



# Deschutes Public Library District

## 2009/2010 Budget

The Deschutes Public Library is currently fulfilling the role of enriching people's lives in a time when our services are needed and in demand more than ever before. While the current economic downturn has touched almost every aspect of our community, the library stands out as a respite to our patrons for cultural, educational and personal growth.

Usage of the library grew at an unprecedented rate in the past year. We are seeing growth rates in the double digits as patrons have made over one million visits to our facilities, while checking out over 2,200,000 items!

Initiatives for the coming year will focus on enhancing our communities' enjoyment and understanding of our services while expanding our services to meet community demand.

### Significant 2009/2010 Budget Initiatives

- Staff training and development to enhance the patron library experience.
- Library branding to emphasize, market, and highlight library services and programs.
- Expanding of library services to serve East Bend.
- New carpeting for La Pine, Sunriver, and Redmond branches.
- Increasing the book budget to reflect increase in patron demand.
- Expanding of the Library Linx program.

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# Board Results Priorities

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: 04/15/09

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.
  - D. Children attend well-designed story times and programs that stimulate discussion, curiosity or appreciation of reading.
  - 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.
    - i. Residents attend programs that promote understanding of the Latino community. Resources are allocated relative to the population of that 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. Resources relative to the size of the immigrant population are assigned to achieve the desired result.
  - 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.

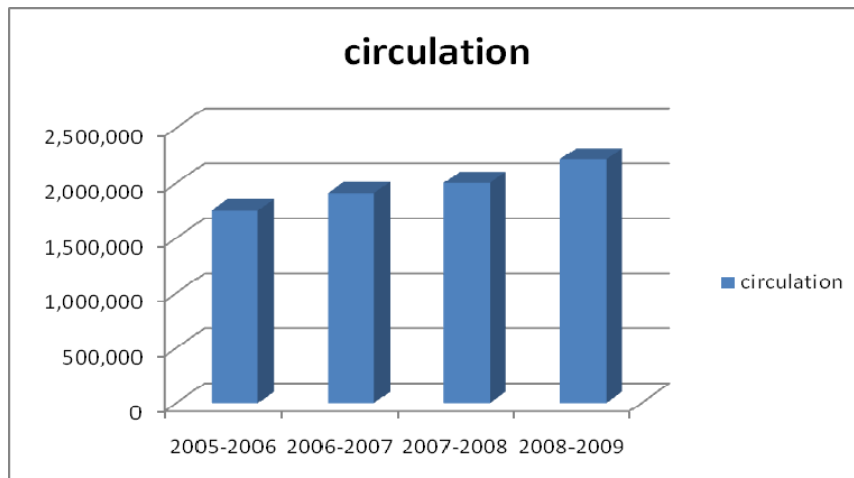
- C. Residents with disabilities obtain library services including materials in formats that meet their needs.
5. Residents have an understanding of the types and scope of services that the library provides.
- A. Students, parents, teachers and other school personnel understand the resources and scale of support services that the library can provide.

# Achieving Board Identified Results

Ten years of commitment to developing one of the strongest libraries in the state are coming to fruition. This year the library garnered state and national recognition for superior levels of service and innovation.

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

- The District won national honors for excellent graphic arts for the Teen Zine.
- Bend and Redmond teen areas were featured in a new book for library teen spaces.
- Human Resources Manager, Marian Thomas, won the Oregon Library Association Ole award.
- The library strives to offer the best in technology for both patrons and staff.
- Children and Teen services are reaching record numbers of children in the library, in daycare centers, and in the schools.
- Adult programming is evolving to not only provide large quantities of programs, but is also developing quality programs distinct to the library.
- Online and in-person services are being updated and improved to proactively meet patron needs.
- Library Outreach programs are reaching diverse populations and diverse service needs throughout the District.
- Investment in the collection is positively impacting patron use and satisfaction.
- 2008-2009 has seen record increases in usage of the library.
- Graphic designer, Ann Hettinger, received the ALA graphic arts "best in show" award.
- The District received the 2009 City of Bend Arts, Beautification and Culture Award for the 2008 Novel Idea program.
- Heather McNeil and the Youth Services Team led the extremely successful Central Oregon Early Literacy Conference.



# 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 can be 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 will involve 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 meeting.
- ◆ Three-year projections will be included in the Budget document to ensure that District operations are sustainable in other than extreme economic conditions.
- ◆ Income projections within the budget will be based on estimates provided by Deschutes County.
- ◆ Cash flow will be 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 projects and the ongoing investment of funds to update and maintain the District's capital assets will be tracked in the Reserve Fund.
- ◆ Transfers to the Reserve Fund shall be sufficient to maintain the six facilities and the wide-area computer network and shall include a savings plan which anticipates the repair and /or replacement of major systems.
- ◆ Staff development will be funded at a level sufficient to support collaborative management practices and professionalism at all levels of the organization.
- ◆ Sufficient information will be 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 projects that assessed valuation will increase by 4.4% in the 2009/2010 Fiscal Year. The budget assumes that construction will remain slow, and estimates a 4.4% increase in the 2010/2011 and a 4.4% in the 2011/2012 fiscal years.
- ◆ Staffing levels are assumed to remain relatively constant in Fiscal Years 2010/2011 and 2011/2012. Any additions in staffing would 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 costs are projected to increase by 1.5% in 2009/2010. Personnel costs are projected to increase up to 6% each year in 2010/2011 and 2011/2012.
- ◆ The PERS rate for the 2009/2010 Fiscal Year has been set by PERS at 12.45% of gross pay for Tier One and Tier Two employees, and 11.1% 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 \$1,064 monthly per full time employee enrolled in the insurance program. Based on past history, the budget assumes that 77 District employees will enroll in the insurance program. (Many part-time employees do not elect to enroll.)

## EXECUTIVE LIMITATIONS AND BUDGET PRINCIPLES

### Tax Projections

The following table projects a 4.4% increase in total assessed value. The County estimates Net Collection Rate by reviewing budget experience over the past several years.

<b>Deschutes Public Library Operating Levy Projection for FY 2008-2009</b>	
	<b>Assessed Value</b>
January 2008 Assessed Value	16,602,476,500
Growth	4.4%
Estimated January 2009 Assessed Value	17,332,985,466
Rate	0.55
Gross Levy	9,533,142
Net Collection Rate	0.90
Estimated taxes to be received	8,579,828

## EXECUTIVE LIMITATIONS AND BUDGET PRINCIPLES

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. A complete freeze in new construction in Deschutes County would result in a reduction of approximately \$300,000 in projected annual tax growth. The projected ending balance in each of the three years exceeds Management's target of at least an \$800,000 ending cash balance. Any long-term reduction in tax income would require reductions in operating costs.

	FY 09/10	FY 10/11	FY 11/12
<b>Resources</b>			
Cash Forward	2,052,017	1,684,523	1,328,434
Previously Levied Taxes Estimated to be received	121,900	129,214	136,967
Interest	50,000	50,000	50,000
Fines & Fees	140,000	144,200	148,526
Donations	500	500	500
Miscellaneous	1,000	1,000	1,000
Contract with Jefferson Library District	23,145	23,839	24,555
Tax Income From Current Year Taxes	8,579,828	8,957,340	9,351,463
<b>Total Resources</b>	<b>10,968,389</b>	<b>10,990,617</b>	<b>11,041,445</b>
<b>ANNUAL EXPENDITURES</b>			
	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>FY 11/12</b>
Personnel	5,836,571	6,186,765	6,557,971
Materials & Services	3,094,762	3,140,605	3,234,823
Transfer To Capital Projects Reserve Fund	510,000	500,000	500,000
Capital Outlay	32,000	32,000	32,000
Short Term Interest	0	0	0
<b>TOTAL ANNUAL APPROPRIATIONS</b>	<b>9,473,333</b>	<b>9,859,370</b>	<b>10,324,794</b>
<b>Projected 2% Under-Expended Line-Items</b>	<b>189,467</b>	<b>197,187</b>	<b>206,496</b>
<b>Projected Ending Balance</b>	<b>1,684,523</b>	<b>1,328,434</b>	<b>923,147</b>

Cash flow will be 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.

