

MULTNOMAH COUNTY LIBRARY DISTRICT ADOPTED BUDGET FISCAL YEAR 2020 - 2021



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
May 4, 2020***

It is my privilege to propose the Fiscal Year 2021 budget for the Multnomah County Library District. This is the eighth 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.

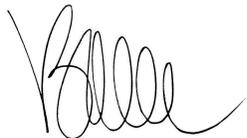
In Fiscal Year 2021, the library proposes to levy a rate of \$1.22 per \$1,000 of assessed value, a figure in line with the original financial plan for the district. Based on projections from the Multnomah County Budget Office, the \$1.22 rate will generate adequate revenue to maintain current service levels and support the longer term fiscal health of the district.

The district tax is expected to generate \$90.9 million; combined with other revenues (fines, fees, grants, and interest), the district's total revenues are projected at \$93.6 million. Of that amount, \$92.2 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 (\$9.1 million) are placed in the unappropriated fund balance as the District's reserve. The remaining balance (\$4.9 million) will be transferred into the Multnomah County Library District Capital Fund which will total (\$34.7 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.

In the next fiscal year, Multnomah County Library will contribute to its community in new and meaningful ways, as 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, nimble and resilient to serve a vibrant and diverse community.

Respectfully,



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 FY21 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 FY21 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 will sustain its focus on meeting critical community needs, while redefining service models in light of the COVID-19 pandemic. This will include adapting library services in ways that support public health and safety and putting equity at the core of every decision. The Library will also continue to shape a vision for spaces that best meet evolving community needs.

Multnomah County Library is proud to continue its 150-year-plus tradition of service. Over that time, this organization has responded to global pandemic, economic depression and recession, war and the ongoing challenge to recognize and affirm essential civil and human rights and opportunity for all. The Library will continue to provide world class library services to this diverse and growing community in new ways that rise to the challenge of the moment and beyond.

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 \$1.22 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 a contractual structure for the District and the County to provide library services.

Multnomah County Library District's Financial Policies

On May 30, 2019 the Multnomah County Library District Board passed Resolution 2019-052, 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.

***Adopted Budget is the Proposed Budget revised with adopted figures.**

**FORM
LB-20**

**RESOURCES
General Fund
(Fund)**

Multnomah County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year 2019 - 2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017 - 2018	First Preceding Year 2018 - 2019						
1				1. Available cash on hand* (cash basis) or				1
2	\$24,138,546	\$20,826,555	\$18,120,907	2. Beginning working capital (accrual basis)	\$13,112,222	\$13,112,222	\$13,112,222	2
3	\$1,788,605	\$800,921	\$1,132,753	3. Previously levied taxes estimated to be received	\$824,103	\$824,103	\$824,103	3
4	\$195,148	\$198,895	\$338,595	4. Interest	\$204,000	\$204,000	\$204,000	4
5				5. Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$710,892	\$642,863	\$565,000	7 Fines & Fees	\$340,000	\$340,000	\$340,000	7
8	\$552,990	\$741,704	\$100,000	8 Interest	\$200,000	\$200,000	\$200,000	8
9	\$1,786,256	\$1,847,529	\$1,845,813	9 Grants & Gifts	\$950,114	\$950,114	\$1,886,750	9
10	\$321,195	\$314,495	\$274,000	10 Sales To The Public	\$277,000	\$277,000	\$277,000	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	\$29,493,631	\$25,372,963	\$22,377,068	29. Total resources, except taxes to be levied	\$15,907,439	\$15,907,439	\$16,844,075	29
30			\$85,523,954	30. Taxes estimated to be received	\$89,871,555	\$89,871,555	\$89,871,555	30
31	\$77,982,928	\$82,567,521		31. Taxes collected in year levied				31
32	\$107,476,559	\$107,940,484	\$107,901,022	32. TOTAL RESOURCES	\$105,778,994	\$105,778,994	\$106,715,630	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 2020 - 2021		
	Second Preceding Year 2017 - 2018	First Preceding Year 2018 - 2019	Adopted Budget This Year 2019 - 2020		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	77,381,364	79,388,278	88,089,357	Contract with Multnomah County	91,250,506	91,250,506	92,187,142
6	-291	-140	1,729,162				
7	77,381,072	79,388,138	89,818,519	7 TOTAL MATERIALS AND SERVICES	91,250,506	91,250,506	92,187,142
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	8,882,973	17 Multnomah County Library District Capital Fund	4,938,522	4,938,522	4,938,522
18				18			
19				19			
20				20			
21				21			
22	9,268,932	11,587,564	8,882,973	22 TOTAL INTERFUND TRANSFERS	4,938,522	4,938,522	4,938,522
OPERATING CONTINGENCY							
23			500,000	23 TOTAL OPERATING CONTINGENCY	500,000	500,000	500,000
24	86,650,004	90,975,702	99,201,492	24 Total Requirements Not Allocated	96,689,028	96,689,028	97,625,664
25				25 Total Org./Prog. Requirements			
26				26 Reserved for future expenditure			
27	20,826,555	16,964,781		27 Ending balance (prior years)			
28			8,699,530	28 UNAPPROPRIATED ENDING FUND BALANCE	9,089,966	9,089,966	9,089,966
29	107,476,559	107,940,484	107,901,022	29 TOTAL REQUIREMENTS	105,778,994	105,778,994	106,715,630

