

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-1,077,873		-893,921		-1,149,194		-1,149,194	-1,149,194	-954,845		-954,845	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,077,873		-893,921		-1,149,194		-1,149,194	-1,149,194	-954,845		-954,845	
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-722		-1,229		-1,000		-1,744	-2,000	-2,000		-2,000	
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311 PROPERTY TAXES - CURRENT YEAR

0438	-2,851,956		-2,965,882		-3,063,999		-3,000,076	-3,079,932	-3,421,459		-3,421,459	
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312 PROPERTY TAXES - PRIOR YEARS

	-32,014		-32,028		-20,000		-17,849	-20,000	-20,000		-20,000	
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TOTAL CLASS: 10 TAXES

	-2,884,692		-2,999,139		-3,084,999		-3,019,669	-3,101,932	-3,443,459		-3,443,459	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

			-39,433									
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328 GRANTS - STATE

	-15,176		-20,542		-15,000		-15,960	-15,960	-15,960		-15,960	
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329 OTHER INTERGOVERNMENTAL REV

	-5,033,436		-5,542,299		-5,641,939		-5,732,291	-5,641,939	-5,825,339		-5,825,339	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-5,048,612		-5,602,274		-5,656,939		-5,748,251	-5,657,899	-5,841,299		-5,841,299	
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CLASS: 30 FINES & FORFEITURES

372 LIBRARY FINES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	-245,822		-204,114		-150,000		-130,392	-138,000	-130,000		-130,000	
TOTAL CLASS: 30 FINES & FORFEITURES												
	-245,822		-204,114		-150,000		-130,392	-138,000	-130,000		-130,000	
CLASS: 35 MISCELLANEOUS REVENUES												
381 RENTAL OF CITY PROPERTY												
	-2,900		-1,500		-1,000		-2,700	-1,000	-1,000		-1,000	
383 SALE OF LIBRARY BOOKS												
	-682		-553		-500		-899	-500	-500		-500	
384 INVESTMENT INTEREST EARNINGS												
	-11,824		-18,458		-17,600		-25,893	-28,400	-40,400		-40,400	
0439	389 MISCELLANEOUS REVENUES											
	-24,175		-28,905		-21,000		-26,769	-24,000	-24,000		-24,000	
390 CONTRIBUTIONS AND DONATIONS												
	-2,837		-980		-1,000		-9,296	-12,000	-1,000		-1,000	
399 REIMBURSEMENTS - OTHER												
			-590				-1,375	-985				
753 ENERGY EFFICIENCY REBATES												
	-12,928		-6,021		-8,000		-7,239	-8,000	-8,000		-8,000	
756 PERS RSRV DISTRIB-NON GAAP REV												
	-84,136											
757 MED/LIFE INS PREM REFUND DISTRIBUTION												
	-20,204		-15,084				-12,343	-12,343				
761 LIBRARY TRUST DONATIONS												
			-26,360		-70,680		-70,680	-70,680	-31,000		-31,000	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-159,686		-98,451		-119,780		-157,194	-157,908	-105,900		-105,900	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 40 INTERFUND TRANSFERS/LOANS												
411 TRSFERS FROM GENERAL FUND												
											-292,231	-292,231
423 TRSFERS FROM LIBRARY TRUST FUND												
			-48,614									
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
			-48,614								-292,231	-292,231
TOTAL DEPARTMENT: 03 REVENUE												
	-9,416,685		-9,846,513		-10,160,912		-10,204,700	-10,204,933	-10,767,734		-10,767,734	

0440

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND DEPT: 35 LIBRARY DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

