

Deschutes Public Library 2019/2020 Adopted Budget



Deschutes Public Library Mission:

Residents of Deschutes County freely access ideas and information to enrich their lives and build community through life-long learning opportunities consistent with the responsible application of District resources.

Table of Contents

Budget Priorities.....	3
Overview: Budget Process.....	6
Executive Limitations and Budget Principles	7
General Fund Materials & Services.....	10
Reserve Fund.....	15
Grant Fund.....	16
Oregon Department of Revenue Budget Documents.....	18
LB-20 General Fund Resources.....	19
LB-31 General Fund Detailed Expenditures.....	20
LB-11 Capital Expenditure Reserve Fund.....	23
LB-10 Grant Fund.....	24
Board Results Policies.....	25



2019 Volunteer Fair

Budget Priorities

The Deschutes Public Library understands both the rewards and the challenges of the technology and information age we live in, as well as the social and community infrastructure needs of our residents and community. Every day, the library builds and sustains successful social infrastructure and vibrant communities. We do this through the services and resources we provide to allow access to information and exploration. We create solid relationships through one-on-one engagement with customers in our libraries and online. And we offer dynamic experiences through programs, events, classes and outreach services. In his book *Palaces for the People* American sociologist and scholar of urban studies, Dr. Eric Kleinenberg, states that libraries are core to creating community interactions that solidify community from a vague concept to a vivid experience. We are compelled to continue this important work through the library's services, programs and resources offered within the walls of the six libraries, and beyond, through expanded outreach services offered in the pockets of our growing communities and online through robust digital services available 24/7.

During this next year, our focus is to provide greater access through increasing hours to our community, creating new experiences for our residents through expanded outreach, programs and services and improving our facilities and materials collections to offer more availability for social connection and vibrant experiences. The 2019/2020 Budget reflects this investment for the people of Deschutes County.

People

The library creates connections and fosters a love of learning, discovery and fun to connect and engage residents of Deschutes County. The following initiatives in 2019/2020 maximize our ability to serve the people of Deschutes County:

- **Residents of all ages acquire an appreciation of reading and a desire for knowledge.**
 - **Excellent Collections** - Books and reading open us to new experiences and understanding differences through a common experience. An excellent materials collection is essential to create opportunities for residents to explore all areas of knowledge and interest and offers more availability to on-demand, popular materials and browsing in a variety of formats desired by our readers.
Budget Impact: Additional \$194,615 for library collection. (Technical Services, page 13)
- **Residents access programs and services that stimulate discussion, curiosity, literacy and an appreciation of reading.**
 - **Increased Programs** - We create thriving communities through a variety of programs and events that build interactions and opportunity to learn with one another and share common ground. Deschutes County residents rely on the library as an open and accessible space to gather for free cultural and learning opportunities and the public continues to demand more offerings. In 2019/2020 we will offer more than 360 free cultural programs for adults in Deschutes County.
Budget Impact: 1.25 full time equivalent (FTE) increase in staffing and program expenses. (Community Relations, page 11)

- **Residents understand the types and scope of services that the library provides:**
 - **Better informed customers equates to more enriched lives.** The library has a lot to offer for all segments of the population from babies to school-aged children to teens and millennials to business people to seniors to artists and writers. We have a lot of territory to cover to spread the word and now with more than 6,000 new residents moving in each year we must continue to connect and make an impact. This next year we are committed to expanding our reach through more targeted communications and marketing.
Budget Impact: 1 FTE increase in staffing for Marketing

Place

Libraries are the physical touchstone and community center for our residents of all ages and backgrounds to gather and thrive. The library is an essential “third place” for our communities in Deschutes County and we have identified several areas of improvement to provide more access to and improve the experience within our libraries. The Deschutes Public Library’s Facilities Capital Plan identifies several areas of improvement to current facilities in Sisters, La Pine and Sunriver and a vision to increase spaces in Redmond and Bend. DPL will focus on the following initiatives in 2019/2020 to maximize our sense of place and improve access to library facilities and services:

- **Residents of all ages, cultures and backgrounds find safe and welcoming places to meet and interact with others or to engage in individual pursuits. Residents enjoy the library as a gathering space, meeting space and cultural center for their community in a non-intimidating and supportive environment.**
 - **Increase Library Hours/Increase access for all.** We will increase open hours by 11%. The increase in open hours allows more access to our larger libraries in Bend and Redmond as well as expands programming opportunities. Expanded hours are scheduled to begin August 1, 2019.
Budget Impact: 3.55 FTE increase in staffing
 - **Create flexible, smarter libraries to better serve customers.** DPL is currently working with Group 4 Architecture, Research & Planning and Hennebery Eddy Architects to create preliminary conceptual designs for makeovers to the La Pine, Sisters, and Sunriver facilities, renovation designs for the Downtown Bend facility and conceptual designs to expand the Redmond library and the new central library facility in Bend.
Budget Impact: \$448,000. (Future Facilities Reserve Fund, page 15)
 - **Land investment for future central library.** We propose to purchase land for the future central library.
Budget Impact: \$2,552,000. (Future Facilities Reserve Fund, page 15)

