



Deschutes Public Library 2011/2012 Budget

**Approved by the Deschutes Public
Library Board, June 15, 2011**

Libraries play a critical role in transforming lives.

This reality becomes ever clearer in tough economic times. As people struggle to find employment, strive to bring the joy of reading and literature to their children, learn new technologies or just wish to find relief from the stresses of the day, libraries become a vital link to their success.

At the same time we face the reality of reduced funding for the very services that are in such high demand. This budget reflects our commitment to supporting our core results while ensuring financial stability for the years to come. In doing so, we will be reaching more people, checking out more materials and enriching more lives than ever before!

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Board Results Priorities

Results Policies describe the effect 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: 02/09/2011

Residents of Deschutes County freely and openly access ideas and information to enrich their lives through literature, other cultural resources and life-long learning consistent with the wise application of the funds and other resources of the District. Library patrons who are not residents receive the same benefits as District residents as long as the increased competition for District resources does not result in a significant reduction of services to District residents.



1. People of all ages acquire an appreciation of reading and a desire for knowledge.
 - A. 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.

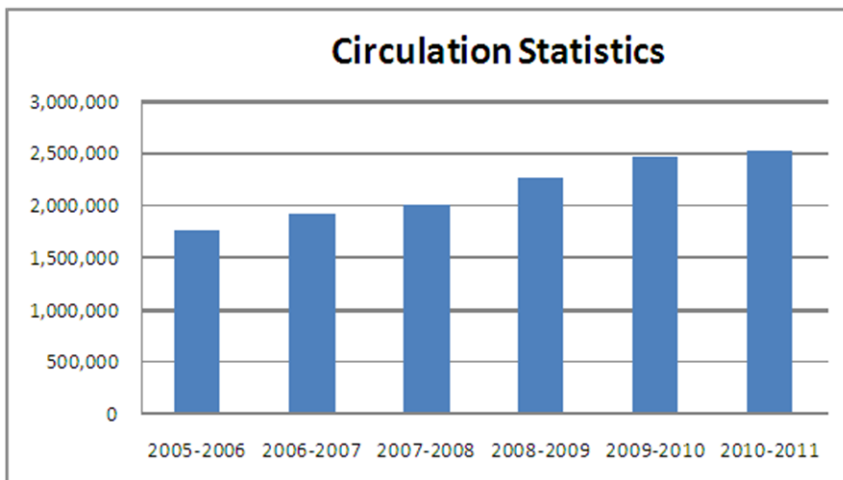
- B. Adults attend well designed informative programs that stimulate discussion, curiosity and an appreciation of reading. The programs are organized by the library using modest staffing and funds supplemented by donations and grants.
 - C. Teens attend well-designed, informative presentations or programs organized by the library that stimulate discussion, curiosity or appreciation of reading. The programs are organized by the library using modest staffing and funds supplemented by donations and grants.
 - D. Children attend well-designed story times and programs that stimulate discussion, curiosity or appreciation of reading. The programs are organized by the library using modest staffing and funds supplemented by donations and grants.
 - E. Residents attend programs and obtain services that promote understanding and an appreciation of their personal heritage and the heritage of others in the community. The programs are organized by the library using modest staffing and funds supplemented by donations and grants.
 - i. Residents attend programs that promote understanding of the Latino community.
 - F. Residents obtain the services and the support they need to express themselves by creating original print, video, audio or visual material in a physical or virtual environment.
2. Residents obtain information to resolve an issue or answer a question and have the skills to search for, locate, evaluate and effectively use information to meet their needs.
 - A. Students obtain information relevant to school assignments using library district services that have been designed to supplement school libraries and media centers.

- B. Adults and teens access the skills and resources they need to identify career opportunities that suit their individual strengths and interests.
 - C. Residents access the resources they need to make informed decisions about health, finances and other life choices.
 - D. Businesses and non-profit organizations access the resources they need to develop and maintain strong, viable organizations.
 - E. Residents access the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.
 - F. Residents find information about the wide variety of programs, services and activities provided by community agencies and organizations.
 - G. New immigrants obtain information in a supportive environment and use library resources designed to assist their transition to life in Central Oregon. Residents efficiently locate and obtain relevant and useful information.
 - H. Residents efficiently locate and obtain relevant and useful online information.
 - i. Residents have high-speed access to the digital world with no unnecessary restrictions or fees.
 - I. Adults and teens will have the support they need to improve their information literacy skills to meet their personal goals and fulfill their responsibilities as citizens.
3. Residents of all ages, cultures and backgrounds find safe and welcoming physical places to meet and interact with others or to sit quietly and read or access virtual spaces that support networking.
- A. Library users enjoy the library as a gathering space and cultural center for their community.
 - B. Library users browse the collection, conduct research, or engage in personal reflection free from unreasonable disturbances or distractions.
 - C. Residents obtain the information they need to support and promote democracy; to fulfill their civic responsibilities at the local, state and national levels; and to fully participate in community decision-making.
 - i. Adults participate in discussion forums designed to explore topical issues.
 - D. Teens locate and use resources for their personal or recreational interests in a non-intimidating and supportive environment.
4. Residents who have difficulty accessing library facilities obtain library services using feasible resources.
- A. Residents of residential care facilities obtain library services.
 - B. Residents in correctional facilities receive library support.
 - C. Residents with disabilities obtain library services including materials in formats that meet their needs.
5. Residents have an understanding of the types and scope of services that the library provides.
- A. Students, parents, teachers and other school personnel understand the resources and scale of support services that the library can provide.

