

DESCHUTES PUBLIC LIBRARY DISTRICT

2008/2009 BUDGET

The Deschutes Public Library is an independent municipal corporation serving all the residents of Deschutes County.

- The library system serves 160,000 local residents and is also utilized by visitors and tourists
- Five branch libraries totaling over 90,000 square feet are open 15,205 hours annually
- A bookmobile provides children’s services to 20 locations
- Outreach services are provided to 18 assisted living facilities, 75 homebound residents, and three correctional facilities
- Library users select from a collection of 384,771 items (books, CDs, videos, DVDs, etc.)
- Several key annual statistics convey the scale of library operations:

85	The District employs the equivalent of 85 full-time employees
65,827	The number of reference questions asked by library users
79,185	The attendance at public library programs or presentations
293,661	The number of items renewed on-line
384,771	The number of items in the library collection
996,502	The number of “walk-ins” at branch libraries
1,909,308	The number of items circulated
\$10,041,826	The total proposed expenditures in the General Fund

Significant 2008/2009 Budget Initiatives

- Complete the Executive Search Process to replace retiring Library Director Michael Gaston
- Free space in the Bend Library by moving Technical Services to the Administration Building
- Optimize the Bend and Sunriver Branch Libraries
- Continue the grant funded Latino Outreach Program
- Provide additional support for Network and E-Services
- Adjust the budget to reflect budget history, known cost adjustments, and to offset inflation

No increase in the library tax rate is proposed

Table of Contents

District Results Policies.....	3
Achieving Board Identified Results	4
District Initiatives.....	5
Overview: Budget Process.....	6
Executive Limitations and Budget Principles	7
Budget Priorities & Implementation Strategies.....	10
Operational Level.....	12
General Fund Personal Services	13
General Fund Materials & Services.....	15
General Fund Capital Outlay.....	24
Reserve Fund Overview.....	25
Reserve Fund: Facilities Detail.....	26
Reserve Fund: Information Technology Detail.....	27
Grant Fund.....	28
Budget Documents.....	29
LB-20 General Fund Resources.....	30
LB-31 General Fund Detailed Expenditures.....	31
LB-10 Grant Fund.....	34
LB-11 Capital Expenditure Reserve Fund.....	35

POLICY TITLE:**PURPOSE, RESULTS AND PRIORITIES**

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 will not result in a significant reduction of services to District residents.

1. People of all ages acquire a love for reading and a desire for knowledge.
 - A. Adults attend well designed informative programs. The programs are organized by the library using modest staffing and budgeted funds supplemented by donations and grants.
 - i. Adults attend well designed informative programs that stimulate discussion, curiosity, and reading.
 - ii. Adults participate in discussion forums designed to explore community and/or topical issues.
 - B. Teens attend well designed, informative presentations or programs organized by the library that stimulate discussion, curiosity or reading.
 - C. Children attend well designed story times and programs that stimulate discussion, curiosity or reading.
 - D. Latino residents participate in programs designed to enhance their lives in Central Oregon through recognition of their cultural heritage. Resources relative to the size of the emerging population are assigned to achieve the desired result.
2. Residents obtain information on research and other topics using local and global resources.
 - A. Students obtain information relevant to school assignments using library district services that have been designed to supplement school libraries and media centers. Resources will be allocated to support a program with the intention of reaching 80% of the target population.
 - B. Teens locate and use resources for their personal or recreational interests in a non-intimidating and supportive environment.
 - C. Latino residents obtain information and use library resources in a supportive environment designed to assist their transition to life in Central Oregon. Resources relative to the size of the emerging population are assigned to achieve the desired result.
 - D. People efficiently locate and obtain relevant and useful online information.
 - E. Residents have high expectations for library services.
 - F. Residents have an understanding of the types and scope of services that the library provides.
 - i. Students, parents, teachers and other appropriate school personnel have an understanding of the resources and scale of support services that the library can provide.
3. People of all ages, cultures, and backgrounds enjoy visiting the libraries and consider them comfortable, safe and welcoming places for people to meet and interact.
 - A. Library users enjoy the library as a gathering space and cultural center for their community during regular hours and after hours. The programs are organized by the Library using modest staffing and budgeted funds supplemented by donations and grants.
 - B. Library users browse the collection, conduct research, or engage in personal reflection free from unreasonable disturbances or distractions.
4. People easily and expeditiously obtain library services.
 - A. Residents of residential care facilities use library services.
 - B. Correctional facilities receive library support.
 - C. Residents with disabilities use appropriate technology and library material formats to obtain library services.
 - D. Residents who live more than 7.5 miles from a library obtain library services through low-cost delivery systems.

ACHIEVING BOARD IDENTIFIED RESULTS

Measurements affirm that Deschutes Public Library is a popular program that is currently achieving the Board's Results at the good to excellent level.

- Per capita visits are high in comparison with other public libraries, comparable even to public libraries such as Multnomah County Library that serve more densely populated urban areas.
- The Library collection of books and AV titles is well maintained. The annual investment per capita would rank in the top quartile of public libraries nationally, though it is less than the top three library programs in Oregon.
- The level of adult programming is exemplary, both in the quantity and quality of library programs. Per capita attendance is near the top of public library programs.
- Reference stations throughout the District are staffed by either professional librarians or well trained library assistants that are supported by professional librarians. Staffing levels for reference stations compare favorably with similar sized public libraries in Oregon.
- The Youth Services program is one of the leading programs in the region. The number of librarians with expertise in youth services compares favorably with any program in the region. Deschutes is a leader in children's and teen programming.
- Deschutes is a leader in technological innovation. The library's automation system is state-of-the-art. The District has pioneered the use of podcasts, tagging, and downloadable audio books.
- Deschutes provides a modest level of outreach services to care facilities, correctional institutions, minority populations, and homebound patrons.

Anecdotal information and measurements indicate that the population is outgrowing the Library District's infrastructure.

- The number of active library cards and the number of library visits have remained relatively constant over the last two years as the population has increased.
- Recent measurements indicate that the rate of increase in library circulation is slower than the rate of population increase.
- Overcrowding during peak periods is creating competition for public access computers, has increased the frequency of behavior problems, and has had a negative impact upon the ability of the branch libraries to provide a quiet space for study and reading.
- Expansion of the library collection conflicts with the need to provide additional seating.

Enhancing online library services while providing traditional library services will stretch resources.

- The District needs to move from boiler plate to custom web design to create vibrant, age-appropriate web pages.
- Social networking, local electronic content, and other emerging features need to be integrated into the website.
- Library staff must master new skills while maintaining traditional skills.

DISTRICT INITIATIVES

The Library District continues to be a dynamic organization that embraces change in its drive to extend and improve public library service.

Executive Search: The District Board is working with an executive search firm to recruit a replacement for the library director, who will be retiring in January 2009.

