



MULTNOMAH COUNTY LIBRARY DISTRICT

ADOPTED BUDGET FISCAL YEAR 2018-2019



TABLE OF CONTENTS

	Page
Budget Message	3
Budget Document	4
Financial Policies	5
Library District Resources	6
Library District Requirements	7
Capital Fund Resources	8
Capital Fund Requirements	9

**Multnomah County Library District
Budget Message
April 26, 2018**

It is my privilege to propose the Fiscal Year 2019 budget for the Multnomah County Library District. This is the sixth annual library district budget since the adoption of Measure 26-143 in November 2012, which created a library district to fund library services with a permanent rate, limited to \$1.24.

In the sixth year of library district funding, the library proposes to levy a rate of \$1.20 per \$1,000 of assessed value, a figure in line with the original financial plan for the district. Based on projections from the County Budget Office, the \$1.20 rate will generate adequate revenue to maintain current service levels and bolster the fiscal health of the district into the future.

The district tax is expected to bring in \$83.9 million; combined with other revenues (fines, fees, grants, and interest), the district's total revenues are projected at \$86.7 million. Of that amount, \$84.1 million is budgeted for transfer to the County Library Fund. Based on the county's financial policy and Budget Office recommendations, \$0.5 million is placed in contingency and 10% of the expected tax revenues (\$8.4 million) is placed in the unappropriated fund balance as the district's reserve. The remaining balance (\$11.6 million) will be transferred into the Multnomah County Library District Capital Fund which will total (\$20.4 million).

The library district budget is based on an intergovernmental agreement between Multnomah County and the library district. As stated in the agreement, the district contracts with Multnomah County to provide library services. The county will be regularly reimbursed from the Library District Fund as library expenses are incurred.

As Multnomah County Library looks to the next fiscal year, it continues a tradition of access and service while looking ahead to emerging challenges and opportunities. Building on a rich history and a legacy of community engagement and support, the library continues to reinvent itself as an institution at the core of a vibrant and diverse community.

Respectfully,



Vailey Oehlke
Multnomah County Library District Director

Multnomah County Library District Budget FY 2018-19

A continuing evolution to serve the community

The Multnomah County Library District was approved by voters in 2012 in order to fund library services on an ongoing basis for the use of the people of Multnomah County. The district funds the entirety of the Multnomah County Library Fund that is adopted each year by the Multnomah County Board of County Commissioners.

As the needs of the community change, Multnomah County Library must balance and serve changing community needs in new ways. The District Fund is prepared with an eye towards long term sustainability to fund our libraries while still supporting library efforts to innovate, include, and adapt.

While the proposed FY19 Library District Budget will fund a current service level budget for library operations, the library's long term fiscal outlook signals challenging conditions ahead. The library approaches FY19 with fiscal restraint and discipline to prepare for those expected challenges. This budget will preserve the balance in the Multnomah County Library District Capital Fund for the long term fiscal health of the library district.

In the next fiscal year, the library's key areas of focus and investment include a sustained commitment to safety and security; core technology infrastructure to meet current and future business needs and to offer patrons a better experience; and physical infrastructure funding for preventative facilities maintenance and replacement of furnishings and mechanical systems.

Multnomah County Library is proud to continue its 150-year-plus tradition of service. Thanks to the robust support and engagement of those we serve, the library will continue to provide world class library services to this diverse and growing community, now and for generations to come.

About the budget

By charter, members of the Multnomah County Board of County Commissioners serve as the governing body of the District. The Budget Committee consists of the members of the Board, convening as the Multnomah County Library District Board.

The FY19 budget is proposed at a tax rate of \$1.20 per \$1,000 of assessed value in line with the original financial plan for the district. This rate will generate enough revenue to maintain current hours and services.

This budget continues a practice of maintaining the library department budget in the current Library Fund and utilizing the Library District Fund to receive the library district tax as well as any non-tax revenues for FY19. This will ensure that the district's taxes and revenues are received and accounted for separately.

An Intergovernmental Agreement (IGA) between Multnomah County and Multnomah County Library District provides contractual structure for the District and the County to provide library services.

Multnomah County Library District's Financial Policies

On May 25, 2017 the Multnomah County Library District Board passed Resolution 2017-044, adopting Multnomah County financial and budget policies as the policies of the Multnomah County Library District.

**FORM
LB-20**

**RESOURCES
General Fund
(Fund)**

Multnomah County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018-2019			
	Actual		Adopted Budget This Year 2017 - 2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015 - 2016	First Preceding Year 2016 - 2017						
1				1. Available cash on hand* (cash basis) or				1
2	\$6,434,479	\$11,259,557	\$15,657,635	2. Beginning working capital (accrual basis)	\$17,796,478	\$17,796,478	\$17,796,478	2
3	\$775,397	\$1,058,884	\$1,429,203	3. Previously levied taxes estimated to be received	\$1,122,044	\$1,122,044	\$1,122,044	3
4	\$140,743	\$188,765	\$307,055	4. Interest	\$321,419	\$321,419	\$321,419	4
5				5. Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$1,269,777	\$733,652	\$879,000	7 Fines & Fees	\$911,000	\$911,000	\$911,000	7
8	\$129,163	\$231,350	\$50,000	8 Interest	\$50,000	\$50,000	\$50,000	8
9	\$2,192,390	\$1,816,614	\$1,804,864	9 Grants & Gifts	\$949,851	\$949,851	\$1,746,720	9
10	\$208,528	\$336,523	\$182,000	10 Sales To The Public	\$170,000	\$170,000	\$170,000	10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	\$11,150,478	\$15,625,345	\$20,309,757	29. Total resources, except taxes to be levied	\$21,320,792	\$21,320,792	\$22,117,661	29
30			\$77,440,752	30. Taxes estimated to be received	\$82,421,787	\$82,421,787	\$82,421,787	30
31	\$71,111,285	\$74,588,136		31. Taxes collected in year levied				31
32	\$82,261,763	\$90,213,481	\$97,750,509	32. TOTAL RESOURCES	\$103,742,579	\$103,742,579	\$104,539,448	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**