Achieving Board Identified Results

The Library District is achieving the Board's Results Policies at a good to excellent level

- The East Bend Library opened its doors and is already dramatically increasing our ability to provide library services.
 - The Library implemented programs, community partnerships, classes and resources to help citizens struggling with issues related to the economy.
 - Children and Teen Services are reaching record numbers of children in the library, in childcare centers, and in the schools.
 - The Library will check out over 2.5 million items in one year for the first time.
- Library Linx entered a new round of expansion and promotion in the final year of LSTA funding.
 - “Kapitoil” brought together thousands of people to argue, analyze, study and discuss in our eighth successful Novel Idea program.
 - Initiated “Book a Librarian” program to expand the depth of library reference services.
 - Created civic engagement opportunities with “Know Elections” and “Conversation Projects” programs.



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 four 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 Management Team works with the Director to develop budget proposals to support these implementation strategies.
4. 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 is summarized as follows:

- ◆ Evaluate the Financial Planning and Conditions represented in the proposed budget to determine if the District is operating within Executive Limitations and avoiding unacceptable budget practices.
- ◆ Evaluate the proposed allocation of resources to determine if allocations are consistent with the Board-adopted Results Policies. This involves reviewing the relative worth of the intended Results to determine if the owners of the District are receiving appropriate value for their investment in the Library program.



Executive Limitations and Budget Principles

The proposed 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 shall 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 shall 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 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 which materially impact the budget will be explained within the budget narrative or at the budget meeting.
- ♦ Three-year projections are included in the budget document to ensure that District operations are sustainable in other than extreme economic conditions.
- ♦ 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. Exceptions may occur in the 30 days before taxes begin arriving in November.
- ♦ Major capital projects and the ongoing investment of funds to update and maintain the District's capital assets are tracked in the Reserve Fund.
- ♦ Transfers to the Reserve Fund are sufficient to maintain the seven facilities and the wide-area computer network and include a savings plan which anticipates the repair and/or replacement of major systems.
- ♦ 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 which materially impact the budget will be explained within the budget narrative or at the meeting

The following assumptions have been made in this budget:

- ♦ Deschutes County Assessor projects that assessed valuation will decrease by 3.6% in the 2011/2012 Fiscal Year. The budget assumes that construction will remain slow in Deschutes
- County and estimates a 0% increase in the 2012/2013 and a 0% increase in the 2013/2014 fiscal years.
- ♦ Staffing levels are assumed to remain relatively constant in Fiscal Years 2012/2013 and 2013/2014. Any additions in staffing will be funded by the

reallocation of resources or by revenue which exceeds projections.

- ◆ Personnel costs reflect the salary structure specified in the District contract with the American Federation of State, County and Municipal Employees.
- ◆ Personnel salary costs are projected to decrease by 2.01% in 2011/2012 due to reorganization of the district management and staffing structures. Personnel costs are projected to increase up to 6% each year in 2012/2013 and 2013/2014.
- ◆ The PERS rate for the 2011/2012 Fiscal Year has been set by PERS at 12.74% of gross pay for Tier

One and Tier Two employees, and 15.91% for OPSRP employees. This rate is determined by a PERS actuarial study.

- ◆ Health Insurance costs reflect the District contribution specified in the District contract with the American Federation of State, County and Municipal Employees. The District has committed to contribute \$1,287 monthly per full time employee enrolled in the insurance program. Based on past history, the budget assumes that 72 FTE District employees will enroll in the insurance program. (Many part-time employees do not elect to enroll.)

Tax Projections

The following table projects a 3.6% decrease in total assessed value for the 2011/2012 fiscal year. Deschutes County estimates Net Collection Rate by reviewing budget experience over the past several years.

Deschutes Public Library Operating Levy Projection for FY 2011-2012	
	Assessed Value
January 2010 Assessed Value	17,467,969,000
Growth	-3.60%
Estimated January 2011 Assessed Value	16,839,122,116
Rate	0.55
Gross Levy	9,261,517
Net Collection Rate	92%
Estimated taxes to be received	8,520,596

Three-year projections will be included in the Budget document to ensure that District operations are sustainable in other than extreme economic conditions

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

The projected ending balance in each of the three years exceeds Management’s target of at least an \$800,000 ending cash balance. Reductions in tax income will require reductions in operating costs over the next three years.

	FY 11/12	FY 12/13	FY 13/14
Resources			
Cash Forward	3,309,177	2,929,979	2,080,047
Previously Levied Taxes Estimated to be received	400,000	300,000	303,000
Interest	10,000	10,000	10,000
Fines & Fees	140,000	144,200	148,526
Donations	2,500	2,500	2,500
Miscellaneous	1,000	1,000	1,000
Friends of the Libraries	25,000	25,000	25,000
Contract with Crook County Library	115,000		
Contract with Jefferson Library District	13,970	14,389	14,821
Tax Income From Current Year Taxes	8,520,596	8,520,596	8,520,596
Total Resources	12,537,243	11,947,664	11,105,489
ANNUAL EXPENDITURES			
	FY 11/12	FY 12/13	FY 13/14
Personnel	3,914,157	4,149,006	4,397,947
PERS	560,745	577,567	594,894
Social Security	298,136	307,080	316,292
Workers Compensation	25,000	25,750	26,523
Health Insurance	1,111,899	1,111,899	1,111,899
Unemployment Insurance	20,000	15,000	15,000
Materials & Services	3,043,393	3,134,695	3,228,736
Transfer To Capital Projects Reserve Fund	820,000	735,000	800,000
Capital Outlay	10,000	13,000	13,000
Short Term Interest	0	0	0
TOTAL ANNUAL APPROPRIATIONS	9,803,330	10,068,998	10,504,291
Projected 2% Under-Expended Line-Items	196,067	201,380	210,086
Projected Ending Balance	2,929,979	2,080,047	811,284

