



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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## UCSLD FY2021-2022 Budget Narrative

The Umatilla County Special Library District (UCSLD) is a tax funded special district established in 1986 by a vote of the residents of the District in order to fund the provision of library services. The UCSLD includes all of Umatilla County except for the city of Hermiston. The UCSLD provides library services through agreements made with the 10 city libraries and one school/public library. 80% of the tax revenue is distributed to the cities and school district to provide those services. Hermiston Public Library, through a partner agreement and distribution of tax revenue, 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.

Our vision is:

The Umatilla County Special Library District (UCSLD) works collaboratively with our public libraries to ensure that high quality library services are available to all.

Public libraries are places of welcome for everyone, and UCSLD strengthens and unites our communities.

Library staff are valued and recognized for providing exceptional service to their communities. UCSLD invests in Library Staff development, and offers opportunities for interaction, skill-building and cross-training.

To advance the vision, UCSLD partners with groups and organizations to increase the reach of literacy and access to information, building on the foundations of a democratic society.

### Overview of the UCSLD Budget Funds

The UCSLD budget has four funds:

- General Fund
- Resource Sharing Fund
- Outreach Fund
- Capital Reserve Fund

The General Fund is the administrative fund for the maintenance and operation expenses of the UCSLD. This fund covers maintenance and operation of the District offices – Board activities and requirements, staff salaries and benefits, administrative and office costs, staff training and travel, audit and fiscal

management, 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 special payment distribution out to the 12 public libraries. It also shows the transfers made to the Resource Sharing, Outreach and Capital Reserve funds.

The UCSLD distributes 80% of the tax and community service fee income to the libraries in the District through an agreement 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 other UCSLD funds.

The Resource Sharing Fund shows income for and expenses that are paid, either for the libraries directly or for services provided by the UCSLD for the 12 libraries' staff members. Expenses include: the libraries' memberships in the Sage Library Consortium, access to the Library2Go-Oregon Digital Library Consortium, third-day courier service, two full day, all-staff inservices as well as other training opportunities. The UCSLD provides full 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. Finally, building awareness of the libraries in the UCSLD through marketing comes from this fund.

The Outreach Fund, which replaced the Take Off fund in 2018-19 covers expenses for direct library services to residents of the District that cannot use a public library easily. This fund not only covers the early literacy program, Take Off! which includes the maintenance and fueling of a vehicle, it also covers any outreach events that the UCSLD helps the public libraries with on an as needed basis. The Take Off! program also provides storytime support and resources to the libraries as they request.

The Capital Reserve Fund was authorized and established by resolution for the following specified purpose: Provide capital for major capital expenditures. The fund was renewed in FY2019-20.

## **Overview of the UCSLD FY2021-22 Budget**

### **General Fund – Resources**

This is the anticipated income and cash carry-forward for the general fund.

- Cash on Hand
  - This money sees us through until taxes are received in November. We budget and spend so that we have enough to see us through without taking out a loan.
- Interest
  - We have received about \$2,200 under what was budgeted as of May 2020. I am decreasing the amount for next year.
- Community Service Fees
  - These are funds that we receive from new businesses that were started

under the State's Strategic Investment Program. We receive an amount of money each year in lieu of taxes for a certain number of years. This current year, we received \$72,229 in total which was an increase over what we received the year before. For next year, I budgeted the amount we received this year.

- Other income
  - Reimbursements and fees paid to the UCSLD
- Tax Revenue
  - We have two sources of tax revenue: Taxes estimated to be received in 2021/2022 and taxes that were previously levied. We leave the previously levied taxes amount at \$55,000 - some years we get more and some years we get less.
  - According to Umatilla County Assessor's Office, the total tax revenue to be received for FY2021-22 is \$2,047,370.39

## **General Fund - Expenditures**

In general, as we cannot expend in a budget area if we do not have budget authority and because many costs are not set yet, the budget numbers below are a best guess with a buffer.

### **General Fund Requirements - Personnel Services**

- All UCSLD staff salaries and wages and benefits are included in the General Fund.
  - This amount reflects a proposed 3% increase on current staff salaries.
- Health insurance costs in 2022 are not finalized until the first of May. The amount budgeted is for an 8% increase.
- PERS costs increased last year and should stay the same this year through 2023 - 18.87% for Tier1/Tier 2 and 12.57% for OPSRP.
- Employer paid taxes were increased in the budget. During the current year, the worker's compensation and unemployment costs were higher than in previous years and I do not anticipate a decrease this next year. So I budgeted a larger amount for our employer paid taxes.

### **General Fund Requirements - Allocated Materials & Services**

- Board Expenses - I do not anticipate an increase for this coming year. This next year, we may have Board travel costs again if we can meet in person.
- Elections - There are no anticipated elections in 2021-22, but an amount is noted for the elections the following year.
- Ads and notices are budgeted for a normal budgeting year.
- The audit will increase based on the June 30, 2021 CPI amount according to the auditor.
- SDAO premium costs were not finalized, but we were advised to anticipate an increase. \$3,500 should cover any increases we might see.
- Legal expense is always kept at about the same amount. We may have legal work for our agreements with the cities.