Ongoing Initiatives: A number of projects are in the implementation stage, including:

- The Library District has increased the collection development budget by 42% over the past five years to an annual investment of \$1,000,000. Collection development has been reorganized to improve efficiency.
- Deschutes Public Library now provides library automation services to Jefferson County Library. Residents of both library districts may request items from either collection using the shared online public access catalog.
- The library system is in the third year of the establishment of the E-Services Department. Tagging, patron authored reviews, podcasts, and RSS feeds have been implemented.
- A management team is implementing software to enable library patrons to pay fines and fees online using debit and credit cards.
- A management team is implementing a plan to provide more dynamic customer services throughout the District incorporating emerging industry practices.
- The Outreach Department has developed an active outreach program to encourage library usage by the Latino community.
- An interagency team is working to extend the Library Linx program from three to ten schools over the next year. Students and faculty at Linx schools use the public library automation system to request public library titles which are then couriered to the schools.

Strategic Plan: An external team of consultants has completed a detailed assessment of library services. A number of planning recommendations are being addressed.

- A Management Team is developing plans to move the Technical Services Department from the Bend Library to the Library Administration Building to make additional space available for public services. The Circulation and the Technical Services departments have been separated in anticipation of the move.
- Management Teams are developing plans to optimize the Sunriver Area Branch Library and the Bend Branch Library to help meet the increased demands for library services.
- The E-Services Department will conduct a thorough review of the library website over the next year. The website functionality is being expanded to incorporate social networking features.
- The Community Relations Department is organizing a series of programs to promote a civic dialogue on topical issues and is developing a marketing plan utilizing “branding” and “niche marketing” concepts.
- The Youth Services Team is developing plans to extend Early Literacy Services to a larger percentage of the population.
- The Library Director is developing an analysis of the recommended mid-term and long-term goals for Board review.

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, which the District refers to as “Results.”

The budget process follows four steps:

1. The District Board adopts Results Policies which define the desired outcomes for end-users. These policies begin at the level of a mission statement, but become progressively more specific until the Board deems that any action that the Director might authorize which would represent a reasonable interpretation of the policy would be acceptable.
2. The Library Director is responsible for interpreting these Results into an effective action plan. While the Director is exclusively accountable to the Board for this process, he relies extensively upon the management team and professional staff to develop and implement strategies to achieve the desired outcomes.
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.

This process maintains a direct connection between the Results adopted by the Board and the program design implemented by District staff under the direction of the Library Director.

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.

MACRO VERSUS MICRO REVIEW

The intention of this budget document is to facilitate a review of the budget at the “macro” level, i.e., “Does the budget plan support the efficient and effective achievement of District Results while operating within Executive Limitations?” Line-item information is provided as background information, but the focus of this budget document is upon allocations to support the achievement of District Results Policies.

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 5.9% in the 2008/2009 Fiscal Year. The budget assumes that construction will remain slow, and estimates a 5% increase in the 2009/2010 and a 6% in the 2010/2011 fiscal years.
- ◆ Staffing levels are assumed to remain relatively constant in Fiscal Years 2009/2010 and 2010/2011. 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 6% annually. This assumes a 3% cost of living adjustment and 4% annual step increases, less savings when senior employees reach the top of the salary range, retire, or relocate.
- ◆ The PERS rate for the 2008/2009 Fiscal Year has been set by PERS at 12% of gross pay for Tier One and Tier Two employees, and 12.85% 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 \$966.88 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 5.9% increase in total assessed value. This includes a 3% increase in the current assessed value of properties and the increased value from new construction. The County tracks building permits and actual construction projects to develop these estimates. The County estimates Net Collection Rate by reviewing budget experience over the past several years.

Deschutes Public Library Operating Levy Projection for FY 2008-2009	
	Assessed Value
January 2007 Assessed Value	15,578,382,225
Growth	5.9%
Estimated January 2008 Assessed Value	16,497,506,776
Rate	0.55
Gross Levy	9,073,629
Net Collection Rate	0.93
Estimated taxes to be received	8,438,475

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 08/09	FY 09/10	FY 10/11
Resources			
Cash Forward	1,805,000	1,220,485	1,139,243
Previously Levied Taxes Estimated to be received	115,000	121,900	129,214
Interest	150,000	150,000	150,000
Fines & Fees	140,000	144,200	148,526
Donations	500	500	500
Miscellaneous	500	500	500
Contract with Jefferson Library District	20,000	20,600	21,218
Tax Income From Current Year Taxes	8,438,475	8,860,398	9,392,022
Total Resources	10,669,475	10,518,584	10,981,224
ANNUAL EXPENDITURES	FY 08/09	FY 09/10	FY 10/11
Personnel	5,745,915	6,075,670	6,440,210
Materials & Services	2,875,811	2,915,086	3,002,538
Transfer To Capital Projects Reserve Fund	950,000	500,000	500,000
Capital Outlay	30,100	40,000	40,000
Short Term Interest	40,000	40,000	40,000
TOTAL ANNUAL APPROPRIATIONS	9,641,826	9,570,755	10,022,748
Projected 2% Under-Expended Line-Items	192,837	191,415	200,455
Projected Ending Balance	1,220,485	1,139,243	1,158,930

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 proposes that the District borrows \$500,000 in short-term loans, known as Tax Anticipatory Notes (TANS). The purpose of the short-term loan is to supplement the starting balance in the General and Reserve Funds to meet cash-flow requirements until taxes begin to be received in November and December. This is a common practice in municipal corporations.

Tax Rate

No increase in the library tax rate is proposed.

BUDGET DISCUSSION: PRIORITIES & IMPLEMENTATION STRATEGIES

Board Priorities

Executive Search Process

Library Director Michael Gaston has announced his retirement, effective in January 2009. The Board has assigned a top priority to conducting a thorough search for a new director.

Optimize the Bend and Sunriver Branch Libraries

Demand for services is exceeding capacity in both the Bend and Sunriver branch libraries.

The Board directed that quick action be taken on the following strategies:

- Relocate Technical Services from the Bend Library to the Library Administration Building to free space for public services in the Bend Library
- Remodel the Bend Library to make best use of the additional space to provide public service
- Remodel the Sunriver Area Library to make best use of the limited space

Continue the Latino Outreach Program

Board members agreed that the District should continue Latino services that were developed over the past year with grant funding. Discontinuing services could reverse recent progress and damage District credibility within the Latino community.

Encourage Civic Dialogue

The Board expressed satisfaction with the quantity and quality of library programs. The Board placed a priority upon programs that encourage community dialogue on community issues. This will be accomplished using existing resources by shifting the focus of some programs.

Management Priorities

Increase Network Staffing By 1 FTE

The network is increasingly critical to library functions. The Management Team assigned the addition of a network technician as its top priority.

Increase E-Services Staffing by .5 FTE

Online library services are rapidly evolving to incorporate concepts such as social networking, digital content, podcasts, and RSS feeds. Adding and organizing content is labor intensive.

