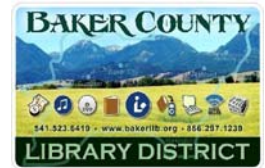


BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2022-2023 BUDGET MESSAGE



Honored Budget Committee members and citizens of Baker County,

INTRODUCTION

I am pleased to present the Fiscal Year 2022-2023 (FY22-23) Annual Proposed Budget for Baker County Library District, Oregon totaling **\$2,871,636** projected requirements and responsibilities.

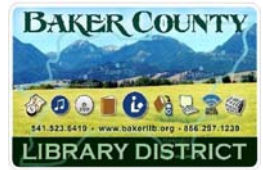
BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------------|--|--|--|-------------------------|---------|---------------------------|---------|------|--|---|--|-------------------------|---|---------------------------|---|---------------------|--------|-------------------|-------|-----------------------|---|--------------------|--------|------------------|-------|-------------------|--------------------|---|--------------------------|--|---------------------|--|-------------------|---|-------------------|------------|------|--|--------------------------|--|---------------------------------|--|-----------------------|---------|--------------------|---|------------------|-------|-------------------|------------------|------|--|--|--|---------------------------------|--|-----------------------|---------|--------------------|---|------------------|---|-------------------|------------------|------|--|---------------------------------|--|---------------------------------|--|-----------------------|---------|--------------------|---|------------------|--------|-------------------|------------------|------|--|--|--------------------|---|---------|-----------------------------------|----------------------|
| <table border="0" style="width: 100%;"> <tr> <td colspan="2">General Fund</td> </tr> <tr> <td colspan="2"><u>Organizational Unit or Program:</u></td> </tr> <tr> <td>Personnel Services.....</td> <td style="text-align: right;">975,271</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">461,880</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Not Allocated to Organizational Unit or Program:</u></td> </tr> <tr> <td>Personnel Services.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Debt Service.....</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td>Special Payments.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">16,000</td> </tr> <tr> <td>Contingency.....</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$1,485,151</td> </tr> </table> | General Fund | | <u>Organizational Unit or Program:</u> | | Personnel Services..... | 975,271 | Materials & Services..... | 461,880 | | | <u>Not Allocated to Organizational Unit or Program:</u> | | Personnel Services..... | 0 | Materials & Services..... | 0 | Capital Outlay..... | 25,000 | Debt Service..... | 2,000 | Special Payments..... | 0 | Transfers Out..... | 16,000 | Contingency..... | 5,000 | Total..... | \$1,485,151 | <table border="0" style="width: 100%;"> <tr> <td colspan="2">Debt Service Fund</td> </tr> <tr> <td colspan="2"><u>Debt Service</u></td> </tr> <tr> <td>Debt Service.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$0</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">"Other Uses" Fund</td> </tr> <tr> <td colspan="2"><u>Org. Unit/Program: _____</u></td> </tr> <tr> <td>Special Payments.....</td> <td style="text-align: right;">190,000</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Contingency.....</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$194,000</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Reserve Fund - Capital Investment</td> </tr> <tr> <td colspan="2"><u>Org. Unit/Program: _____</u></td> </tr> <tr> <td>Special Payments.....</td> <td style="text-align: right;">159,189</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Contingency.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$159,189</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Sage Library System Fund</td> </tr> <tr> <td colspan="2"><u>Org. Unit/Program: _____</u></td> </tr> <tr> <td>Special Payments.....</td> <td style="text-align: right;">331,524</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Contingency.....</td> <td style="text-align: right;">21,676</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$353,200</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">Total APPROPRIATIONS, All Funds . . .</td> <td style="text-align: right; border: 1px solid black;">\$2,191,540</td> </tr> <tr> <td style="text-align: right;">Total Unappropriated and Reserve Amounts, All Funds . . .</td> <td style="text-align: right; border: 1px solid black;">680,086</td> </tr> <tr> <td style="text-align: right;">TOTAL ADOPTED BUDGET . . .</td> <td style="text-align: right; border: 1px solid black;">\$2,871,626 *</td> </tr> </table> <p style="text-align: right; font-size: small;">(* amounts with asterisks must match)</p> | Debt Service Fund | | <u>Debt Service</u> | | Debt Service..... | 0 | Total..... | \$0 | | | "Other Uses" Fund | | <u>Org. Unit/Program: _____</u> | | Special Payments..... | 190,000 | Transfers Out..... | 0 | Contingency..... | 4,000 | Total..... | \$194,000 | | | Reserve Fund - Capital Investment | | <u>Org. Unit/Program: _____</u> | | Special Payments..... | 159,189 | Transfers Out..... | 0 | Contingency..... | 0 | Total..... | \$159,189 | | | Sage Library System Fund | | <u>Org. Unit/Program: _____</u> | | Special Payments..... | 331,524 | Transfers Out..... | 0 | Contingency..... | 21,676 | Total..... | \$353,200 | | | Total APPROPRIATIONS, All Funds . . . | \$2,191,540 | Total Unappropriated and Reserve Amounts, All Funds . . . | 680,086 | TOTAL ADOPTED BUDGET . . . | \$2,871,626 * |
| General Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Organizational Unit or Program:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel Services..... | 975,271 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials & Services..... | 461,880 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <u>Not Allocated to Organizational Unit or Program:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel Services..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials & Services..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Outlay..... | 25,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debt Service..... | 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Payments..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers Out..... | 16,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contingency..... | 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$1,485,151 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debt Service Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Debt Service</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debt Service..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| "Other Uses" Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Org. Unit/Program: _____</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Payments..... | 190,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers Out..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contingency..... | 4,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$194,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Reserve Fund - Capital Investment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Org. Unit/Program: _____</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Payments..... | 159,189 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers Out..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contingency..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$159,189 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sage Library System Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Org. Unit/Program: _____</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Payments..... | 331,524 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers Out..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contingency..... | 21,676 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$353,200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total APPROPRIATIONS, All Funds . . . | \$2,191,540 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Unappropriated and Reserve Amounts, All Funds . . . | 680,086 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL ADOPTED BUDGET . . . | \$2,871,626 * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