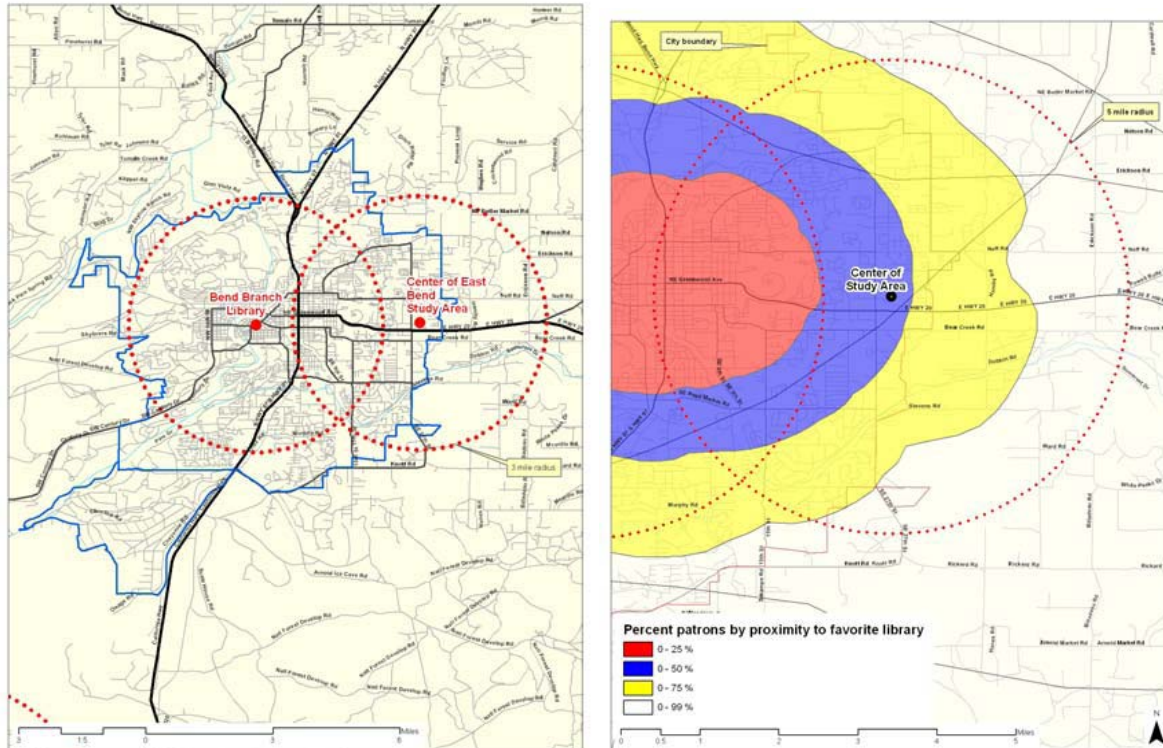
The Budget factors in the need to borrow short term from the Reserve fund to cover anticipated General Fund cash depletion before November tax funds arrive.

### Tax Rate

No increase in the library tax rate is proposed.

# BUDGET DISCUSSION: PRIORITIES & IMPLEMENTATION STRATEGIES

## East Bend Branch



District studies have shown that a significantly underserved population exists in the area east of Pilot Butte in Bend. The District Board has appointed a subcommittee to begin looking at possible areas for future expansion.

This budget proposes setting aside funds for renting a storefront in east Bend in order to gauge interest in library services, alleviate demand on the facility at 601 NW Wall and to expand opportunities to meet Board results. The District will first conduct research into the feasibility of such an operation, including recommendations for space and open hours.

Staffing for the East Bend Branch will be accomplished through the addition of 1 FTE of Library Assistant III as well as shifting existing staffing to cover open hours.

Estimated costs for the storefront branch:

Rent	125,000
Furniture	7,000
Computer Equipment	2,112
Materials and Services	3,250
New Staffing	30,000
<b>Total</b>	<b>167,362</b>

### Collection Development

Our libraries are experiencing double digit growth in materials circulated. This relates to an increased demand for limited resources. This budget proposes a \$60,000 increase in the materials budget to bring our annual investment to **\$1,060,000**. The increased investment will help us keep up with population growth and maintain our ranking among the top libraries in Oregon.

### Library Systems 2007-08, Ranked by Material Budget/Capita

Rank	Library System 2007-2008,	Material Budget Per
1	Corvallis-Benton	\$10.33
2	Lake Oswego	\$9.87
3	Multnomah	\$8.36
4	Tigard	\$6.90
<b>5</b>	<b>Deschutes</b>	<b>\$6.34</b>
6	Cedar Mill	\$6.16
7	Eugene	\$5.34
8	Beaverton	\$5.29
9	Albany	\$4.25
10	Hillsboro	\$3.89

## Efficiencies

As another indicator of our efforts to address increased usage of our services, the District will be investing in areas that increase our efficiency in handling and delivering materials as well as improving work flow.

Floating Collection Software	10,000
Additional Self Check-out Stations	32,000
Upgrade Self Check-out Stations for e-commerce	10,500
Bend Lobby Improvements	50,000
<b>Total</b>	<b>102,500</b>

## Branding

In 2008/2009 the District started working with “The Shop” to develop a positive library brand for marketing, increasing awareness of the scope of services the library provides, and for improving our web presence.

Remaining costs for 2009/2010: **\$26,750**

## Staff Training and Development for the Library Experience

The most important investment we make each year is in our staff. Deschutes Public Library management and staff have developed an extensive and far reaching plan to support our staff through continuing education, development of in-house training on core competencies and training to support “We ‘C.A.R.E.’ for Customers” (Courteous, Attentive, Resourceful, Efficient).

In addition, we will be combining staff training to tie in with our branding initiative. Our annual regional conference will be replaced with a Staff Day for launching our customer experience and branding programs.

Staff Development for Library Experience	30,000
Staff Training Day	17,500
<b>Total</b>	<b>47,500</b>

## **Carpeting**

The District maintains a detailed facilities asset protection plan. This insures that we are maintaining appropriate reserves to handle routine replacement and repair. The most significant planned upkeep for 2009/2010 will be minor carpet repairs in Bend as well as complete carpet replacements in Redmond, La Pine and Sunriver.

Bend Carpet Repairs	5,500
Redmond Carpet Replacement	102,000
La Pine Carpet Replacement	40,000
Sunriver Carpet Replacement	32,000
<b>Total</b>	<b>179,500</b>

## **Organizational Structure Changes**

### ***Policy Type: Executive Limitation***

#### ***III-I Policy Title: Emergency Library Director Succession*** *Approved: 06/16/04*

*In order to protect the Board from sudden loss of Library Director services, the Library Director may have no fewer than two other managers familiar with Board and Library Director issues and processes.*