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

Budget discussion: Priorities and implementation strategies

Fiscal Stability

Unprecedented declines in revenue from property taxes places efforts to stabilize funding at the forefront of all budget priorities for the 2011/2012 fiscal year. The 3.6% decline in revenues would have resulted in a -1.6 million dollar deficit for the 2013/2014 fiscal year. Dramatic steps to rectify this shortfall were implemented in the spring of 2011 and are continued and supported in the 2011/2012 budget. While these steps allow us to project a strong projected ending balance in 2013/2014, analysis of future tax projections will need to be closely monitored. The 2011/2012 budget reflects the following major actions taken to ensure a stable fiscal outlook:

- 10% reduction in public services staffing achieved through attrition between February and April 2011.
- Reduction of hours in all libraries in order to maximize the ability to serve customers with reduced staffing.
- Managers and supervisors elected to forego cost of living increases for 2011/2012.
- Elimination of 5 manager level positions since June of 2010.
- Reduction or elimination of bookmobile, jail services, We Deliver and Homeward Bound services.
- \$74,000 reduction in materials and services spending in all departments.
- Significant reduction in reserve fund spending for IT and Facilities projects.

Collection Development

The District Library Board identified result 1.A. as a top priority:

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.

As demand for our materials continues to rise, population continues to grow, and cost of materials continues to inflate, it is vital that we maintain strong collections. The Library District has not increased funding in this area since 2007. The 2011/2012 budget reflects maintaining the collections budget at \$1,060,000. In addition, generous support from the Friends of the Sunriver Area, Redmond, La Pine, Sisters and Bend Libraries allows for an additional \$21,000 toward our collections.

Library Systems 2009-2010, Ranked by Material Budget/Capita

Rank	Library System 2009-2010	Material Budget Per
1	Lake Oswego	\$10.58
2	Corvallis-Benton	\$10.35
3	Multnomah	\$8.69
4	Tigard	\$8.23
5	Tualatin	\$7.45
6	Tillamook	\$7.32
7	Beaverton	\$6.43
8	Deschutes	\$6.37
9	Eugene	\$5.85
10	Hillsboro	\$4.83

Back Taxes – A Savings Plan

The District is currently benefiting from an increase in back taxes received. When the economy nose-dived in 2008 the percentage of people paying taxes dropped by 4%. Over time those taxes are recovered, either through late payments or bank payments upon foreclosure. While these funds

boost our revenue, they are one-time “windfalls.” Because of their one-time nature it is unwise to use the funding for ongoing expenses such as utilities or staffing. Therefore, this budget reflects one-time uses of these funds to support future funding for reserve projects.

Future Buildings

Even with the addition of the successful new East Bend Library, the District continues to be behind recommended facilities levels. The District lags behind state facility standards by 12,000 square feet

and behind national standards by 42,000 square feet.

This budget recommends setting aside **\$300,000** towards future facilities needs.

Integrated Library System/Automated Materials Handling

Integrated library systems (ILS) are a major element in the operations of all libraries. This software manages our patron database, our materials database, allows us to place holds, locate items and track patron fines and check-outs. It is prudent for us to plan for possible upgrades to the system or possible migration to new systems on a regular basis.

In addition, major technology breakthroughs have been made in the area of automated materials handling (AMH). AMH systems can increase efficiencies, automatically check-in and sort materials and increase security. While the District is not yet ready to invest in an AMH system it is prudent to plan for this eventuality.

This budget recommends setting aside **\$287,000** towards future ILS/AMH systems.

Crook County Library Contract for Integrated Library System

The Crook County Library Board has requested to contract for Integrated Library System (ILS) services. We currently have a similar arrangement with the Jefferson County Library District. Under this arrangement Crook County would be responsible for all associated fees. In addition they would be required to remunerate Deschutes Public Library for staff time, training and mileage based on implementation.

Direct costs to Deschutes Public Library involve 50% of courier costs, estimated at \$4,500.