The proposed budget was prepared by the Budget Officer in accordance with the directions of the Board of Directors and current regulations.

This budget is a picture of the District in increasingly sound financial health, with revenue growth from rapidly taxable property value enabling debt-free operations, major strategic maintenance projects, and structuring the personnel budget for skilled staff in positions critical to library operations. Budget cost drivers for the coming year are primarily from restoring the IT Manager position to full-time in preparation for a planned retirement, keeping employee wages at pace with high inflation, health and retirement benefits, expansion of digital content and access services, and increased investment in strategic marketing including a website and logo redesign.

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2022-2023 BUDGET MESSAGE



OVERVIEW

Pursuant to Oregon Budget Law, the budget message must contain certain information, which assists the reader of the budget in understanding major differences in the proposed budget from the current year adopted budget.

For example, ORS 294.391 requires that the budget message accomplish the following:

- Explain the budget document
- Contain a brief description of proposed financial policies for the ensuing year
- Call out significant features of the proposed budget
- Explain any major changes in financial policy reflected in the proposed budget

Budget document orientation

The Library District budget is composed of four funds: General Fund, Other Uses Fund, Sage Fund, and Reserve Fund – Capital Investment which the District recently established in Fiscal Year 2019-2020 (FY19-20). For each fund, at least one Legal Budget (LB) worksheet form provided by the State of Oregon Department of Revenue details the primary categories for Resources, and appropriations for Requirements, Debt Service and other Special Payments, Capital Outlay, Transfers, Contingency plus Unappropriated Reserves.

There are four separate LB forms describing activity for the General Fund, and three others for each of the special funds. I have modified the worksheets from their original format with additional columns for historical context and comparative data convenience.

Please see the Budget Notes document included with the meeting agenda for brief descriptions of each category line.