*Accordingly, he or she may not:*

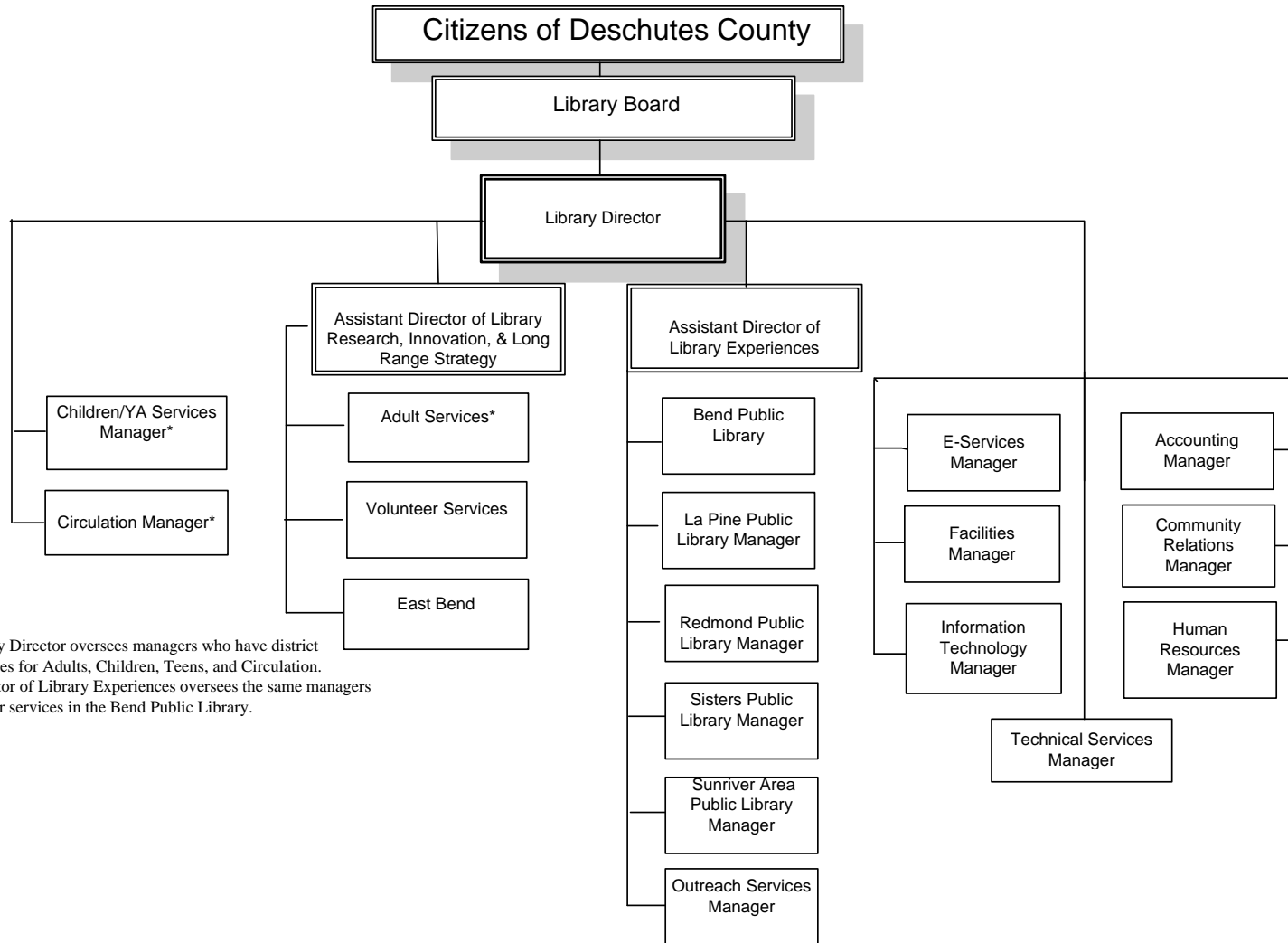
- 1. Fail to prepare at least two managers who are proficient at the director level in financial management, human resources, and Board governance issues.*

In 2008/2009 the Assistant Director position was changed to “Assistant Director: Library Experiences” to reflect our emphasis on viewing the library from the customer perspective, to support library staff development and to oversee the Bend Library.

This Budget reflects the addition of an additional Assistant Director Position, “Assistant Director: Research, Innovation and Long-Range Strategy.” This position will focus on East Bend expansion, grant writing and fundraising for library expansion. In addition this position will oversee district wide adult services initiatives and will lead efforts to expand our volunteer program.

These changes are cost neutral, but do represent a significant change in the Library staffing structure. In addition, these changes work to address Executive Limitation Policy III-1.

## Library Experiences Leadership



\*The Library Director oversees managers who have district responsibilities for Adults, Children, Teens, and Circulation. The Assistant Director of Library Experiences oversees the same managers for services in the Bend Public Library.

## **BUDGET DISCUSSION: OPERATIONAL LEVEL**

### **BUDGET DISCUSSION: OPERATIONAL LEVEL**

This section of the budget provides greater detail to provide context for policy level budget decisions.

- All significant changes in the budget are discussed above in the section title “Proposed Implementation Strategies.” The remainder of the budget reflects minor changes in line-items to reflect budget history, inflation, and known cost increases. Hundreds of small decisions are reflected in each line-item.
- The budget proposes a 1.48% increase in Personal Services and a 7.61% increase in the Materials & Services for a total increase in core operations of 3.5%.
- Detail is provided to the departmental level, with a brief discussion of larger expenses. Department managers will be available to answer specific questions.

### **PERSONAL SERVICES COSTS**

- The salary schedule reflects a 0% cost of living adjustment as specified in the union contract. The same 0% increase was applied to non-union represented positions.
- The PERS rate is 12.45% of gross pay for Tier One and Tier Two employees, and 11.10% for OPSRP employees. Total PERS costs are estimated at \$484,368.
- Total Social Security costs are estimated at \$306,473.
- The District has committed to contribute \$1,063.57 monthly per full time employee enrolled in the insurance program. Based on past history, the budget assumes that 76 District employees will enroll in the insurance program. (Many part-time employees do not elect to enroll.)

### **2009/2010 Staffing**

The staff distribution chart reflects the following changes:

- The addition of 1 FTE for East Bend
- The addition of the Assistant Director: Research, Innovation and Long-Range Strategy

	Totals	5A	10A	11A	12A	14N	16N	17A	17N	20A	23A	24N	26A	26N	29N	31N
Accounting	2.00					1.00						1.00				
Bend Circulation	14.00	5.5	7.00				1.00								1.00	
Bend Branch	1.00															1.00
Bend Reference	10.23	0.50		3.85				0.88		2.00	2.00	1.00				
Bend Child/Youth Services	6.00			2.00						2.00	1.00				1.00	
Community Relations	3.00				2.00									1.00		
East Bend Branch	2.00			1.00												1.00
E-Services	1.00													1.00		
Facilities	4.00				2.00			1.00								1.00
Human Resources	2.00					1.00						1.00				
La Pine Branch	4.75			2.25			1.00			0.50		1.00				
Network	3.00												2.00		1.00	
Outreach	4.00			2.50	.50							1.00				
Redmond Branch	12.04	2.00	3.68	1.56			1.00			2.80				1.00		
Sisters Branch	4.25			2.25			1.00					1.00				
Sunriver Branch	4.75			2.25			1.00			0.50		1.00				
Technical Services	9.00	1.00		1.00	6.00										1.00	

## Personal Services Costs Salary Schedule

POSITION	RANGE	A	B	C	D	E	F	G	H	I	J	K	L
Library Assistant I	5A	1885.8738	1942.4500	2000.7235	2060.7452	2122.5676	2186.2446	2251.8319	2319.3869	2388.9685	2460.6375	2534.4567	2610.4904
Library Assistant II	10A	2294.4538	2363.2874	2434.1861	2507.2116	2582.4280	2659.9008	2739.6978	2821.8888	2906.5454	2993.7418	3083.5541	3176.0607
Library Assistant III	11A	2386.2320	2457.8189	2531.5535	2607.5001	2685.7251	2766.2969	2849.2858	2934.7643	3022.8073	3113.4915	3206.8962	3303.1031
Library Assistant IV	12A	2481.6812	2556.1317	2632.8156	2711.8001	2793.1541	2876.9487	2963.2572	3052.1549	3143.7196	3238.0311	3335.1721	3435.2272
Facilities Coordinator	17A	3019.3447	3109.9250	3203.2228	3299.3195	3398.2990	3500.2480	3605.2555	3713.4131	3824.8155	3939.5600	4057.7468	4179.4792
Librarian II	20A	3398.4928	3500.4476	3605.4610	3713.6249	3825.0336	3939.7846	4057.9782	4179.7175	4305.1090	4434.2623	4567.2902	4704.3089
Librarian III	23A	3821.2900	3935.9287	4054.0066	4175.6268	4300.8956	4429.9224	4562.8201	4699.7047	4840.6958	4985.9167	5135.4942	5289.5590
Network technician	26A	4299.1452	4428.1195	4560.9631	4697.7920	4838.7258	4983.8875	5133.4042	5287.4063	5446.0285	5609.4093	5777.6916	5951.0224

