



## UCSLD FY2018-2019 Budget Narrative

The Umatilla County Special Library District (UCSLD) is a tax funded special district which funds library services. The UCSLD covers all of Umatilla County except for the city of Hermiston. The tax funds are distributed to 11 city libraries and one school/public library through agreements made between the UCSLD and the cities and school district. Hermiston Public Library, through a similar agreement, serves the residents of the rural area outside of the Hermiston city boundaries.

The UCSLD Board and staff work in partnership with the 12 libraries to ensure that the residents of the UCSLD have access to excellent library service. The UCSLD mission and vision speak to this commitment.

### Overview of the UCSLD Budget Funds

#### Funds:

Current	Proposed
General Fund	General Fund
Resource Sharing	Resource Sharing
Take Off	Outreach
Capital Reserve	Capital Reserve

The General Fund is the fund for the maintenance and operation expenses of the UCSLD. The UCSLD distributes 80% of the tax and community service fee income to the libraries in the District through a contract with the cities and one school district. With the remaining 20%, the operations of the UCSLD are paid for, as well as several expenses paid on behalf of the libraries. There are transfers made throughout the year to the Resource Sharing and Take Off funds from the General Fund.

For some years, the Take Off position salary has been in the Take Off fund which causes confusion as to the total salary costs of the district and makes the Take Off position seem like it is not part of the UCSLD staff costs. My proposal is that all of the costs for staffing and operating the district are in the general fund. The Take Off position is no longer a contracted position and for clarity, it should be shown in the budget as a UCSLD position. Also, with changing the focus of the fund to Outreach, it is not clear to have the Take Off salary and benefits expenses in that fund.

For future clarity, the funds will have the following purposes:

- General Fund – Maintenance and operation of the district offices – staff salaries and benefits, administrative costs, travel by staff, training and conferences, audit, fiscal management, copies, postage, office supplies,

insurance, Board expenses, costs for board member elections, legal ads and notices, telephone, rent, etc. The expenses for capital outlay – computers and equipment – are made out of this fund. This fund also shows the receipt of tax funds and community service fees and the distribution of 80% of that income out to the 12 public libraries. This also shows the transfers made to the Resource Sharing and Outreach funds.

- Resource Sharing Fund – These are expenses that are paid, either for the libraries directly or are a service provided by the UCSLD for the 12 libraries' staff members. Expenses include: the libraries' membership to the Sage Consortium, access to the Library2Go-Oregon Digital Library Consortium, third-day courier service and two all-staff inservices are covered. The UCSLD provides the complete cataloging in the Sage system for eight libraries within the district and supports the other four libraries at varying levels on an as-needed basis. Training provided for the libraries' staff and board members is in the fund. Finally, building awareness of the libraries in the UCSLD will come from this fund.
- Outreach Fund – Expenses in the Outreach fund are for direct services to residents of the district that cannot get to a public library easily. This fund not only covers the early literacy program, Take Off! which includes a car, but it will also cover any events that the UCSLD helps the public libraries with that are outreach type programs. For example, if there is a job fair at a high school and the local public library needs help with staffing a booth and providing materials for the students, the UCSLD can help with this event.
- Capital Reserve Fund – This fund was authorized and established by resolution/ ordinance for the following specified purpose: Provide capital for major capital expenditures. During the FY2019-20, the fund will be reviewed to be continued or to abolish.

## Overview of the UCSLD FY18-19 Budget

### **General Fund – Resources**

- Cash on Hand
  - Sees us through until taxes received in November
- Tax Revenue
  - Property tax is estimated to have a 2% increase over the 2017-18 fiscal year
    - By the end of December 2017, the UCSLD received \$1,496,315.48 in tax revenue and had budgeted \$1,471,917.00. The amount on the proposed budget is a 2% increase on the December amount per Board consensus
  - Back taxes are figured into the tax revenues distributed to the libraries.
- Windmill Revenue –
  - Changing the title to Community Service Fees as we will begin to see fees that are not only from windmill projects
  - Assume a 15% decrease of FY 2017-18 amounts
- Blue Mountain Early Learning Hub Grant – a grant received to increase the hours of the Take Off position seven hours per week to serve more sites

- Other income
  - Reimbursements and fees paid to the UCSLD

## General Fund – Expenditures

- All UCSLD staff salaries and wages and benefits are included in the General Fund.
  - There is a proposed 2% cost of living increase for staff.
  - The salaries and wages expense also includes the funds for overtime and payment of vacation costs - \$141,711.66 covers salary increase of 2% and the remainder covers overtime and payment of vacation.
- Health insurance will have an increase of no more than 10%, so was budgeted accordingly \$47,155 to \$51,870.50
- SDAO costs are anticipated to raise by approximately 5% - \$3,000 to 3,200
- PERS costs are expected to not increase this year
- The audit costs will go up and there is a desire by the Board to have the auditor come to a meeting to present the audit which will incur a larger cost
- Fiscal management costs will increase by 3%
- The Travel & Meetings expense from the current year has been divided into two accounts - Staff Training & Conferences and Transportation. This will cover training for all staff and Transportation will cover the fuel and other transportation expenses (Dea's flights) for travel on UCSLD business.
- Rent will go up to \$560 per month
- Postage is included in the Copies, Maintenance and Office Supplies expense
- The telephone costs are now under the governmental contract with Verizon and will be approximately \$2,100 for the year.
- The tax distribution and Community Service Fees distribution is 80% of what is collected in the taxing district.
- Staff computers are replaced on a rotating basis. Last year, the director's computer was replaced and this year, the Take Off program computer will be replaced, as well as a replacement monitor for the Technical Services computer.
- The transfer amounts for Resource Sharing and Outreach funds are listed.
- Operating Contingency is for emergencies
- Unappropriated Ending Fund Balance is not available to spend

## Resource Sharing

- **Income**
  - Reimbursements are received from Hermiston for courier and Sage payments
  - We will receive approximately \$2,000 for historical materials from the Umatilla County Historical Society. We also have a LSTA grant application to support and reinvigorate Friends of Libraries in the UCSLD
  - Other income includes the payments for receipt paper

- **Expenditures**
  - The Sage Library System membership fees for all libraries will see a 3% increase
  - Courier costs will rise, plus there is the need to budget for coverage of the courier service in case of grant funds not being received
  - Library2Go will see a 6% increase
  - Inservice costs and other training costs for library staff are included in this fund now
  - There are several projects in planning for next year which will include marketing and building awareness of the libraries in the UCSLD and their services.

## Outreach

- **Income**
  - Anticipated grant funds are from the State Ready to Read Grant
- **Expenditures**
  - The UCSLD will support the Take Off program materials and supplies. There is an anticipated project for storytime kits to be available for the libraries to check out.
  - State Ready to Read grant funds will all go to materials this year
  - The Take Off vehicle fuel and maintenance costs are included in the Take Off Transportation - the car needs new tires next Spring

## Capital Reserve Fund

- There are no expenditures planned for this fund.