BUDGET DISCUSSION: IMPLEMENTATION STRATEGIES

Board Priority: Executive Search Process

\$47,500

Library Director Michael Gaston has announced his retirement, effective in January 2009. The Board has assigned a top priority to conducting a thorough search for a new director. The Board has contracted with Gossage Sager Associates to assist with the executive search.

	Contractual	Recruitment	Comment
Dir Search - advertising/research		5,000	Estimate from Consultants
Dir Search - interview costs		10,000	Estimate from Consultants
Dir Search - consultants	22,500		Per contract approved by Board
Dir Search - relocation		10,000	Estimate from Consultants

Board Priority: Optimize the Bend and Sunriver Branch Libraries

Not to Exceed \$900,000

Planning data indicates that short-term actions are needed to optimize the Bend and Sunriver branch libraries. These branches are heavily utilized.

The Board directed that quick action be taken on the following strategies:

- Relocate Technical Services from the Bend Library to the Library Administration Building to free space for public services in the Bend Library
- Remodel the Bend Library to make best use of the additional space to provide public service
- Remodel the Sunriver Area Library to make best use of the limited space

\$900,000 is available to fund these three projects. \$400,000 is available from the Reserve Fund. An additional \$500,000 would be transferred to the Reserve Fund from the General Fund. As noted in the three year budget plan, the transfer would leave a projected General Fund ending balance of \$1,200,000. This would be sufficient to offset slower growth in revenue that is projected over the next three years. The transfer could result in a \$20,000 increase in annual short-term borrowing costs.

Preliminary estimates indicate that the Sunriver and Administration remodel can be completed for \$200,000 per facility. The preliminary budget for the Bend remodel is \$500,000. Cost estimates will be developed and presented to the Board for final approval.

Board Priority: Continue the Latino Outreach Program

\$16,100 (plus benefits)

The District implemented an outreach program to encourage the growing Latino population to utilize public library services. This program has been staffed by a half-time library assistant funded by a Library Services and Technology Grant. Grant funding has expired.

Board members agreed that the District should continue Latino services that were developed over the past year with grant funding. Discontinuing services could reverse recent progress and damage District credibility within the Latino community.

This proposal would continue the half-time position. Programming and other costs would be absorbed within existing line-item allocations.

Management Priority: Increase Network Staffing By 1 FTE
\$55,458 (plus benefits)

The Information Technology (IT) Department is responsible for maintaining the Wide-Area-Computer Network (WAN) that links the five branch libraries, the bookmobile, the Library Administration Building, the LINX school libraries, and the Jefferson County Library. IT maintains Internet connectivity and wireless access and supports administrative functions such as WEB services, accounting, and the phone system. IT also provides support to over 100 staff members and the thousands of library patrons utilizing the 438 computer workstations connected to the WAN.

The IT Department is currently staffed by the Network Manager and a single Network technician. This proposal would add an additional IT Technician to help support the WAN. This position would provide additional redundancy for critical staff, and would free the IT Manager to focus upon network design enhancements.

Management Priority: Increase E-Services Staffing By .5 FTE
\$20,119 (plus benefits)

The E-Services Department was formed two years ago to enhance and develop online services. This one-person department is responsible for designing the WEB presence for the Library District.

E-Services is working to improve ease-of-use of library online services. The Department is responsible for integrating Library 3.0 concepts, such as user-generated reviews and online book discussion. E-Services manages licensed content, such as downloadable audio books and online reference services.

E-Services is responsible for soliciting, creating, and organizing local digital content, such as historical photographs and/or data. Working with partnering agencies and volunteer to create “fresh” local data will be labor intensive.

This proposal would add a half-time position to work with the E-Services Manager to solicit, create, and organize online content. Adding the position would provide additional redundancy for a critical position, and would expedite Library WEB enhancements.

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 7.56% increase in the Personal Services and 4.47% increase in the Materials & Services for a total increase in core operations of 6.5%.
- The budget proposes a 58% increase in the transfer to the Reserve Fund to fund the Administration, Bend Library, and Sunriver remodels.
- 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 was increased by a 3% cost of living adjustment as specified in the union contract. The same 3% increase was applied to non-union represented positions.
- The PERS rate is 12% of gross pay for Tier One and Tier Two employees, and 12.85% for OPSRP employees. Total PERS costs are estimated at \$480,000.
- Total Social Security costs are estimated at \$308,346.
- The District has committed to contribute \$ 966.88 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.)

2008/2009 Staffing

The staff distribution chart reflects the following changes:

- In anticipation of relocating Technical Services to the Library Administration Building, the Access Services Department has been split into the Bend Circulation Department and the Technical Services Department. The total FTE has not changed. (Fiscally neutral)
- Bend Reference/Adult Services has been restructured. Collection development has been centralized into a Librarian III position to achieve efficiencies. A vacant full-time Librarian II position has been converted into part-time Librarian I and Library Assistant positions to more appropriately staff logistical functions, and to provide additional flexibility. (Fiscally neutral)
- Sunriver staffing was restructured and now has the same staffing structure as the La Pine and Sisters branches. This increased the staffing by 10 hours per week.

The budget proposes: an additional network technician in IT; a half-time network technician in EServices; and a half-time Library Assistant IV in Outreach. (See prior discussion.)

	Totals	5A	10A	11A	12A	14A	20A	23A	26A	12N	14N	17N	24N	26N	29N	31N
Accounting	1.00												1.00			
Bend Circulation	14.25	4.13	7.13								2.00				1.00	
Bend Ref/Adult Services	11.35	0.50		4.00			2.00	3.00				0.85			1.00	
Bend Child/Youth Services	6.00			2.00			2.00	1.00							1.00	
Community Relations	3.00				2									1.00		
E-Services	1.50							.5						1.00		
Facilities	4.00				2.00	1.00									1.00	
Human Resources	3.00									1.00	1.00		1.00			
La Pine Branch	5.25			2.25			1.00				1.00		1.00			
Network	3.00							2.00							1.00	
Outreach	4.00			2.5	.5								1.00			
Redmond Branch	11.93	2.00	3.44	1.56			2.93				1.00					1.00
Sisters Branch	4.25			2.25							1.00		1.00			
Sunriver Area Branch	4.25			2.25							1.00		1.00			
Technical Services	9.50	1.50		1.00	6										1	