POSITION	RANGE	A	B	C	D	E	F	G	H	I	J	K	L
Acctg/Admin Assist.	14N	2773.7137	2856.9251	2942.6329	3030.9119	3121.8392	3215.4944	3311.9592	3411.3180	3513.6576	3619.0673	3727.6393	3839.4685
Supervisor II	16N	3000.0488	3090.0502	3182.7517	3278.2343	3376.5813	3477.8788	3582.2151	3689.6816	3800.3720	3914.3832	4031.8147	4152.7691
Librarian I	17N	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 I	24N	4106.2200	4229.4066	4356.2888	4486.9775	4621.5868	4760.2344	4903.0414	5050.1327	5201.6366	5357.6857	5518.4163	5683.9688
Library Manager II	26N	4439.4034	4572.5855	4709.7631	4851.0560	4996.5876	5146.4853	5300.8798	5459.9062	5623.7034	5792.4145	5966.1869	6145.1726
Library Manager III	29N	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	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	Entry Level Clerk-Shelver
10A	Circulation duties
11A	Paraprofessional duties such as ready-reference
12A	Paraprofessional duties such as copy-cataloger
17A	Facilities Coordinator
20A	Librarian II
23A	Lead Librarian III
26A	Network Computer Technician

Range	Description
14N	Admin/Accounting Assistant
16N	Supervisory duties
17N	Part-time reference librarian
24N	Manager I: Smaller branches, Accounting, & HR
26N	Manager II: Community Relations, E-Services, Redmond
29N	Manager III: Larger Departments, IT & Facilities
31N	Assistant Director

# General Fund Materials & Services

## Distribution by Department

	Totals	Account	Bend Ref	Bend	Circ	CR	East Bend	E-Ser	Fac	HR	IT	LaP	OutR	Redm	Sisters	Sunriver	Tech	YS	System
<b>MATERIALS &amp; SERVICES</b>																			
Auditing	13,100	13,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Books	1,066,000	-	1,060,000	-	-	-	-	-	-	-	-	-	5,000	-	-	-	500	500	-
Computer Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual Services	577,622	4,825	8,500	30,000	19,000	58,750	125,000	2,000	97,080	51,500	94,492	-	4,500	-	-	-	54,375	17,600	10,000
Copy Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodial Supplies	18,500	-	-	-	-	-	-	-	18,500	-	-	-	-	-	-	-	-	-	-
Education/Travel	115,275	2,500	7,975	3,100	4,750	3,500	2,150	2,000	5,500	29,300	5,000	4,800	2,800	5,450	2,800	2,900	3,350	6,400	21,000
Election Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility Financing Payment	216,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	216,000
Janitorial Services & Garbage	207,546	-	-	-	-	-	-	-	207,546	-	-	-	-	-	-	-	-	-	-
Legal Services	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000
Liability & Property Insurance	45,300	-	-	-	-	-	-	-	45,300	-	-	-	-	-	-	-	-	-	-
Maintenance Agreements	151,019	-	1,700	-	-	-	-	-	72,719	-	76,600	-	-	-	-	-	-	-	-
Meeting Support	14,100	-	250	400	150	1,025	200	50	50	335	200	240	150	350	250	225	75	150	10,000
Memberships	10,500	150	1,500	350	300	300	300	300	300	530	300	910	350	1,050	500	800	360	1,400	800
Mileage	29,050	250	2,175	1,750	2,100	1,600	825	500	4,700	500	1,000	2,800	2,050	3,150	1,500	1,250	500	1,400	1,000
Supplies	122,185	850	1,500	500	16,185	2,250	1,000	1,500	11,400	5,500	3,300	1,900	1,800	2,000	2,200	1,800	49,000	12,000	7,500
Postage/Freight	36,300	-	5,000	50	15,000	50	50	-	-	-	-	250	7,000	600	200	100	-	-	8,000
Printer Supplies	18,000	-	-	0	-	-	-	-	-	-	18,000	-	-	-	-	-	-	-	-
Printing	74,300	-	-	-	-	49,800	-	-	-	1,500	-	-	-	-	-	-	-	23,000	-
Refund Adjustments	2,500	-	-	-	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recruitment	25,000	-	-	-	-	-	-	-	-	25,000	-	-	-	-	-	-	-	-	-
Bandwidth & Telephone	172,865	-	-	-	-	-	-	-	-	-	172,865	-	-	-	-	-	-	-	-
Volunteer & Staff Recognition	8,500	-	-	-	-	-	3,500	-	-	5,000	-	-	-	-	-	-	-	-	-
Utilities	156,100	-	-	-	-	-	-	-	156,100	-	-	-	-	-	-	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,094,762</b>	<b>21,675</b>	<b>1,088,600</b>	<b>36,150</b>	<b>59,985</b>	<b>117,275</b>	<b>133,025</b>	<b>6,350</b>	<b>619,195</b>	<b>119,165</b>	<b>371,757</b>	<b>10,900</b>	<b>23,650</b>	<b>12,600</b>	<b>7,450</b>	<b>7,075</b>	<b>108,160</b>	<b>62,450</b>	<b>289,300</b>
<b>CAPITAL OUTLAY</b>	<b>32,000</b>	<b>-</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>-</b>	<b>2,000</b>	<b>1,500</b>	<b>-</b>	<b>8,000</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>	<b>10,000</b>

## 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.

### Accounting

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

	13,100	4,825	2,500	150	250	850
Accounting	Auditing	Contractual	Education Travel	Memberships	Mileage	Supplies
Audit	13,100					
Banking Fees		1,670				
Accounting Programming		500				
Oregon Coop Purchasing		900				
Assorted Supplies						850
E-comm Merchant/Banking Fees		1,755				

### Bend Reference

Bend Reference is responsible for reference services in Bend and provides reference support throughout the District.

	1,060,000	8,500	7,975	1,700	250	1,500	2,175	1,500	5,000	1,000
Bend Reference	Books	Contractual	Education Travel	Maintenance	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Invest in collection	1,060,000									
Statewide Courier		6,000								
Reader/Print Maint				1,700						
Staff meetings					200					
Assorted supplies								1,000		
Food for Thought		2,500						500		
Postage & ILL									5,000	
Accountability					50					
Discretionary Ref Capital										1,000

## Bend Library

The Assistant Director: Library Experiences oversees the Bend Library and the Library Experience training.

	30,000	3,100	400	350	1,750	500	50	2,000
Bend	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Staff Meetings			400					
Assorted Supplies						500		
Postage							50	
Staff Dev. Library Experience	30,000							
Discretionary Capital								2,000

## Bend Circulation

The Bend Branch circulates nearly 1,000,000 items annually – incoming items must be inspected and shelved. Bend Circulation also provides training and support for the circulation function throughout the District.