Platform

- The library is committed to open and barrier-free access to all of our resources and technology. This includes 24/7 access to online resources and information to transform lives and create opportunities to connect, learn and create without any impediments. DPL is also looking ahead at technologies that improve the efficiency of the library so we are able to spend more time with customers to best meet them where they work, live, play and thrive. We will focus on the following initiatives in 2019/2020 to maximize our customers' ability to connect with vital resources:
- **Residents obtain information to resolve an issue or answer a question and have the skills and resources to search for, locate, and evaluate information to meet their needs.**
 - **Smarter technology = more time and focus on customer.** With Radio Frequency Identification (RFID) technologies DPL will dramatically reduce processing time and efficiencies in checking out and checking in materials, allow for greatly improved inventory processes, and add an advanced level of security.
Budget Impact: \$416,872 for purchase and implementation of RFID System (Reserve Fund, Materials Delivery, page 15)

Overview: Budget Process

The Library District operates using governance and management systems based on outcome management. The District monitors and evaluates success by measuring the effectiveness of library programs in achieving Board outcomes or “Results.”

The budget process follows five steps:

1. The District Board adopts Results Policies which define the desired outcomes for end-users.
2. The Library Director is responsible for interpreting these Results into an effective action plan.
3. The Library Director meets with staff to discuss Board priorities.
4. The Management Team works with the Director to develop budget proposals to support these implementation strategies.
5. The Board and Budget Committee review these proposals within the context of the Results Policies when adopting the budget.

District Board

The primary duties of the District Board under the Governance by Policy Model can be summarized as follows:

- ◆ Study community needs, establish the desired outcomes for the end users of the District and assign a relative “worth” to each outcome. These outcomes are known as Results Policies.
- ◆ Prohibit unacceptable practices in policies known as Executive Limitations.
- ◆ Monitor the success of the District in achieving the Results Policies while complying with the Executive Limitations.

Budget Committee

The primary duties of the Budget Committee within the budget process are summarized as follows:

- ◆ Receive and review the budget document.
- ◆ Hear the budget message.
- ◆ Hear and consider public comment.
- ◆ Request and receive additional information as needed.
- ◆ Discuss and revise the budget as needed.
- ◆ Approve the budget.
- ◆ Approve the property tax rate.



Executive Limitations and Budget Principles

The budget was developed to comply with the following District Policies:

POLICY TITLE: FINANCIAL PLANNING AND BUDGETING

Financial planning for any fiscal year or the remaining part of any fiscal year will not deviate materially from the Board's Results priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.

POLICY TITLE: ASSET PROTECTION

The Library Director will not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

POLICY TITLE: MANAGEMENT PRACTICES

The Library Director may not cause or allow management practices to occur which do not reflect contemporary management best practices and legal requirements, and may not cause or allow management practices to be applied inconsistently in a manner that is to the detriment of an employee(s).

Director's interpretation

- ◆ Assumptions materially affecting the budget will be explained within the budget narrative or at the budget meeting.
- ◆ Three-year projections are included in the budget document as an indicator of sustainable operations.
- ◆ Income projections within the budget are based on estimates provided by Deschutes County.
- ◆ Cash flow is managed in such a way as to ensure that cash is available to meet payroll and other routine expenditures for a period not less than 45 days.
- ◆ Major capital are tracked in the Reserve Fund.
- ◆ Staff development is funded at a level sufficient to support collaborative management practices and professionalism at all levels of the organization.
- ◆ Sufficient information is provided to evaluate the budget at the project level and within the context of Results Policies.



Executive limitations and budget principles

Assumptions materially affecting the budget will be explained within the budget narrative or at the budget meeting.

The following assumptions have been made in this budget:

- ◆ Deschutes County Assessor projects that assessed valuation will increase by 5.5% in the 2019/2020 Fiscal Year. The budget assumes modest growth in Deschutes County and estimates a 5% increase in the 2020/2021 and a 3% increase in the 2021/2022 fiscal years.
- ◆ Personnel costs for 2019/2020 are projected to increase by 9.31%. Personnel costs are projected to increase up to 6% each year in 2020/2021 and 2021/2022.
- ◆ The Public Employees Retirement System (PERS) rate for the 2019/2020 Fiscal Year has been set by PERS at 25.39% for Tier One and Tier Two employees, and 20.29% for Oregon Public Service Retirement Plan (OPSRP) employees. This rate is determined by a PERS actuarial study.

Tax Projections

The following table projects a 5.5% increase in total assessed value for the 2019/2020 fiscal year. Deschutes County estimates Net Collection Rate by reviewing budget experience over the past several years.

Deschutes Public Library Operating Levy Projection	
January 2018 Assessed Value	\$24,215,311,698
Growth	5.50%
January 2019 Estimated Assessed Value	\$25,547,153,841
Rate	0.55
Gross Levy	\$14,050,935
Net Collection Rate	94.00%
Estimated taxes to be received	\$13,207,879

Three-year projections are included in the Budget document as an indicator of sustainable operations.