035	LIBRARY DIRECTOR											
	118,890	1.00	127,171	1.00	129,660	1.00	123,226	129,667	132,909	1.00	132,909	1.00
221	SUPPORT SPECIALIST 2											
	74,723	1.60	79,924	1.60	99,557	2.00	93,676	99,342	104,392	2.00	104,392	2.00
244	MANAGER - VOLUNTEER SERVICES											
	74,508	1.00	75,901	1.00	77,318	1.00	73,661	77,316				
258	LIBRARY PROGRAM ASSISTANT											
	25,716	.50	68,686	1.50	78,904	1.50	75,371	79,354	83,533	1.50	83,533	1.50
260	LIBRARIAN											
	725,989	11.75	706,317	11.75	663,429	10.50	636,323	675,469	693,048	10.50	693,048	10.50
261	SENIOR LIBRARY ASSISTANT											
044	183,913	3.00	168,838	3.00	192,332	4.00	167,090	189,149	229,645	4.00	229,645	4.00
263	LIBRARY REFERENCE ASSISTANT											
	259,903	6.30	348,330	6.80	367,189	6.90	357,466	370,101	388,297	7.13	388,297	7.13
264	SENIOR LIBRARIAN											
	118,262	2.00	138,500	2.00	212,788	3.00	194,716	206,756	218,801	3.00	218,801	3.00
265	LIBRARY ASSISTANT 2											
	700,384	15.50	650,412	15.00	916,930	19.55	886,786	821,610	956,044	20.35	956,044	20.35
266	DIVISION LIBRARIAN 1											
	406,261	4.00	348,330	4.00	358,668	4.00	338,348	359,029	450,988	5.00	450,988	5.00
268	LIBRARY SUPERVISOR											
	19,735	2.00	116,417	2.00	154,432	3.00	125,070	153,921	216,720	3.00	216,720	3.00
269	LIBRARY ASSISTANT 1											
	539,533	12.90	521,296	12.90	528,964	12.10	506,269	532,243	539,768	12.10	539,768	12.10
270	LIBRARY AIDE - BRANCH											
	262,511	5.80	266,793	5.80				107,522				
274	SEASONAL WORKFORCE											
	4,421		7,060		11,400		7,500	10,600	12,505		12,505	
275	TEMPORARY EMPLOYEES											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND DEPT: 35 LIBRARY DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	204,009		192,294		202,200		157,105	186,863	223,093		223,093	
288	LIBRARY SAFETY MONITOR											
									38,551	1.00	38,551	1.00
299	PAYROLL TAXES AND FRINGES											
	1,873,899		1,997,585		2,193,926		2,011,996	2,088,913	2,497,971		2,497,971	