	19,000	4,750	150	300	2,100	16,185	15,000	2,500	1,000
Bend Circulation	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Refunds	Capital Outlay
Collection Agency	19,000								
Circ supplies						2,000			
Library cards						10,135			
Linx Library Cards						1,250			
Linx Card Applications						500			
Mailers						2,300			
Postage for Notices							15,000		
Repay disputed charges								2,500	
Accountability			150						
Circ Discretionary Capital									1,000

## 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.

	58,750	3,500	1,025	300	1,600	2,250	50	49,800
Community Relations	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Printing
Accountability			25					
Adult Programs	22,000							
Assorted Supplies						2,000		
Facilitator	5,000							
Postage							250	
Printing: Ads								4,000
Printing: Adult Programs								8,000
Printing: Banners								1,500
Printing: Books by Mail newsletters								1,500
Printing: District Forms								3,500
Printing: Novel Idea								5,000
Printing: Promote Materials								5,000
Printing: Business Cards								1,000
Printing: Stationary								3,200
Printing: Pamphlets								10,000
Printing: Phone listings								3,600
Refreshments (10 programs)			1,000					
Signage for District	5,000							
Printing: Seniors & Jails								3,500
Branding Project	26,750							

## East Bend Branch

Represented here are the estimated line item costs of a storefront East Bend branch library and district-wide volunteer coordination.

	125,000	2,150	200	300	825	1,000	50	3,500	2,000
East Bend	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Volunteer Staff Recognition	Capital Outlay
Staff Meetings			200						
Assorted Supplies						1,000			
Postage							50		
Rent	125,000								
Discretionary Capital									2,000
Volunteer Recognition								3,500	

## E-Services

E-Services is responsible for the development and promotion of online services, including: server support; WEB design; content development; and OPAC optimization.

	2,000	2,000	50	300	500	1,500	1,500
E-Services	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Capital Outlay
Library Thing	2,000						
Software						1,000	
Assorted Supplies						500	
Unanticipated Equipment							1,500
Meetings			50				

## 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 and staff development at the District level.

	51,500	29,300	335	530	500	5,500	1,500	25,000	5,000	8,000
Human Resources	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Printing	Recruitment	Volunteer & Staff Recognition	Capital Outlay
Accountability			35							
Accountability Facilitators	5,000									
ADP HR Software	10,535									
Advertisements & expenses								25,000		
Assorted Office Supplies						1,000				
District Service Wall							1,000			
EAP Program	2,500									
Ergonomics										5,000
Flex Plan Admin	2,000									
Health Incentive Program						2,000				
Payroll fees	16,465									
Printing: Forms							500			
Staff Awards, etc									5,000	
Staff Development	9,000					2,500				
Staff meetings			300							
Supervisor Training	3,000									
Training software										3,000
Staffing Study	3,000									

## Facilities

The facilities department is responsible for maintaining the District's three vehicles, six facilities and the in-District courier.

	97,080	18,500	5,500	207,546	45,300	72,719	50	300	4,700	11,400	156,100
Facility	Contractual	Custodial Supplies	Education Travel	Janitorial & Garbage	Insurance	Maintenance	Meeting Support	Memberships	Mileage	Supplies	Utilities
Fuel for Vans & Bookmobile	16,000										
Landscaping	38,500										
Mats	7,200										
Parking Lots Sweeping	5,000										
Other Contractual	5,300										
Permits for Boilers Elevators	1,100										
Storage Rent	4,500										
Fire Alarm/Access Monitoring	3,480										
Snow Removal	16,000										
Custodial Supplies		18,500									
CFM Certification/Education			5,500								
Garbage Pick-Up				10,400							
Janitorial Contracts				197,146							
Liability Insurance					22,000						
Property Insurance					23,300						
Fire Alarm P.M./Testing						4,387					
Backflow/FireSprinkler/Extinguisher Testing						3,605					
HVAC Mechanical						16,292					
HVAC Controls						11,885					
Postage Meter						650					
Book Mobile/Van Maintenance						10,500					
P.M. Painting						10,000					
HVAC Chemicals						3,700					
Bend Generator						1,000					
Elevator Maintenance						9,500					
Bend Entry Doors						1,200					
Meetings							50				
Mileage									4,700		
Assorted Supplies										3,100	
Copier Paper										8,300	
Natural Gas											39,000
Water & Sewer											19,100
Electricity											98,000

## Information Technology

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

	94,492	5,000	76,600	200	300	1,000	3,300	18,000	172,865
IT	Contractual	Education Travel	Maintenance	Meeting Support	Memberships	Mileage	Supplies	Printer Supplies	Bandwidth & Telephone
Long Distance									315
Cellular Phone and Data Services									3,850
Internet Bandwidth Provider									28,000
Voice Circuits - Digital and Analog									31,200
Data Network Circuits - LSS to ATM									109,500
Staff Laser Printer Toner								9,000	
Public Laser Printer Toner								9,000	
Cleaning and Maintenance Supplies							500		
Books and Documentation							500		
Miscellaneous Tools							800		
Miscellaneous Office Supplies							1,500		
Accountability				50					
Other meetings				150					
WebSense Filtering Maintenance			0						
Security Software Maintenance			8,800						
Network Monitoring Maintenance			1,800						
Antivirus/Antispam Maintenance			2,500						
Disaster Recovery Maintenance			3,000						
Pharos Reservation Maintenance			3,500						
Altiris Systems Maintenance			4,000						
Footprints Service Maintenance			5,500						
Navision/Serenic Maintenance			7,500						
Cisco SmartNet Maintenance			8,000						
Copier and Printer Maintenance			32,000						
Webfeat Search System	11,500								
Syndetics Content Subscription	12,000								
Millennium Maintenance	70,992								

## LaPine Branch Library

The LaPine Branch Library serves south Deschutes County.

	4,800	240	910	2,800	1,900	250	1,000
LaPine	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Staff and Board Meetings		200					
Assorted Supplies					1,900		
Postage						250	
Accountability		40					
Discretionary Capital							1,000

## Outreach Services

The Outreach Department provides services to rural residents, residents who are unable to travel to a branch library, and residents incarcerated in local corrections facilities. Outreach operates the bookmobile, the “We Deliver” homebound program, and the HomeWordBound program.

	5,000	4,500	2,800	150	350	2,050	1,800	7,000
Outreach	Books	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight
Translating to Spanish		3,000						
Assorted Supplies							1,000	
Postage to homebound								7,000
Accountability				50				
Programming		1,500						
Program Supplies							250	
Craft Supplies							250	
Books: Jails	5,000							
Latino Focus Groups				100				
Staff Presentations							300	

## Redmond Branch Library

The Redmond Branch Library serves north Deschutes County.

	5,450	350	1,050	3,150	2,000	600	2,000
Redmond	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Assorted Supplies					1,200		
Postage						600	
Crafts					500		
Materials Processing					100		
Program Supplies					200		
4 staff meetings		150					
Annual Board meeting		150					
Accountability		50					
Discretionary Capital							2,000

## Sisters Branch Library

The Sisters Branch Library serves northwest Deschutes County.

	2,800	250	500	1,500	2,200	200	1,000
Sisters	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Board & Staff Meetings		200					
Crafts					300		
Assorted Supplies					1,600		
Postage						200	
Accountability		50					
Computer Class Supplies					300		
Discretionary Capital							1,000

## Sunriver Area Branch Library

The Sunriver Area Branch Library serves the area between Bend and LaPine.

	2,900	225	800	1,250	1,800	100	1,000
Sunriver	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Board & Staff meetings		200					
Craft Supplies					200		
Assorted Supplies					1,600		
Postage						100	
Accountability		25					
Discretionary Capital							1,000

## Technical Services

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

	500	-	54,375	3,350	75	360	500	49,000	500
Tech	Books	Computer Supplies	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Capital Outlay
Technical manuals	500								
OCLC Cat & ILL			49,875						
Authority Control			4,500						
Barcodes								3,000	
Tech Supplies								3,000	
Processing Supplies								43,000	
Accountability					75				
Discretionary Capital									500

## Youth Services /Bend Children's

Bend Children's/Youth Services is responsible for youth services in Bend and coordinates youth services throughout the District.