This three-year plan reflects a commitment by Management to maintain a sufficient ending cash balance to absorb short-term variations in tax income.

The Board recognizes that good fiscal management comprises the foundational support of the entire District. To make that support as effective as

possible, the Board intends to maintain a minimum fund balance of 17% (17% = \$2,593,614) of the District’s general fund annual operating expenditures.

The proposed 2019/2020 budget meets and exceeds this standard with a projected ending balance of \$5,936,211.

Tax Rate: No change in the library tax rate is proposed.

	FY 18/19 Budgeted	Estimated Actual 18/19	FY 19/20 Proposed	Projected FY 20/21	Projected FY 21/22
Resources					
Cash Forward	6,148,011	7,547,521	7,436,223	5,936,211	4,719,883
Previously Levied Taxes Estimated to be received	170,000	110,600	170,000	175,000	185,000
Interest	140,000	233,556	70,000	130,000	120,000
Fines & Fees	50,000	193,167	50,000	50,000	50,000
Donations	200	280	200	200	200
Miscellaneous	35,000	40,000	35,000	37,000	39,000
Charges for Services	73,461	72,130	73,461	75,665	76,421
Law Library	150,000	150,000	150,000	150,000	150,000
Tax Income From Current Year Taxes	12,463,060	12,804,124	13,207,879	13,868,272	14,284,321
Total Resources	19,229,732	21,151,378	21,192,763	20,422,348	19,624,825
Annual Expenditures					
Personnel	5,269,523	5,269,523	5,760,329	6,105,949	6,472,306
PERS	985,000	955,450	1,093,350	1,235,486	1,309,615
Social Security/Medicare	402,009	390,000	445,707	472,449	486,623
Workers Compensation	32,545	33,085	35,335	36,395	37,487
Health Insurance	1,060,000	1,060,000	1,180,204	1,215,610	1,252,078
Unemployment Insurance	10,000	10,000	10,000	15,000	15,000
Materials & Services	5,241,068	5,136,247	5,549,427	5,715,910	5,887,387
Transfer To Capital Projects Reserve Fund	100,000	100,000	100,000	100,000	100,000
Capital Outlay	360,850	360,850	782,200	805,666	829,836
Contingency	400,000	400,000	300,000		
TOTAL ANNUAL APPROPRIATIONS	13,860,995	13,715,155	15,256,552	15,702,465	16,390,332
Projected Ending Balance	5,368,737	7,436,223	5,936,211	4,719,883	3,234,494

General Fund Cost Centers

Distribution by Department

	Totals	Public Services	Community Relations	Business Services	Human Resources	Information Technology	Technical Services	System
Auditing	24,000	-	-	24,000	-	-	-	-
Books	2,165,115	-	-	-	-	-	2,165,115	-
Building/Grounds	592,472	-	-	592,472	-	-	-	-
Contractual Services	1,247,540	215,500	169,000	32,020	41,070	603,950	156,000	30,000
Education/Travel	140,100	75,000	-	-	25,100	-	-	40,000
Election Expense	-	-	-	-	-	-	-	-
Insurance	65,000	-	-	65,000	-	-	-	-
Legal Services	25,000	-	-	-	-	-	-	25,000
Meeting Support	13,000	9,000	-	-	-	-	-	4,000
Memberships	19,600	13,600	-	-	-	-	-	6,000
Mileage	26,500	23,500	-	-	-	-	-	3,000
Non-Employee Labor	7,500	-	-	7,500	-	-	-	-
Postage/Freight	31,000	-	-	-	-	-	-	31,000
Printing	281,500	8,500	273,000	-	-	-	-	-
Refund Adjustments	300	300	-	-	-	-	-	-
Recruitment	9,500	-	-	-	9,500	-	-	-
Rent	172,800	-	-	172,800	-	-	-	-
Software	106,200	-	-	-	-	106,200	-	-
Supplies	237,800	124,100	1,700	28,000	14,000	33,500	34,500	2,000
Vehicles	8,000	-	-	8,000	-	-	-	-
Volunteer & Staff Recognition	15,000	-	-	-	15,000	-	-	-
Unanticipated Materials & Services	150,000	-	-	100,000	-	50,000	-	-
Utilities	211,500	-	-	211,500	-	-	-	-
TOTAL MATERIALS & SERVICES	5,549,427	469,500	443,700	1,241,292	104,670	793,650	2,355,615	141,000
CAPITAL OUTLAY	782,200	-	-	397,500	25,000	359,700	-	-

General Fund Materials & Services Detail

The following pages provide detailed line-item information to support a policy level discussion of the proposed budget. Additional explanation will be provided at the Budget Committee meeting.

Public Services

Public Services encompass all areas of the library that provide direct services and resources to the general public.

