

Agenda

Museum Advisory Board

May 12, 2025 @ 3pm

In person Meeting Location

Bowman Museum

246 N. Main St. Prineville, Oregon 97754

Zoom Information

Zoom Meeting Link:

<https://crookcountyor.zoom.us/j/91620658732?pwd=XbT4HKUNhe6LGpGhp0DmYjUc2iRx3K.1>

Meeting ID: 916 2065 8732

Passcode: 859089

1. Call Meeting to Order
2. Review of Museum's Budget for FY 2025/2026

Bowman Museum Budget
FY 2026

Overview

Revenue		Amount \$	Notes
	Beginning Fund Balance	\$ 277,000	Interest Earned & Donation/Contribution (CCHS)
	Transient Room Tax	\$ 134,000	
	Property Taxes	\$ 387,000	
	Misc. Funds	\$ 32,000	
	Total:	\$ 830,000	

Expenditures		Amount \$	Notes
	Staffing	\$ 292,000	
	Materials & Services	\$ 247,000	
	Capital Outlay	\$ 24,000	
	Total:	\$ 563,000	

Capital Outley		Amount \$	Notes
	Belknap Center Property	\$ 24,000	

Contingency		Amount \$	Notes
		\$ 267,000	

Bowman Museum Budget
FY 2026

Budget: 2025 vs 2026

FY 2025 (Adj Budget)		
Revenue		Amount \$
	Transient Room Tax	\$ 118,000.00
	Property Taxes	\$ 380,000.00
	Interest Earned	\$ 5,000.00
	Contributions/Donations	\$ 15,000.00
Expenditures		Amount \$
	Staffing	\$ 304,000.00
Operational Supply	Postage	\$ 1,000.00
Operational Supply	Advertising	\$ 1,000.00
Operational Supply	Copy Machine	\$ 1,000.00
Operational Supply	Office Supplies	\$ 7,000.00
Operational Supply	Publishing Expense	\$ 1,000.00
Operational Supply	Exhibit Materials/Equip	
Operational Supply	Computer Support	\$ -
Operational Supply	Building Repair	\$ 3,000.00
Operational Supply	Contract Services	\$ 5,000.00
Operational Supply	Cellphone	\$ -
Operational Supply	Staff Education & Training	\$ 1,000.00
Operational Supply	Insurance	\$ 2,000.00
Operational Supply	Special Events/Tours	\$ 1,000.00
Internal Service Fee	Finance	\$ 11,000.00
Internal Service Fee	Facilities	\$ 102,000.00
Internal Service Fee	Legal	\$ 4,000.00
Internal Service Fee	Administration	\$ 7,000.00
Internal Service Fee	Human Resources	\$ 8,000.00
Internal Service Fee	Gis	
Internal Service Fee	IT	\$ 49,000.00
Capital Outlay	Building Acquisition	\$ 24,000.00

FY 2026 (Budget)		
Revenue		Amount \$
	Transient Room Tax	\$ 134,000
	Property Taxes	\$ 387,000
	Interest Earned	\$ 8,000
	Contributions/Donations	\$ 23,000
Expenditures		Amount \$
	Staffing	\$ 292,000
Operational Supply	Postage	\$ 1,000
Operational Supply	Advertising	\$ 1,000
Operational Supply	Copy Machine	\$ 1,000
Operational Supply	Office Supplies	\$ 4,000
Operational Supply	Publishing Expense	\$ 1,000
Operational Supply	Exhibit Materials/Equip	\$ 2,000
Operational Supply	Computer Support	\$ -
Operational Supply	Building Repair	\$ 3,000
Operational Supply	Contract Services	\$ 5,000
Operational Supply	Cellphone	\$ -
Operational Supply	Staff Education & Training	\$ 1,000
Operational Supply	Insurance	\$ 2,000
Operational Supply	Special Events/Tours	\$ 1,000
Internal Service Fee	Finance	\$ 13,000
Internal Service Fee	Facilities	\$ 117,000
Internal Service Fee	Legal	\$ 5,000
Internal Service Fee	Administration	\$ 10,000
Internal Service Fee	Human Resources	\$ 8,000
Internal Service Fee	Gis	\$ -
Internal Service Fee	IT	\$ 72,000
Capital Outlay	Building Acquisition	\$ 24,000

Includes archival materials

Increases in service fees

Increase of Internal Service fees \$44,000

Crook County Historical Museum

FY 2026 BUDGET

	2023 ACTUALS	2024 ACTUALS	2025 ADJ BUDGET	2025 YE ESTIMATE	2026 PROPOSED	2026 APPROVED	2026 ADOPTED
Resources							
Beginning Fund Balance	\$ 228,825	\$ 203,174	\$ 217,000	\$ 246,000	\$ 277,000		
Revenue							
Property Taxes	321,670	363,012	380,000	383,000	387,000		
Other Taxes	124,614	125,762	115,000	130,000	134,000		
Transfers and Interfund	-	61,130	-	-	-		
Miscellaneous	5,019	11,653	22,000	25,000	32,000		
Total Revenue	451,303	561,558	517,000	538,000	553,000		
Total Resources	\$ 680,127	\$ 764,732	\$ 734,000	\$ 784,000	\$ 830,000		
Requirements							
Appropriation							
Personnel							
Salaries & Wages	\$ 193,600	\$ 166,674	\$ 202,000	\$ 192,000	\$ 209,000		
Employee Benefits	85,578	84,140	102,000	93,000	83,000		
Personnel Total	279,179	250,814	304,000	285,000	292,000		
Materials & Services							
Operating Supplies	225	680	1,000	-	1,000		
Office Supplies	8,879	5,904	10,000	7,000	9,000		
Repairs & Maintenance	1,672	2,104	3,000	2,000	3,000		
Contract Services	4,154	6,203	5,000	5,000	5,000		
Utilities	995	802	-	-	-		
Education & Training	-	-	1,000	-	1,000		
Insurance	618	-	2,000	2,000	2,000		
Special Events	58	382	1,000	1,000	1,000		
Internal Service	157,727	167,193	181,000	181,000	225,000		
Materials & Services Total	174,328	183,268	204,000	198,000	247,000		
Capital Outlay	23,446	23,446	24,000	24,000	24,000		
Transfers	-	61,130	-	-	-		
Contingency	-	-	202,000	-	267,000		
Total Appropriation	476,953	518,659	734,000	507,000	830,000		
Total Requirements	\$ 476,953	\$ 518,659	\$ 734,000	\$ 507,000	\$ 830,000		