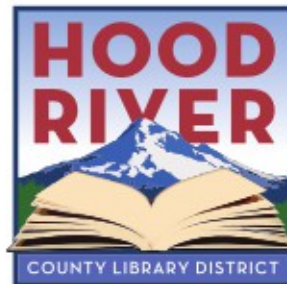


**Budget Committee
Meeting Minutes**
Tuesday, May 13, 2014, 6.00p
Columbia Room Room
502 State St, Hood River
Budget officer: Buzzy Nielsen



Present: Jen Bayer, Mary-Ethel Foley, Nick Hogan, Buzzy Nielsen (staff), Mike Oates, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Election of chair

Previous Budget Committee meeting chair Oates called the meeting to order at 6.04p. Snyder nominated Hogan as Budget Committee Chair. Bayer seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Hogan

Snyder moved to accept the agenda as presented. Vaivoda seconded. The motion carried unanimously.

III. Budget message

Nielsen

Nielsen presented the budget message. He stated that the 2014-15 budget assumes the same levels of service, with some additions, specifically expanded public programming. The budget also includes costs of the move and remodel of the Cascade Locks and Parkdale Libraries.

Per the Hood River County Assessor, the assessed value of property in the county is up 3.8% over last year. Nielsen's proposed tax revenue is based on this and previous collection rates.

Nielsen is anticipating another strong year, with a good carryover that is ample to get the District through next November, when taxes start to arrive again. He actually believes that carryover will be higher than budgeted, as his estimates for ongoing costs are high.

Nielsen conducted a salary survey and is increasing salaries for two classifications, Library Assistant I and II, to put them on par with peers at similarly-sized public libraries. For other positions, he is proposing a 1.5% cost of living increase based on the Western Region CPI.

IV. Presentation of proposed budget

Nielsen

Nielsen went over each line item, as presented in the meeting materials.

V. Public comment

Hogan

There was no public comment.

VI. Budget Committee deliberations

Hogan

The Budget Committee had several questions:

- Is it normal to have personnel cost over 70% of the library budget? It is when compared to similar libraries. Public libraries are service-based organizations, which tend to be heavy on staff. It's also important to properly compensate staff. The library still is relatively short on hours. Long-term is to add more public open hours. However, the current strategic plan calls for more of a focus on outreach.

502 State Street

Hood River - OR 97031

541 386 2535

- Is the roof and other parts of the building okay? Yes, the roof is fine, although a part of it is being replaced (the atrium). The HVAC is more problematic, although it is getting under control.
- Is the amount of maintenance sufficient? Nielsen believes that it is.
- What are the projects budgeted for the Capital Fund? They include replacing the sidewalk in front of Hood River Library as part of the State Street project, installing fire and public address systems at Hood River Library, and other unanticipated capital costs. Budget Committee members recommended increasing the transfer from the General Fund to the Capital Reserve Fund to \$50,000.
- Why did the personnel costs increase over what we sent out in the meeting packet? Sage Library System decided that they wanted to upgrade the position they hire through HRCLD from a technical support specialist to a Systems Librarian. This change has no monetary impact on HRCLD.
- Why did the programming budget increase so much? That category is one that likely will be overspent in the 2013-14 fiscal year. The library district provides a lot of programming, and the increased money reflects that. Programming has proven very popular.
- How are step increases determined for personnel? They are determined during the annual evaluation process and if employees achieve further education.
- Are insurance levels sufficient (liability, worker's compensation, etc.)? Yes, all insurance is at levels recommended by our insurance agent.

VII. Approval of budget (ACTION)

Hogan

Oates moved to approve Exhibit A, which adopts the budget in the following amounts:

- General Fund: \$1,327,733
- Grants Fund: \$302,440
- Capital Equipment Reserve Fund: \$108,400

It also adopts a tax rate of \$0.39 per \$1,000 of assessed property value to support the General Fund.

Foley seconded the motion. The motion carried unanimously.

VIII. Recess or adjournment

Hogan

The meeting adjourned at 6.55p.