General Fund - Personal Services

POSITION	RANGE	FTE	A	B	C	D	E	F	G	H	I	J	K	L
Library Assistant I - Clerical	5A	0.63	1919.8195	1977.4141	2036.7365	2097.8386	2160.7738	2225.5970	2292.3649	2361.1358	2431.9699	2504.9290	2580.0769	2657.4792
Materials Specialist	10A	11.90	2335.7540	2405.8266	2478.0014	2552.3414	2628.9117	2707.7790	2789.0124	2872.6828	2958.8633	3047.6292	3139.0580	3233.2298
Public Services/Resource Specialist	11A	25.50	2429.1841	2502.0597	2577.1215	2654.4351	2734.0682	2816.0902	2900.5729	2987.5901	3077.2178	3169.5343	3264.6204	3362.5590
Library Assistant IV - IT Technician	12A	9.80	2526.3515	2602.1421	2680.2063	2760.6125	2843.4309	2928.7338	3016.5958	3107.0937	3200.3065	3296.3157	3395.2052	3497.0613
Facilities Coordinator	16A	2.00	2955.4739	3044.1382	3135.4623	3229.5262	3326.4120	3426.2043	3528.9904	3634.8602	3743.9060	3856.2231	3971.9098	4091.0671
Community Librarian	17A	1.00	3073.6929	3165.9037	3260.8808	3358.7072	3459.4684	3563.2525	3670.1501	3780.2546	3893.6622	4010.4721	4130.7862	4254.7098
Collections Librarian	20A	9.40	3459.6657	3563.4557	3670.3593	3780.4701	3893.8842	4010.7008	4131.0218	4254.9524	4382.6010	4514.0790	4649.5014	4788.9865
Network Technician	23A	2.00	3890.0732	4006.7754	4126.9787	4250.7880	4378.3117	4509.6610	4644.9509	4784.2994	4927.8284	5075.6632	5227.9331	5384.7711
	26A	1.00	4376.5298	4507.8257	4643.0604	4782.3523	4925.8228	5073.5975	5225.8054	5382.5796	5544.0570	5710.3787	5881.6901	6058.1408

POSITION	RANGE	FTE	A	B	C	D	E	F	G	H	I	J	K	L
Supervisor I	12N	0.00	2564.4543	2641.3879	2720.6295	2802.2484	2886.3159	2972.9053	3062.0925	3153.9553	3248.5739	3346.0312	3446.4121	3549.8045
Acctg/Admin Assist.	14N	2.00	2823.6406	2908.3498	2995.6003	3085.4683	3178.0323	3273.3733	3371.5745	3472.7218	3576.9034	3684.2105	3794.7368	3908.5789
Supervisor II	17N	6.00	3120.0507	3213.6522	3310.0618	3409.3637	3511.6446	3616.9939	3725.5037	3837.2688	3952.3869	4070.9585	4193.0873	4318.8799
Library Manager II	26N	5.00	4439.4034	4572.5855	4709.7631	4851.0560	4996.5876	5146.4853	5300.8798	5459.9062	5623.7034	5792.4145	5966.1869	6914.9263
Library Manager III	29N	6.00	4995.4899	5145.3546	5299.7152	5458.7067	5622.4679	5791.1419	5964.8762	6143.8225	6328.1371	6517.9812	6713.5207	6914.9263
Assistant Director	31N	1.00	5400.8190	5562.8435	5729.7289	5901.6207	6078.6693	6261.0294	6448.8603	6642.3261	6841.5959	7046.8438	7258.2491	7475.9966

Range Descriptions

Range	Description
5A	Clerical
10A	Materials Handling
11A	Paraprofessional duties such as ready-reference
12A	Paraprofessional duties such as copy-cataloger
16A	Information Technology Technician
17A	Facilities Coordinator
20A	Community Librarian
23A	Collection Development Librarian
26A	Network Computer Technician

Range	Description
12N	Supervisor I
14N	Admin/Accounting Assistant
17N	Supervisor II
26N	Manager II: Community Relations, E-Services, Redmond, Bend, HR
29N	Manager III: Adult Services, Youth Services, Library Services/Circulation, IT, Facilities and Technical Services
31N	Assistant Director

General Fund Materials & Services

Distribution by Department

	Totals	Account	Public Services	Circ	CR	Fac	HR	IT	Tech	System
MATERIALS & SERVICES										
Auditing	14,475	14,475	-	-	-	-	-	-	-	-
Books	1,083,580	-	-	-	-	-	-	-	1,083,580	-
Contractual Services	821,331	4,000	139,220	16,000	12,000	136,353	13,500	409,258	55,500	35,500
Custodial Supplies	23,000	-	-	-	-	23,000	-	-	-	-
Education/Travel	57,050	-	21,150	-	-	-	17,400	-	-	18,500
Election Expense	-	-	-	-	-	-	-	-	-	-
Facility Financing Payment	211,000	-	-	-	-	-	-	-	-	211,000
Janitorial Services & Garbage	236,772	-	-	-	-	236,772	-	-	-	-
Legal Services	20,000	-	-	-	-	-	-	-	-	20,000
Liability & Property Insurance	49,000	-	-	-	-	49,000	-	-	-	-
Maintenance Agreements	79,638	-	-	-	-	79,638	-	-	-	-
Meeting Support	2,500	-	-	-	-	-	-	-	-	2,500
Memberships	9,975	-	6,975	-	-	-	-	-	-	3,000
Mileage	19,900	-	13,400	-	-	-	-	-	-	6,500
Supplies	115,222	675	19,950	12,700	2,000	-	4,000	12,497	59,900	3,500
Postage/Freight	21,000	-	7,000	-	-	-	-	-	5,000	9,000
Printing	53,100	-	-	-	53,100	-	-	-	-	-
Refund Adjustments	3,500	-	-	3,500	-	-	-	-	-	-
Recruitment	20,000	-	-	-	-	-	20,000	-	-	-
Volunteer & Staff Recognition	6,000	-	-	-	-	-	6,000	-	-	-
Utilities	196,350	-	-	-	-	196,350	-	-	-	-
TOTAL MATERIALS & SERVICES	3,043,393	19,150	207,695	32,200	67,100	721,113	60,900	421,755	1,203,980	309,500
CAPITAL OUTLAY	10,000	-	-	-	-	-	5,000	-	-	5,000

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.

