Stumpf

**Budget Committee members absent:** Tom Miller

**Budget Officer present:** Kate Lasky, Library Director

**Staff present:** Business Manager Kedron Hay, Communications Manager Brandace Rojo, Josephine Community Library Foundation Executive Director Rebecca Stoltz

**Contractors:** Communications Specialist Teresa Stover acting as co-host, Gerald Burns Financial Advisor for Budget Officer

**Guests:**

**CALL TO ORDER.** Budget Officer Kate Lasky called the meeting to order at 5:30 pm.

#### **AGENDA ITEMS**

**Nomination of budget committee chair. Motion:** Mr. Harelson moved to nominate Pat Fahey as the board chair. Mr. Kohn seconded

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.

Budget Committee Member Jay Meredith voted yes.

Budget Committee Member Cassie Robinson voted yes.

Budget Committee Member Laurel Samson voted yes.

Budget Committee Member Joanne Stumpf voted yes.

The motion passed unanimously.

**Nomination of budget committee secretary. Motion:** Ms. Lasky moved to nominate Brandace Rojo as the board secretary acting for board chair Kate Lasky.

Mr. Kohn seconded.

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.

Budget Committee Member Jay Meredith voted yes.

Budget Committee Member Cassie Robinson voted yes.

Budget Committee Member Laurel Samson voted yes.  
Budget Committee Member Joanne Stumpf voted yes.  
The motion passed unanimously.

### **Budget process and procedure.**

#### **Ground rules.**

**FY21 Budget Message.** Referring to the “FY2020-21 Budget Message,” Ms. Lasky reviewed the highlights of the FY2020-21 budget.

Mr. Burns explained budget law and the function of the budget committee.

#### **Budget discussion.**

**Mr. Fahey:** Do we have to pay for an election when board members are elected?

**Ms. Lasky:** Yes. There are two open seats coming up for FY20-21

**Ms. Stumpf:** What assumptions were used in calculating estimated taxes to be received in upcoming year?

**Ms. Lasky:** Two approaches were used — we checked with the County assessor treasurer’s office for an estimate which was \$1.5M then we anticipated 93.5 percent would be collected. We also asked the County treasurer regarding recession and possible foreclosures and unpaid taxes due to the pandemic. The treasure said the revenue from taxes only dips about 1 percent at any time, including recessions.

**Ms. Stumpf:** Recommends being very cautious because we don’t know how long the effects of the pandemic will last.

**Mr. Kohn:** Echoes concerns of Ms. Stumpf. Will there be a reduction in staff or decrease in hours as a result of effects of pandemic?

**Ms. Lasky:** To meet goals stated in strategic plan, all 16 positions are currently filled and needed, especially due to the loss of volunteers at this time. Volunteers work about 14 FTEs annually. All members of staff continue to work during the pandemic. Anticipation is that staff will not be reduced though we are not hiring anyone new.

**Mr. Fahey:** Agrees that staff is needed at this time.

**Ms. Stumpf:** Why is the cost of Administration up 32 percent since last year.

**Ms. Lasky:** Travel and training, phone service, education assistance plan for employees, and others have increased. Ms. Lasky clarified that the Education Assistance Plan is the main increase. The plan allows up to \$1,000 per employee per year to be set aside for education assistance toward a degree.

**Mr. Meredith:** It’s great that we’ll be able to transfer over \$300,000 to Reserve Fund. How does the library services line in the Reserve Fund differ from the General Fund?

**Ms. Lasky:** In the Reserve Fund library services is not directly correlate with the definition of library services in the General Fund. In the Reserve Fund, money could be used for maintenance and repairs or an emergency also. The Reserve Fund is for all library operations.

**Mr. Meredith:** Do you anticipate using any of that in the next fiscal year for items on the Facilities Master Plan?

**Ms. Lasky:** No, the intent is to leave them in the fund for 10 years to use in the future.

**Ms. Kohn:** Is there a specific amount you'd like to see in the Reserve Fund?

**Ms. Lasky:** There is an opportunity to discuss the cap of the Reserve Fund at a regular board meeting.

**Ms. Robinson:** There is a larger than normal contingency due to the pandemic. Are there any funding, grants or assistance available to the library district due to economic injury?

**Ms. Lasky:** At this time, funding opportunities and resources are primarily set aside for payroll. The Institute for Museum and Library Services is currently working with congressional leaders to broaden the use of those funds through the CARES Act, but none is available at this time.

Ms. Samson noted that the budget is straight-forward.

**Public comment.** No public comment was offered.

#### **Questions about the budget or process.**

**Mr. Kohn:** Can the budget can be reviewed later in the year?

**Mr. Fahey:** Late summer or early fall may be set aside to review and possibly implement a supplementary budget.

**Mr. Meredith:** After budget committee process, there is no need for the budget committee. The board can make adjustments later unless an informal meeting is called.

**Motion:** Ms. Samson moved to approve the FY202-21 budget as is. Mr. Ellison seconded.

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.

Budget Committee Member Jay Meredith voted yes.

Budget Committee Member Cassie Robinson voted yes.

Budget Committee Member Laurel Samson voted yes.

Budget Committee Member Joanne Stumpf voted yes.

The motion passed unanimously.

**Motion:** Ms. Stumpf moved to approve the tax rate at 39 cents for FY20-21. Mr. Harelson seconded.

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.  
Budget Committee Member Jay Meredith voted yes.  
Budget Committee Member Cassie Robinson voted yes.  
Budget Committee Member Laurel Samson voted yes.  
Budget Committee Member Joanne Stumpf voted yes.  
The motion passed unanimously.

**Information requests from Budget Committee.**

**Budget Committee and hearing schedule.** No further meetings were scheduled for the Budget Committee.

**ADJOURNMENT**

Mr. Fahey adjourned the meeting at 6:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo', written in a cursive style.

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District