# MULTNOMAH COUNTY LIBRARY DISTRICT ADOPTED BUDGET

# FISCAL YEAR 2023 - 2024



Photo by Motoya Nakamura, Multnomah County

## 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 27, 2023 (revised June 2023)

It is my privilege to propose the Fiscal Year 2024 budget for the Multnomah County Library District. This is the eleventh library district budget since the adoption of Measure 26-143 in November 2012, which created the library district with a permanent tax rate, limited to \$1.24 per \$1,000 of assessed property value.

The library proposes to continue the levy rate of \$1.22 per \$1,000 of assessed value in Fiscal Year 2024. Multhomah County Budget Office projections indicate the \$1.22 rate will generate adequate revenue to maintain current service levels.

The district tax is expected to generate \$107.4 million; combined with other revenues (fines, fees, grants, and interest), the district's total revenues are projected at \$112.4 million. Of that amount, \$110.5 million is budgeted for transfer to the County Library Fund. In addition to regular operating expenses, this total includes \$1.4 million in one-time spending on special projects. These projects are primarily for the continuity of library services during bond-related closures in the coming years; \$4.6 million has been set aside for special projects in FY 2025 and beyond.

In accordance with updates to district financial policies, \$1.0 million is placed in contingency, and \$18.7 million in unappropriated fund balance is held in reserve to address future structural operating deficit issues.

The Multnomah County Library District Capital Fund totals \$62.2 million, which will support long-term infrastructure needs for the financial health of the district. FY 2024 expenditures include a \$1.0 million transfer to the Multnomah County Library Capital Construction Fund.

The library district budget is based on an intergovernmental agreement between Multnomah County and the Library District. The District contracts with Multnomah County to provide library services. The District will regularly reimburse the County from the Library District Fund as expenses are incurred.

Multnomah County Library is a collaborative force to support people and communities responding to and recovering from the most daunting challenges of our lifetime. The Library will remain committed, responsive and nimble to serve a vibrant and diverse community.

Vailey Oehlke Director of Libraries, Multnomah County Library District

## Multnomah County Library District Budget FY 2023-2024

## A time of transformation and commitment to 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 transform and innovate.

The library's Fiscal Year 2024 budget proposal will fund a current service level budget for library operations. This budget proposal continues the library's core work with a deep commitment to serving those who have been marginalized and oppressed. It applies <u>the library's priorities</u> to location-based services, outreach programs, technology, capital projects and more.

As a result of Multnomah County voters' approval of a capital bond to construct and renovate library buildings in November 2020, Multnomah County Library is in a time of rapid transformation and growth (find more details on that work in the Department of County Assets program offers 78228A - 78228I).

In the next fiscal year, the Library will also continue to focus resources on ensuring successful program outcomes with bond funds and other investments to transform library spaces. Those include a special project program (program offer 80025) to fund temporary space and storage needs during bond closures, as well as support for community partnerships, technology for creative learning spaces, improved data equity approaches, updating security incident tracking systems, and additional resources for public information in multiple languages.

Multnomah County Library is proud to continue its long tradition of service to our community. The role of the Library continues to change as community needs dictate and that evolution will continue with purpose and intention, driven by community voices. The Library will continue to provide world-class library services to this diverse and growing community for the present and the future.

## 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 FY 2024 budget is proposed at a tax rate of \$1.22 per \$1,000 of assessed value. That rate is a continuation of the level set for the current fiscal year. 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 using the Library District Fund to receive the library district tax as well as any non-tax revenues for FY 2024. This will ensure that the district's taxes and revenues are received and accounted for separately. New this year, one-time spending for special projects within the Library department budget is matched with a sub-fund in the Library District Fund to improve communication and transparency around district fund balance utilization.

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

### **Multnomah County Library District's Financial Policies**

On June 16, 2022, the Multnomah County Library District Board passed Resolution 2022-059, adopting Multnomah County Library District financial and budget policies. Updated financial policies that encompass changes to operating contingency and reserve amounts will be presented to the District Board for approval in June of 2023.