	139,220	21,150	6,975	13,400	19,950	7,000
Public Services	Contractual	Education Travel	Memberships	Mileage	Supplies	Postage Freight
Rent	125,100					
Todd Parr Image License	1,500					
Translating to Spanish	5,000					
Teen Programs	7,620					
Departmental Education/Travel		21,150				
Memberships			6,975			
In-district Mileage				13,400		
eServices Software					500	
General Supplies					16,450	
Teen Program Supplies					3,000	
Homebound						7,000

Accounting

The Accounting Department works with the Library Director to establish financial controls and monitors all financial transactions in the District.

	14,475	4,000	675
Accounting	Auditing	Contractual	Supplies
Audit	14,475		
Banking Fees		500	
Accounting Programming		500	
Oregon Coop Purchasing		900	
E-comm Merchant/Banking Fees		2,100	
Assorted Supplies			675

Circulation

Circulation provides training and support for the circulation function throughout the District.

	16,000	12,700	3,500
Circulation	Contractual	Supplies	Refunds
Collection Agency	16,000		
Circ supplies		5,700	
Library cards		7,000	
Repay disputed charges			3,500

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.

	12,000	2,000	53,100
Community Relations	Contractual	Supplies	Printing
Adult Programs	12,000		
ADA Program Support		1,000	
Assorted Supplies		1,000	
Signage for District			3,000
Branding: Job/Careers			3,500
Adult Programs			5,000
Advertising			1,500
Banners			1,500
District Forms			3,000
Promotional Materials			3,000
Business Cards			1,500
Stationery			1,500
Pamphlets			5,000
Summer Reading All Ages			4,500
Early Literacy Branding			9,300
Branding			5,000
Teen Author			500
Phone listings			3,800
Spanish marketing			1,500

Human Resources

Human Resources is responsible for maintaining all personnel records, employee recruitment, supporting the accountability management model, new employee orientation, benefits, salary administration, employee and union relations, staff development, volunteer services and accounting processing at the District level.

	13,500	17,400	4,000	20,000	6,000	5,000
Human Resources	Contractual	Education Travel	Supplies	Recruitment	Volunteer & Staff Recognition	Capital Outlay
EAP Program	3,500					
Flex Plan Admin	2,000					
DPLU - Staff Development	8,000					
MLS Reimbursement		2,000				
MLS Conference Travel		400				
Staff Day (OLA Conference)		15,000				
Assorted Office Supplies			500			
Health Incentive Program			1,500			
DPLU - Supplies			2,000			
Advertisements & expenses				20,000		
Volunteer Support					3,000	
Staff Awards, etc					3,000	
Ergonomics						3,000
DPLU - Training software						2,000

Facilities

The facilities department is responsible for maintaining the District's three vehicles, six facilities and the in-District courier. Also included are operational costs for the East Bend facility.

	136,353	23,000	236,772	49,000	79,638	-	196,350
Facility	Contractual	Custodial Supplies	Janitorial & Garbage	Insurance	Maintenance	Supplies	Utilities
Fuel for Vans & Bookmobile	10,000						
Landscaping	42,500						
Mats	8,200						
Parking Lots Sweeping	5,500						
Other Contractual	5,000						
Courier	44,573						
Permits for Boilers Elevators	1,100						
Fire Alarm/Access Monitoring	3,480						
Snow Removal	16,000						
Custodial Supplies		23,000					
Garbage Pick-Up			12,000				
Janitorial Contracts			224,772				
Liability Insurance				24,000			
Property Insurance				25,000			
Fire Alarm P.M./Testing					4,786		
Backflow/Fire Sprinkler/Extinguisher Testing					3,800		
HVAC Mechanical					17,752		
HVAC Controls					12,500		
Postage Meter					1,100		
Book Mobile/Van Maintenance					12,000		
First Aid Supplies					1,200		
HVAC Chemicals					3,700		
Bend Generator					1,000		
Elevator Maintenance					9,800		
Bend Entry Doors					2,000		
Painting					10,000		
Natural Gas							49,500
Water & Sewer							24,200
Electricity							122,650

Information Technology

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

	409,258	12,497
IT	Contractual	Supplies
Books and Documentation		0
Cleaning and Maintenance Supplies		800
Miscellaneous Office Supplies		500
Miscellaneous Tools		197
Printer/Copier Paper		11,000
ADP Payroll and HR Services	18,000	
Branch Data Network Services	127,312	
Branch Voice Circuit Services	26,675	
BlueSocket Equipment Maintenance	1,300	
Cable Modem Connection	550	
Cellular Data and Phone Services	5,350	
Cisco SmartNet Maintenance	4,200	
Digital Certificate Services	0	
E-Vanced Calendar	3,600	
Google Services Maintenance	500	
Internet Bandwidth Services	32,000	
LibraryThing Services	2,500	
Long Distance Telephone Services	360	
Microsoft Software Assurance	5,750	
Millennium Maintenance and Service	86,616	
Navision/Serenic Maintenance	7,500	
Network Monitoring Maintenance	2,295	
Numara System Maintenance	0	
Pharos and UniPrint Maintenance	5,700	
Printer and Copier Lease	44,500	
Printer/Copier Maintenance	22,150	
Security Software Maintenance	1,100	
Symantec Systems Maintenance	7,000	
Syndetics Content Services	4,300	
WebSense Filtering Maintenance	0	

Technical Services

Technical Services orders, receives, catalogs, processes and manages all items added to the collection annually (Books, CDs, etc.) based on collection development and interlibrary loan policies, and is responsible with IT for the library automation system.