	215,500	75,000	9,000	13,600	23,500	124,100	8,500	300
Public Services	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Printing	Refunds
General Contractual Services	7,500							
Collection Agency	11,000							
Security	115,000							
Courier	82,000							
Law Library		5,000		600	500			
Departmental Education/Travel		70,000						
Events and Meetings			9,000					
Memberships				13,000				
In-district Mileage					23,000			
General Supplies						57,100		
Library Cards						4,000		
Idea Funds						15,000		
Summer Reading Supplies						48,000		
Printing							8,500	
Repay Disputed Charges								300

Community Relations

Community Relations is responsible for public relations, branding, marketing, programming for adults, printing, signage and provides support to the Deschutes Public Library Foundation.

	169,000	1,700	273,000
Community Relations	Contractual	Supplies	Printing
Adult Programs	45,000		
Marketing/Branding Services	104,000		
General Supplies		1,700	
Raising a Reader Packets	20,000		45,000
Marketing/Branding/Program Materials			228,000

Business Services

The business services department is responsible for maintaining salary administration and accounting processing at the district level as well as maintaining the district's vehicles and seven facilities.

	24,000	32,020	592,472	65,000	7,500	172,800	28,000	100,000	8,000	211,500	397,500
Business Services	Auditing	Contractual	Building/Grounds	Insurance	Non-Employee Labor	Rent	Supplies	Unanticipated	Vehicles	Utilities	Capital Outlay
Audit	24,000										
Accounting Services and Support		32,020									
Buildings/Grounds Repair and Maintenance			254,600								
Insurance				65,000							
Non-Employee Labor					7,500						
Maintenance Contracts			337,872								
Lease/Rent						172,800					
Supplies							28,000				
Unanticipated Materials and Services								100,000			
Vehicles									8,000		
Utilities										211,500	
Capital Projects											297,500
Unanticipated Capital Projects											100,000

Human Resources

Human Resources is responsible for maintaining all personnel records, employee recruitment, new employee orientation, benefits, employee and union relations, staff development and volunteer services at the District level.

	41,070	25,100	14,000	9,500	15,000	25,000
Human Resources	Contractual	Education Travel	Supplies	Recruitment	Volunteer & Staff Recognition	Capital Outlay
Employee Benefit Programs	18,570					
Non Employee Labor	3,500					
Recruitment				9,500		
Staff Development	3,000	21,100	10,000			
HR Consulting	16,000					
Assorted Office Supplies			1,000			
Volunteer and Staff Recognition					15,000	
Materials & Services (Safety)		4,000	3,000			25,000

Information Technology

Information Technology supports the Library's wide-area computer network and the library automation system.

	603,950	106,200	33,500	359,700	50,000
IT	Contractual	Software	Supplies	Capital Outlay	Unanticipated
Software Services	114,000				
Maintenance Contracts	298,250				
Telecommunications Services	191,700				
Software		106,200			
General Supplies			33,500		
Computers				84,400	
Servers				26,700	
Networking Equipment				198,600	
Unanticipated Capital				50,000	
Unanticipated Materials and Services					50,000

Technical Services

Technical Services orders, receives, catalogs, processes and manages all items added to the collection annually (Books, Digital Downloads, CDs, etc.) based on collection development and interlibrary loan policies.

	2,165,115	156,000	34,500
Technical Services	Books	Contractual	Supplies
Invest in Collections	2,115,115		
Law Library	50,000	46,000	
Cataloging/Interlibrary Loan		100,000	
Authority Control		10,000	
Processing Supplies			34,500

System Support/Administration

Library Administration supports the District Board and manages district-wide activities with the support of the Management Team and Library Administration.

	30,000	40,000	-	25,000	4,000	6,000	3,000	2,000	31,000
System	Contractual	Education Travel	Election Expenses	Legal	Meeting Support	Memberships	Mileage	Supplies	Postage Freight
Facilitators	30,000								
Board Support		20,000							
Director Travel		4,000							
Departmental Ed/Travel		16,000							
County Election Costs			-						
Legal services				25,000					
Board & Staff meetings					4,000				
Membership Fees						6,000			
In-District Travel							3,000		
Staff Room Supplies								2,000	
District Postage									31,000

RESERVE FUND

The Reserve Fund is authorized and established by the Board to accumulate funds to develop library facilities and for the purchase of equipment and other capital projects.

OVERVIEW

This table provides an overview of projects that are tracked in the Reserve Fund.

FY 19/20	Future Facilities	Materials Delivery	Totals
Projected Balance Forward	3,142,200	441,000	3,583,200
Budgeted Resources			-
Trsf from GF	100,000	-	100,000
Misc income			
Trsf across reserve fund			
Interest	39,278	5,513	44,790
Total Resources	3,281,478	446,513	3,727,990
Budgeted Expenditures			
Personal Services			-
Materials & Services	-	-	-
Capital Outlay	3,000,000	416,872	3,416,872
Total Budgeted Expenditures	3,000,000	416,872	3,416,872
			-
Total Projected Ending Balance	281,478	29,641	311,118

Reserve Fund: Future Facilities Investment Plan

See narrative: Library Facilities Capital Planning (pages 3-5) for more information on proposed spending.

