



# MULTNOMAH COUNTY LIBRARY DISTRICT

## PROPOSED BUDGET FISCAL YEAR 2017-2018



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**Multnomah County Library District  
Budget Message  
April 20, 2017**

It is my privilege to propose the Fiscal Year 2018 budget for the Multnomah County Library District. This is the fifth 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.

The FY 2018 library district budget continues the FY 2017 tax rate of \$1.18 rather than the full rate of \$1.24. Based on projections from the County Budget Office, the \$1.18 rate will generate adequate revenue to maintain current service levels and allow for some targeted additions.

The district tax is expected to bring in \$79.2 million; combined with other revenues (fines, fees, grants, and interest), the district's total revenues are projected at \$81.2 million. Of that amount, \$79.2 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 (\$7.9 million) is placed in the unappropriated fund balance as the district's reserve.

In addition, the FY 2018 district budget proposes the creation of a Library Capital Fund. This fund will allow the district to plan appropriately for future capital needs. After the contingency and reserve allocations are met, the remaining \$9.2 million is transferred from the district's general fund to the capital fund.

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.

The library's mission is empowering its community to learn and create. As the needs of the community change, Multnomah County Library will balance and serve those needs and fulfill its mission in new ways. With stable funding and the continued support of its community, the library continues new and innovative work to serve every member of the community.

Respectfully,



Vailey Oehlke  
Multnomah County Library District Director

## **Multnomah County Library District Budget FY 2017-18**

### **Evolving to meet community needs and goals**

A cherished institution for more than 150 years, Multnomah County Library is a key community asset, meeting a complex set of evolving individual and community needs and demands. With stable funding in place, Multnomah County Library District's Fiscal Year 2017-18 budget makes strategic investments to sustain the library's evolution and ensure the organization's relevance far into the future.

Over time, the public library has responded to changes in patron demand, mostly around formats. Now, a more fundamental shift is underway. Instead of serving as repositories, libraries are becoming engines of learning and creation. They are incubators for entrepreneurial efforts and places where skilled guides connect people with tools and strategies to help them fulfill their goals. Libraries connect people with one another by providing spaces for discourse and collaboration. Multnomah County Library is working to demonstrate its contributions to the community's needs and goals in this time of transition.

The library's proposed budget for Fiscal Year 2018 is essentially a current service level budget, with limited and targeted additions to advance strategic priorities. This budget proposal anticipates a fiscal horizon that includes likely revenue fluctuations and cost increases. It takes a long-term view toward creating and maintaining vibrant and welcoming spaces for future generations; aligns resources to better support public services; looks to improvements in technology to support library service and seeks to focus efforts to ensure that the library is equitable and inclusive in its work.

Multnomah County Library is proud to serve this community. Thanks to community support and engagement, the library is able to offer services that will contribute to its sustained health and vitality, now and for generations to come.

## **About the budget**

By charter, members of Multnomah County Board of 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 2018 budget is proposed at a tax rate of \$1.18, rather than the full \$1.24 that voters approved in 2012. 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 FY 2018. This will ensure that the district's taxes and revenues are received and accounted for separately.

The FY 2018 budget proposes the creation of a Library Capital Fund for future capital needs. After contingency and reserve needs are met in the district's General Fund, remaining monies will be transferred to the Library Capital Fund.

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 26, 2016 the Multnomah County Library District Board adopted Resolution 2016-051, 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 2017-2018			
	Actual		Adopted Budget This Year 2016 - 2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014 - 2015	First Preceding Year 2015 - 2016						
1				1. Available cash on hand* (cash basis) or				1
2	\$2,824,325	\$6,434,479	\$10,750,489	2. Beginning working capital (accrual basis)	\$15,657,635		\$0	2
3	\$599,364	\$775,397	\$1,415,862	3. Previously levied taxes estimated to be received	\$1,429,203		\$0	3
4	\$88,463	\$140,743	\$292,022	4. Interest	\$307,055		\$0	4
5				5. Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$1,270,352	\$1,269,777	\$1,130,000	7 Fines & Fees	\$879,000		\$0	7
8	\$72,269	\$129,163	\$50,000	8 Interest	\$50,000		\$0	8
9	\$2,175,120	\$2,192,390	\$1,727,230	9 Grants & Gifts	\$956,186		\$0	9
10	\$211,082	\$208,528	\$200,000	10 Sales To The Public	\$182,000		\$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	\$7,240,976	\$11,150,478	\$15,565,603	29. Total resources, except taxes to be levied	\$19,461,079	\$0	\$0	29
30			\$73,882,317	30. Taxes estimated to be received	\$77,440,752		\$0	30
31	\$67,169,092	\$71,111,285		31. Taxes collected in year levied				31
32	\$74,410,068	\$82,261,763	\$89,447,920	32. TOTAL RESOURCES	\$96,901,831	\$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 2017 - 2018		
	Actual		Adopted Budget This Year 2016 - 2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2014 - 2015	First Preceding Year 2015 - 2016					
				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	67,974,698	71,002,070	76,338,619	Contract with Multnomah County	79,215,198		
6	891	136		6			
7	67,975,589	71,002,206	76,338,619	7 TOTAL MATERIALS AND SERVICES	79,215,198	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 Multnomah County Library District Capital Fund	9,268,932		
18				18			
19				19			
20				20			
21				21			
22	0	0	0	22 TOTAL INTERFUND TRANSFERS	9,268,932	0	0
				OPERATING CONTINGENCY			
23			13,109,301	23 TOTAL OPERATING CONTINGENCY	500,000		0
24	67,975,589	71,002,206	89,447,920	24 Total Requirements Not Allocated	88,984,130	0	0
25				25 Total Org./Prog. Requirements			
26				26 Reserved for future expenditure			
27	6,434,479	11,259,557		27 Ending balance (prior years)			
28				28 UNAPPROPRIATED ENDING FUND BALANCE	7,917,701		
29	74,410,068	82,261,763	89,447,920	29 TOTAL REQUIREMENTS	96,901,831	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 2017-2018			
	Actual		Adopted Budget This Year 2016 - 2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014 - 2015	First Preceding Year 2015 - 2016						
1				1. Available cash on hand* (cash basis) or				1
2				2. Beginning working capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest				4
5				5. Transferred IN, from other funds	\$9,268,932			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
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. Total resources, except taxes to be levied	\$9,268,932			29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	\$0	\$0	\$0	32. TOTAL RESOURCES	\$9,268,932	\$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 2017 - 2018		
	Actual		Adopted Budget This Year 2016 - 2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2014 - 2015	First Preceding Year 2015 - 2016					
				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				Contract with Multnomah County	1,000,000		
6				6			
7	0	0	0	7 TOTAL MATERIALS AND SERVICES	1,000,000	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				23 TOTAL OPERATING CONTINGENCY	8,268,932		0
24		0	0	24 Total Requirements Not Allocated	9,268,932	0	0
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	0	29 TOTAL REQUIREMENTS	9,268,932	0	0