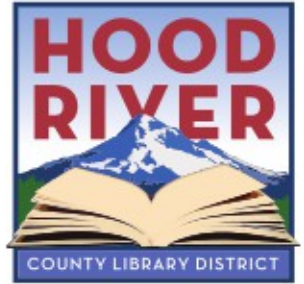


Budget Committee Meeting Minutes

Tuesday, May 7, 2013, 6.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Budget officer: Buzzy Nielsen



Present: Jen Bayer, Paul Blackburn, Mary-Ethel Foley, Rachael Fox (staff), Monica Zorza Hockett, Nick Hogan, Buzzy Nielsen (staff), Mike Oates, Heather Staten, Erick VonLubken

I. Additions/deletions from the agenda (ACTION)

Oates

Oates called the meeting to order at 6.05p. He asked if there were any additions/deletions to the agenda. There were none. Foley moved to approve the agenda as presented. Bayer seconded. The motion carried unanimously.

II. Election of chair

Oates

Hogan nominated Oates to serve as chair. Blackburn seconded. There were no further nominations. Oates was elected chair unanimously.

III. Budget message

Nielsen

Nielsen delivered the Budget Message. He stated that the 2013-14 budget assumes mostly the same levels of service, with some minor additions: changes in the classifications of some positions (Young Adult Services Assistant, Assistant Director) and some added positions that will be largely paid with revenue other than taxes (the Sage Technical Support Specialist and the Outreach Specialist).

Per the Hood River County Assessor, the assessed value of property in the county is up 2.1% over last year. Nielsen's proposed tax revenue is based on this and previous collection rates. Based on past history, he revised the uncollectible from 5% to 6%.

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.

While line items are roughly similar, Nielsen did transfer some costs (e.g. Collection Development, Technology) from the General to the Grants funds to allow for better tracking of Friends of the Library and Library Foundation donations.

Nielsen conducted a salary survey and is significantly increasing salaries for two classifications, Librarian I and Librarian II, to put them on par with peers at similarly-sized public libraries. Because of this, he is not proposing a cost of living adjustment.

IV. Presentation of proposed budget

Nielsen

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

V. Public comment

Oates

There was no public comment.

VI. Budget Committee deliberations

Oates

The Budget Committee had several questions:

- Does the District really spend \$20,000 for office supplies? Yes. Some items are very expensive, including printer toner and materials used to label and protect library materials.
- Is the District on schedule to receive all of its budgeted tax revenue for the current fiscal year? Yes. As of the end of March, the District has received \$687,456 of the \$698,381 budgeted. There is another property deadline in May, so the difference is likely to be received.
- Why is there a salary discrepancy in the Library Assistant II classification between the General Fund budget and the personnel worksheet? A part of the Outreach position is paid for via the Grants Fund. Nielsen also noted that he made a mistake in in the FTE for that classification in the General Fund; it should be 3.0 instead of 3.25.
- Is the carryover enough to carry the District through to November? Yes.
- Why is the ending fund balance for 2013-14 over \$100,000 less than the anticipated beginning fund balance? This primarily has to do with the \$100,000 contingency. The beginning fund balance assumes that we won't spend the contingency before June. The ending fund balance assumes that the contingency will be spent in 2013-14.
- Does the new worker's compensation amount account for the increased salaries? Yes.
- Should some currently unused funds be transferred into a money market to receive a better interest rate? The Board of Directors will investigate.
- Are there best practices for how much to have in a Capital Reserve Fund? Hogan stated that, in his experience with school district finances, there is not; it depends on what capital you own, anticipated repairs or capital needs, and the intent of the capital fund.

VII. Approval of budget (ACTION)

Oates

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

- General Fund: \$1,254,682
- Grants Fund: \$152,000
- Capital Equipment Reserve Fund: \$65,150

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

VonLubken seconded the motion. The motion carried unanimously.

VIII. Recess or adjournment

Oates

The meeting adjourned at 6.59p.