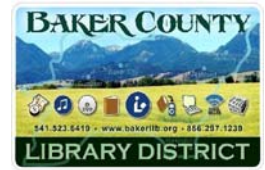
Description of Proposed Financial Policies for the Ensuing Year (Unchanged from prior year)

The dominant principles guiding the development of the proposed budget are

- responsible stewardship of public assets,
- cultivation of fair and competitive employee salary structure,
- expanded delivery of digital content to library users, and
- robust investment in facilities maintenance for safety, improved access, and preservation of assets.

The District will continue to ensure debt-free district operation by maintaining reserve funds adequate for self-sufficient operations and planned capital improvements. Finally the district, as always, will sustain exceptional library services to the community with skilled staff, up-to-date technology with high-speed public Internet access, and quality materials in various formats.

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2022-2023 BUDGET MESSAGE

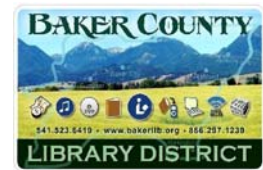


Summary of Significant Features and Changes in the Proposed Budget

- District Reserves for Operations (\$550,000) and Capital Improvements (\$186,500) are well situated for typical expenditures and planned projects. The Operations Reserve is used to fund district operations for a third of the year, from the start of the fiscal year in July until tax revenues begin to be dispersed in early November. If insufficient, the district traditionally takes a temporary loan from its own Other Fund. The District’s goal has been for the General Fund Operations Reserve to be maintained at a level adequate to enable sustainable, self-sufficient operation, and we have achieved that objective.
- The main revenue streams from property taxes in the current year are budgeted for healthy growth at 4.5%, slightly less than the actual rate of 4.8% in the prior year. Note that a 1% change equates to about \$10,000 revenue. Prior Year Tax revenue, Interest, and Fines/Fees are increased based on recent history.
 - See Notes, pg. 11, for growth rate graph.

| TAX INCOME REVENUE HISTORY | TOTAL | TOTAL | TOTAL | TOTAL | APPROVED | DRAFT | | DRAFT | |
|---|------------------|------------------|------------------|------------------|------------------------|-----------------------|---------------|-------------------------|---------------|
| | Jul '17 - Jun 18 | Jul '18 - Jun 19 | Jul '19 - Jun 20 | Jul '20 - Jun 21 | FY21-22 Budget CURRENT | FY21-22 Budget SUPPL1 | \$ Budget Chg | FY22-23 Budget PROPOSAL | \$ Budget Chg |
| Income | 3.7% | 10.8% | 3.8% | 3.5% | 3.5% | 4.8% | | 4.5% | |
| 4000 · Current Year Tax Levy | | | | | | | | | |
| 4001 · Current Tax Levy | 734,035 | 796,909 | 853,170 | 864,213 | 908,935 | 912,969 | 48,756 | 955,056 | 42,087 |
| 4006 · Local Option Levy | 270,030 | 304,025 | 337,382 | 363,214 | 370,000 | 393,215 | 30,001 | 412,945 | 19,730 |
| Total 4000 · Current Year Tax Levy | 1,004,065 | 1,100,934 | 1,190,552 | 1,227,427 | 1,278,935 | 1,306,184 | 78,757 | 1,368,002 | 61,817 |
| Total 4005 · Prior Year Taxes | 29,006 | 30,902 | 137,586 | 45,596 | 45,000 | 55,000 | 10,000 | 55,000 | 0 |
| 4020 · Other Taxes/Bond Priors-Land Sale | 2,897 | 0 | 0 | 4,302 | 500 | 500 | 0 | 500 | 0 |

- In the **Personnel Services** category, salaries and benefits are increasing respectively by \$48k and \$25k for a total expense growth of \$73,400 above the prior year original budget. Health insurance premium rates are rising by 6%, but the bulk of the category increase is the restoration of a key position from 12 hrs/week back up to 40 hrs. Oregon’s Public Employee Retirement System (PERS) contribution rates are stable in year 2 of the biennium cycle.
 - Employee Salaries include a 5.0% cost of living increase to keep staff wages in line with the surging inflation rate. Employee wages are experiencing upward pressure from the base wage rate due to the state mandatory minimum wage schedule increasing by \$0.50 annually. Other than restoration of the IT Manager hours beginning in October, staff hours are stable overall. Total staff FTE is increased from 15.0 to 15.6. Eight staff are eligible for STEP increases.
 - Taken as a whole, employee salary and benefits increase by 8.1% (67.9% of operating budget).