PERSONAL SERVICES COSTS

Salary Schedule

2008-2009										
Salary Schedule										
	RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
JOB TITLE	NUMBER	A	B	C	D	E	F	G	H	I
Library Assistant I	5A	1886	1961	2040	2121	2206	2294	2386	2482	2581
Library Assistant II	10A	2294	2386	2482	2581	2684	2792	2903	3019	3141
Library Assistant III	11A	2386	2482	2581	2684	2792	2903	3019	3141	3268
Library Assistant IV	12A	2482	2581	2684	2792	2903	3019	3141	3268	3398
Facilities Coordinator	14A	2684	2792	2903	3019	3141	3268	3398	3534	3674
Librarian II	20A	3398	3534	3674	3821	3975	4134	4299	4471	4650
Librarian III	23A	3821	3975	4134	4299	4471	4650	4836	5029	5231
Network technician	26A	4299	4471	4650	4836	5029	5231	5440	5657	5884
	RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
JOB TITLE	NUMBER	A	B	C	D	E	F	G	H	I
Supervisor I/Admin Asst	12N	2564	2667	2774	2885	3000	3120	3245	3375	3510
Supervisor II/Accounting Assist	14N	2774	2885	3000	3120	3245	3375	3510	3650	3796
Librarian I	17N	3120	3245	3375	3510	3650	3796	3948	4106	4269
Manager I	24N	4106	4269	4439	4619	4802	4995	5193	5401	5617
Manager II	26N	4439	4619	4802	4995	5193	5401	5617	5842	6075
Manager III	29N	4995	5193	5401	5617	5842	6075	6318	6571	6834
Assistant Director	31N	5401	5617	5842	6075	6318	6571	6834	7107	7391

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
14A	Facilities Coordinator
20A	Librarian II
23A	Lead Librarian III
26A	Network Computer Technician

Range	Description
12N	Executive Secretary
14N	Supervisory duties including evaluation of clerical staff
17N	Part-time reference librarian
24N	Manager I: Smaller branches, Accounting, & HR
26N	Manager II: Community Relations & E-Services
29N	Manager III: Larger Departments, IT & Facilities
31N	Assistant Director

GENERAL FUND MATERIALS & SERVICES

Distribution by Department

MATERIALS & SERVICES	Totals	Account	Adult S	Circ	CR	E-Ser	Fac	HR	IT	LaP	OutR	Redm	Sisters	Sunriver	Tech	YS	System
Auditing	12,200	12,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Books	1,008,000	-	1,000,000	-	-	-	-	-	-	-	5,000	-	-	-	500	2,500	-
Computer Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual Services	423,857	5,157	8,000	18,500	40,000	10,000	92,300	67,700	88,600	-	2,500	-	-	-	52,000	29,100	10,000
Copy Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodial Supplies	16,500	-	-	-	-	-	16,500	-	-	-	-	-	-	-	-	-	-
Education/Travel	120,750	2,500	8,300	6,700	3,500	3,000	6,500	29,600	5,000	3,800	2,600	9,350	2,800	6,300	3,400	6,400	21,000
Election Expense	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000
Facility Financing Payment	215,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	215,000
Janitorial Services & Garbage	203,800	-	-	-	-	-	203,800	-	-	-	-	-	-	-	-	-	-
Legal Services	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000
Liability & Property Insurance	44,050	-	-	-	-	-	44,050	-	-	-	-	-	-	-	-	-	-
Maintenance Agreements	136,679	-	1,700	-	-	-	72,579	-	62,400	-	-	-	-	-	-	-	-
Meeting Support	14,600	-	550	125	1,025	500	50	335	200	240	150	750	225	225	75	150	10,000
Memberships	10,595	600	1,800	300	300	300	300	350	600	700	350	1,200	495	800	300	1,400	800
Mileage	28,100	250	3,000	2,300	1,600	600	4,700	500	1,500	2,300	1,650	3,650	1,400	1,200	1,050	1,400	1,000
Supplies	110,160	600	1,500	10,050	2,250	4,000	11,000	5,500	2,850	1,860	3,300	2,450	1,800	1,800	39,700	14,000	7,500
Postage/Freight	41,170	-	5,000	15,000	50	-	-	-	-	220	12,000	600	200	100	-	-	8,000
Printer Supplies	17,000	-	-	-	-	-	-	-	17,000	-	-	-	-	-	-	-	-
Printing	70,800	-	-	-	49,300	-	-	1,500	-	-	-	-	-	-	-	20,000	-
Refund Adjustments	2,500	-	-	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-
Recruitment	40,000	-	-	-	-	-	-	40,000	-	-	-	-	-	-	-	-	-
Bandwidth & Telephone	171,600	-	-	-	-	-	-	-	171,600	-	-	-	-	-	-	-	-
Volunteer & Staff Recognition	11,000	-	-	-	-	3,000	-	8,000	-	-	-	-	-	-	-	-	-
Utilities	147,450	-	-	-	-	-	147,450	-	-	-	-	-	-	-	-	-	-
TOTAL MATERIALS & SERVICES	2,875,811	21,307	1,029,850	55,475	101,025	18,400	599,229	153,485	349,750	9,120	27,550	18,000	6,920	10,425	97,025	74,950	303,300
CAPITAL OUTLAY	30,100	-	1,000	1,000	600	1,500	-	10,000	-	1,000	-	2,000	1,000	1,000	-	1,000	10,000

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.

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.

	12,200	5,157	2,500	600	250	600
Accounting	Auditing	Contractual	Education Travel	Memberships	Mileage	Supplies
Audit	12,200					
Banking Fees		280				
Accounting Programming		500				
Oregon Coop Purchasing		900				
Assorted Supplies						600
E-comm Merchant/Banking Fees: One time		170				
E-comm Merchant/Banking Fees: Fixed ongoing		480				
E-comm Merchant/Banking Fees: Variable ongoing		2,827				

Adult Services

Adult Services / Bend Reference is responsible for reference services in Bend and provides reference support throughout the District. The Adult Services Manager chairs the Collection Development Team, which is responsible for selecting new titles for the Library Collection.

	1,000,000	8,000	8,300	1,700	550	1,800	3,000	1,500	5,000	1,000
Adult Services	Books	Contractual	Education Travel	Maintenance	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Invest in collection	1,000,000									
Statewide Courier		5,500								
Reader/Print Maint				1,700						
Council Meetings					400					
Staff meetings					100					
Assorted supplies								1,000		
Food for Thought		2,500						500		
Postage & ILL									5,000	
Accountability					50					
Discretionary Ref Capital										1,000

Bend Circulation

The Bend Branch circulates nearly 900,000 items annually – incoming items must be inspected and shelved. Bend Circulation also provides training and support for the circulation function throughout the District.

	18,500	6,700	125	300	2,300	10,050	15,000	2,500	1,000
Bend Circulation	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Refunds	Capital Outlay
Collection Agency	18,500								
Circ supplies						2,000			
Library cards						4,000			
Linx Library Cards						1,250			
Linx Card Applications						500			
Mailers						2,300			
Postage for Notices							15,000		
Repay disputed charges								2,500	
Accountability			125						
Circ Discretionary Capital									1,000

Community Relations

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

The Community Relations budget includes \$20,000 to implement a “niche marketing” and branding campaign. The District will contract with a marketing firm to develop marketing materials to systematically promote library services around selected themes. Community Relations will test the concept of marketing library services to selected geographic areas based upon the marketing segmentation study recently completed.

