

Deschutes Public Library District Budget Committee Minutes

507 NW Wall Street, Bend, OR 97701

May 17, 2006
12:30 p.m.

Budget Committee Present: Pat Lawrence, Ann Malkin, Ray Miao, Penny O'Halloran, Mary Beth Pearl-Gent, George Riser, Susan Torassa, and Neal Wineman. Ann Evensen and Alan Goldfinger were traveling and were unable to attend.

The meeting was called to order at 12:30 p.m. in the large conference room of the Library Administration Building.

BUDGET COMMITTEE CHAIR

Ray Miao nominated Susan Torassa to serve as Budget Chair. Ann Malkin seconded the motion, which passed by acclamation.

PUBLIC COMMENT

Chair Susan Torassa invited comments from the public. No comments were made.

BUDGET PROCESS

Budget Officer/Library Director Michael Gaston reviewed the authority of the Budget Committee and the Library District Board under Oregon Revised Statutes. The Budget Committee has the authority to change and approve the budget, and to approve the amount of taxes to be collected (within the voter approved tax rate of the Library District). The District Board has the authority to reduce that budget, or to increase the budget allocation of any fund by as much as 10% so long as the change does not require an increase in taxes. The Board does not have the authority to increase the tax rate approved by the Budget Committee.

PRESENTATION OF BUDGET MESSAGE

Gaston presented the budget message.

The budget represents a sustainable plan for library service which would not require an increase in the Library's tax rate. Resources are sufficient to meet increased operating expenses and fund several one-time projects while transferring funds to the Reserve Fund.

The Library District has made rapid progress since its formation in 1998, and is now considered to be one of the leading public libraries in Oregon. Several major projects were completed over the past year, including:

- Implementation of the new library automation system
- The three-stage remodel of the Bend Library
- The implementation of new accounting software

- The expansion of services to students, with a special focus on teens

The Budget proposal incorporates plans for additional initiatives consistent with Board priorities:

- Improve the library collection to offset increases in library usage.
- Increase the number of adult programs, including programs that incorporate community discussion on topical issues.
- Restructure staffing to provide focused leadership to design, implement, and promote Library online services.
- Develop a 10-year service delivery plan to meet demands of the growing population.
- Begin saving to fund the future expansion of the Sunriver Area Library.
- Test the use of books-by-mail to serve rural populations.
- Contract with Jefferson County Library District to form a regional resource sharing network.

BUDGET DISCUSSION

Chair Susan Torassa called for discussion of the budget proposal. The Budget Committee proceeded by reviewing each page of the proposed budget. The discussion was wide-ranging. The following is a partial summary of the discussion points:

- A grant is pending which would fund a study of services to Hispanic residents. The grant isn't reflected in the budget.
- The Library LINX project is a pilot project to courier student/faculty requested public library materials to school libraries where school staff circulate the materials using the public library automation system. Planning is needed to identify infrastructure enhancements to support expanding from the three test schools to an estimated thirty schools. Grant funding will be sought to offset most of the capital costs on this priority project. Pending the completion of the planning and grant application process, no additional funding is requested for Library LINX.
- Staffing increases were minimal (an increase of 3 hours weekly). Total staffing costs increased by 8.9%. The increase reflects the negotiated increase in the District's contribution to health insurance, one-time adjustments to position classifications, the annual inflation adjustment, and annual step increases.
- Items costing more than \$1,500 are capitalized and tracked in the annual inventory.
- It would be helpful if the budget text summarizing departmental cost centers followed the same order as the summary table.
- \$10,000 was budgeted for "unanticipated" Materials & Services for E-Services, which is a new department without a budget history.
- A typographical correction was noted on expenditure table for the Sisters Facility. The capital outlay amount in the table should read "\$252,572."

Budget committee members discussed the budget at some length. A consensus developed that the budget links well with District Results Policies and Board priorities.

MOTION TO APPROVE

Pat Lawrence moved that the budget be approved as presented. Susan Torassa seconded the motion, which was approved unanimously. (Evensen and Goldfinger absent.)

Beth Pearl-Gent moved that the tax rate be approved a \$ 0.55 per thousand dollars of assessed valuation. Ann Malkin seconded the motion, which was approved unanimously. (Evensen and Goldfinger absent.)

As there was no additional business, the meeting adjourned.

ATTEST:

Michael K. Gaston,
Library Director