TOTAL CLASS: 05 PERSONNEL SERVICES

	5,592,657	67.35	5,813,854	68.35	6,187,697	68.55	5,754,603	6,087,855	6,786,265	70.58	6,786,265	70.58
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	8,985		6,899		9,500		7,656	9,500	9,500		9,500	
303	OFFICE FURNITURE & EQUIPMENT											
	4,718		3,103		31,048		24,232	30,648	12,500		12,500	
044 304	DEPARTMENT EQUIPMENT EXPENSE											
	17,505		1,794		20,166		8,256	20,166	43,774		43,774	
305	SPECIAL DEPARTMENT SUPPLIES											
	34,182		30,800		39,350		34,706	38,150	37,700		37,700	
310	LIBRARY MATERIAL											
	657,148		531,473		540,000		442,670	536,500	705,000		690,000	
312	DEPOSIT SHORTAGE/OVERAGE											
	-570		-285				-97					
313	INTERLIBRARY LOAN EXPENSES											
	2,060		382		2,500		961	2,500	2,500		2,500	
317	COMPUTER EQUIPMENT											
	29,894		15,452		14,370		12,430	14,640	32,487		32,487	
318	COMPUTER SOFTWARE											
	4,679		6,179		9,440		6,006	9,244	13,521		13,521	
320	LIBRARY MATERIAL - GRANT FUNDED											
			39,466									
321	TRAVEL, TRAINING & SUBSISTENCE											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	17,951		10,755		37,600		20,206	25,600	32,750		32,750	
330	MILEAGE REIMBURSEMENT											
	299		604		500		640	500	750		750	
341	COMMUNICATIONS EXPENSE											
	9,196		11,680		9,088		11,399	9,088	11,424		11,424	
342	DATA COMMUNICATION EXPENSE											
			728		1,440		440	480	480		480	
351	UTILITIES EXPENSE											
	125,544		128,665		140,000		109,765	140,000	140,000		140,000	
365	STATE READY TO READ GRANT PROG											
	16,347		15,386		15,100		8,256	15,100	15,960		15,960	
377	PUBLIC RELATIONS EXPENSE											
	20,240		34,583		42,420		25,869	41,420	43,200		43,200	
381	BUILDING EXPENSE											
	33,617		26,820		42,500		37,505	42,000	42,000		42,000	
384	BUILDING MAINTENANCE PROJECTS											
	103,627		42,605		91,387		51,988	83,887	69,640		69,640	
406	BANK SERVICE FEES											
	5,939		7,046		6,000		5,496	7,500	9,300		9,300	
461	SPECIAL EXPENSE											
	8,930		7,270		10,000		9,862	9,000	10,300		10,300	
465	VOLUNTEER PROGRAM EXPENSE											
	5,254		6,160		5,800		6,331	5,800	7,500		7,500	
481	OTHER EXPENSES											
	1,455		2,002		3,750		2,001	3,750	4,823		4,823	
511	PROFESSIONAL SERVICES											
	179,348		168,636		204,420		202,659	203,136	174,467		174,467	
523	BOARDS & COMMISSIONS EXPENSES											
			293		300		365	300	300		300	
536	MAINTENANCE CONTRACTS											
	48,442		53,848		63,073		60,488	61,595	62,801		62,801	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND DEPT: 35 LIBRARY DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES											
	223,024		231,383		235,857		241,128	236,093	241,759		241,759	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,557,814		1,383,727		1,575,609		1,331,218	1,546,597	1,724,436		1,709,436	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
			22,047									
TOTAL CLASS: 15 CAPITAL OUTLAY												
			22,047									
CLASS: 25 TRANSFERS												
801	TRSFER TO GENERAL FD - OVERHEAD											
	765,339		841,053		873,625		873,625	873,625	892,571		892,571	
803	TRSFER TO GENERAL FD-LANDSCAPE											
	76,336		83,226		96,258		96,258	96,258	100,402		100,402	
805	TRSFER TO G/F BLDG MAINT											
	106,983		109,530		116,345		116,345	116,345	124,052		124,052	
816	TRSFERS TO REPROGRAPHICS FUND											
	84,279		97,044		103,482		89,262	103,482	108,680		108,680	
817	TRSFERS TO GARAGE FUND											
	4,817		5,751		5,635		7,671	5,635	12,752		12,752	
818	TRSFERS TO ISD-ALLOCATED											
	259,911		244,069		308,719		308,719	308,719	335,929		335,929	
819	TRSFERS TO INSURANCE FUND											
	74,630		97,019		111,572		111,572	111,572	111,572		111,572	
TOTAL CLASS: 25 TRANSFERS												
	1,372,295		1,477,692		1,615,636		1,603,452	1,615,636	1,685,958		1,685,958	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND DEPT: 35 LIBRARY DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
978	RESERVE - LIBRARY TRUST FUNDS				46,800				48,300		48,300	
991	CONTINGENCY - UNRESERVED				733,415				521,020		536,020	
996	RESERVE - EQUIPMENT REPLACEMT				1,755				1,755		1,755	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					781,970				571,075		586,075	
TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT												
	8,522,766	67.35	8,697,320	68.35	10,160,912	68.55	8,689,273	9,250,088	10,767,734	70.58	10,767,734	70.58

0445

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		1,077,873	893,921		1,149,194		1,149,194	954,845			954,845

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,077,873	893,921		1,149,194		1,149,194	954,845			954,845
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES										
		722	1,229		1,000		2,000	2,000			2,000