	40,000	3,500	1,025	300	1,600	2,250	50	49,300	3,000	600
Community Relations	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Printing	Volunteer Staff Recognition	Capital Outlay
Accountability			25							
Adult Programs	22,000									
Assorted Supplies						2,000				
Facilitator	5,000									
Postage						250	50			
Printing: Ads								1,000		
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								4,000		
Printing: Business Cards								1,000		
Printing: Stationary								2,200		
Printing: Pamphlets								5,000		
Printing: Phone listings								3,600		
Refreshments (10 programs)			1,000							
Signage for Redmond & La Pine	3,000									
Volunteer recognition									3,000	
Printing: Seniors & Jails								3,000		
Branding Project	10,000							10,000		
Portable projector for programs										600

E-Services

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

	10,000	3,000	500	300	600	4,000	1,500
E-Services	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Capital Outlay
WEB graphic design	8,000						
LibraryThing	2,000					2,500	
Software						1,000	
Assorted Supplies						500	
Uanticipated Equipment							1,500
Meetings			500				

Facilities

Facilities is responsible for maintaining the District's three vehicles and six facilities and the in-District courier

Facility	92,300	16,500	6,500	203,800	44,050	72,579	50	300	4,700	11,000	147,450
	Contractual	Custodial Supplies	Education Travel	Janitorial & Garbage	Insurance	Maintenance	Meeting Support	Memberships	Mileage	Supplies	Utilities
Assorted Supplies											
Backflow/FireSprinkler/Extinguisher Testing						3,500		3,000		3,000	
Bend Entry Doors						2,000					
Bend Generator						1,000					
Book Mobile/Van Maintenance						10,000		8,000		8,000	
Copier Paper											
Custodial Supplies		16,500									
Electricity											93,000
Elevator Maintenance						10,500					
Fire Alarm P.M./Testing						3,679					
Securities	3,500										
Fuel for Vans & Bookmobile	14,000										
Garbage Pick-Up				9,300							
HVAC						27,500					
HVAC Chemicals						2,000					
Janitorial Contracts				194,500							
Landscaping	38,500										
Liability Insurance					21,400						
Mats	4,800										
Mileage											36,050
Natural Gas											
Other Contractual	5,150										
P.M. Painting						10,000					
Parking Lots Sweeping	6,000										
Permits for Boilers Elevators	1,050										
Postage Meter						2,400					
Property Insurance					22,650						
Snow Removal	14,000										
Storage Rent	5,300										
Water & Sewer											18,400
Accountability							50				

Human Resources

Human Resources is responsible for maintaining all personnel records, employee recruitment, supporting the accountability management model, new employee orientation, and staff development at the District level.

	67,700	29,600	335	350	500	5,500	1,500	40,000	8,000	10,000
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	9,600									
Advertisements & expenses								15,000		
Assorted Office Supplies						1,000				
Dir Search - advertising/research								5,000		
Dir Search - interview costs								10,000		
Dir Search - consultants	22,500									
Dir Search - relocation								10,000		
Discretionary Admin Capital										2,000
District Service Wall							1,000			
EAP Program	2,000									
Ergonomics										5,000
Flex Plan Admin	1,600									
Health Incentive Program						2,000				
Payroll fees	15,000									
Printing: Forms							500			
Staff Awards, etc									8,000	
Staff Development	9,000					2,500				
Staff meetings			300							
Supervisor Training	3,000									
Training software										3,000

Information Technology

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

	88,600	5,000	62,400	200	600	1,500	2,850	17,000	171,600
IT	Contractual	Education Travel	Maintenance	Meeting Support	Memberships	Mileage	Supplies	Printer Supplies	Bandwidth & Telephone
Cellular Phone and Data Services									3,000
Data Network Circuits - LSS to ATM									109,200
Internet Bandwidth Provider									27,000
Voice Circuits - Digital and Analog									30,000
Long Distance									2,400
Staff Laser Printer Toner								8,500	
Public Laser Printer Toner								8,500	
Miscellaneous Tools							500		
Miscellaneous Office Supplies							1,000		
Cleaning and Maintenance Supplies							500		
Books and Documentation							500		
Accountability				100					
Other meetings				100					
Accounting Maintenance			8,000						
Antivirus Maintenance			4,000						
Cisco SmartNet Agreements			6,000						
Copiers Maintenance			30,000						
Disaster Recovery Maintenance			3,200						
Network Monitoring & Analysis			5,700						
Security Software Maintenance			5,500						
OPAC/ILS Maintenance	76,600								
UNIX & Solaris Consulting	2,000								
Webfeat Search System	10,000								
Sunriver Story Station									
LaPine Teen Computers									
Public consumables (flash memory)							350		

LaPine Branch Library

The LaPine Branch Library serves south Deschutes County.

	3,800	240	700	2,300	1,860	220	1,000
LaPine	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Staff and Council Meetings		200					
Assorted Supplies					1,860		
Postage						220	
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 books-by-mail program.

	5,000	2,500	2,600	150	350	1,650	3,300	12,000
Outreach	Books	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight
Translating to Spanish		1,500						
Assorted Supplies							1,000	
Postage to homebound								7,000
Accountability				50				
Programming		1,000						
Program Supplies							250	
Craft Supplies							250	
Books by Mail postage								5,000
Books by Mail Mailers							1,500	
Books: Jails	5,000							
Latino Focus Groups				100				
Staff Presentations							300	

Redmond Branch Library

The Redmond Branch Library serves north Deschutes County.

	9,350	750	1,200	3,650	2,450	600	2,000
Redmond	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
4 Council Meetings		150					
Assorted Supplies					1,650		
Postage						600	
Crafts					500		
Materials Processing					100		
Program Supplies					200		
4 staff meetings		400					
Annual Board meeting		150					
Accountability		50					
Discretionary Capital							2,000

Sisters Branch Library

The Sisters Branch Library serves northwest Deschutes County.

	2,800	225	495	1,400	1,800	200	1,000
Sisters	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Staff and Council meetings		200					
Crafts					200		
Assorted Supplies					1,600		
Postage						200	
Accountability		25					
Discretionary Capital							1,000

Sunriver Area Branch Library

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

	6,300	225	800	1,200	1,800	100	1,000
Sunriver	Education Travel	Meeting Support	Memberships	Mileage	Supplies	Postage Freight	Capital Outlay
Council & 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 the 45,000 items added to the collection annually (Books, CDs, etc.), and is responsible with IT for the library automation system.

