

# Budget Committee Meeting Minutes

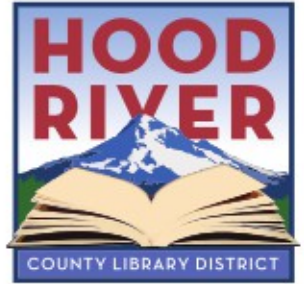
Tuesday, May 26, 2015, 6.00p

Columbia Room

502 State St, Hood River

Budget officer: Buzzy Nielsen

Minutes prepared by Library Director Buzzy Nielsen



*Present:* Jen Bayer, Mary-Ethel Foley, Monica Zorza Hockett, Nick Hogan, Buzzy Nielsen (staff), John Schoppert (Board member-elect), Jean Sheppard (Board member-elect), Sara Snyder, Suzanne VanOrman

## **I. Nomination and election of Chair**

The meeting was called to order at 6.15p. Nominations for Chair were taken from the floor. VanOrman nominated Hogan. Foley seconded. Hogan declined. VanOrman nominated Snyder. Hogan seconded. The motion carried unanimously.

## **II. Additions/deletions from the agenda (ACTION)**

Snyder

VanOrman moved to accept the agenda as presented. Bayer seconded. The motion carried unanimously.

## **III. Conflicts or potential conflicts of interest**

Chair

None stated.

## **IV. Budget message**

Nielsen

Nielsen presented the budget message, an overview of the message provided in the meeting packet. Snyder asked why the unappropriated ending fund balance in the General Fund was high. Nielsen responded that the District was still figuring out costs from being an independent entity and that he was more comfortable leaving it high currently in case of unexpected costs.

## **V. Presentation of proposed budget**

Nielsen

### **i. General Fund**

Nielsen presented the General Fund, as proposed in the meeting packet. Committee members caught two errors in the presented document: 1) On the revenues table, the "Approved by Budget Committee" column was completed inadvertently. 2) On the expenditures table, line 73 (water) had an incorrect formula that resulted in a slightly higher figure than it should have been. Sheppard asked if the Library Foundation is helping with Gardens expenses, given the large increase in cost over 2014-15. Bayer answered that they hope to have a sustaining giving program to support Gardens maintenance, but the current \$30,000 they're donating is for improvements. Thus, the \$20,000 line item is coming paid from General Fund rather than Grants revenue.

### **ii. Capital Equipment Reserve Fund**

Nielsen presented the Capital Equipment Reserve Fund, as proposed in the meeting packet. This fund is used for large facilities and equipment expenditures, such as building repairs. Hogan inquired if the committee might want to have some contingency in the fund. Snyder responded that the District is

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trying to build up the fund so that it has sufficient monies to upkeep its facilities. In response to a question before the meeting, Nielsen also noted that the new courier vehicle will come from a grant and thus its cost isn't reflected in the Capital Fund.

### **iii. Grants Fund**

Nielsen presented the Grants Fund, as proposed in the meeting packet. Nielsen explained many potential grants the District could get, such as ones for the renovated Cascade Locks and Parkdale branches. Donations from the Friends of the Library and Library Foundation also go through this fund. Hogan noted to check the ending fund balances for the prior years, as the calculations appeared incorrect. Nielsen corrected the error. There were no further questions on the fund.

### **iv. Sage Library System Fund**

Nielsen presented the Sage Library System Fund, as proposed in the meeting packet. This is a new fund that will be used to administer the Sage Systems Librarian, a position the District contracts with the Sage Library System to provide. Putting the position into a separate fund helps better reflect the District's General Fund costs and simplifies administering the position itself. There were no questions about the fund.

## **VI. Public comment**

Snyder

There was no public comment.

## **VII. Budget Committee questions and deliberations**

Snyder

There were no further questions from the Budget Committee.

## **VIII. Approval of budget (ACTION)**

Snyder

Hogan moved to approve the budget resolution, approving the 2015-16 budget and the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,346,141
- Capital Equipment Reserve Fund: \$128,701
- Grants Fund: \$311,000
- Sage Library System Fund: \$65,875
- *Total: \$1,851,737*

VanOrman seconded the motion. The motion carried unanimously.

## **IX. Recess or adjournment**

Snyder

The meeting adjourned at 6.55p.