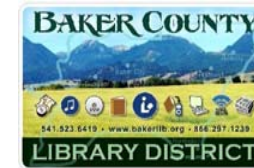


BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2022-2023 BUDGET MESSAGE

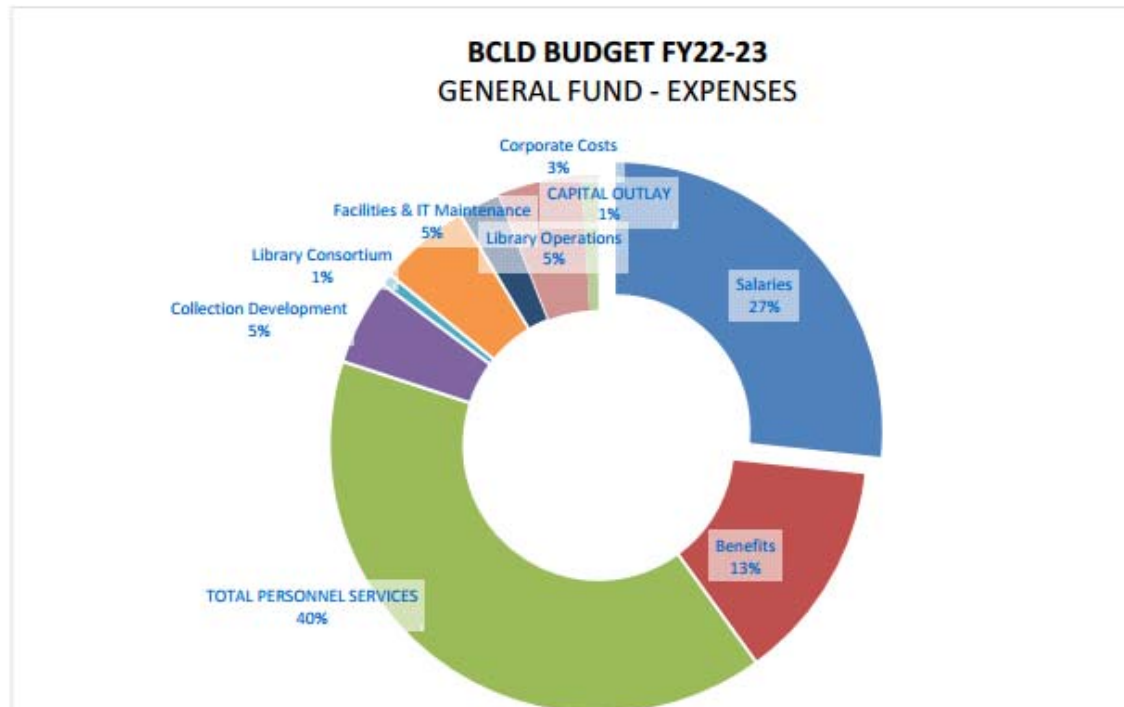
| EXPENSE HISTORY (SELECT CATEGORIES) - GENERAL FUND | TOTAL | | APPROVED | | \$ Budget Chg | DRAFT | |
|--|---------------------|------------------|------------------------|-----------------------|----------------|-------------------------|---------------|
| | Jul '19 - Jun 20 | Jul '20 - Jun 21 | FY21-22 Budget CURRENT | FY21-22 Budget SUPPL1 | | FY22-23 Budget PROPOSAL | \$ Budget Chg |
| Expense | | | | | | | |
| 5000 · Personnel Services | | | | | | | |
| Total 5001 · District salaries | 537,123 | 552,232 | 601,393 | 598,228 | 45,996 | 649,740 | 51,512 |
| Total 5400 · Payroll Taxes & Benefits | 225,038 | 256,120 | 300,476 | 285,354 | 29,234 | 325,531 | 40,177 |
| Total 5000 · Personnel Services | 762,161 | 808,352 | 901,869 | 883,582 | 75,230 | 975,271 | 91,689 |
| 6000 · Materials and Services | | | | | | | |
| Total 6100 · Books & Periodicals | 106,399 | 97,097 | 120,000 | 137,500 | 40,403 | 126,000 | -11,500 |
| Total 6310 · Building & Grounds Maintenance | 57,695 | 211,200 | 57,500 | 59,000 | -152,200 | 61,500 | 2,500 |
| Total 6320 · Janitorial Supplies | 21,059 | 27,658 | 29,400 | 24,000 | -3,658 | 28,000 | 4,000 |
| Total 6345 · Computer Maintenance | 21,353 | 34,274 | 38,500 | 41,000 | 6,726 | 41,500 | 500 |
| Total 6300 · Facilities & IT Maintenance | 102,369 | 275,216 | 127,900 | 126,500 | -148,716 | 133,500 | 7,000 |
| Total 6400 · Bookmobile & Vehicle Operations | 6,587 | 8,167 | 10,000 | 14,500 | 6,333 | 14,500 | 0 |
| Total 6600 · Corporate Costs | 39,416 | 51,687 | 55,580 | 65,430 | 13,743 | 63,080 | -2,350 |
| Total 6730 · Library Services Supplies | 24,845 | 26,377 | 20,500 | 23,500 | -2,877 | 20,500 | -3,000 |
| Total 6731 · Youth Programs | 8,221 | 8,928 | 14,000 | 15,000 | 6,072 | 15,000 | 0 |
| 6740 · Postage & Freight | 885 | 928 | 1,000 | 1,300 | 372 | 1,500 | 200 |
| Total 6750 · Utilities | 43,782 | 42,098 | 45,500 | 47,000 | 4,902 | 47,400 | 400 |
| Total 6756 · Telecommunications | 16,638 | 17,138 | 18,150 | 18,300 | 1,162 | 18,300 | 0 |
| Total 6700 · Other Operating Expenses | 98,706 | 98,008 | 103,650 | 109,600 | 11,592 | 107,200 | -2,400 |
| Total 6000 · Materials and Services | 367,304 | 545,346 | 433,380 | 469,780 | -75,566 | 461,880 | -7,900 |
| 7000 · Capital Outlay | 10,283 | 7,864 | 25,000 | 25,000 | 17,136 | 25,000 | 0 |
| Total 8000 · Transfers & Contingency | 52,500.00 | 118,555 | 32,500 | 44,789 | -73,766 | 16,000 | -28,789 |
| Total Expense | 1,194,248.52 | 1,482,117 | 1,394,749 | 1,425,151 | -56,966 | 1,480,151 | 55,000 |
| Net Income | 522,345.36 | 580,644 | 513,686 | 549,679 | -30,966 | 550,086 | 407 |