FORM LB-20

## RESOURCES

General Fund

Multnomah County Library District

Budget for Next Year 2023-2024      Actual    Adopted Budget This Year 2022 - 2023    Budget for Next Year 2023-2024      Second Preceding Year 2020 - 2021    Approved By Budget Officer    Approved	_								-
Actual    Adopted Budget This Year    RESOURCE DESCRIPTION    Proposed By Budget Officer    Approved By Budget Committee    Adopted Budget Govern      1    1    1    1    4 <th></th> <th></th> <th></th> <th></th> <th>(Fund)</th> <th colspan="4">(Name of Municipal Corporation)</th>					(Fund)	(Name of Municipal Corporation)			
Second Preceding Vear 2020 - 2021    First Preceding Vear 2020 - 2021    First Preceding Vear 2020 - 2021    First Preceding 2022 - 2023    Proposed By 2022 - 2023    Approved By Budget Officer						Budget for Next Year 2023-2024			
Year 2020 - 2021    Year 2021 - 2022    2022 - 2023    RESOURCE DESCRIPTION    Eudget Omder    Eudget Committee    Govern      1								Adopted By	
2    \$12,572,699    \$21,223,784    \$28,121,243    2. Beginning working capital (accrual basis)    \$24,690,971    \$24,690,970    \$24,690,970    \$25,50,900					RESOURCE DESCRIPTION	Budget Officer	Budget Committee	Governing Body	
2    \$12,572,699    \$21,223,784    \$28,121,243    2. Beginning working capital (accrual basis)    \$24,690,971    \$24,690,970    \$24,690,970    \$24,690,970    \$24,690,970    \$24,690,970    \$25,50,90    \$10,000    \$10,0									
3    \$923,963    \$1,106,100    \$980,232    3. Previously levied taxes estimated to be received    \$1,009,639    \$1,009,639    \$1,009,639    \$1,009,639    \$1,009,639    \$1,009,639    \$1,009,639    \$256,821    \$256    \$256    \$256,821    \$26	1				1. Available cash on hand* (cash basis) or				1
4    \$224,408    \$235,231    \$233,474    4. Interest    \$256,821    \$256,821    \$256      6    6    6    6    7    \$13,100    \$14,425    \$15,000    \$1      7    \$13,100    \$14,425    \$15,000    7    Fines & Fees    \$15,000    \$15,000    \$1      8    \$309,437    \$2293,162    \$200,000    8    Interest    \$300,000 <t< td=""><td>2</td><td>\$12,572,699</td><td>\$21,223,784</td><td>\$28,121,243</td><td>2. Beginning working capital (accrual basis)</td><td>\$24,690,971</td><td>\$24,690,971</td><td>\$24,690,971</td><td>2</td></t<>	2	\$12,572,699	\$21,223,784	\$28,121,243	2. Beginning working capital (accrual basis)	\$24,690,971	\$24,690,971	\$24,690,971	2
5    6    6    0    6    0    0    0      7    \$13,100    \$14,425    \$15,000    7    Fines & Fees    \$15,000    \$14      8    \$309,437    \$293,162    \$200,000    8    Interest    \$300,000    \$300,000    \$300,000    \$300,000    \$300,000    \$300,000    \$31      9    \$1,468,360    \$2,589,492    \$1,945,026    9    Grants & Gifts    \$1,068,001    \$1,068,001    \$3,4      10    \$22,304    \$8,658    \$7,500    10    Sates To The Public    \$8,500    \$8,500    \$8      11    \$180,493    \$79,848    11    Heavy Equipment Rental Tax <td< td=""><td>3</td><td>\$923,963</td><td>\$1,106,100</td><td>\$980,232</td><td>3. Previously levied taxes estimated to be received</td><td>\$1,009,639</td><td>\$1,009,639</td><td>\$1,009,639</td><td>3</td></td<>	3	\$923,963	\$1,106,100	\$980,232	3. Previously levied taxes estimated to be received	\$1,009,639	\$1,009,639	\$1,009,639	3
6    6    OTHER RESOURCES       7    \$13,100    \$14,425    \$15,000    7 Fines & Fees    \$15,000    \$15,000    \$11      8    \$309,437    \$293,162    \$200,000    8 Interest    \$300,000    \$300,000    \$330      9    \$1,468,360    \$2,589,492    \$1,945,026    9 Grants & Gifts    \$1,068,001    \$1,068,01    \$	4	\$224,408	\$235,231	\$233,474	4. Interest	\$256,821	\$256,821	\$256,821	4
7    \$13,100    \$14,425    \$15,000    7    Fines & Fees    \$15,000    \$15,000    \$14,800    \$300,000 <td>5</td> <td></td> <td></td> <td></td> <td>5. Transferred IN, from other funds</td> <td></td> <td></td> <td></td> <td>5</td>	5				5. Transferred IN, from other funds				5
8    \$309,437    \$293,162    \$200,000    8 interest    \$300,000	6				6 OTHER RESOURCES				6
9    \$1,468,360    \$2,589,492    \$1,945,026    9 Grants & Gifts    \$1,068,001    \$1,068,001    \$3,4      10    \$22,304    \$8,658    \$7,500    10 Sales To The Public    \$8,500    \$8,500    \$8      11    \$180,493    \$79,848    11 Heavy Equipment Rental Tax          12    \$8,215    \$286    12 Miscellaneous	7	\$13,100	\$14,425	\$15,000	7 Fines & Fees	\$15,000	\$15,000	\$15,000	7
10    \$22,304    \$8,658    \$7,500    10 Sales To The Public    \$8,500    \$8,500    \$8      11    \$180,493    \$79,848    11 Heavy Equipment Rental Tax         12    \$8,215    \$286    12 Miscellaneous           13    13    13    13	8	\$309,437	\$293,162	\$200,000	8 Interest	\$300,000	\$300,000	\$300,000	8
11  \$180,493  \$79,848  11 Heavy Equipment Rental Tax  Instant State S	9	\$1,468,360	\$2,589,492	\$1,945,026	9 Grants & Gifts	\$1,068,001	\$1,068,001	\$3,449,510	9
