

MULTNOMAH COUNTY LIBRARY DISTRICT PROPOSED BUDGET FISCAL YEAR 2019-2020

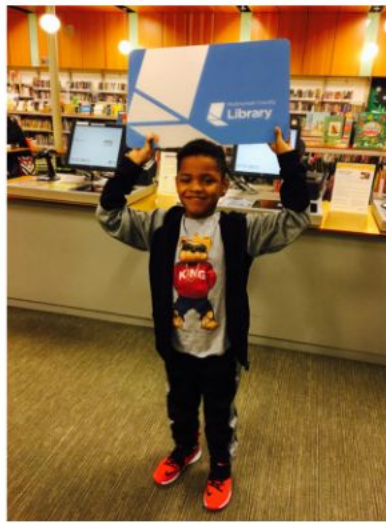
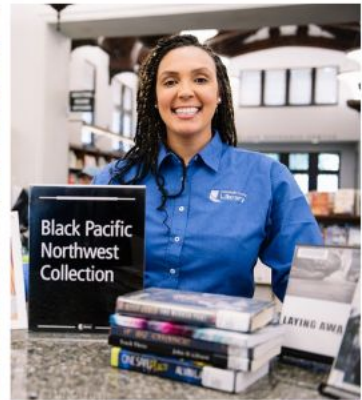


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Multnomah County Library District
Budget Message
April 25, 2019

It is my privilege to propose the Fiscal Year 2020 budget for the Multnomah County Library District. This is the seventh 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 Fiscal Year 2020, the library proposes to levy a rate of \$1.21 per \$1,000 of assessed value, a figure in line with the original financial plan for the district. Based on projections from the Multnomah County Budget Office, the \$1.21 rate will generate adequate revenue to maintain current service levels and support the longer term fiscal health of the district.

The district tax is expected to generate \$87.0 million; combined with other revenues (fines, fees, grants, and interest), the district's total revenues are projected at \$88.9 million. Of that amount, \$87.2 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 (\$8.7 million) are placed in the unappropriated fund balance as the District's reserve. The remaining balance (\$8.9 million) will be transferred into the Multnomah County Library District Capital Fund which will total (\$29.7 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 District will regularly reimburse the County from the Library District Fund as 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,

A handwritten signature in black ink, appearing to read 'Vailey Oehlke', with a stylized, flowing script.

Vailey Oehlke
Director of Libraries, Multnomah County Library District

Multnomah County Library District Budget FY 2019-20

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.

The proposed FY20 Library District Budget will fund a current service level budget for library operations with a one percent constraint to support the library's long term fiscal outlook. The library approaches FY20 with an eye toward the future fiscal health of the Library in order to mitigate the long term implications of Library District expenditures growing more quickly than revenue. 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; continued work to ensure that Multnomah County Library lives up to its stated values around equity and access; 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 FY20 budget is proposed at a tax rate of \$1.21 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 FY2020. 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 31, 2018 the Multnomah County Library District Board passed Resolution 2018-057, adopting Multnomah County financial and budget policies as the policies of the Multnomah County Library District, with two Library-specific policies related to Reserves and Contingency, and transfers to the Library District Capital Fund replacing the County versions.

**FORM
LB-20**

RESOURCES
General Fund
(Fund)

Multnomah County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2019-2020			
	Actual		Adopted Budget This Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016 - 2017	First Preceding Year 2017 - 2018						
1				1. Available cash on hand* (cash basis) or				1
2	\$11,259,557	\$24,138,546	\$17,796,478	2. Beginning working capital (accrual basis)	\$18,120,907		\$0	2
3	\$1,058,884	\$1,788,605	\$1,122,044	3. Previously levied taxes estimated to be received	\$1,132,753		\$0	3
4	\$188,765	\$195,148	\$321,419	4. Interest	\$338,595		\$0	4
5				5. Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$733,652	\$710,892	\$911,000	7 Fines & Fees	\$565,000		\$0	7
8	\$231,350	\$552,990	\$50,000	8 Interest	\$100,000		\$0	8
9	\$1,816,614	\$1,786,256	\$1,746,720	9 Grants & Gifts	\$949,851		\$0	9
10	\$336,523	\$321,195	\$170,000	10 Sales To The Public	\$274,000		\$0	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	\$15,625,345	\$29,493,631	\$22,117,661	29. Total resources, except taxes to be levied	\$21,481,106	\$0	\$0	29
30			\$82,421,787	30. Taxes estimated to be received	\$85,523,954		\$0	30
31	\$74,588,136	\$77,982,928		31. Taxes collected in year levied				31
32	\$90,213,481	\$107,476,559	\$104,539,448	32. TOTAL RESOURCES	\$107,005,060	\$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)

