



OREGON TRAIL LIBRARY DISTRICT

MINUTES

Oregon Trail Library District
Budget Committee
OTLD Irrigon Branch
Wednesday May 22, 2019 5:30pm

Approved by Board 6/19/2019
BOARD MEETING

Roll Call: Stephanie Case

Budget Committee Members Present: Mary Jones, Lisa Constantine, Janie Early, Richard Aballay, Kraig Cutsforth, Stephanie Case, Karlie Cook

Staff members present: Kathy Street

Called to order by Stephanie Case at 5:30pm

ELECT BUDGET COMMITTEE CHAIR

Stephanie Case elected as Budget Committee Chair

BUDGET MESSAGE

Kathy Street, Budget Officer, presented Budget Message

PUBLIC COMMENT

No one present

BUDGET REVIEW

The proposed budget for 2019-2020 was reviewed by all committee members.

I move that the budget committee of Oregon Trail Library District approve the budget for the 2019-2020 fiscal year in the amount of \$655,625.

- Motion – Jones
- 2nd – Constantine
- Vote – Yes – Jones, Constantine, Early, Aballay, Cutsforth, Case, Cook
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APPROVE EACH TAX LEVY

I move that the budget committee of Oregon Trail Library District approve property taxes for the 2019-2020 fiscal year at the rate of .2536 per \$1,000 of assessed value for the permanent rate tax levy.

- Motion – Cutsforth
- 2nd – Aballay
- Vote – Yes – Jones, Constantine, Early, Aballay, Cutsforth, Case, Cook

ADJOURNMENT

Stephanie Case adjourned the meeting at 6:25pm

Budget Message

Fiscal year 2019-2020

Introduction

The Oregon Trail Library District continues to focus on providing quality library facilities with services and materials for all to enjoy. The district rates of circulation and program attendance have increased again this year. Computer and wireless access has increased again this year. Patrons continue to bring personal devices to the branches to use internet services.

Materials are available online and in the branches. Library 2 Go usage has increased this year. Tumblebooks and RB Digital Magazines continue to be used by patrons. Mango Languages usage decreased so the district decided not to renew the database.

Successes we are proud of this year include partnering with Friends of the Irrigon Library to bring Dolly Parton Imagination Library to children of our library district. All children ages 0-5 are eligible to enroll and receive a free book each month in the mail. As of today, there are 178 children enrolled and over 1000 books have been mailed.

OTLD staff traveled to the International Book Fair in Guadalajara in November to select books and DVDs for our collection. Spanish materials are being cataloged and shelved, the response has been very positive. We have collaborated with the Morrow County School District to offer after school programs in the three library communities. These programs incorporate STEAM, Science, Technology, Engineering, Arts and Math, into fun hour-long activities for elementary students. In Heppner, we collaborate with Willow Creek Assisted Living to offer a weekly Short Story book club.

Working with technical assistance from the State Library of Oregon, OTLD is preparing a 5 year Strategic Plan. The plan will be completed in the fall of 2019. This plan will provide goals and actions to meet community needs.

The budget has increased this year, which will allow Oregon Trail Library District to meet the increase in PERS and Health Insurance cost. Our region is growing and this is reflected in the usage of our branches. As more housing increases and the communities grow, library usage will continue to out-grow our facilities. Our goal is to continue offering excellent service to all residents.

Tax Levy

The total property tax levy for 2019-2020 will be \$498,125. 2019 SIP monies will be \$28,000. The total of Tax and SIP revenue will be \$526,125. The tax levy amount is based upon information from the Morrow County Assessor's office using the value of \$2,043,077,770. Oregon Trail Library District's permanent tax rate limit levy is .0002536.

Personnel Services: \$347,896 page 4

This is an increase. All base wages were adjusted 2.2% for Cost of Living. This figure was determined by the Consumer Price Index – West Region. The base wages reflect the job duties employees perform. There are steps for years of experience of .25 cents. There is a 4.94% increase in PERS, a 4% increase in health insurance, a 1% increase in dental insurance, and increases in Workmen's Comp insurance. Staffing levels have increased slightly at the Heppner branch and lowered slightly at Irrigon and Boardman. The decrease was to accommodate the increase in personnel costs.

Oregon Minimum wage will increase to \$11.00 per hour July 1, 2019. We are slowly bringing our wages up to above minimum. The Library Director Salary Survey shows that the salary OTLD pays the director is low for public libraries and library districts our size throughout Oregon. The \$3,000 increase is a small increase to bring the salary up to the levels in the survey.

Total Materials and Services: \$176,410 page 5

This fund is decreased almost \$10,000 from last year. This fund includes all materials and services for the library district. It is the one fund that can be reduced and hopefully offset later with funds requested through CREZ II local groups.

Grant Fund: \$10,000 page 6

There are no grant funds to carryover this fiscal year. This total is the Bisbee grant and the Ready 2 Read grant. The R2R grant is the only cash public libraries receive from the State Library budget.

Debt Service Fund: \$52,319 page 7

The amount listed reflects the estimated amount for the Boardman and Irrigon building loans. The Boardman loan will be paid off at in December of 2019. The remainder is \$15,000.

Unappropriated or Ending Fund Balance: \$20,000 (unchanged) page 3

Contingency Fund \$40,000 page 3

A contingency of \$40,000 is included in the budget this year. This matches the contingency from last year.

Vehicle and Endowment Reserve Funds \$14,000 page 8 & 9The vehicle reserve fund continues to be \$8,000 this year. The endowment reserve fund is at \$6,000, the same amount as last year.