12  \$8,215  \$286  12 Miscellaneous	10	\$22,304	\$8,658	\$7,500	10 Sales To The Public	\$8,500	\$8,500	\$8,500	10
12  \$8,215  \$286  12 Miscellaneous  Image: constraint of the system o	11	\$180,493	\$79,848		11 Heavy Equipment Rental Tax				11
14  14  15  15  16  17    16  16  17  17  17  18    19  19  19  19  19  19    20  20  20  10  10  10    21  21  21  10  10  10    23  23  23  10  10  10    24  25  25  10  10  10    26  27  27  27  10  10    28  28  28  28  27,348,932  \$27,348,932  \$27,348,932  \$29,348,93	12	\$8,215	\$286						12
15  15  16  16  17    16  17  17  17  17    18  18  18  18  18    19  20  20  19  19    20  20  20  10  10    21  21  21  21  10  10    22  22  22  23  23  10  10    24  23  23  24  10  10  10    25  25  25  10  10  10  10    26  26  27  27  28  28  28  28  29    29  \$15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,3	13				13				13
16  16  16  17    17  17  17  17    18  18  18  11    19  19  19  11    20  20  20  11    21  21  21  11    22  22  22  11    23  23  23  11    24  24  24  11    25  25  11  11    26  26  11  11    27  26  26  11    28  28  28  11    29  \$15,722,979  \$25,550,987  \$31,502,475    29  \$15,722,979  \$25,550,987  \$31,502,475	14								14
16  16  16  17    17  17  17  17    18  18  18  11    19  19  19  11    20  20  20  11    21  21  21  11    22  22  22  11    23  23  23  11    24  24  24  11    25  25  11  11    26  26  11  11    27  26  26  11    28  28  28  11    29  \$15,722,979  \$25,550,987  \$31,502,475    29  \$15,722,979  \$25,550,987  \$31,502,475	15				15				15
17  17  10  17    18  18  18  18    19  19  19  19    20  20  20  10    21  21  21  10    22  22  22  10  10    23  23  23  10  10    24  24  24  10  10    26  26  26  10  10    27  26  26  10  10    28  28  28  28  28  29    15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,3									16
19  19  10  10  10    20  20  20  10  10    21  21  21  21  10  10    22  22  22  10  22  10  10    23  24  23  23  10  10  10    24  24  24  10  10  10  10    25  25  25  10  26  10  10  10    26  27  26  27  10  27  10  10  10    28  28  28  10  28  28  10  29  \$15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,7	17				17				17
19  19  10  10  10    20  20  20  10  10    21  21  21  21  10  10    22  22  22  10  22  10  10    23  24  23  23  10  10  10    24  24  24  10  10  10  10    25  25  25  10  26  10  10  10    26  27  26  27  10  27  10  10  10    28  28  28  10  28  28  10  29  \$15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,7	18				18				18
20  20  1  1  1    21  21  21  1  1  1    22  22  22  1  1  1  1    23  23  23  23  1  1  1  1    24  24  24  1  25  1  1  1  1    26  25  26  26  1  26  1  1  1    27  28  28  28  1  1  1  1  1    29  \$15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,7					19				19
21  21  21  21  22    22  23  22  23  23  23    24  24  24  24  24  24    25  25  25  26  26  26    27  28  28  28  28  27,348,932  \$27,348,932  \$27,348,932  \$29,348,932  \$21,348,932  \$21,348,932  \$21,348,932  \$21,3									20
22  22  22  23  23  23  23  24  24  24  24  24  24  24  25  25  25  25  26  26  26  26  27  27  27  27  28  28  28  28  28  28  29  \$15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,3									21
23  23  23  1  24    24  24  24  1  1    25  25  25  1  1    26  26  26  1  1    27  27  27  27  1  1    28  28  28  28  28  28    29  \$15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,7									22
24  24  24  26  25  25  26  26  26  26  27  27  27  27  28  28  28  28  28  29  \$15,722,979  \$25,550,987  \$31,502,475  29. Total resources, except taxes to be levied  \$27,348,932  \$27,348,932  \$29,348,932									23
25  26  26  26    27  27  27  27    28  28  28  28    29<									24
26    26    26    27      27    28    28    28    28    29    \$15,722,979    \$25,550,987    \$31,502,475    29. Total resources, except taxes to be levied    \$27,348,932    \$27,348,932    \$29,7									25
27    28    28    28    27    28    27    348,932    \$27,348,932    \$27,348,932    \$29,7    29    \$15,722,979    \$25,550,987    \$31,502,475    29. Total resources, except taxes to be levied    \$27,348,932    \$27,348,932    \$29,7									26
28    28    28      29    \$15,722,979    \$25,550,987    \$31,502,475    29. Total resources, except taxes to be levied    \$27,348,932    \$27,348,932    \$29,7348,932									27
29 \$15,722,979 \$25,550,987 \$31,502,475 29. Total resources, except taxes to be levied \$27,348,932 \$27,348,932 \$29,7									28
		\$15,722,979	\$25,550,987	\$31,502,475		\$27,348,932	\$27,348,932	\$29,730,441	29
30 \$97,647,371 30, Taxes estimated to be received \$107,407,718 \$107,40	30	·····	+=-,-00,000	\$97,647,371	30. Taxes estimated to be received	\$107,407,718	\$107,407,718	\$107,407,718	30
31    \$90,958,154    \$96,157,209    31. Taxes collected in year levied    \$10,101,110    \$101	10000	\$90,958,154	\$96,157,209	····,•···,•·· 1	-	,,,,	· · · · · · · · · · · · · · ·	, , , , , , , , , , , , , , , , , , ,	31
	_			\$129,149,846		\$134,756,650	\$134,756,650	\$137,138,159	32