**FORM
LB-20**

**RESOURCES
Capital Fund
(Fund)**

Multnomah County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year 2019 - 2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017 - 2018	First Preceding Year 2018 - 2019						
1				1. Available cash on hand* (cash basis) or				1
2		\$8,827,332	\$20,515,396	2. Beginning working capital (accrual basis)	\$29,633,684	\$29,633,684	\$29,633,684	2
3				3. Previously levied taxes estimated to be received				3
4	\$12,198	\$308,528		4. Interest				4
5	\$9,268,932	\$11,587,564	\$8,882,973	5. Transferred IN, from other funds	\$4,938,522	\$4,938,522	\$4,938,522	5
6				6 OTHER RESOURCES				6
7				7 Fines & Fees				7
8			\$300,000	8 Interest	\$150,000	\$150,000	\$150,000	8
9				9 Grants & Gifts				9
10				10 Sales To The Public				10
11				11				11
12				12				12
13				13				13
14				14				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	\$20,723,424	\$29,698,369	29. Total resources, except taxes to be levied	\$34,722,206	\$34,722,206	\$34,722,206	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	\$9,281,130	\$20,723,424	\$29,698,369	32. TOTAL RESOURCES	\$34,722,206	\$34,722,206	\$34,722,206	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 2020 - 2021		
	Actual		Adopted Budget This Year 2019 - 2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2017 - 2018	First Preceding Year 2018 - 2019					
				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	453,797	291,714	125,000	6	270,000	270,000	270,000
7	453,797	291,714	125,000	7 TOTAL MATERIALS AND SERVICES	270,000	270,000	270,000
				CAPITAL OUTLAY NOT ALLOCATED			
8				8	1,600,000	1,600,000	1,600,000
9				9			
10	0	0	0	10 TOTAL CAPITAL OUTLAY	1,600,000	1,600,000	1,600,000
				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			29,573,369	23 TOTAL OPERATING CONTINGENCY	32,852,206	32,852,206	32,852,206
24	453,797	291,714	29,698,369	24 Total Requirements Not Allocated	34,722,206	34,722,206	34,722,206
25				25 Total Org./Prog. Requirements			
26				26 Reserved for future expenditure			
27	8,827,332	20,431,711		27 Ending balance (prior years)			
28				28 UNAPPROPRIATED ENDING FUND BALANCE			
29	9,281,130	20,723,424	29,698,369	29 TOTAL REQUIREMENTS	34,722,206	34,722,206	34,722,206