Reserve Fund: Materials Delivery

This reserve fund is designed as a savings plan to be used toward the Integrated Library System (ILS) upgrades and materials delivery and handling systems such as RFID. See narrative (page 5)

Grant Fund

The Grant Fund is used to isolate dedicated donations and grants from other resources. This ensures that these funds are expended as required by the donor or granting agencies.

	Ready to Read 2019	Ready to Read 2020	A Novel Idea	Collection Development	Youth Initiatives	Budget Totals
FY 2019/2020						
RESOURCES						
Balance Forward	15,000		15,000	2,000	15,000	47,000
Local Grants	0		30,000	30,000	25,000	85,000
State and Federal Grant		40,000				40,000
Interest	30	40	30	50	50	200
Total Resources	15,030	40,040	45,030	32,050	40,050	172,200
EXPENDITURES						
Personnel	0	0	0	0	0	0
Materials & Services	15,030	28,040	35,000	30,050	40,050	148,170
Capital Outlay	0	0	0	0	0	0
Total All Expenditures	15,030	28,040	35,000	30,050	40,050	148,170
Projected Ending Balance	0	12,000	10,030	2,000	0	24,030

Ready-To-Read Grants

The Ready-to-Read Grants are grants from the State of Oregon that are used to fund the Summer Reading Program and Early Literacy initiatives for area children.

Novel Idea Grant

The Deschutes Public Library Foundation provides grant funds for the Novel Idea program. The Foundation is supported by donations, the Friends of the Libraries and sponsors.

Collection Development Grant

This grant represents generous contributions to the health of the Library's circulating materials collection from the Friends of the Library groups in Bend, La Pine, Redmond, Sisters and Sunriver.

Youth Initiatives Grant

The Friends of the Library groups in Bend, La Pine, Redmond, Sisters and Sunriver donate funds for this grant to support Early Literacy projects, Summer Reading Programs for all ages and programs for youth ages 0-18.

*Additional grants may be received during the fiscal year. The District Board has the authority to accept and allocate grants by resolution.

OREGON DEPARTMENT OF REVENUE BUDGET DOCUMENTS

The next several pages consist of budget forms provided by the Oregon Department of Revenue. A brief explanation of the forms follows:

LB-20 General Fund Resources

This form represents all projected income for the general fund of the library system.

LB-31 General Fund Detailed Expenditures

This form provides line-item information within the major expenditure categories within the General Fund. Note that funds are transferred to the Capital Expenditure Reserve Fund.

LB-10 Grant Fund

This form reflects income and expenditures for all grants.

LB-11 Capital Expenditure Reserve Fund

This form reflects income and expenditures within the Reserve Fund. Note that funds are received from the General Fund.

LB-1 Total of All Funds

This form reflects income and expenditures of the General Fund, Reserve Fund and Grant Fund combined.

RESOURCES

**GENERAL FUND
FUND**

**DESCHUTES PUBLIC LIBRARY DISTRICT
(NAME OF MUNICIPAL CORPORATION)**

HISTORICAL DATA			RESOURCE DESCRIPTION	BUDGET FOR NEXT YEAR 2019/2020		
ACTUAL		ADOPTED BUDGET THIS YEAR 18/19		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
SECOND PRECEDING 16/17	FIRST PRECEDING 17/18					
			Beginning Fund Balance:			
1			1 *Available cash on-hand (cash basis), or			1
2	4,553,692	6,213,285	2 *Net working Capital (Accrual Basis)	7,436,223	7,436,223	7,436,223
3	143,748	192,651	3 Previously Levied Taxes Estimated to be received	170,000	170,000	170,000
4	72,278	141,324	4 Interest	70,000	70,000	70,000
5	142,138	143,698	5 Fines & Fees	50,000	50,000	50,000
6	309	485	6 Donations	200	200	200
7	31,175	48,274	7 Miscellaneous	35,000	35,000	35,000
8	65,187	68,523	8 Charges for Services	73,461	73,461	73,461
9	150,000	150,000	9 Law Library	150,000	150,000	150,000
10			10			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	5,158,527	6,958,240	29 Total Resources, Except Taxes to be Levied	7,984,884	7,984,884	7,984,884
30		12,463,060	30 Taxes Necessary to Balance Budget	13,207,879	13,207,879	13,207,879
31	11,424,364	12,121,863	31 Taxes collected in Year Levied			
32	16,582,891	19,080,103	32 TOTAL RESOURCES	21,192,763	21,192,763	21,192,763

DETAILED EXPENDITURES

GENERAL FUND
NAME OF ORGANIZATIONAL UNIT-FUND

DESCHUTES PUBLIC LIBRARY DISTRICT
(NAME OF MUNICIPAL CORPORATION)

