

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Budget Work Session

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
November 16, 2020

Members Present: Fred Henley, Barry Jacobson, Mark Madsen, Barbara Sharp, Karen Vedder

Members Absent: none

Staff Present: Laurie Orton, Lisa Buckton, Carrie Lacher

FOL Present: Don Hendrix

Guests: none

Visitors: none

Call to Order: President Mark Madsen called the meeting to order at 12:01 pm.

Public Access: none

AGENDA APPROVAL:

MSC Barry Jacobson moved and Fred Henley seconded to approve the agenda as submitted. Carried.

NEW BUSINESS

2021 Budget Work Session

Mark Madsen explained that the final 2021 budget will be approved following the Budget Hearing scheduled for the November 30th special meeting. There will also be a special meeting on November 24th with time planned for a review of an updated draft budget.

Laurie emailed out a very early draft of the 2021 budget and reviewed this with the Board. Highlights included:

- Two main components:
 - usual operating budget with 5.45% increase over last year
 - everything having to do with the new property (highlighted in green)
 - interest
 - insurance
 - utilities
 - janitorial/landscaping/handyman/maintenance
 - Laurie asked Board to help research these costs
- Property tax revenue expected to be an increase of about \$40,000 over 2020 as verified by the SJ County Assessor's Office
- Suggested COLA of 2.4% from Seattle Labor & Industry, CPIW (also consulted with other Island libraries)

- FOL gift may include pledged but unspent contributions from prior years but Laurie needs to consult with FOL; these additional funds could go to help pay acquisition costs on the new property
- Transfer in from both General Reserves for operating costs and the Dedicated Fund for help with new property costs – Laurie pointed out this is sustainable only for 2021; will need a plan for following years
- Library Services projected salaries and benefits reflect changes including job restructuring and retirement of key employees
 - Youth Services Librarian to provide more support to that department starting at Step 1 (fills and expands open position)
 - Adult Program person will start at Step 1 (fills open position)
 - Assistant Director has been filled by a new person at a lower step
 - Collection Development technician starting at Step 1 (fills an open position)
 - Currently no circulation volunteers due to closure; volunteers provided about 30 hours of support; employee currently in this position has been volunteering extra hours; Laurie recommending changing this circulation position from 15 hrs a week to 24 hrs per week (benefits need to be included)
- Laurie still working with staff to determine several other expenditure costs
- Other expenditure data still being gathered
- Laurie will also provide information on balances in the dedicated and general reserve funds

Barry Jacobson and Karen Vedder offered to work on a task force to gather more information regarding projected costs for the new property.

ADJOURNMENT

MSC Barbara Sharp moved and Fred Henley seconded to adjourn the meeting at 1:15 pm. Carried.

Respectfully submitted:

DocuSigned by:
Karen Vedder
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Board Secretary

Approved:

DocuSigned by:
Mark Madsen
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Board President