

**Josephine Community Library District
Budget Committee Meeting
Wednesday, April 6, 2022 at 5:30 pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #861 3417 2445
Grants Pass branch, 200 NW C Street**

Budget Committee members present: Gina Marie Agosta, Pat Fahey, Bill Kohn, Rachele Selvig, Jay Meredith, Cassie Robinson, Laurel Samson, Joanne Stumpf, Tom Miller

Budget Committee members absent:

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: Burns Financial Advisor for Budget Officer

Guests:

CALL TO ORDER. Budget Officer Kate Lasky called the meeting to order at 5:34 pm.

AGENDA ITEMS

Nomination of budget committee chair. *Motion:* Mr. Fahey moved to nominated Jay Meredith as the board chair. Mr. Kohn seconded. The motion passed unanimously.

Communications Manager Brandace Rojo is serving as the board secretary acting for board chair Kate Lasky.

Budget process, procedure, and ground rules. Ms. Lasky noted that two motions need to be made if the budget is approved this evening.

The Zoom chat feature will not be available for comments due to public record issues.

FY23 Budget Message. Referring to the “FY2022-23 Budget Message,” Ms. Lasky reviewed the highlights of the FY2022-23 budget.

- The “3.17 million” listed under reserve should be \$3,828,615
- Fines and fees should be listed as just “fines”
- \$600,000 is set aside as carryover to get the library through the beginning of the next fiscal year
- The library district reduced the number of FTEs this year and is right-sizing staff in anticipation of higher costs in Williams and Illinois Valley after new facilities are built.
- The budget shows an anticipation of a 2.5% merit and 5% COLA based wage increase that will still need to be voted on by the district board.
- The health insurance budget line item for staff is increasing due to the cost increase of health insurance.
- \$1,000 for professional development and \$1,000 for continuing education for each staff member annually will continue in the next fiscal year.

Budget discussion.

Mr. Kohn asked about line 14 being late tax payments. Ms. Lasky confirmed.

Mr. Kohn asked for clarification about “foundations.” Ms. Lasky clarified that refers to the library foundation and other grant funders.

Mr. Kohn also asked, “With anticipation of maintenance of new buildings, who will do maintenance?” Ms. Lasky shared the library district is hoping to contract with community members to maintain the outside of the buildings. The maintenance fund will continue to support building maintenance at all branches.

Mr. Miller asked “On page 2 of the budget message, line one, there is mention of 13 positions at 15 FTEs. I'm not sure what this means?” Ms. Lasky clarified this is an error. It should be 15 positions and 14 FTEs.

Ms. Stumpf asked if the grant funded position is represented. Ms. Lasky clarified that it is potentially 16 positions and 14.5 FTEs. Ms. Stumpf suggested adding that to the dialogue in the budget message instead.

Ms. Selvig asked about anticipated capital improvements. Ms. Lasky explained that the library won't see as much of a need this fiscal year. The past two years were because of COVID.

Mr. Meredith asked if we will be breaking ground in GP this fiscal year or if there are any updates. Ms. Lasky shared that the property needs to be purchased first, then planning for funding a new building can begin.

Public comment.**Questions about the budget or process.**

Ms. Stumpf noted that she appreciates Ms. Lasky's explanation of why certain line items are notably different this fiscal year.

Mr. Meredith asked if there are any suggested amendments to the budget from other budget committee members. No one had changes.

Motion: Mr. Miller moved to approve the FY 2022-23 budget. Ms. Stumpf seconded. The motion passed unanimously.

Motion: Mr. Stumpf moved to approve the tax rate at 39 cents for FY22-23. Ms. Agosta seconded. The motion passed unanimously.

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

ADJOURNMENT

Mr. Meredith adjourned the meeting at 6:28 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo', with a stylized flourish at the end.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District