

BEFORE THE MULTNOMAH COUNTY LIBRARY DISTRICT BOARD

RESOLUTION NO. 2024-031

Approving the Multnomah County Library District's Proposed Fiscal Year 2025 Budget for Submittal to the Tax Supervising and Conservation Commission.

The Multnomah County Library District (MCLD) Board Finds:

- a. ORS 294.423 provides that the MCLD Board is the Budget Committee for the MCLD.
- b. ORS 294.635 requires transmittal of the MCLD Budget to the Tax Supervising and Conservation Commission (TSCC) prior to May 15.
- c. On April 25, 2024 the MCLD Board received the budget message from the MCLD Director/Budget Officer and the Proposed Budget for the fiscal year July 1, 2024 to June 30, 2025, in compliance with ORS 294.426. The documents are attached as Exhibit 1.
- d. The MCLD Director/Budget Officer requests that the MCLD Board approve the Proposed Budget for submittal to the TSCC as required by ORS 294.428.
- e. The Budget submitted to the TSCC establishes the estimated maximum expenditures for the MCLD. The MCLD Board generally may not increase these expenditures by more than ten percent.
- f. The Budget submitted to the TSCC establishes the maximum property tax levy for the MCLD.
- g. Submitting the Budget to the TSCC does not prevent the MCLD Board from making reallocations within the limitations noted above.
- h. The MCLD Board will conduct a review and public discussion of the Fiscal Year 2025 Budget.

The Multnomah County Library District Board Resolves:

1. The MCLD Proposed Fiscal Year 2025 Budget, attached as Exhibit 1, is approved. The MCLD Director/Budget Officer will prepare the Fiscal Year 2025 Approved Budget and forward it to the TSCC.
2. The following tax levy is approved and included in the Approved Budget forwarded to the TSCC.

3. This tax is at the authorized tax rate as follows:

General Government Category	
Operating Taxes	Tax Rate / 1,000
Permanent Tax Rate	\$ 1.2200
Total Operating Taxes	\$ 1.2200

ADOPTED this 25th day of April 2024.

MULTNOMAH COUNTY LIBRARY
DISTRICT BOARD



Jessica Vega Pederson, Chair



REVIEWED:
JENNY M. MADKOUR, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By Katherine Thomas
Katherine Thomas, Assistant County Attorney

SUBMITTED BY: Katie Shifley, Library Finance and Facilities Director

Exhibit 1 to Resolution Approving the
Multnomah County Library District's
Proposed Fiscal Year 2025 Budget
Submittal to the Tax Supervising and
Conservation Commission

**MULTNOMAH COUNTY LIBRARY
DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024–2025**



Photo by Bob Kerns/Multnomah County Library

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**Multnomah County Library District
Budget Message April 25, 2024**

It is my privilege to propose the Fiscal Year 2025 budget for the Multnomah County Library District. This is the twelfth 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 2025. Multnomah County Budget Office projections indicate the \$1.22 rate will generate adequate revenue to support the Intergovernmental Agreement (IGA) that funds library services for the coming fiscal year.

The district tax is expected to generate \$113.0 million in Fiscal Year 2025; combined with other revenues (e.g. grants, interest), the district's total revenues are projected at \$115.0 million. A total of \$116.3 million is budgeted for transfer to the County Library Fund to support library operations, which consists of \$114.9 million to support regular operations and a \$1.5 million draw on District fund balance to support several time-limited operating projects. The transfer for regular library operations includes funding for several limited duration positions that will likely be supported with District fund balance in Fiscal Year 2026. The District budget includes a \$4.3 million set-aside for special projects in Fiscal Year 2026 and beyond.

In accordance with prior year updates to district financial policies, \$1.0 million is placed in contingency, and \$18.5 million in unappropriated fund balance is held in reserve to address future structural operating deficit issues.

The Multnomah County Library District Capital Fund totals \$72.1 million, which will support future infrastructure needs and the long-term financial health of the district. Fiscal Year 2025 expenditures include a \$3.8 million transfer to the Multnomah County Library Capital Construction Fund, which represents both external and District support for bond projects.

