

## **Budget Committee**

### **Meeting Minutes**

Tuesday, May 13, 2025, 6:00pm  
Jean Marie Gaulke Community Meeting Room  
502 State St, Hood River

Budget officer: Rachael Fox

Meeting notes prepared: Rachael Fox and Mo Burford

Present: Rachael Fox (Staff), Mo Burford (Staff), Jen Bayer, Catherine Bourgault, Brian Hackett, Megan Janik, Sara Marsden, Jessica Metta, Eric Stasak, and Jean Sheppard.

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

Library Director Rachael Fox called the meeting to order at 6:00pm. The committee conducted introductions. Marsden nominated Hackett to serve as Committee Chair. Janik seconded. The motion carried unanimously.

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

Hackett

Sheppard moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

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

Hackett

Metta stated she was connected to the Gorge Tech Allillance and they receive a small amount of money from the District for membership.

#### **III. Budget message**

Fox

Fox read through the budget message and added information about the potential loss of IMLS funds could affect the Sage courier system. The libraries in Sage plan to raise funds if needed for this fiscal year. Metta commented she appreciated the budget was tied to the Strategic Goals. Stasak asked whe two community groups the library planned to be affiliated with. Fox stated Hood River Rotary and we are still identifying other groups.

#### **IV. Presentation of proposed budget**

Fox

#### **V. General Fund**

- Fox presented the budget as presented in the budget packet.
- Hackett noted that certain portions of taxes are uncollectable, in addition to Urban Renewal allocations. Fox confirmed.
- Bourgault asked whether the library district plans to carry forward \$100,000 from year to year. Fox explained that this occurred last year because the funds should be allocated to a reserve for future capital equipment purchases.
- Statsak inquired about the cost of adding a staff member's family to the health care plan. Fox responded that she thinks some employees pay up to \$1,400 to add their family members to coverage.

- Janik asked if the Bookmobile Librarian will be doing the cataloging or a different staff member. Fox stated this might be a substitute position with a set amount of hours per week. She would present this option the library board if a new position was formed.
- Statak stated it was a great idea to auction a ride-along with the bookmobile librarian for a day.
- Stasak asked who provided internet for the library. Fox stated Hood River Electric and it was reliable.
- Bourgault asked if the collection development figures were offset by the consortium. Fox stated it was and librarians made decisions regarding what to purchase based upon available titles in the consortium.
- Statsak asked if there was a set amount that patrons owed before their privileges were restricted. Fox stated it was \$15.00.
- Fox mentioned adding new copier, scanning, and fax service in Cascade Locks and Parkdale libraries. Janik stated there is a need for faxing services in Cascade Locks.
- Metta asked whether a third party would be providing the services for a marketing plan and facilities review. Fox confirmed that a third party would handle these services. Metta commented that she thought the budgeted amount might be too low. Bayer agreed but noted that Fox tends to be thrifty with expenses. Fox stated she would do her best to find a cost-efficient provider. Metta asked if the additional funds would come from contingency. Fox stated there should be additional funds in specific catagories they may not fully spend and the money would be drawn from there.
- Hackett commented the oddity of a special district is we need to carry money over each year to take us from July to November when the bulk of the tax revenue arrives.

- VI. **Capital Equipment Reserve Fund** Fox  
 Fox presented the budget as presented in the budget packet. No questions or items from committee to report.
- VII. **Grants Fund** Fox  
 There was a question regarding which budget line the Library of Things comes from within the general collection budget. Fox stated they are using unanticipated grants received during the current fiscal year to fund it for the next fiscal year.
- VIII. **Public comment** Hackett  
 There were no members from the public present.
- IX. **Budget Committee questions and deliberations** Hackett  
 There were no additional questions or deliberations.

X. **Approval of budget (ACTION)**

Hackett

Bayer made a motion to approve the recommended budget committee motion for \$2,833,547 with a permanent tax rate of \$.39 per thousand. Marsden seconded. Motion unanimously carried.

XI. **Recess or adjournment**

Hackett

The meeting was adjourned at 7:01pm.