311	PROPERTY TAXES - CURRENT YEAR										
		2,851,956	2,965,882		3,063,999		3,079,932	3,421,459			3,421,459

312	PROPERTY TAXES - PRIOR YEARS										
		32,014	32,028		20,000		20,000	20,000			20,000

TOTAL CLASS: 10 TAXES

		2,884,692	2,999,139		3,084,999		3,101,932	3,443,459			3,443,459
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL										
			39,433								

328	GRANTS - STATE										
		15,176	20,542		15,000		15,960	15,960			15,960

329	OTHER INTERGOVERNMENTAL REV										
		5,033,436	5,542,299		5,641,939		5,641,939	5,825,339			5,825,339

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		5,048,612	5,602,274		5,656,939		5,657,899	5,841,299			5,841,299
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CLASS: 30 FINES & FORFEITURES

372	LIBRARY FINES										
		245,822	204,114		150,000		138,000	130,000			130,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES  
 CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

311 PROPERTY TAXES - CURRENT YEAR  
 ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY. \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:  
 FY 16 \$3.72 GENERAL FUND, \$0.33 LIBRARY FUND, \$0.13 STREET LIGHTING FUND; TOTALING \$4.18 WITH VOTER APPROVED DEBT OF \$0.20 GIVES A TOTAL TAX RATE OF \$4.38.  
 FY 17 \$3.7272 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1833 WITH VOTER APPROVED DEBT OF \$0.1915 GIVES A TOTAL TAX RATE OF \$4.3748.  
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758.  
 FY 19 \$3.7644 GENERAL FUND, \$0.3614 LIBRARY FUND, \$0.1547 STREET LIGHTING FUND; TOTALING \$4.2505 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.4858  
 FY 19 REFLECTS A 5 CENT INCREASE TO FUND 3 NEW POLICE OFFICER POSITIONS, A 3 CENT INCREASE FOR LIBRARY OPERATIONS AND A 3 CENT INCREASE TO FUND LED STREET LIGHT REPLACEMENTS.

312 PROPERTY TAXES - PRIOR YEARS  
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

327 GRANTS - FEDERAL  
 FY 2016-17 REFLECTS THE RECIEPT OF A \$40,000 FEDERAL GRANT FOR THE EARLY LEARNING WASHINGTON COUNTY PROGRAM

328 GRANTS - STATE  
 READY TO READ GRANT  
 FY 16-17 INCLUDES \$5,020 DEPARTMENT OF EDUCATION GRANT IN PARTNERSHIP WITH BEAVERTON SCHOOL DISTRICT

329 OTHER INTERGOVERNMENTAL REV  
 FUNDING FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS):  
 FY 15-16 REGULAR DISTRIBUTION \$4,934,347 AND A POOL TWO DISTIRBUTION OF \$97,589  
 FY 16-17 REGULAR DISTRIBUTION OF \$5,490,941 REPRESENTING AN INCREASE OF \$433,235 OVER THE BASE 2.5% INCREASE FROM THE PREVIOUS FISCAL YEAR DUE TO THE NEW WCCLS LEVY AND A POOL TWO DISTRIBUTION OF \$68,140  
 FY 17-18 REGULAR DISTRIBUTION OF \$5,565,669 AND A POOL TWO DISTRIBUTION OF \$76,270  
 FY 18-19 REGULAR DISTRIBUTION OF \$5,825,339

372 LIBRARY FINES  
 FINES AND OVERDUE AND LOST LIBRARY BOOKS INCLUDING COLLECTION REVENUE FROM THE COLLECTION AGENCY. LIBRARY FINES ARE ASSESSED ON TEEN AND ADULT MATERIALS AT \$0.25 PER ITEM PER DAY. CHILDREN'S MATERIALS ARE FINE FREE AS OF JUNE 1, 2017.