	500	17,600	6,400	150	1,400	1,400	12,000	23,000	1,000
Youth Services	Books	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Printing	Capital Outlay
Accountability				50					
Assorted Supplies							1,500		
Craft Supplies							2,500		
Discretionary Bend Child Capital									1,000
Promo Materials								20,000	
Staff meetings				100					
Teen Printing								3,000	
Teen Program Supplies							8,000		
Teen Programs		10,000							
Tower Theater Rent		1,600							
YS Author visits		6,000							
OCYP Lending Library	500								

## System Support/Administration

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

	10,000	21,000	-	216,000	15,000	10,000	800	1,000	7,500	8,000	10,000
System	Contractual	Education Travel	Election Expenses	Facility Payments	Legal	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Assorted Supplies									5,000		
Staff Room Supplies									2,500		
Board & Staff meetings						10,000					
Facilitators	10,000										
Facility Finance Payment				216,000							
Legal services					15,000						
Postage										8,000	
Unanticipated Capital Outlay											10,000

## Continuing Education and Memberships

The Library District places a high priority upon continuing education for both the District Board and staff. The following tables describe the annual investment of the District. Allocations for individual staff members are adjusted to reflect leadership positions in professional organizations.

Per clerical staff member to be used for departmental training	100
Per professional for membership in professional organizations	300
Per each paraprofessional staff member for external conference, workshops, etc.	500
Per Librarian positions for external conference, workshops, etc	1,000
MLS Students for attendance at national conference	800
Per Manager for external conference, workshops, etc.	2,000
District membership in Special Districts Association, Sunriver Business Park, etc.	4,000
Director travel and conference registration	4,000
Board travel and conference registration	12,000

## Allocation for District Training Programs

Leadership Institute	The District sponsors an ongoing series of workshops for managers. Topics have included problem solving, communications, negotiation, and performance management.	5,000
Library Experience	Continuing education, development of in-house training on core competencies and training to support “We ‘C.A.R.E.’ for Customers” (Courteous, Attentive, Resourceful, Efficient).  Training will also focus on core customer service excellence, diversity, special needs and web-based services.	30,000
District Workshops	The District has developed a list of staff development outcomes which are linked to professional and technical competencies. Funds will be used to sponsor workshops to achieve the outcomes.	12,000
MLS Tuition Assistance	The District reimburses employees studying for a Masters of Library Science for 50% of tuition.	8,000
Staff Day	All-day staff training for Deschutes Public Library Staff and Library Board Members focusing on the roll-out of the Branding and Customer Experience initiatives.	17,500

## General Fund Capital Outlay

Capital Outlay for items other than Network and Facility projects are funded through the General Fund Capital Outlay.

Adult Services – Bend Ref	1,000
Bend	2,000
Bend Circulation	1,000
E-Services	1,500
Bend Children’s	1,000
East Bend	2,000
La Pine Branch	1,000
Redmond Branch	2,000
Sisters Branch	1,000
Sunriver Branch	1,000
Technical Services	500
Reserved for Unanticipated Capital Projects	10,000
<b>Total Discretionary Projects</b>	<b>24,000</b>
<b>Specific Allocations</b>	
HR Ergonomics	5,000
HR WEB-Based Training Software	3,000
<b>Total Specific Allocations</b>	<b>8,000</b>
<b>Total General Fund Capital Outlay</b>	<b>32,000</b>

- A discretionary allocation is proposed as detailed to address issues such as minor furniture and/or equipment purchases.
- \$5,000 is proposed to address ergonomic issues that surface throughout the fiscal year, such as adjusting computer keyboards or office furniture to reduce the risk of repetitive motion injuries.
- \$3,000 is proposed to purchase WEB based training software that could be used individually by staff members at any computer workstation.
- An allocation of \$10,000 is proposed for unanticipated Capital Projects.

## 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.

<b>FY0 9/10</b>	<b>Remodels/East Bend Branch</b>	<b>Network</b>	<b>Res Fund Facilities</b>	<b>Totals</b>
Projected Bal Forward	400,663	86,209	245,564	732,436
<b>Budgeted RESOURCES</b>				-
Trsf from GF	-	260,000	250,000	510,000
Misc income				
Trsf across reserve fund				
Earnings from Temp Invest*YTD			10,000	10,000
<b>Total Resources</b>	<b>400,663</b>	<b>346,209</b>	<b>505,564</b>	<b>1,252,436</b>
<b>Budgeted Expenditures</b>				
Personal Services				-
Materials & Services		108,770	90,600	199,370
Capital Outlay	-	180,237	368,200	548,437
				-
<b>Total Budgeted expenditures</b>	<b>-</b>	<b>289,007</b>	<b>458,800</b>	<b>747,807</b>
				-
<b>Total projected ending bal</b>	<b>400,663</b>	<b>57,202</b>	<b>46,764</b>	<b>504,629</b>

## Reserve Fund: Facilities 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.

	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>Starting</b>	<b>245,564</b>	<b>46,764</b>	<b>69,577</b>	<b>25,729</b>	<b>29,268</b>
Earnings from Temporary Investment	10,000	10,000	10,000	10,000	10,000
Scheduled Transfer	250,000	300,000	300,000	300,000	300,000
<b>Total Resources</b>	<b>505,564</b>	<b>356,764</b>	<b>379,577</b>	<b>335,729</b>	<b>339,268</b>
Materials and Services	90,600	127,871	113,848	134,728	121,237
Capital Outlay	368,200	159,316	240,000	171,733	151,112
<b>Total Expenditures</b>	<b>458,800</b>	<b>287,187</b>	<b>353,848</b>	<b>306,461</b>	<b>272,349</b>
<b>Reserve Fund Total Projected Balance</b>	<b>46,764</b>	<b>69,577</b>	<b>25,729</b>	<b>29,268</b>	<b>66,919</b>

## 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
		<b>368,200</b>	<b>90,600</b>
Parking Lot Asphalt Sealcoat/Restripe	Admin	7,500	
Loading Area Sidewalk Repair	Admin	8,000	
Waste line repair	Admin		2,500
West Exterior Staircase	Admin	4,500	
Bend Lobby Improvements	Bend	50,000	
NOC 4 Ton Cooling Unit	Bend	7,500	
Additional Pump For Cooling Tower	Bend	10,000	
Public Computer Workroom Chairs	Bend	4,600	
Carpet 2nd Floor Landing Area	Bend	5,500	
Refinish Public Computers Table Tops	Bend		5,000
Drive-up Book Drop	Bend	8,500	
Power to 2 Plasma Screens in Lobby	Bend	3,500	
Carpet	La Pine	40,000	
Computer Chairs Public	La Pine	2,300	
Entry Door Repaint	Redmond		5,000
Carpet Branch	Redmond	102,000	
4 Catalog Computers	Redmond	10,000	
Casters for display cubes	Redmond		750
Public Printer Station	Redmond		1,400
Re-upholster/re-cushion 14 seats	Redmond		2,800
Exterior Trash can	Redmond		650
Computer Chairs Public	Redmond	4,800	
Gutter w/ heat tape	Sisters	2,500	
Storage room shelving	Sisters		800
Water r/r direct heat	Sisters		1,200
Lighting Fixture Replacement	Sisters		1,000
Misc. Remodel Expenses	Sunriver		2,000
Carpet Branch	Sunriver	32,000	
Fire Place Furniture	Sunriver	4,000	
Public Computer Chairs	Sunriver	3,000	
Lobby Furniture reupholster	Sunriver		1,000
Break room/Meeting room kitchenette	Sunriver	1,000	
Signage for new gondolas	Sunriver		1,500
Unanticipated Repair/Service	System	50,000	65,000
East Bend Furniture	East Bend	7,000	