Multnomah County Library District General Fund

(name of fund)

	Actual			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018 - 2019		
	Second Preceding Year 2015 - 2016	First Preceding Year 2016 - 2017	Adopted Budget This Year 2017 - 2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	PERSONNEL SERVICES NOT ALLOCATED						
1				1			
2				2			
3	0	0	0	3 TOTAL PERSONNEL SERVICES	0	0	0
4				Total Full-Time Equivalent (FTE)			
MATERIALS AND SERVICES NOT ALLOCATED							
5	71,002,070	66,074,383	80,063,876	Contract with Multnomah County	83,268,490	83,268,490	84,065,359
6	136	552		6			
7	71,002,206	66,074,935	80,063,876	7 TOTAL MATERIALS AND SERVICES	83,268,490	83,268,490	84,065,359
CAPITAL OUTLAY NOT ALLOCATED							
8				8			
9				9			
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE							
11				11			
12				12			
13	0	0	0	13 TOTAL DEBT SERVICE	0	0	0
SPECIAL PAYMENTS							
14				14			
15				15			
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0	0	0
INTERFUND TRANSFERS							
17			9,268,932	17 Multnomah County Library District Capital Fund	11,587,564	11,587,564	11,587,564
18				18			
19				19			
20				20			
21				21			
22	0	0	9,268,932	22 TOTAL INTERFUND TRANSFERS	11,587,564	11,587,564	11,587,564
OPERATING CONTINGENCY							
23			500,000	23 TOTAL OPERATING CONTINGENCY	500,000	500,000	500,000
24	71,002,206	66,074,935	89,832,808	24 Total Requirements Not Allocated	95,356,054	95,356,054	96,152,923
25				25 Total Org./Prog. Requirements			
26				26 Reserved for future expenditure			
27	11,259,557	24,138,546		27 Ending balance (prior years)			
28			7,917,701	28 UNAPPROPRIATED ENDING FUND BALANCE	8,386,525	8,386,525	8,386,525
29	82,261,763	90,213,481	97,750,509	29 TOTAL REQUIREMENTS	103,742,579	103,742,579	104,539,448

**FORM
LB-20**

**RESOURCES
Capital Fund
(Fund)**

Multnomah County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018-2019			
	Actual		Adopted Budget This Year 2017 - 2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015 - 2016	First Preceding Year 2016 - 2017						
1				1. Available cash on hand* (cash basis) or				1
2				2. Beginning working capital (accrual basis)	\$8,763,518	\$8,763,518	\$8,763,518	2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest				4
5			\$9,268,932	5. Transferred IN, from other funds	\$11,587,564	\$11,587,564	\$11,587,564	5
6				6 OTHER RESOURCES				6
7				7 Fines & Fees				7
8				8 Interest				8
9				9 Grants & Gifts				9
10				10 Sales To The Public				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29			\$9,268,932	29. Total resources, except taxes to be levied	\$20,351,082	\$20,351,082	\$20,351,082	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	\$0	\$0	\$9,268,932	32. TOTAL RESOURCES	\$20,351,082	\$20,351,082	\$20,351,082	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**

Multnomah County Library District Capital Fund

(name of fund)

	Actual			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018 - 2019		
	Second Preceding Year 2015 - 2016	First Preceding Year 2016 - 2017	Adopted Budget This Year 2017 - 2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	PERSONNEL SERVICES NOT ALLOCATED						
1				1			
2				2			
3	0	0	0	3 TOTAL PERSONNEL SERVICES	0	0	0
4				Total Full-Time Equivalent (FTE)			
MATERIALS AND SERVICES NOT ALLOCATED							
5			1,000,000	Contract with Multnomah County			
6				6	378,302	378,302	378,302
7	0	0	1,000,000	7 TOTAL MATERIALS AND SERVICES	378,302	378,302	378,302
CAPITAL OUTLAY NOT ALLOCATED							
8				8			
9				9			
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE							
11				11			
12				12			
13	0	0	0	13 TOTAL DEBT SERVICE	0	0	0
SPECIAL PAYMENTS							
14				14			
15				15			
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0	0	0
INTERFUND TRANSFERS							
17				17			
18				18			
19				19			
20				20			
21				21			
22	0	0	0	22 TOTAL INTERFUND TRANSFERS	0	0	0
OPERATING CONTINGENCY							
23			8,268,932	23 TOTAL OPERATING CONTINGENCY	19,972,780	19,972,780	19,972,780
24		0	9,268,932	24 Total Requirements Not Allocated	20,351,082	20,351,082	20,351,082
25				25 Total Org./Prog. Requirements			
26				26 Reserved for future expenditure			
27				27 Ending balance (prior years)			
28				28 UNAPPROPRIATED ENDING FUND BALANCE			
29	0	0	9,268,932	29 TOTAL REQUIREMENTS	20,351,082	20,351,082	20,351,082