	500	-	52,000	3,400	75	300	1,050	39,700
Tech	Books	Computer Supplies	Contractual	Education Travel	Meeting Support	Memberships	Mileage	Supplies
Technical manuals	500							
OCLC Cat & ILL			47,500					
Authority Control			4,500					
Barcodes								2,800
Tech Supplies								2,900
Processing Supplies								34,000
Accountability					75			

Youth Services /Bend Children’s

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

	2,500	29,100	6,400	150	1,400	1,400	14,000	20,000	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								13,000	
Staff meetings				100					
Teen Printing								3,000	
Teen Program Supplies							10,000		
Teen Programs		15,000							
Teen Zine								4,000	
Tower Theater Rent		1,600							
YS Author visits		12,500							
OCYP Lending Library	2,500								

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	15,000	215,000	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				215,000							
Legal services					15,000						
Postage										8,000	
Unanticipated Capital Outlay											10,000
County Election costs			15,000								

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
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
Regional Library Conference	Staff at public, academic, and school libraries in Deschutes County, Jefferson County, and Crook County are invited to attend a full day of workshops presented by specialists. Public library board members in the region are also invited.	17,500

General Fund Capital Outlay

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

Discretionary Department Allocations	
Adult Services – Bend Ref	1,000
Admin Building	2,000
Bend Circulation	1,000
E-Services	1,500
Bend Children’s	1,000
La Pine Branch	1,000
Redmond Branch	2,000
Sisters Branch	1,000
Sunriver Branch	1,000
Reserved for Unanticipated Capital Projects	10,000
Total Discretionary Projects	21,500
Specific Allocations	
HR Ergonomics	5,000
HR WEB-Based Training Software	3,000
Community Relations Portable Projector	600
Total Specific Allocations	8,600
Total General Fund Capital Outlay	30,100

- 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.
- \$600 is proposed to purchase a portable projector.
- 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.

FY 08/09	Remodels	Network	Res Fund Facilities	Totals
Projected Bal Forward	400,000	138,718	269,918	808,636
Budgeted RESOURCES				-
Trsf from GF	500,000	250,000	200,000	950,000
Misc income				
Trsf across reserve fund				
Earnings from Temp Invest*YTD			10,000	10,000
Total Resources	900,000	388,718	479,918	1,768,636
Budgeted Expenditures				
Personal Services				-
Materials & Services		78,093	84,900	162,993
Capital Outlay	900,000	217,024	197,000	1,314,024
				-
Total Budgeted expenditures	900,000	295,117	281,900	1,477,017
				-
Total projected ending bal	-	93,601	198,018	291,619

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.

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Starting	269,918	198,018	148,295	98,572	121,385
Earnings from Temporary Investment	10,000	10,000	10,000	10,000	10,000
Scheduled Transfer	200,000	300,000	300,000	300,000	300,000
Total Resources	479,918	508,018	458,295	408,572	431,385
Materials and Services	84,900	156,693	127,871	113,848	134,728
Capital Outlay	197,000	203,030	159,316	170,651	171,733
Total Expenditures	281,900	359,723	359,723	287,187	284,499
Reserve Fund Total Projected Balance	198,018	148,295	98,572	121,385	146,886

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
		197,000	84,900
Gutter and Heat Tape West Side	Admin	\$3,000	
Side Walk Repairs	Admin		\$3,000
AirPort Lighting	Bend	\$7,500	
Book Crates	Bend		\$600
Book Crates	Bend		\$400
Brook's Room Chairs	Bend		\$500
Corian Self Check Sanding	Bend		\$1,200
Display Case Access	Bend	\$3,000	
Laminator	Bend		\$1,100
Lighting Control to Switches	Bend	\$7,800.00	
Public Entry Doors	Bend		\$4,000
Roof Heat Tape	Bend	\$3,000	
Side Walk Repair	Bend		\$2,500
Computer Tables	LaPine		\$700.00
Heat Tape Roof	LaPine		\$1,000
Outlet for Mobile Computer Station	LaPine		\$1,400
Desk	LaPine	\$3,000.00	
Teen Computer Shelf and Data	LaPine	\$2,400	
Book Mobile Detailing	Outreach		\$600
Signage	Outreach		\$800.00
Entry Door Repaint	Redmond		\$5,000
Flooring Repair	Redmond		\$1,000
Meeting Room Carpet	Redmond	\$2,800	
Meeting Room Tables	Redmond	\$2,000	
Microwave	Redmond		\$300
New Carpet	Redmond	\$94,000	
Public Entry Walk Off Carpet	Redmond	\$1,500	
Meeting Rm Door Repair	Sisters		\$2,500
Entry Light Exterior	Sunriver	\$1,500	
MeetingRm Tables Qnty 12	Sunriver	\$3,000	
Roof Heat Tape	Sunriver	\$2,500	
Shutters	Sunriver		\$1,000
Window Replace	Sunriver		\$1,300
Carpet Repairs	System		\$4,000
HVAC Equipment	System	\$20,000	
Unanticipated Equipment Repair/Replacement	System	\$40,000	
Unanticipated Services	System		\$52,000

RESERVE FUND: INFORMATION TECHNOLOGY DETAIL

	78,093	217,024
IT	RF M&S	RF Capital
Unanticipated Equipment Replacements		25,000
Unanticipated Services	10,000	
Miscellaneous Office Equipment	500	
Sunriver Story Station	1,000	1,000
Firewall Systems	1,000	
VoIP Phone Additions	1,500	
Power Protection	2,000	
Software Development Tools	2,000	
LaPine Teen Computers	2,500	4,000
Graphics software upgrades	2,500	
Intranet Enhancements	2,500	
Printer Repair Parts	2,500	
Microsoft Server - Licensing	2,700	
Computer Peripheral Equipment	3,700	
Branch Analog Phone Gateways	5,000	
Barcode Scanning Equipment	5,400	
Public PC Hardware Upgrades	7,000	
Website Enhancements	8,000	
Computer Warranty Extensions	18,293	
Accounting Software Modules		2,000
Data Storage Components		7,700
Printer Purchases		7,700
Wireless Infrastructure		10,324
Millennium Client Licenses		10,500
Systems Management Suite		15,000
Domain and Voice Servers		19,300
Library Reservations & Printing		22,500
Business Application (Volume License)		26,000
Computers and Monitors		66,000

Larger IT projects include:

- \$18,293 Computer Warranty Extensions
Extends the life of computer equipment by purchasing warranties through the 2010/2011 fiscal year.
- \$66,000 Computers and Monitors
Addition of 7 Library Linx Phase II computers
Replacement of Bend Circulation, La Pine, Sunriver and Redmond staff units.
- \$26,000 Business Applications
Microsoft Office 2007 Site License to bring DPLS within licensing compliance.
- \$22,500 Library Reservations and Printing
Replacement of Telus Library Online on all public computers.
- \$19,300 Domain and Voice Servers
Replacement of non-serviceable units.
Replacement of 2 phone servers.
- \$15,000 System Management Licenses
Additional licenses to manage all computers in the District with Altiris.
- \$10,500 Millennium Client Licenses
Library Linx licenses.
- \$10,324 Wireless Infrastructure
Additional coverage devices for public in all branches.
Additional control unit for public wireless.