Exciting changes are slated for Fiscal Year 2025—including the reopening of several libraries after major renovations—as well as new challenges. Slowing revenue growth and rising costs will mean trade-off conversations in the years to come, but the District is well positioned to navigate these changes while serving the evolving needs of a vibrant and diverse community.

Respectfully,



Vailey Oehlke
Director of Libraries, Multnomah County Library District

Multnomah County Library District Budget Fiscal Year 2024–2025

A time of transformation and transition

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 Multnomah County Library Fund that is adopted each year by the Multnomah County Board of County Commissioners via an Intergovernmental Agreement.

The library is in a period of major transition and transformation. In Fiscal Year 2025, the library will surpass the apex of the ambitious voter-approved bond work to modernize library spaces (find more details on that work in the Department of County Assets program offers 78228A–78228J) and continue developing new models of service and staffing. The Fiscal Year 2025 budget proposal plans for the needs of the moment, while continuing the library’s core work of serving those who have been marginalized and oppressed.

The district financial forecast suggests that revenue growth will be sluggish in the coming years, with anticipated revenues unable to keep pace with forecasted expense increases in Fiscal Year 2026 and beyond. District budget planning remains focused on long-term financial sustainability, including strategic use of fund balance to meet time-limited needs, and planning for trade-off discussions on the horizon. Despite this gloomier financial picture, the library’s work to expand library spaces and evolve library services continues apace.

In the next fiscal year, the library will focus resources on meeting medium range goals, as articulated in the [2023–25 Strategic Plan](#). The budget includes support for new limited duration positions to evolve and evaluate the library’s person-in-charge staffing model, to amplify ongoing change management efforts, as well temporarily boost capacity during the roll out of an automated materials handling system. The budget makes ongoing commitments to expand translation capacity, and embed support for new technology systems.

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 Fiscal Year 2025 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 Fiscal Year 2025. This will ensure that the district's taxes and revenues are received and accounted for separately. As instituted in the prior 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.

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

Multnomah County Library District's Financial Policies

On June 8, 2023, 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 2024.

**FORM
LB-20**

**RESOURCES
General Fund
(Fund)**

**Multnomah County Library District
(Name of Municipal Corporation)**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025				
	Actual		Adopted Budget This Year 2023 - 2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021 - 2022	First Preceding Year 2022 - 2023							
1				1. Available cash on hand* (cash basis) or				1	
2	\$21,223,784	\$36,995,058	\$24,690,971	2. Beginning working capital (accrual basis)	\$41,265,422		\$0	2	
3	\$1,106,100	\$1,119,972	\$1,009,639	3. Previously levied taxes estimated to be received	\$1,039,928		\$0	3	
4	\$235,231	\$157,740	\$256,821	4. Interest	\$282,503		\$0	4	
5				5. Transferred IN, from other funds				5	
6				6 OTHER RESOURCES				6	
7	\$14,425	\$18,073	\$15,000	7 Fines & Fees	\$15,000		\$0	7	
8	\$293,162	\$1,682,560	\$300,000	8 Interest	\$900,000		\$0	8	
9	\$2,589,492	\$1,931,886	\$3,449,510	9 Grants & Gifts	\$1,082,912		\$0	9	
10	\$8,658	\$4,153	\$8,500	10 Sales To The Public	\$8,500		\$0	10	
11	\$79,848	\$108,781		11 Heavy Equipment Rental Tax				11	
12	\$286	\$200		12 Miscellaneous				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	\$25,550,987	\$42,018,423	\$29,730,441	29. Total resources, except taxes to be levied	\$44,594,265		\$0	29	
30			\$107,407,718	30. Taxes estimated to be received	\$111,659,046		\$0	30	
31	\$96,157,209	\$100,532,942		31. Taxes collected in year levied				31	
32	\$121,708,196	\$142,551,365	\$137,138,159	32. TOTAL RESOURCES	\$156,253,311		\$0	\$0	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			Adopted Budget This Year 2023 - 2024	REQUIREMENTS DESCRIPTION	Budget For Next Year 2024 - 2025		
	Second Preceding Year 2021 - 2022	First Preceding Year 2022 - 2023				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	84,713,216	92,801,481	109,151,716		Contract with Multnomah County	114,895,604	0	
6	-78	245	1,362,411		Library District 1520 subfund	1,452,985	0	
7	84,713,138	92,801,727	110,514,127	7	TOTAL MATERIALS AND SERVICES	116,348,589	0	
					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		18,456,969	2,311,202	17	Multnomah County Library District Capital Fund	16,141,902	0	
18				18				
19				19				
20				20				
21				21				
22	0	18,456,969	2,311,202	22	TOTAL INTERFUND TRANSFERS	16,141,902	0	
					OPERATING CONTINGENCY			
23			1,000,000	23	TOTAL OPERATING CONTINGENCY	1,000,000	0	
24	84,713,138	111,258,696	113,825,329	24	Total Requirements Not Allocated	133,490,491	0	
25				25	Total Org./Prog. Requirements			
26			4,635,082	26	Reserved for future expenditure	4,254,267	0	
27	36,995,058	31,292,670		27	Ending balance (prior years)			
28			18,677,748	28	UNAPPROPRIATED ENDING FUND BALANCE	18,508,553	0	
29	121,708,196	142,551,365	137,138,159	29	TOTAL REQUIREMENTS	156,253,311	0	