**RESERVE FUND: INFORMATION TECHNOLOGY DETAIL**

	<b>108,770</b>	<b>180,237</b>
<b>IT</b>	<b>RF M&amp;S</b>	<b>RF Capital</b>
*Unanticipated Equipment Expenditures*		25,000
*Unanticipated Service Expenditures*	10,000	
Millennium Floating Collections		10,000
Millennium SIP2 Connection License		5,000
Millennium eCommerce Express Lane		10,500
Accounting Software Upgrade		10,725
Server System Replacements		16,000
Computers and Monitors		19,500
Millennium Linx Phase III Licenses		22,400
Millennium Express Check Licenses		32,000
East Bend Library		29,112
Mobile Anthro Carts	2,500	
Computer Peripheral Equipment	3,800	
Computer Warranty Extensions	20,000	
Data Storage Components	4,000	
Data Wiring and Cables	9,500	
Express Lane Barcode Scanners	800	
Express Lane Card Scanners	1,300	
Express Lane Receipt Printers	2,400	
FootPrints Additional Modules	15,000	
Graphics software upgrades	2,500	
Informational Displays	8,000	
Library Linx Receipt Printers	1,680	
Library Linx Barcode Scanners	560	
Microsoft Volume Licensing	5,000	
Office Equipment	900	
Power Protection Additions	4,050	
Printer Repair Parts	2,000	
Public PC Hardware Upgrades	3,000	
Software Development Tools	5,000	
VoIP Phone Additions	4,780	
Website Enhancements	2,000	

## 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 09	Ready to Read 10	Gates Foundatio n	LSTA - Library Linx	Budget Totals
<b>FY 2009/2010</b>					
<b>RESOURCES</b>					
Starting Balance	3,000				3,000
Grant	0	8,900	3,900	64,000	76,800
Interest		50			50
<b>Total Resources</b>	<b>3,000</b>	<b>8,950</b>	<b>3,900</b>	<b>64,000</b>	<b>79,850</b>
					0
<b>Expenditures</b>					
Personnel					0
Materials and Services	3,000	6,000		21,000	30,000
Capital Outlay			3,900	43,000	46,900
<b>Total All Expenditures</b>	<b>3,000</b>	<b>6,000</b>	<b>3,900</b>	<b>64,000</b>	<b>76,900</b>
<b>Projected Ending Balance</b>	<b>0</b>	<b>2,950</b>	<b>0</b>	<b>0</b>	<b>2,950</b>

The Ready-to-Read Grants are grants from the State of Oregon which are used to fund the Summer Reading Program for area children.

The Bill and Melinda Gates Foundation Grant is a matching grant that will furnish new computers to the La Pine Library.

The Library Services and Technology Act grant supports the expansion of the Library Linx program.

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

## **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.

FORM LB-20			RESOURCES			
			GENERAL FUND		DESCHUTES PUBLIC LIBRARY DISTRICT	
			FUND		(NAME OF MUNICIPAL CORPORATION)	
HISTORICAL DATA			BUDGET FOR NEXT YEAR 2009/1010			
ACTUAL		ADOPTED	RESOURCE DESCRIPTION	PROPOSED	APPROVED	ADOPTED
SECOND PRECEDING 06/07	FIRST PRECEDING 07/08	BUDGET THIS YEAR 08/09		BY BUDGET OFFICER	BY BUDGET COMMITTEE	BY GOVERNING BODY
			Beginning Fund Balance:			
1			1. *Available cash on-hand (cash basis), or			1
2	1,858,743	2,089,887	2. *Net working Capital (Accrual Basis)	2,052,017		2
3	127,024	168,645	3. Previously Levied Taxes Estimated to be received	121,900		3
4	190,196	154,349	4. Interest	50,000		4
5	141,800	167,404	5. Fines & Fees	140,000		5
6	367	274	6. Donations	500		6
7	1,497	4,595	7. Miscellaneous	1,000		7
8	75,673	23,966	8. Contract with Jefferson County Library District	23,145		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	<b>2,395,300</b>	<b>2,609,120</b>	<b>2,231,500</b> 29 Total Resources, Except Taxes to be Levied	<b>2,388,562</b>		29
30			8,438,475 30 Taxes Necessary to Balance Budget	8,579,828		30
31	7,591,604	8,058,719	31 Taxes collected in Year Levied			31
32	<b>9,986,904</b>	<b>10,667,839</b>	<b>10,669,975</b> TOTAL RESOURCES	<b>10,968,389</b>		32

FORM LB-31			DETAILED EXPENDITURES							
			GENERAL FUND			DESCHUTES PUBLIC LIBRARY DISTRICT				
			NAME OF ORGANIZATIONAL UNIT-FUND			(NAME OF MUNICIPAL CORPORATION)				
HISTORICAL DATA			EXPENDITURE DESCRIPTION	NO. OF EMPS	R A N G E	BUDGET FOR NEXT YEAR 2009/2010				
ACTUAL		ADOPTED				PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
Second PRECEDING 06/07	FIRST PRECEDING 07/08	BUDGET THIS YEAR 08/09								
1			1	<b>PERSONAL SERVICES</b>					1	
2	200,119	205,275	224,347	2	Library Assistant I	9.5	5A	239,000		2
3	292,745	296,402	339,865	3	Library Assistant II	10.9	10A	341,000		3
4	564,039	605,503	636,076	4	Library Assistant III	18.7	11A	669,979		4
5	315,223	344,626	375,460	5	Library Assistant IV	11.5	12A	381,700		5
6	35,000	37,323	39,800	6	Supervisor I	0.0	12N	0		6
7	34,303	12,556	34,900	7	Facilities Coordinator	0.0	14A	0		7
8	232,620	246,204	300,700	8	Accounting/Administrative Assistant	2.0	14N	85,000		8
9	0	0	0	9	Supervisor II	5.0	16N	214,200		9
10	0	0	0	10	Facilities Coordinator	1.0	17A	38,535		10
11	10,167	21,416	35,700	11	Librarian I	0.9	17N	34,200		11
12	511,610	482,654	413,450	12	Librarian II	7.8	20A	393,700		12
13	177,994	185,089	239,964	13	Librarian III	3.0	23A	176,200		13
14	361,329	381,351	401,750	14	Library Manager I	7.0	24N	475,608		14
15	53,467	57,832	156,958	15	Network Technician	2.0	26A	135,335		15
16	144,496	150,443	155,967	16	Library Manager II	3.0	26N	205,200		16
17	358,101	399,777	449,537	17	Library Manager III	5.0	29N	377,257		17
18	80,386	86,073	91,200	18	Assistant Director	2.0	31N	158,561		18
19	105,407	108,242	135,000	19	Library Director	1.0		110,000		19
20				20						20
21	<b>3,477,006</b>	<b>3,620,766</b>	<b>4,030,674</b>	21	<b>TOTAL</b>	<b>90.2</b>		<b>4,035,475</b>		21
22				22						22
23	552,113	431,416	480,000	23	PERS RETIREMENT			487,909		23
24	254,418	266,320	308,346	24	SOCIAL SECURITY			308,714		24
25	13,119	19,656	23,500	25	WORKERS COMPENSATION			24,499		25
26	707,618	740,424	893,397	26	HEALTH INSURANCE			969,974		26
27		0	10,000	27	UNEMPLOYMENT INSURANCE			10,000		27
28	<b>1,527,268</b>	<b>1,457,816</b>	<b>1,715,243</b>	28	<b>TOTAL</b>			<b>1,801,096</b>		28
29				29						29
30	<b>5,004,275</b>	<b>5,004,275</b>	<b>5,745,915</b>	30	<b>TOTAL PERSONAL SERVICES</b>			<b>5,836,571</b>		30