HISTORICAL DATA				EXPENDITURE DESCRIPTION	NO. OF EMPS	R A N G E	BUDGET FOR NEXT YEAR 2019/2020			
ACTUAL		ADOPTED BUDGET THIS YEAR 18/19	PROPOSED BY BUDGET OFFICER				APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
Second PRECEDING 16/17	FIRST PRECEDING 17/18									
1			1	PERSONAL SERVICES						1
2	63,409	89,428	55,000	2 On Call Library Services			55,000	55,000	55,000	2
3	24,713	24,544	24,000	3 IT On Call			24,000	24,000	24,000	3
4	0	0	49,335	4 IT-0 Technician	1.00	IT-0	50,124	50,124	50,124	4
5	157,930	168,204	178,528	5 IT-1 Technician/Content Development	3.00	IT-1	187,320	187,320	187,320	5
6	123,591	156,663	163,579	6 IT-2 eServices Manager/Network Administration	2.00	IT-2	168,728	168,728	168,728	6
7	102,580	108,507	113,900	7 IT-3 IT Manager	1.00	IT-3	119,110	119,110	119,110	7
8	22,313	17,844	0	8 2A Processing Specialist	0.00	2A	0	0	0	8
9	439,978	361,562	332,382	9 4A Materials Specialist	9.00	4A	369,583	369,583	369,583	9
10	1,197,578	1,266,810	1,419,408	10 6A Public, Acquisitions & Meta Specialist	39.00	6A	1,686,388	1,686,388	1,686,388	10
11	89,963	82,973	162,918	11 7A Graphic Design	0.80	7A	47,433	47,433	47,433	11
12	179,813	191,391	201,512	12 8A Coordinator	2.80	8A	144,541	144,541	144,541	12
13	0	0	0	13 9A Latino Services Specialist	2.00	9A	101,692	101,692	101,692	13
14	859,051	888,687	1,057,119	14 10A Community/Collection Librarian	15.80	10A	1,084,610	1,084,610	1,084,610	14
15	139,725	149,613	164,555	15 13N Accounting/Admin Assistant	3.00	13N	171,085	171,085	171,085	15
16	359,317	373,115	402,070	16 14N HR Generalist	1.00	14N	24,897	24,897	24,897	16
17	0	0	0	17 15N Marketing/Programming Supervisor	2.00	15N	114,993	114,993	114,993	17
18	33,226	0	54,269	18 16N Library Services Supervisor	7.00	16N	431,565	431,565	431,565	18
19	0	0	0	19 18N Learning & Development Program Manager	1.00	18N	77,921	77,921	77,921	19
20	413,026	506,762	424,495	20 19N District Library Services Manager	5.00	19N	419,760	419,760	419,760	20
21	95,825	103,182	207,475	21 20N Marketing & Development, HR Manager	2.00	20N	216,745	216,745	216,745	21
22	213,698	110,352	116,088	22 21N Assistant Director	1.00	21N	121,738	121,738	121,738	22
23	128,146	135,035	142,890	23 Library Director	1.00		140,890	140,890	143,096	23
24				24						24
25				25						25
26	4,643,882	4,734,672	5,269,523	26 TOTAL	99.40		5,758,123	5,758,123	5,760,329	26
27				27						27
28	747,191	878,219	985,000	28 PERS RETIREMENT			1,093,350	1,093,350	1,093,350	28
29	336,748	346,313	402,009	29 SOCIAL SECURITY/MEDICARE			445,707	445,707	445,707	29
30	53,821	38,264	32,545	30 WORKERS COMPENSATION			32,545	32,545	35,335	30
31	921,994	922,637	1,060,000	31 HEALTH INSURANCE			1,180,204	1,180,204	1,180,204	31
32	10,718	6,730	10,000	32 UNEMPLOYMENT INSURANCE			10,000	10,000	10,000	32
33	2,070,472	2,192,163	2,489,554	33 TOTAL			2,761,806	2,761,806	2,764,596	33
34				34						34
35	6,714,354	6,926,835	7,759,077	35 TOTAL PERSONAL SERVICES			8,519,929	8,519,929	8,524,925	35

DETAILED EXPENDITURES

GENERAL FUND
NAME OF ORGANIZATIONAL UNIT-FUND

DESCHUTES PUBLIC LIBRARY DISTRICT
(NAME OF MUNICIPAL CORPORATION)