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

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

#### FORM LB-30

Multnomah County Library District General Fund

#### (name of fund)

╞	Actual		Adopted Budget	Budget For Next Year 2023 - 2024			
	Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022	This Year 2022 - 2023	REQUIREMENTS DESCRIPTION	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		
4				Total Full-Time Equivalent (FTE)			
				MATERIALS AND SERVICES NOT ALLOCATED			
5	80,518,825	84,713,216	100,306,769	Contract with Multnomah County	106,770,207	106,770,207	109,151,716
6		-78		Library District 1520 subfund	1,362,411	1,362,411	1,362,411
7	80,518,825	84,713,138	100,306,769	7 TOTAL MATERIALS AND SERVICES	108,132,618	108,132,618	110,514,127
		· · ·		CAPITAL OUTLAY NOT ALLOCATED			
8				8			
9				9			
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0		
-	-	-	-	DEBT SERVICE	-		
11				11			
12				12			
13	0	0	0	13 TOTAL DEBT SERVICE	0		
				SPECIAL PAYMENTS			
14				14			
15				15			
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0		
-	-		-	INTERFUND TRANSFERS			
17	4,938,522		18,456,969	17 Multnomah County Library District Capital Fund	2,311,202	2,311,202	2,311,202
18	,,-		-,,	18	,- , -	1- 1-	,- , -
19				19			
20				20			
21				21			
22	4,938,522	0	18,456,969	22 TOTAL INTERFUND TRANSFERS	2,311,202	2,311,202	2,311,202
	· ·		· ·	OPERATING CONTINGENCY		1 · ·	· ·
23			500,000	23 TOTAL OPERATING CONTINGENCY	1,000,000	1,000,000	1,000,000
24	85,457,347	84,713,138	119,263,738	24 Total Requirements Not Allocated	111,443,820	111,443,820	113,825,329
25	50, 101, 011	5.,	,200,.00	25 Total Org./Prog. Requirements	,	,	,020,020
26				26 Reserved for future expenditure	4,635,082	4,635,082	4,635,082
27	21,223,786	36,995,058		27 Ending balance (prior years)	.,000,002	.,,	.,000,002
28	, -,	,	9,886,108	28 UNAPPROPRIATED ENDING FUND BALANCE	18,677,748	18,677,748	18,677,748
- 00			· ,· · · , · · ·		-,- , <del>-</del>	.,. , .	-,- ,- <b>-</b>