	1,083,580	55,500	59,900	5,000
Technical Services	Books	Contractual	Supplies	Postage Freight
Invest in collection	1,083,580			
OCLC Cat & ILL		45,000		
Authority Control		4,500		
Statewide Courier		6,000		
Barcodes			1,900	
Tech Supplies			3,000	
Processing Supplies			55,000	
ILL				5,000

System Support/Administration

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

	35,500	18,500	-	211,000	20,000	2,500	3,000	6,500	3,500	9,000	5,000
System	Contractual	Education Travel	Election Expenses	Facility Payments	Legal	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Facilitators	10,000										
Accounting Services	20,000										
Director 360 Review	5,500										
Board Support		6,000									
Director Travel		2,500									
Departmental Ed/Travel		10,000									
County Election costs			-								
Facility Finance Payment				211,000							
Legal services					20,000						
Board & Staff meetings						2,000					
Departmental Meeting Support						500					
Membership Fees							1,000				
Departmental Membership Fees							2,000				
In-District Travel								6,500			
Staff Room Supplies									3,500		
District Postage										9,000	
Unanticipated Capital Outlay											5,000

RESERVE FUND

The Reserve Fund is used to fund the planned maintenance and/or expansion of District facilities and the wide-area network. The starting balance within the Reserve Fund has been distributed between specific projects to offset projected costs in future years.

OVERVIEW

This table provides an overview of projects that are tracked in the Reserve Fund. More specific project information is detailed on the following pages.

FY 11/12	Future Facilities	ILS/AMS	Frank W. Burton Trust	Crook County ILS	Network	Res Fund Facilities	Totals
Projected Balance Forward	365,737		17,477		267,859	201,718	852,791
Budgeted Resources							-
Trsf from GF	300,000	287,000	-	115,000	88,000	30,000	820,000
Misc income							
Trsf across reserve fund							
Earnings from Temp Invest*YTD	2,000	1,000			500	500	4,000
Total Resources	667,737	288,000	17,477	115,000	356,359	232,218	1,676,791
Budgeted Expenditures							
Personal Services							-
Materials & Services	-			115,000	26,100	71,000	212,100
Capital Outlay	-		17,477		35,000	75,000	127,477
Total Budgeted expenditures	-	-	17,477	115,000	61,100	146,000	339,577
							-
Total Projected Ending Balance	667,737	288,000	-	-	295,259	86,218	1,337,214

Reserve Fund: Facilities Investment Plan

Discussion: See discussion page 11

Integrated Library System (ILS) and Automated Materials Handling (AMH)

Discussion: See discussion page 11

Frank W. Burton Trust

The Frank W. Burton Trust represents funds donated specifically for the Redmond Library. This budget projects a capital outlay for the purchase of a laptop computer lab.

Crook County ILS

Discussion: See discussion page 11

Reserve Fund: Facilities Asset Protection Investment Plan

The tables below provide an overview of the investment plan for District facilities. The accumulated funds in subsequent years are sufficient for anticipated replacements and maintenance, including projects such as carpet replacement. Discretionary new projects or enhancements would require an increased transfer from the General Fund.

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Starting	201,718	86,218	32,870	26,909	55,060
Earnings from Temporary Investment	500	500	500	500	500
Scheduled Transfer	30,000	300,000	300,000	300,000	250,000
Total Resources	232,218	386,718	333,370	327,409	305,560
Materials and Services	75,000	113,848	134,728	121,237	110,000
Capital Outlay	71,000	240,000	171,733	151,112	150,000
Total Expenditures	146,000	353,848	306,461	272,349	260,000
Reserve Fund Total Projected Balance	86,218	32,870	26,909	55,060	45,560

Reserve Fund: Facilities Detail

This table reflects planned projects over the next fiscal year. Most items reflect planned expenses from the Asset Protection Plan, a multiple year investment plan that anticipates replacement/repair of major systems.

ITEM	LOCATION	RF Capital	RF M&S
		71,000	75,000
Unanticipated Repair/Service	System	55,000	75,000
Book Drops	System	16,000	

Reserve Fund: Information Technology Investment Plan

The tables below provide an overview of the investment plan for District Information Technology. The accumulated funds in subsequent years are sufficient for anticipated replacements and maintenance. Discretionary new projects or enhancements would require an increased transfer from the General Fund.

IT Reserve Schedule	2011/2012	2012/2013	2013/2014	2014/2015
Starting	267,859	294,759	225,359	176,059
Earnings from Temporary Investment	0	0	0	0
Scheduled Transfer	88,000	100,000	100,000	100,000
Total Resources	355,859	394,759	325,359	276,059
				0
Materials and Services	26,100	30,000	30,300	26,700
Capital Outlay	35,000	139,400	119,000	169,000
Total Expenditures	61,100	169,400	149,300	195,700
Reserve Fund Total Projected Balance	294,759	225,359	176,059	80,359

Reserve Fund: Information Technology Detail

ITEM	RF Capital	RF M&S
	35,000	26,100
Unanticipated Equipment Expenditures	20,000	
Unanticipated Service Expenditures		12,000
WAN/MOE Contingency	15,000	
Accounting Office Data Wiring Adjustment		600
Anzio Print Manipulation Software		800
Power Protection Replacements		1,300
Replacement Peripheral Equipment		9,000
Telephone Replacements		2,400

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 11	Ready to Read 12	Budget Totals
FY 2011/2012			
RESOURCES			
Starting Balance	12,000		12,000
Grant	0	30,000	30,000
Interest	100	50	150
Total Resources	12,100	30,050	42,150
			0
Expenditures			
Personnel			0
Materials and Services	12,100	20,000	32,100
Capital Outlay			0
Total All Expenditures	12,100	20,000	32,100
Projected Ending Balance	0	10,050	10,050

The Ready-to-Read Grants are grants from the State of Oregon which are used to fund the Summer Reading Program for area children. Funds for the 2012 Ready-to-Read Grant are dependent on continued support of the Oregon State Legislature.