HISTORICAL DATA			EXPENDITURE DESCRIPTION	NO. OF EMPS	BUDGET FOR NEXT YEAR 2019/2020				
ACTUAL		ADOPTED BUDGET THIS YEAR 18/19			PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
SECOND PRECEDING 16/17	FIRST PRECEDING 17/18								
			MATERIALS & SERVICES						
1	23,064	20,530	24,000	1	Auditing	24,000	24,000	24,000	1
2	0	0	218,106	2	Building/Grounds	592,472	592,472	592,472	2
3	1,416,653	1,694,183	1,970,500	3	Collection Development (Books, etc)	2,165,115	2,165,115	2,165,115	3
4	1,025,494	1,075,511	1,134,100	4	Contractual Services	1,247,540	1,247,540	1,247,540	4
5	16,242	19,703	0	5	Custodial Supplies	0	0	0	5
6	53,991	54,642	125,000	6	Education/Travel	140,100	140,100	140,100	6
7	8,643	0	20,000	7	Election Expense	0	0	0	7
8	210,320	202,055	203,000	8	Facility Financing Payment	0	0	0	8
9	57,771	59,758	63,000	9	Insurance	65,000	65,000	65,000	9
10	216,971	223,554	0	10	Janitorial Services & Garbage	0	0	0	10
11	9,483	15,705	15,000	11	Legal Services	25,000	25,000	25,000	11
12	68,864	155,429	336,372	12	Maintenance Contracts	0	0	0	12
13	2,811	5,359	9,000	13	Meeting Support	13,000	13,000	13,000	13
14	13,067	14,608	18,000	14	Memberships	19,600	19,600	19,600	14
15	19,717	18,851	26,500	15	Mileage	26,500	26,500	26,500	15
16	0	0	16,500	16	Non-Employee Labor	7,500	7,500	7,500	16
17	13,242	13,452	31,000	17	Postage/Freight	31,000	31,000	31,000	17
18	140,326	165,459	268,000	18	Printing	281,500	281,500	281,500	18
19	175	74	300	19	Refund Adjustments	300	300	300	19
20	5,950	5,127	12,000	20	Recruitment	9,500	9,500	9,500	20
21	0	0	170,340	21	Rent	172,800	172,800	172,800	21
22	0	0	88,700	22	Software	106,200	106,200	106,200	22
23	45,355	57,342	153,650	23	Supplies	237,800	237,800	237,800	23
24	0	0	8,000	24	Vehicles	8,000	8,000	8,000	24
25	7,136	8,681	18,500	25	Volunteer & Staff Recognition	15,000	15,000	15,000	25
26	0	0	100,000	26	Unanticipated Materials & Services	150,000	150,000	150,000	26
26	198,447	192,874	211,500	26	Utilities (Electricity, Natural Gas, Water/Sewer)	211,500	211,500	211,500	26
27				27					27
28				28					28
29				29					29
30				30					30
31	3,553,722	4,002,897	5,241,068	31	Total Material & Services	5,549,427	5,549,427	5,549,427	31

DETAILED EXPENDITURES

GENERAL FUND
NAME OF ORGANIZATIONAL UNIT-FUND

DESCHUTES PUBLIC LIBRARY DISTRICT
(NAME OF MUNICIPAL CORPORATION)

HISTORICAL DATA				EXPENDITURE DESCRIPTION	NO. OF EMPS	BUDGET FOR NEXT YEAR 2019/2020				
ACTUAL		ADOPTED BUDGET THIS YEAR 18/19				PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
SECOND PRECEDING 16/17	FIRST PRECEDING 17/18									
1	0	0	0	1	SHORT TERM LOAN INTEREST		0	0	0	1
2				2						2
3	1,530	17,850	360,850	3	CAPITAL OUTLAY		782,200	782,200	782,200	3
4				4						4
5	100,000	585,000	100,000	5	TRANSFER TO RESERVE		100,000	100,000	100,000	5
6				6						6
7		0	400,000	7	CONTINGENCY		300,000	300,000	300,000	7
8				8						8
9				9						9
10				10						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						29
30	10,369,606	11,532,582	13,860,995	30	TOTAL EXPENDITURES		15,251,556	15,251,556	15,256,552	30
31	6,213,285	7,547,521	5,368,737	31	UNAPPROPRIATED ENDING FUND BALANCE		5,941,207	5,941,207	5,936,211	31
32	16,582,891	19,080,103	19,229,732	32	TOTAL		21,192,763	21,192,763	21,192,763	32

This fund is authorized and established by Board resolution on February 13, 2019 for development of library facilities purchase equipment and other capital projects.

**RESERVE FUND
RESOURCES AND REQUIREMENTS
Form LB-11**

Year this fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. **Review Year: 2029**

Capital Expenditure Reserve Fund

DESCHUTES PUBLIC LIBRARY DISTRICT

Fund				Name of Municipal Corporation				
Historical Data			Description	Budget For Next Year 2019/2020				
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
Second Preceding 16/17	First Preceding 17/18	This Year 18/19						
				Resources				
1			1	Cash on Hand (Cash Basis), or				1
2	3,883,296	3,643,538	2	Working Capital (Accrual Basis)	3,583,200	3,583,200	3,583,200	2
3			3	Previously Levied Taxes Estimated to be Received				3
4	39,522	58,456	4	Earnings from Temporary Investments	44,790	44,790	44,790	4
5	79,632	0	5	Miscellaneous Revenues				5
6	100,000	585,000	6	From General Fund	100,000	100,000	100,000	6
7			7	Certificates of Participation				7
8			8	Other				8
9	4,102,450	4,286,994	9	Total Resources, Except Taxes to be Levied	3,727,990	3,727,990	3,727,990	9
10			10	Taxes Necessary to Balance				10
11			11	Taxes Collected in Year Levied				11
12	4,102,450	4,286,994	12	Total Resources	3,727,990	3,727,990	3,727,990	12
				Requirements				
13			13					13
14			14					14
15	0	0	15	PERSONAL SERVICES	0	0	0	15
16			16					16
17	204,850	284,144	17	MATERIALS & SERVICES	0	0	0	17
18			18					18
19	254,062	344,711	19	CAPITAL OUTLAY	3,416,872	3,416,872	3,416,872	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					29
30			30					30
31			31					31
32			32					32
33			33					33
34	3,643,538	3,658,139	34	Reserved for Future Expenditure	311,118	311,118	311,118	34
35	4,102,450	4,286,994	35	Total Requirements	3,727,990	3,727,990	3,727,990	35