150-504-030 (Rev 10/14)

FORM LB-20

## RESOURCES

**Capital Fund** 

Multnomah County Library District

				(Fund)	ne of Municipal Corpo	pal Corporation)		
	Historical Data				Budge	et for Next Year 202	3-2024	
	Act Second Preceding Year 2020 - 2021	ual First Preceding Year 2021 - 2022	Adopted Budget This Year 2022 - 2023	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1. Available cash on hand* (cash basis) or				1
2	\$29,693,520	\$34,841,168	\$34,881,168	2. Beginning working capital (accrual basis)	\$59,896,128	\$59,896,128	\$59,896,128	2
3				3. Previously levied taxes estimated to be received				3
4	\$319,232			4. Interest				4
5	\$4,938,522		\$18,456,969	5. Transferred IN, from other funds	\$2,311,202	\$2,311,202	\$2,311,202	5
6				6 OTHER RESOURCES				6
7				7 Fines & Fees				7
8		\$222,697	\$300,000	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
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	\$34,951,274	\$35,063,865	\$53,638,137	29. Total resources, except taxes to be levied	\$62,207,330	\$62,207,330	\$62,207,330	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	\$34,951,274	\$35,063,865	\$53,638,137	32. TOTAL RESOURCES	\$62,207,330	\$62,207,330	\$62,207,330	32

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

#### **REQUIREMENTS SUMMARY**

#### FORM LB-30

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM Multnomah County Library District Capital Fund (name of fund)

F	Actual				Budget For Next Year 2023 - 2024			
	Second Preceding Year 2020 - 2021	Second Preceding First Preceding This Year	REQUIREMENTS DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
				PERSONNEL SERVICES NOT ALLOCATED				
1				1				
2				2				
3	0		0	3 TOTAL PERSONNEL SERVICES	0			
4				Total Full-Time Equivalent (FTE)				
-				MATERIALS AND SERVICES NOT ALLOCATED				
5				Contract with Multnomah County				
6	110,106	117,087	6,386,534	6	1,020,000	1,020,000	1,020,000	
7	110,106	117,087	6,386,534	7 TOTAL MATERIALS AND SERVICES	1,020,000	1,020,000	1,020,000	
				CAPITAL OUTLAY NOT ALLOCATED				
8				8				
9				9				
10	0	0	0	10 TOTAL CAPITAL OUTLAY				
		1		DEBT SERVICE			1	
11				11				
12				12				
13	0	0	0	13 TOTAL DEBT SERVICE	0			
		1		SPECIAL PAYMENTS			1	
14				14				
15				15				
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0			
		L		INTERFUND TRANSFERS			L	
17				-				
18				18				
19				19				
20				20				
21				21				
22	0	0	0	22 TOTAL INTERFUND TRANSFERS	0			
T				OPERATING CONTINGENCY				
23			47,251,603	23 TOTAL OPERATING CONTINGENCY	61,187,330	61,187,330	61,187,330	
24	110,106	117,087	53,638,137	24 Total Requirements Not Allocated	62,207,330	62,207,330	62,207,330	
25	,			25 Total Org./Prog. Requirements				
26				26 Reserved for future expenditure				
27	34,841,168	34,946,778		27 Ending balance (prior years)				
28		- ,, -		28 UNAPPROPRIATED ENDING FUND BALANCE				
29	34,951,274	35,063,865	53,638,137	29 TOTAL REQUIREMENTS	62,207,330	62,207,330	62,207,330	

150-504-030 (Rev 10/14)