LB-31			DETAILED EXPENDITURES					
			GENERAL FUND			DESCHUTES PUBLIC LIBRARY DISTRICT		
			NAME OF ORGANIZATIONAL UNIT-FUND			(NAME OF MUNICIPAL CORPORATION)		
HISTORICAL DATA			EXPENDITURE DESCRIPTION	NO. OF EMPS	R A N G E	BUDGET FOR NEXT YEAR 2009/2010		
SECOND PRECEDING 06/07	FIRST PRECEDING 07/08	ADOPTED BUDGET THIS YEAR 08/09				PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
			<b>MATERIALS &amp; SERVICES</b>					
1	11,370	11,810	12,200	1	Auditing		13,100	1
2	826,719	977,760	1,008,000	2	Collection Development (Books, etc)		1,066,000	2
3	348	0	0	3	Computer Supplies		0	3
4	340,080	398,440	423,857	4	Contractual Services		577,622	4
5	85	0	0	5	Copy Supplies		0	5
6	13,523	14,422	16,500	6	Custodial Supplies		18,500	6
7	92,216	83,576	120,750	7	Education/Travel		115,275	7
8	13,132	0	15,000	8	Election Expense		0	8
9	211,220	218,200	215,000	9	Facility Financing Payment		216,000	9
10	156,832	195,203	203,800	10	Janitorial Services & Garbage		207,546	10
11	10,293	27,650	15,000	11	Legal Services		15,000	11
12	34,415	38,597	44,050	12	Liability & Property Insurance		45,300	12
13	88,869	127,993	136,679	13	Maintenance Agreements		151,019	13
14	10,113	8,668	14,600	14	Meeting Support		14,100	14
15	8,077	6,615	10,595	15	Memberships		10,500	15
16	17,157	12,120	28,100	16	Mileage		29,050	16
17	65,482	83,132	110,160	17	Supplies		122,185	17
18	27,451	30,294	41,170	18	Postage/Freight		36,300	18
19	15,226	13,451	17,000	19	Printer Supplies		18,000	19
20	47,135	46,304	70,800	20	Printing		74,300	20
21	3,035	2,664	2,500	21	Refund Adjustments		2,500	21
22	14,270	12,581	40,000	22	Recruitment		25,000	22
23	74,519	145,687	171,600	23	Bandwidth & Telephone		172,865	23
24	5,798	6,961	11,000	24	Volunteer & Staff Recognition		8,500	24
25	145,468	155,366	147,450	25	Utilities (Electricity, Natural Gas, Water/Sewer)		156,100	25
26				26				26
27				27				27
28				28				28
29				29				29
30	<b>2,232,833</b>	<b>2,617,494</b>	<b>2,875,811</b>	30	<b>Total Material &amp; Services</b>		<b>3,094,762</b>	30
31				31				31

			<u>GENERAL FUND</u>		<u>DESCHUTES PUBLIC LIBRARY DISTRICT</u>				
			NAME OF ORGANIZATIONAL UNIT-FUND		(NAME OF MUNICIPAL CORPORATION)				
HISTORICAL DATA					NO. OF EMPS	R A N G E	Budget for New Year: 2009/2010		
ACTUAL		ADOPTED	EXPENDITURE DESCRIPTION				PROPOSED	APPROVED	ADOPTED
SECOND PRECEDING 06/07	FIRST PRECEDING 07/08	BUDGET THIS YEAR 08/09							
1	42,586	25,282	40,000	1	SHORT TERM LOAN INTEREST	0			1
2				2					2
3	17,323	13,763	30,000	3	CAPITAL OUTLAY	32,000			3
4				4					4
5	600,000	600,000	950,000	5	TRANSFER TO RESERVE	510,000			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	7,897,017	8,260,814	10,041,726	30	TOTAL EXPENDITURES	9,873,333			30
31	2,089,887	2,407,025	628,149	31	UNAPPROPRIATED ENDING FUND BALANCE	1,095,057			31
32	9,986,904	10,667,839	10,669,875	32	TOTAL	10,968,389			32
33				33					33

FORM LB-10				SPECIAL FUND RESOURCES AND REQUIREMENTS			
				GRANT FUND	DESCHUTES PUBLIC LIBRARY DISTRICT (NAME OF MUNICIPAL CORPORATION)		
HISTORICAL DATA				BUDGET FOR NEXT YEAR 2009-2010			
ACTUAL		ADOPTED	DESCRIPTION	PROPOSED	APPROVED	ADOPTED	
SECOND PRECEDING 06/07	FIRST PRECEDING 07/08	BUDGET THIS YEAR 08/09		BY BUDGET OFFICER	BY BUDGET COMMITTEE	BY GOVERNING BODY	
RESOURCES AND REQUIREMENTS							
RESOURCES							
Beginning Fund Balance:							
1			1 *Cash on-hand (cash basis), or			1	
2	4,633	3,128	2 *Working Capital (Accrual Basis)	3,000		2	
3			3 Previously Levied Taxes Estimated to be received			3	
4	746	548	4 Earning from Temporary Investments	50		4	
5			5 Cash Forward From County			5	
6	29,540	68,143	6 Grants	76,800		6	
7			7			7	
8			8			8	
9	34,919	71,819	9 Total Resources, Except Taxes to be levied	79,850		9	
10		0	10 Taxes Necessary to Balance	0		10	
11			11 Taxes Collected in Year Levied			11	
12	34,919	71,819	12 TOTAL RESOURCES	79,850		12	
13			13 REQUIREMENTS			13	
14			14			14	
15	6,068	6,068	15 PERSONAL SERVICES	0		15	
16			16			16	
17	25,723	25,723	17 MATERIALS & SERVICES	30,000		17	
18			18			18	
19	0	0	19 CAPITAL OUTLAY	46,900		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	3,128	3,199	31 UNAPPROPRIATED ENDING FUND BAL	2,950		31	
32	34,919	34,990	32 TOTAL REQUIREMENTS	79,850		32	
				Includes Unappropriated Balance budgeted last year.			

RESERVE FUND									
RESOURCES AND REQUIREMENTS									
Form LB-11									
<b>Capital Expenditure Reserve Fund</b>					DESCHUTES PUBLIC LIBRARY DISTRICT				
Fund					Name of Municipal Corporation				
Historical Data					Budget For Next Year 2009-2010				
Actual		Adopted Budget			Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
Second Preceding 06/07	First Preceding 07/08	This Year 08/09							
<b>Resources</b>									
1				1	Cash on Hand (Cash Basis), or				1
2	476,769	614,064	808,636	2	Working Capital (Accrual Basis)	732,436			2
3				3	Previously Levied Taxes Estimated to be Received				3
4	28,260	31,248	10,000	4	Earnings from Temporary Investments	10,000			4
5				5					5
6	600,000	600,000	950,000	6	From General Fund	510,000			6
7				7	Certificates of Participation				7
8	169,827			8	Other				8
<b>9</b>	<b>1,274,856</b>	<b>1,245,312</b>	<b>1,768,636</b>	<b>9</b>	<b>Total Resources, Except Taxes to be Levied</b>	<b>1,252,436</b>			<b>9</b>
10				10	Taxes Necessary to Balance				10
11				11	Taxes Collected in Year Levied				11
<b>12</b>	<b>1,274,856</b>	<b>1,245,312</b>	<b>1,768,636</b>	<b>12</b>	<b>Total Resources</b>	<b>1,252,436</b>			<b>12</b>
<b>Requirements</b>									
13				13					13
14				14					14
15	0	0	0	15	<b>PERSONAL SERVICES</b>	0			15
16				16					16
17	175,493	129,567	162,993	17	<b>MATERIALS &amp; SERVICES</b>	199,370			17
18				18					18
19	484,759	283,708	1,314,024	19	<b>CAPITAL OUTLAY</b>	548,437			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	614,064	832,037	291,619	34	Reserved for Future Expenditure	504,629			34
<b>35</b>	<b>1,274,316</b>	<b>1,245,312</b>	<b>1,768,636</b>	<b>35</b>	<b>Total Requirements</b>	<b>1,252,436</b>			<b>35</b>