Information Technology Manager Mark Hovey will be available at the Budget Committee meeting to answer questions about the IT line-items.

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.

FY 08-09	Ready to Read 08	Ready to Read 09	Budget Totals
RESOURCES			
Starting Balance	9,000		9,000
Grant		31,000	31,000
Interest	600		600
Total Resources	9,600	31,000	40,600
			0
Expenditures			
Personnel			0
Materials and Services	9,600	22,000	31,600
Capital Outlay			0
Total All Expenditures	9,600	22,000	31,600
Projected Ending Balance	0	9,000	9,000

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

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

X. 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 2008/09		
ACTUAL		ADOPTED BUDGET THIS YEAR 07/08		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
SECOND PRECEDING 05/06	FIRST PRECEDING 06/07					
			Beginning Fund Balance:			
1			1. *Available cash on-hand (cash basis), or			1
2	1,750,485	1,858,743	2. *Net working Capital (Accrual Basis)	1,805,000	1,805,000	2
3	148,367	127,024	3. Previously Levied Taxes Estimated to be received	115,000	115,000	3
4	145,080	190,196	4. Interest	150,000	150,000	4
5	133,496	141,800	5. Fines& Fees	140,000	140,000	5
6	596	367	6. Donations	500	500	6
7	15,926	1,497	7 Miscellaneous	1,000	1,000	7
8		75,673	8 Contract with Jefferson County Library District	20,000	20,000	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	2,193,950	2,395,300	29 Total Resources, Except Taxes to be Levied	2,231,500	2,231,500	2,231,500
30		7,965,936	30 Taxes Necessary to Balance Budget	8,438,475	8,438,475	8,438,475
31	6,992,410	7,591,604	31 Taxes collected in Year Levied			
32	9,186,360	9,986,904	TOTAL RESOURCES	10,669,975	10,669,975	10,669,975

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 2008/09				
ACTUAL		ADOPTED BUDGET THIS YEAR 07/08				PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
Second PRECEDING 05/06	FIRST PRECEDING 06/07									
			1	PERSONAL SERVICES					1	
176,462	200,119	220,763	2	Library Assistant I	8.1	5A	224,347	224,347	224,347	2
261,772	292,745	317,109	3	Library Assistant II/Building	10.6	10A	339,865	339,865	339,865	3
510,382	564,039	600,526	4	Library Assistant III	17.8	11A	636,076	636,076	636,076	4
283,921	315,223	348,117	5	Library Assistant IV	10.5	12A	375,460	375,460	375,460	5
32,519	35,000	37,298	6	Supervisor I/Admin Assistant	1.0	12N	39,800	39,800	39,800	6
32,586	34,303	37,199	7	Facilities Coordinator	1.0	14A	34,900	34,900	34,900	7
210,503	232,620	246,437	8	Supervisor II/Assistant Accountant	7.0	14N	300,700	300,700	300,700	8
2,726	0	0	9	Computer Technician	0.0	16A	0	0	0	9
10,934	10,167	10,557	10	Librarian I	0.9	17N	35,700	35,700	35,700	10
456,827	511,610	561,732	11	Librarian II	7.9	20A	413,450	413,450	413,450	11
198,888	177,994	173,101	12	Librarian III	4.0	23A	239,964	239,964	239,964	12
334,777	361,329	381,256	13	Library Manager I	6.0	24N	401,750	401,750	401,750	13
264,780	144,496	151,588	14	Library Manager II	2.0	26N	155,967	155,967	155,967	14
109,789	53,467	57,373	15	Network Technician	2.5	26A	156,958	156,958	156,958	15
61,316	358,101	384,455	16	Library Manager III	6.0	29N	449,534	449,534	449,534	16
186,048	80,386	85,109	17	Asst Dir	1.0	31N	91,200	91,200	91,200	17
96,427	105,407	108,150	18	Library Director	1.0		135,000	135,000	135,000	18
			19							19
3,230,657	3,477,006	3,720,770	20	TOTAL	87.3		4,030,671	4,030,671	4,030,671	20
			21							21
542,892	552,113	483,700	22	PERS RETIREMENT			480,000	480,000	480,000	22
236,149	254,418	284,639	23	SOCIAL SECURITY			308,346	308,346	308,346	23
22,306	13,119	23,500	24	WORKERS COMPENSATION			23,500	23,500	23,500	24
641,399	707,618	819,634	25	HEALTH INSURANCE			893,397	893,397	893,397	25
		10,000	26	UNEMPLOYMENT INSURANCE			10,000	10,000	10,000	26
1,442,746	1,527,268	1,621,473	27	TOTAL			1,715,243	1,715,243	1,715,243	27
			28							28
4,673,403	5,004,275	5,342,243	29	TOTAL PERSONAL SERVICES			5,745,915	5,745,915	5,745,915	29
			30							30

DETAILED EXPENDITURES

GENERAL FUND
NAME OF ORGANIZATIONAL UNIT-FUND

DESCHUTES PUBLIC LIBRARY DISTRICT
(NAME OF MUNICIPAL CORPORATION)

HISTORICAL DATA			NO. OF EMPS	R A N G E	BUDGET FOR NEXT YEAR 2008/09				
SECOND PRECEDING 05/06	FIRST PRECEDING 06/07	ADOPTED BUDGET THIS YEAR 07/08			PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
EXPENDITURE DESCRIPTION									
MATERIALS & SERVICES									
1	11,030	11,370	12,000	1	Auditing	12,200	12,200	12,200	1
2	760,678	826,719	1,005,500	2	Collection Development (Books, etc)	1,008,000	1,008,000	1,008,000	2
3	1,667	348	0	3	Computer Supplies	0	0	0	3
4	244,335	340,080	393,935	4	Contractual Services	423,857	423,857	423,857	4
5	0	85	0	5	Copy Supplies	0	0	0	5
6	10,075	13,523	16,000	6	Custodial Supplies	16,500	16,500	16,500	6
7	95,722	92,216	117,600	7	Education/Travel	120,750	120,750	120,750	7
8	0	13,132	0	8	Election Expense	15,000	15,000	15,000	8
9	215,730	211,220	219,000	9	Facility Financing Payment	215,000	215,000	215,000	9
10	143,799	156,832	170,000	10	Janitorial Services & Garbage	203,800	203,800	203,800	10
11	15,744	10,293	15,000	11	Legal Services	15,000	15,000	15,000	11
12	33,672	34,415	42,750	12	Liability & Property Insurance	44,050	44,050	44,050	12
13	75,250	88,869	148,210	13	Maintenance Agreements	136,679	136,679	136,679	13
14	8,541	10,113	10,890	14	Meeting Support	14,600	14,600	14,600	14
15	8,397	8,077	14,245	15	Memberships	10,595	10,595	10,595	15
16	16,793	17,157	24,625	16	Mileage	28,100	28,100	28,100	16
17	59,955	65,482	95,900	17	Supplies	110,160	110,160	110,160	17
18	30,713	27,451	41,160	18	Postage/Freight	41,170	41,170	41,170	18
19	15,439	15,226	13,500	19	Printer Supplies	17,000	17,000	17,000	19
20	44,308	47,135	65,800	20	Printing	70,800	70,800	70,800	20
21	2,376	3,035	2,500	21	Refund Adjustments	2,500	2,500	2,500	21
22	12,222	14,270	15,000	22	Recruitment	40,000	40,000	40,000	22
23	62,978	74,519	167,258	23	Bandwidth & Telephone	171,600	171,600	171,600	23
24	5,501	5,798	9,000	24	Volunteer & Staff Recognition	11,000	11,000	11,000	24
25	143,269	145,468	152,850	25	Utilities (Electricity, Natural Gas, Water/Sewer)	147,450	147,450	147,450	25
26				26					26
27				27					27
28				28					28
29				29					29
30	2,018,194	2,232,833	2,752,723	30	Total Material & Services	2,875,811	2,875,811	2,875,811	30
31				31					31
32				32					32
33				33					33