**FORM
LB-20**

**RESOURCES
Capital Fund
(Fund)**

**Multnomah County Library District
(Name of Municipal Corporation)**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025			
	Actual		Adopted Budget This Year 2023 - 2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021 - 2022	First Preceding Year 2022 - 2023						
1				1. Available cash on hand* (cash basis) or				1
2	\$34,841,168	\$34,946,778	\$59,896,128	2. Beginning working capital (accrual basis)	\$55,978,508		\$0	2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest				4
5		\$18,456,969	\$2,311,202	5. Transferred IN, from other funds	\$16,141,902		\$0	5
6				6 OTHER RESOURCES				6
7				7 Fines & Fees				7
8	\$222,697	\$879,879		8 Interest				8
9		\$1,500,000		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	\$35,063,865	\$55,783,626	\$62,207,330	29. Total resources, except taxes to be levied	\$72,120,410		\$0	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	\$35,063,865	\$55,783,626	\$62,207,330	32. TOTAL RESOURCES	\$72,120,410		\$0	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**

Multnomah County Library District Capital Fund
(name of fund)

	Actual			Adopted Budget This Year 2023 - 2024	REQUIREMENTS DESCRIPTION	Budget For Next Year 2024 - 2025		
	Second Preceding Year 2021 - 2022	First Preceding Year 2022 - 2023				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
					PERSONNEL SERVICES NOT ALLOCATED			
1				1				
2				2				
3	0	1,041	0	3	TOTAL PERSONNEL SERVICES	0		
4		0			Total Full-Time Equivalent (FTE)			
					MATERIALS AND SERVICES NOT ALLOCATED			
5		130,339			Contract with Multnomah County			
6	117,087	1,223,051	1,020,000	6	Multnomah County Library Capital Construction Fund	3,830,000	0	
7	117,087	1,353,390	1,020,000	7	TOTAL MATERIALS AND SERVICES	3,830,000	0	
					CAPITAL OUTLAY NOT ALLOCATED			
8		7,875		8				
9				9				
10	0	7,875	0	10	TOTAL CAPITAL OUTLAY			
					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		1,700,000						
18				18				
19				19				
20				20				
21				21				
22	0	1,700,000	0	22	TOTAL INTERFUND TRANSFERS	0		
					OPERATING CONTINGENCY			
23			61,187,330	23	TOTAL OPERATING CONTINGENCY	68,290,410	0	
24	117,087	3,062,306	62,207,330	24	Total Requirements Not Allocated	72,120,410	0	
25				25	Total Org./Prog. Requirements			
26				26	Reserved for future expenditure			
27	34,946,778	52,721,320		27	Ending balance (prior years)			
28				28	UNAPPROPRIATED ENDING FUND BALANCE			
29	35,063,865	55,783,626	62,207,330	29	TOTAL REQUIREMENTS	72,120,410	0	