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

HISTORICAL DATA				GRANT FUND FUND	DESCHUTES PUBLIC LIBRARY DISTRICT (NAME OF MUNICIPAL CORPORATION)				
ACTUAL			ADOPTED BUDGET THIS YEAR 18/19	DESCRIPTION	BUDGET FOR NEXT YEAR 2019/2020				
SECOND PRECEDING 16/17	FIRST PRECEDING 17/18	PROPOSED BY BUDGET OFFICER			APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY			
				RESOURCES					
				Beginning Fund Balance:					
1				1	*Cash on-hand (cash basis), or				1
2	65,750	62,223	103,000	2	*Working Capital (Accrual Basis)	47,000	47,000	47,000	2
3				3	Previously Levied Taxes Estimated to be received				3
4	1,317	1,906	200	4	Earning from Temporary Investments	200	200	200	4
5				5	Cash Forward From County				5
6	115,719	85,129	85,000	6	Local Grants	85,000	85,000	85,000	6
7	30,286	32,641	35,000	7	State and Federal Grants	40,000	40,000	40,000	7
8				8					8
9	213,072	181,899	223,200	9	Total Resources, Except Taxes to be levied	172,200	172,200	172,200	9
10	0	0	0	10	Taxes Necessary to Balance	0	0	0	10
11				11	Taxes Collected in Year Levied				11
12	213,072	181,899	223,200	12	TOTAL RESOURCES	172,200	172,200	172,200	12
13				13	REQUIREMENTS				13
14				14					14
15	0	0	0	15	PERSONAL SERVICES	0	0	0	15
16				16					16
17	147,829	97,135	198,260	17	MATERIALS & SERVICES	148,170	148,170	148,170	17
18				18					18
19	3,020	0	0	19	CAPITAL OUTLAY	0	0	0	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					29
30				30					30
31	62,223	84,764	24,940	31	UNAPPROPRIATED ENDING FUND BAL	24,030	24,030	24,030	31
32	213,072	181,899	223,200	32	TOTAL REQUIREMENTS	172,200	172,200	172,200	32

Board Results Policies

Results Policies describe the effect that the Library District seeks to have on the world outside itself. Each Result consists of three parts:

- ◆ A description of the desired change, difference, benefit, or outcome.
- ◆ The identification, description, or characteristic of the consumer who benefits from the change.
- ◆ The monetary expense, relative worth, or relative priority of the benefit.

IV. RESULTS POLICIES

Results Policies describe the effect that the Library District seeks to have on the world outside itself. Each Result consists of three parts:

- ◆ A description of the desired change, difference, benefit, or outcome.
- ◆ The identification, description, or characteristic of the consumer who benefits from the change.
- ◆ The monetary expense, relative worth, or relative priority of the benefit.

Policy Type: Results Policies

IV-A Policy Title: Purpose, Results and Priorities

Approved: 1/10/18; Reviewed 11/14/18

Residents of Deschutes County freely access ideas and information to enrich their lives and build community through life-long learning opportunities consistent with the responsible application of District resources.

PEOPLE

1. Residents of all ages acquire an appreciation of reading and a desire for knowledge.
 - Residents who want materials to enhance their leisure time find what they want when and where they want them and obtain the help they need to make choices.
 - Residents attend programs and utilize services that stimulate discussion, curiosity, literacy and an appreciation of reading.
 - Residents explore and discuss topical issues in a safe and neutral environment.
2. Residents understand the types and scope of services that the library provides.

PLACE

1. Residents of all ages, cultures and backgrounds find safe and welcoming places to meet and interact with others or to engage in individual pursuits.
 - Residents enjoy the library as a gathering space, meeting space and cultural center for their community in a nonintimidating and supportive environment.
 - Residents browse the collection, conduct research, or engage in personal reflection free from unreasonable disturbances or distractions.
2. The Library provides online services for residents to access

PLATFORM

1. Residents obtain information to resolve an issue or answer a question and have the skills and resources to search for, locate, and evaluate information to meet their needs.
 - Residents obtain the information they need to fully participate in community decision-making.
 - New residents obtain information in a supportive environment and use library resources designed to assist their transition to life in Central Oregon.
 - Residents have the support they need to improve their technology literacy skills.
 - Residents have access to the digital world with no unnecessary restrictions or fees.
 - Residents who have difficulty accessing library facilities obtain library services.