DETAILED EXPENDITURES

GENERAL FUND
NAME OF ORGANIZATIONAL UNIT-FUND

DESCHUTES PUBLIC LIBRARY DISTRICT
(NAME OF MUNICIPAL CORPORATION)

HISTORICAL DATA				EXPENDITURE DESCRIPTION	NO. OF EMPS	RANGE	Budget for New Year: 2008/09				
ACTUAL		ADOPTED BUDGET THIS YEAR 07/08					PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
SECOND PRECEDING 05/06	FIRST PRECEDING 06/07										
1	35,000	42,586	40,000	1	SHORT TERM LOAN INTEREST			40,000	40,000	40,000	1
2				2							2
3	44,500	17,323	36,510	3	CAPITAL OUTLAY			30,100	30,100	30,100	3
4				4							4
5	600,000	600,000	600,000	5	TRANSFER TO RESERVE			950,000	950,000	950,000	5
6				6							6
7	485,000		600,000	7	CONTINGENCY			400,000	400,000	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	7,327,617	7,897,017	9,371,476	30	TOTAL EXPENDITURES			10,041,826	10,041,826	10,041,826	30
31	1,858,743	2,089,887	715,961	31	UNAPPROPRIATED ENDING FUND BALANCE			628,149	628,149	628,149	31
32	9,186,360	9,986,904	10,087,436	32	TOTAL			10,669,975	10,669,975	10,669,975	32
33				33							33

SPECIAL FUND
RESOURCES AND REQUIREMENTS

HISTORICAL DATA				GRANT FUND	DESCRIPTION	DESCHUTES PUBLIC LIBRARY DISTRICT		
				FUND		(NAME OF MUNICIPAL CORPORATION)		
						BUDGET FOR NEXT YEAR 2008-09		
SECOND PRECEDING 05/06	ACTUAL FIRST PRECEDING 06/07	ADOPTED BUDGET THIS YEAR 07/08		RESOURCES AND REQUIREMENTS	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY	
				RESOURCES				
				Beginning Fund Balance:				
1			1	*Cash on-hand (cash basis), or				1
2	8,910	4,633	5,000	2 *Working Capital (Accrual Basis)	9,000	9,000	9,000	2
3			3	3 Previously Levied Taxes Estimated to be received				3
4	608	746	600	4 Earning from Temporary Investments	600	600	600	4
5			5	5 Cash Forward From County				5
6	43,446	29,540	52,000	6 Grants	31,000	31,000	31,000	6
7			7					7
8			8					8
9	52,964	34,919	57,600	9 Total Resources, Except Taxes to be levied	40,600	40,600	40,600	9
10			0	10 Taxes Necessary to Balance	0	0	0	10
11			11	11 Taxes Collected in Year Levied				11
12			57,600	12 TOTAL RESOURCES	40,600	40,600	40,600	12
13			13	REQUIREMENTS				13
14			14					14
15	9,150	6,068	18,000	15 PERSONAL SERVICES	0	0	0	15
16			16					16
17	37,228	25,723	33,300	17 MATERIALS & SERVICES	31,600	31,600	31,600	17
18			18					18
19	1,953	0	0	19 CAPITAL OUTLAY	0	0	0	19
20			20					20
21			21					21
22			22					22
23			23					23
24			24					24
25			25					25
26			26					26
27			27					27
28			28					28
29			29					29
30			30					30
31	4,633	3,128	6,300	31 UNAPPROPRIATED ENDING FUND BAL	9,000	9,000	9,000	31
32	52,964	34,919	57,600	32 TOTAL REQUIREMENTS	40,600	40,600	40,600	32

Includes Unappropriated Balance budgeted last year.

RESERVE FUND
RESOURCES AND REQUIREMENTS
Form LB-11

Capital Expenditure Reserve Fund

DESCHUTES PUBLIC LIBRARY DISTRICT

Fund				Name of Municipal Corporation					
Historical Data			Adopted Budget This Year 07/08	Description	Budget For Next Year 2008-09				
Actual		Second Preceding 05/06			First Preceding 06/07	Proposed by Budget Officer	Approved by Budget Committee		Adopted by Governing Body
				Resources					
1	1,316,887	476,769	625,662	1	Cash on Hand (Cash Basis), or	808,636	808,636	808,636	1
2				2	Working Capital (Accrual Basis)				2
3				3	Previously Levied Taxes Estimated to be Received				3
4	27,824	28,260	18,770	4	Earnings from Temporary Investments	10,000	10,000	10,000	4
5				5					5
6	575,000	600,000	600,000	6	From General Fund	950,000	950,000	950,000	6
7				7	Certificates of Participation				7
8	7,055	169,287		8	Other				8
9	1,926,766	1,274,316	1,244,432	9	Total Resources, Except Taxes to be Levied	1,768,636	1,768,636	1,768,636	9
10				10	Taxes Necessary to Balance				10
11				11	Taxes Collected in Year Levied				11
12	1,926,766	1,274,316	1,244,432	12	Total Resources	1,768,636	1,768,636	1,768,636	12
				Requirements					
14				14					14
15	0	0	0	15	PERSONAL SERVICES	0	0	0	15
16				16					16
17	120,731	175,493	151,450	17	MATERIALS & SERVICES	162,993	162,993	162,993	17
18				18					18
19	1,329,266	484,759	772,800	19	CAPITAL OUTLAY	1,314,024	1,314,024	1,314,024	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	476,769	614,064	320,182	34	Reserved for Future Expenditure	291,619	291,619	291,619	34
35	1,926,766	1,274,316	1,244,432	35	Total Requirements	1,768,636	1,768,636	1,768,636	35