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.

RESOURCES

**GENERAL FUND
FUND**

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

HISTORICAL DATA			RESOURCE DESCRIPTION	BUDGET FOR NEXT YEAR 2011/1012		
ACTUAL		ADOPTED BUDGET THIS YEAR 10/11		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
SECOND PRECEDING 08/09	FIRST PRECEDING 09/10					
			Beginning Fund Balance:			
1			1. *Available cash on-hand (cash basis), or			1
2	2,332,538	2,902,559	2. *Net working Capital (Accrual Basis)	3,309,177		2
3	261,431	415,132	3. Previously Levied Taxes Estimated to be received	400,000		3
4	71,762	28,292	4. Interest	10,000		4
5	150,030	134,336	5. Fines & Fees	140,000		5
6	398	23,446	6. Donations	2,500		6
7	10,773	4,579	7 Miscellaneous	1,000		7
8	46,014	34,910	8 Contract with Jefferson County Library District	13,970		8
9			9 Friends of the Libraries	25,000		9
10			10 Contract with Crook County Library	115,000		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	2,872,946	3,543,254	29 Total Resources, Except Taxes to be Levied	4,016,647		29
30		8,897,277	30 Taxes Necessary to Balance Budget	8,520,596		30
31	8,467,714	8,939,885	31 Taxes collected in Year Levied			31
32	11,340,660	12,483,139	TOTAL RESOURCES	12,537,243		32

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 2011/2012				
ACTUAL		ADOPTED BUDGET THIS YEAR 10/11				PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
Second PRECEDING 08/09	FIRST PRECEDING 09/10									
1			1	PERSONAL SERVICES					1	
2	235,171	249,292	2	Library Assistant I	0.6	5A	20,681			2
3			3	On Call Library Services			40,000			3
4	332,002	351,858	4	Library Assistant II/Materials Services	11.9	10A	382,030			4
5	613,304	684,417	5	Library Assistant III/Public Services	25.5	11A	929,470			5
6	372,828	380,019	6	Library Assistant IV	9.8	12A	384,056			6
7	39,876	86,843	7	Accounting/Administrative Assistant	2.0	14N	81,061			7
8			8	IT On Call			23,302			8
9	0	0	9	IT Tech	2.0	16A	74,064			9
10	255,402	245,989	10	Supervisor II (reclassified)	0.0	16N	0			10
11	35,596	38,601	11	Facilities Coordinator	1.0	17A	41,617			11
12	39,147	55,905	12	Librarian I/Supervisor	6.0	17N	277,526			12
13	362,028	361,495	13	Librarian II/Community Librarian	9.4	20A	478,520			13
14	194,415	144,909	14	Librarian III/Collection Development Librarian	2.0	23A	116,694			14
15	399,243	383,638	15	Library Manager I	0.0	24N	0			15
16	113,034	90,666	16	Network Technician	1.0	26A	57,110			16
17	178,394	240,952	17	Library Manager II	5.0	26N	358,577			17
18	434,682	402,459	18	Library Manager III	6.0	29N	448,588			18
19	65,600	155,129	19	Assistant Director	1.0	31N	90,861			19
20	143,305	110,026	20	Library Director	1.0		110,000			20
21			21							21
22	3,814,027	3,982,198	3,994,635	TOTAL	84.2		3,914,157			22
23			23							23
24	435,884	447,083	24	PERS RETIREMENT			560,745			24
25	277,566	293,359	25	SOCIAL SECURITY			298,136			25
26	21,388	17,006	26	WORKERS COMPENSATION			25,000			26
27	821,644	894,882	27	HEALTH INSURANCE			1,111,899			27
28	3,856	20,136	28	UNEMPLOYMENT INSURANCE			20,000			28
29	1,560,338	1,672,466	1,917,723	TOTAL			2,015,780			29
30			30							30
31	5,374,365	5,654,664	5,912,358	TOTAL PERSONAL SERVICES			5,929,937			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	R A N G E	BUDGET FOR NEXT YEAR 2011/2012			
SECOND PRECEDING 08/09	FIRST PRECEDING 09/10	ADOPTED BUDGET THIS YEAR 10/11				PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY	
						MATERIALS & SERVICES			
1	12,510	13,843	14,473	1	Auditing	14,475			1
2	977,997	1,013,713	1,060,000	2	Collection Development (Books, etc)	1,083,580			2
3	384,196	354,075	870,672	3	Contractual Services	821,331			3
4	14,818	18,320	22,000	4	Custodial Supplies	23,000			4
5	63,271	79,168	70,500	5	Education/Travel	57,050			5
6	9,503	0	20,000	6	Election Expense	0			6
7	214,350	215,150	211,000	7	Facility Financing Payment	211,000			7
8	201,762	208,059	232,000	8	Janitorial Services & Garbage	236,772			8
9	20,306	13,740	15,000	9	Legal Services	20,000			9
10	38,055	39,230	49,000	10	Liability & Property Insurance	49,000			10
11	128,051	168,058	70,300	11	Maintenance Agreements	79,638			11
12	11,934	4,404	6,550	12	Meeting Support	2,500			12
13	6,030	6,869	10,880	13	Memberships	9,975			13
14	15,969	15,258	20,850	14	Mileage	19,900			16
15	80,848	73,638	113,075	15	Supplies	115,222			17
16	36,096	27,293	26,100	16	Postage/Freight	21,000			18
17	17,681	10,677	0	17	Printer Supplies	0			19
18	60,421	59,821	110,650	18	Printing	53,100			20
19	2,618	2,882	3,000	19	Refund Adjustments	3,500			21
20	20,253	12,663	23,000	20	Recruitment	20,000			22
21	171,088	175,593	0	21	Bandwidth & Telephone	0			23
22	10,040	8,896	9,000	22	Volunteer & Staff Recognition	6,000			24
23	157,213	160,961	178,500	23	Utilities (Electricity, Natural Gas, Water/Sewer)	196,350			25
24				24					26
25				25					27
26				26					28
27				27					29
28	2,655,010	2,682,311	3,136,550	28	Total Material & Services	3,043,393			30