- In the **Materials & Services** division, Collection Development funding will begin at 9% of the operating budget (\$126,000), but may be boosted later in the year with unanticipated cash carryover or revenues from growing property values.
 - Facilities Maintenance is sustained at a peak level over \$60,000 to enable repair and improvement projects as prioritized from the Facilities Maintenance Strategic Plan.
 - Other significant increases in Materials & Services include maintaining new WiFi Hotspots for public loan, additional software licenses for digital tools, and increased marketing for website redesign. Youth programming will remain higher than historical expenses for continued development of summer reading programs.
 - Overall, the Materials & Services division increases by 6.6% (approx. \$28,500) as compared to the original budget the prior year.
- Changes to **Other Fund** are negligible.
- In the **Sage Fund**, cash balance reserves have dipped in recent years with investment in new server equipment and contracted tech support for a major software update. Membership dues are significantly increased both to build capacity for recruiting a replacement for the lead System administrator position and adjust for increased courier expenses rising due to inflation.
- The new **Reserve Fund** for Capital Investment is being utilized to fund major facilities improvement project such as a boiler upgrade and roof replacement for the main library. A relatively small amount (\$15,000) is allocated for transfer from the General Fund, and a supplemental reimbursement payment from FEMA for COVID-19 expenses (\$22,000) will bring the total spending authority back up to \$159,000.
- **Modified accrual basis** method of accounting will continue.