				REQUIREMENTS DESCRIPTION	Budget For Next Year 2019 - 2020		
	Actual		Adopted Budget This Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016 - 2017	First Preceding Year 2017 - 2018					
				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	66,074,383	77,381,364	84,065,359	Contract with Multnomah County	87,193,395		0
6	552	-291		6			
7	66,074,935	77,381,072	84,065,359	7 TOTAL MATERIALS AND SERVICES	87,193,395	0	0
				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	11,587,564	17 Multnomah County Library District Capital Fund	8,882,973		0
18				Library Fund 1510 - Comcast	1,729,162		
19				19			
20				20			
21				21			
22	0	9,268,932	11,587,564	22 TOTAL INTERFUND TRANSFERS	10,612,135	0	0
				OPERATING CONTINGENCY			
23			500,000	23 TOTAL OPERATING CONTINGENCY	500,000		0
24	66,074,935	86,650,004	96,152,923	24 Total Requirements Not Allocated	98,305,530	0	0
25				25 Total Org./Prog. Requirements			
26				26 Reserved for future expenditure			
27	24,138,546	20,826,555		27 Ending balance (prior years)			
28			8,386,525	28 UNAPPROPRIATED ENDING FUND BALANCE	8,699,530		0
29	90,213,481	107,476,559	104,539,448	29 TOTAL REQUIREMENTS	107,005,060	0	0

**FORM
LB-20**

RESOURCES
Capital Fund
(Fund)

Multnomah County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2019-2020			
	Actual		Adopted Budget This Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015 - 2016	First Preceding Year 2017 - 2018						
1				1. Available cash on hand* (cash basis) or				1
2			\$8,763,518	2. Beginning working capital (accrual basis)	\$20,515,396		\$0	2
3				3. Previously levied taxes estimated to be received				3
4		\$12,198		4. Interest				4
5		\$9,268,932	\$11,587,564	5. Transferred IN, from other funds	\$8,882,973		\$0	5
6				6 OTHER RESOURCES				6
7				7 Fines & Fees				7
8				8 Interest	\$300,000			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		\$9,281,130	\$20,351,082	29. Total resources, except taxes to be levied	\$29,698,369	\$0	\$0	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	\$0	\$9,281,130	\$20,351,082	32. TOTAL RESOURCES	\$29,698,369	\$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 Capital Fund
(name of fund)

				REQUIREMENTS DESCRIPTION	Budget For Next Year 2019 - 2020		
	Actual		Adopted Budget This Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016 - 2017	First Preceding Year 2017 - 2018					
				PERSONNEL SERVICES NOT ALLOCATED			
1				1			
2				2			
3	0	50,330	0	3 TOTAL PERSONNEL SERVICES	0	0	0
4				Total Full-Time Equivalent (FTE)			
				MATERIALS AND SERVICES NOT ALLOCATED			
5				Contract with Multnomah County			
6		403,467	378,302	6	125,000		0
7	0	403,467	378,302	7 TOTAL MATERIALS AND SERVICES	125,000	0	0
				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			19,972,780	23 TOTAL OPERATING CONTINGENCY	29,573,369		0
24		453,797	20,351,082	24 Total Requirements Not Allocated	29,698,369	0	0
25				25 Total Org./Prog. Requirements			
26				26 Reserved for future expenditure			
27		8,827,332		27 Ending balance (prior years)			
28				28 UNAPPROPRIATED ENDING FUND BALANCE			
29	0	9,281,130	20,351,082	29 TOTAL REQUIREMENTS	29,698,369	0	0