- Fiscal management – The amount anticipates an increase in our monthly rate and any extra work that is done for the UCSLD.
- Rent – Rent will increase by 3% to \$762.20 per month.
- Telephone – Our costs are staying about the same due to a nationwide governmental group cost.
- Email/Website – this amount includes our Microsoft 365 costs (email and cloud based services) and our website cost with Streamline.
- Office Supplies, Maintenance, Postage – The cost of printer cartridges, postage and other office supplies increased this year and the supplemental budget covered those costs. \$6,000 will cover our costs this next year.
- Staff Training & Conferences – this covers registration to trainings and conferences.
- Transportation – this covers staff travel expenses on UCSLD business – mileage, fuel for UCSLD vehicle use, per diem and lodging. While many conferences were virtual this year, there are several that want to return to in-person this next year.
- Capital outlay – Staff computers are replaced on a rotating basis. This year we will replace the Take Off! computer and any other equipment purchases we make – projectors, printers, etc.

### **General Fund Requirements – Not Allocated Materials & Services**

Unallocated requirements include contingency, transfers to other funds and special payments.

- Tax Distribution to Cities – this is the 80% we distribute to the 12 libraries in Umatilla County. This amount is found by adding the estimates of anticipated tax and the previously levied tax. This year, we anticipate distributing \$1,681,896 to the public libraries
- Community Service Fees – this is 80% of the anticipated funds which will be distributed to the libraries.
- Transfer to the Resource Sharing Fund - \$116,700 to cover those costs.
- Transfer of \$10,000 to the Capital Reserve Fund to begin rebuilding that for the next vehicle/capital expenditure.
- Because of the uncertainty of the tax receipts this year, I have budgeted heavily in the contingency and the unappropriated ending balance. The ending balance is the amount to carry us through until we receive new tax dollars in November.

### **Resource Sharing Fund**

There is an anticipated \$22,900 carry forward from our current budget. In addition to the transfer from the General Fund, the UCSLD will receive approximately \$27,000 in reimbursements from Sage Library System for courier costs and from Hermiston City for the UCSLD payment of the Hermiston Public Library's 3<sup>rd</sup> day courier and Sage Library System rural portion costs. We have an ongoing grant program for historical materials for the libraries. It is typically \$2,500 per year.

- Sage Library System – this was increased by a variable rate for all of our libraries for this coming year. The \$65,500 budgeted should cover any variables.
- Courier – We contract with InterMountain ESD to deliver materials to our libraries 3 days a week. This cost has increased – we pay on the basis of how many crates each library uses. We do receive a reimbursement from Sage for 2 days a week.
- Cataloging Utilities are used for cataloging of the libraries’ materials in the UCSLD.
- Library2Go is the digital library program. This rises in cost pretty significantly each year and is worthwhile as it is being used increasingly by our residents, especially with the pandemic closing many libraries.
- Program & Training for Library Staff Members and Board Members – This covers our In-service costs for staff members (2 per year) as well as any additional continuing education costs for library staff. A portion of these funds are used for continuing education grants for which libraries can apply.
- Cooperative Programs & Activities – This includes funding for programs that cover the whole District. This coming year, we are engaging in an in-depth community needs assessment and strategic planning process, as well as several District-wide projects and programs.
- Grant expenses – this is the expenditure line for the Historical grant and any other grants we may get throughout the year
- Marketing – covers marketing costs on behalf of the whole UCSLD. For next year’s Summer Reading Program (2022), we will have a District-wide passport program for which the District will cover marketing costs and some of the give-aways.
- Contingency – This will cover the courier costs if Sage Library System were to not be able to reimburse us for the 2 day service.

## Outreach Fund

There is approximately \$23,530 in carry forward from our current budget. The UCSLD receives State of Oregon Ready to Read grant funds each year. With these funds, I do not anticipate any transfer of additional funds.

- Take Off! Materials & Supplies – This amount covers any materials needed for our early literacy development program that the State Ready to Read Grant does not.
- State Ready To Read Materials – Covers expenditures like gift books out to hundreds of children at County daycares, preschools, Head Starts, etc. We also provide book boxes of carefully selected themed materials to support early literacy development, as well as provide training for the caregivers and teachers.
- Take Off! Transportation – Fuel and maintenance costs for the Take Off! vehicle
- Outreach Materials & Supplies – If a library needs support or supplies for outreach events, these funds can be used for this. These can also cover any

outreach programming that the UCSLD provides to populations that cannot reach a library easily.

- Contingency - In case of the unknown.

### **Capital Reserve Fund**

- This fund was renewed in FY2019-20 and was used to purchase a vehicle in FY2020-21. The remainder is left in this fund and \$10,000 will be transferred during this coming fiscal year.