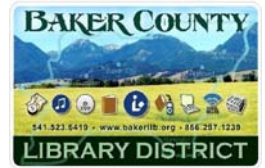
BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2022-2023 BUDGET MESSAGE



| | Year 2015-2016 | Year 2016-2017 | Year 2017-2018 | Year 2018-2019 | Year 2019-2020 | Year 2020-2021 | Year 2021-2022 ORIGINAL | Year 2021-2022 SUPPL | Year 2022-2023 PROPOSED |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------------|----------------------|-------------------------|
| 2 Salaries | 493,233 | 512,454 | 537,297 | 537,136 | 537,123 | 552,231 | 601,392 | 597,228 | 649,740 |
| 3 Benefits | 193,018 | 189,357 | 212,305 | 218,436 | 225,038 | 256,121 | 300,478 | 285,354 | 325,531 |
| 8 TOTAL PERSONNEL SERVICES | 686,252 | 701,821 | 771,982 | 755,572 | 762,161 | 830,229 | 901,869 | 882,582 | 975,271 |
| 11 Collection Development | 95,908 | 99,802 | 91,538 | 113,506 | 106,399 | 97,097 | 120,000 | 137,500 | 126,000 |
| 12 Library Consortium | 12,603 | 12,579 | 13,042 | 13,383 | 13,827 | 15,172 | 16,250 | 16,250 | 17,600 |
| 13 Facilities & IT Maintenance | 68,992 | 72,918 | 155,510 | 82,147 | 102,369 | 275,215 | 127,900 | 126,500 | 133,500 |
| 14 Corporate Costs | 34,382 | 45,698 | 40,881 | 45,275 | 39,416 | 51,688 | 55,580 | 65,430 | 63,080 |
| 15 Library Operations | 87,975 | 84,140 | 96,394 | 97,463 | 105,293 | 106,174 | 113,650 | 124,100 | 121,700 |
| 35 CAPITAL OUTLAY | - | 70,314 | - | - | 10,283 | 7,864 | 25,000 | 25,000 | 25,000 |



BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2022-2023 BUDGET MESSAGE



CONCLUSION AND ACKNOWLEDGEMENTS

Producing and executing the annual budget is a large and collective task. I extend my sincere thanks to all the individual department leads and staff who contributed to the development of this proposed budget. It is a team effort and reflects the collective commitment of the library board and continued mentorship of colleagues and my predecessor, Aletha Bonebrake, to develop a fiscal roadmap that both sustains our outstanding public service levels and provides some opportunity for innovation and improvement.

Especially noteworthy is the effort of Finance / HR Department Director Christine Hawes. Her professionalism and assistance throughout the year always greatly contribute to the development and production of the proposed budget document. Thanks also to our auditor Rob Gaslin, and the Budget Committee for continued oversight and wise counsel on this vital document from development through approval every year. We aim to be worthy of being entrusted with the public resources in our stewardship through transparency, efficiency, and sensible investments that provide added value to every member of our community.

With that assistance, I am pleased to offer a budget that represents a district on solid financial footing, one that prioritizes library services evolving and adapting to new technology and usage trends, responsible stewardship of public property and financial assets, robust early literacy programming and youth services, and investment in highly skilled, dedicated staff able to provide exceptional customer service.

I look forward to taking your questions and providing whatever information you may require to assist in the deliberation process.

Subsequently, I respectfully recommend approval of the Proposed FY2022-2023 District Budget as presented.

Sincerely,

Perry N. Stokes, Budget Officer