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 NEXY YEAR 2011/2012			
ACTUAL		ADOPTED BUDGET THIS YEAR 10/11					PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY	
SECOND PRECEDING 08/09	FIRST PRECEDING 09/10									
1	19,528	0	0	1	SHORT TERM LOAN INTEREST		0			1
2				2						2
3	9,198	2,533	13,000	3	CAPITAL OUTLAY		10,000			3
4				4						4
5	380,000	510,000	1,057,416	5	TRANSFER TO RESERVE		820,000			5
6				6						6
7			400,000	7	CONTINGENCY		400,000			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	8,438,101	8,849,508	10,519,324	30	TOTAL EXPENDITURES		10,203,330			30
31	2,902,559	3,633,631	1,884,036	31	UNAPPROPRIATED ENDING FUND BALANCE		2,333,913			31
32	11,340,660	12,483,139	12,403,360	32	TOTAL		12,537,243			32
33				33						33

SPECIAL FUND
RESOURCES AND REQUIREMENTS

HISTORICAL DATA				GRANT FUND	DESCHUTES PUBLIC LIBRARY DISTRICT	BUDGET FOR NEXT YEAR 2011-2012		
				FUND	(NAME OF MUNICIPAL CORPORATION)			
ACTUAL		ADOPTED BUDGET THIS YEAR 10/11	DESCRIPTION	RESOURCES AND REQUIREMENTS	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY	
SECOND PRECEDING 08/09	FIRST PRECEDING 09/10							
				RESOURCES				
				Beginning Fund Balance:				
1			1	*Cash on-hand (cash basis), or				1
2	9,499	10,767	2	*Working Capital (Accrual Basis)	12,000			2
3			3	Previously Levied Taxes Estimated to be received				3
4	309	97	4	Earning from Temporary Investments	150			4
5			5	Cash Forward From County				5
6	40,600	103,014	6	Grants	30,000			6
7			7					7
8			8					8
9	50,408	113,878	9	Total Resources, Except Taxes to be levied	42,150			9
10	0	0	10	Taxes Necessary to Balance	0			10
11			11	Taxes Collected in Year Levied				11
12	50,408	113,878	12	TOTAL RESOURCES	42,150			12
13			13	REQUIREMENTS				13
14			14					14
15	0	0	15	PERSONAL SERVICES	0			15
16			16					16
17	28,791	34,762	17	MATERIALS & SERVICES	32,100			17
18			18					18
19	10,850	64,601	19	CAPITAL OUTLAY	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	10,767	14,515	31	UNAPPROPRIATED ENDING FUND BAL	10,050			31
32	50,408	113,878	32	TOTAL REQUIREMENTS	42,150			32

This fund is authorized and established by Board resolution on June 17, 2009 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: 2019**

Capital Expenditure Reserve Fund

DESCHUTES PUBLIC LIBRARY DISTRICT

Fund

Name of Municipal Corporation

Historical Data				Description	Budget For Next Year 2011-12		
Actual		Adopted Budget This Year 10/11	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body	
Second Preceding 08/09	First Preceding 09/10						
				Resources			
1			1	Cash on Hand (Cash Basis), or			1
2	832,037	772,777	2	Working Capital (Accrual Basis)	852,791		2
3			3	Previously Levied Taxes Estimated to be Received			3
4	20,577	4,092	4	Earnings from Temporary Investments	4,000		4
5			5				5
6	380,000	510,000	6	From General Fund	820,000		6
7			7	Certificates of Participation			7
8	800	0	8	Other			8
9	1,233,414	1,286,869	9	Total Resources, Except Taxes to be Levied	1,676,791		9
10			10	Taxes Necessary to Balance			10
11			11	Taxes Collected in Year Levied			11
12	1,233,414	1,286,869	12	Total Resources	1,676,791		12
				Requirements			
13			13				13
14			14				14
15	0	0	15	PERSONAL SERVICES	0		15
16			16				16
17	152,265	167,164	17	MATERIALS & SERVICES	212,100		17
18			18				18
19	308,372	435,584	19	CAPITAL OUTLAY	127,477		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	772,777	684,121	34	Reserved for Future Expenditure	1,337,214		34
35	1,233,414	1,286,869	35	Total Requirements	1,676,791		35