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 30 FINES & FORFEITURES

	245,822		204,114		150,000		138,000		130,000		130,000
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY PROPERTY	2,900	1,500		1,000		1,000		1,000		1,000
383	SALE OF LIBRARY BOOKS	682	553		500		500		500		500
384	INVESTMENT INTEREST EARNINGS	11,824	18,458		17,600		28,400		40,400		40,400
389	MISCELLANEOUS REVENUES	24,175	28,905		21,000		24,000		24,000		24,000
390	CONTRIBUTIONS AND DONATIONS	2,837	980		1,000		12,000		1,000		1,000
399	REIMBURSEMENTS - OTHER		590				985				
753	ENERGY EFFICIENCY REBATES	12,928	6,021		8,000		8,000		8,000		8,000
756	PERS RSRV DISTRIB-NON GAAP REV	84,136									
757	MED/LIFE INS PREM REFUND DISTRIBUTION	20,204	15,084				12,343				
761	LIBRARY TRUST DONATIONS		26,360		70,680		70,680		31,000		31,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	159,686		98,451		119,780		157,908		105,900		105,900
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND								292,231		292,231
423	TRSFERS FROM LIBRARY TRUST FUND		48,614								

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

			48,614						292,231		292,231
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TOTAL PROGRAM: 0000 UNRESTRICTED

	9,416,685		9,846,513		10,160,912		10,204,933		10,767,734		10,767,734
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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 381 RENTAL OF CITY PROPERTY  
 REVENUES FROM THE RENTAL OF MEETING ROOMS AT THE LIBRARY
- 383 SALE OF LIBRARY BOOKS  
 SALE OF OLD LIBRARY BOOKS REMOVED FROM CIRCULATION AND BOOK BAG SALES
- 384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 15-16 BUDGETED INTEREST EARNINGS ARE BASED UPON .50%  
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%  
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
- 389 MISCELLANEOUS REVENUES  
 REVENUES GENERATED FROM COPYING AND PRINTING CHARGES.
- 390 CONTRIBUTIONS AND DONATIONS  
 MISCELLANEOUS PATRON DONATIONS RECEIVED FOR THE LIBRARY  
 DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM ARE RECORDED  
 IN THE NEW REVENUE OBJECT CODE 761 BEGINNING FY 2016-17  
 FY 2017-18 INCLUDES \$8,574 GIFT FROM ESTATE OF GLORIA EVERSON
- 399 REIMBURSEMENTS - OTHER
- 753 ENERGY EFFICIENCY REBATES  
 REBATES FROM SOLAR PANEL ON LIBRARY ROOF
- 756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS
- 761 LIBRARY TRUST DONATIONS  
 DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM FROM:  
 THE BEAVERTON LIBRARY FOUNDATION  
 FY 2017-18 INCLUDES "CATCH UP" GIFT FROM THE NEW FRIENDS OF BEAVERTON CITY LIBRARY
- 411 TRSFERS FROM GENERAL FUND  
 FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATIONS FUNDED FROM RIGHT OF WAY SET ASIDES  
 ADDITIONAL FUNDING FOR PURCHASING LIBRARY CIRCULATION MATERIALS (BOOKS,CD'S ECT) \$165,000  
 LIBRARY SAFETY OFFICER \$70,475  
 ADDITIONAL STAFFING TO INCREASE THE LIBRARY'S HOURS OF OPERATIONS \$56,756
- 423 TRSFERS FROM LIBRARY TRUST FUND  
 FY16-17 RELLECTS THE TRANSFER OF THE REMAINING FUNDS IN THE LIBRARY TRUST FUND AS THE  
 LIBRARY TRUST ACTIVIITES IS NOW A PROGRAM IN THE LIBRARY FUND; PROGRAM 0559

**BP WORKSHEET & JUSTIFICATION**

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL DEPARTMENT: 03 REVENUE											
	9,416,685		9,846,513		10,160,912		10,204,933	10,767,734		10,767,734	

## BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

035	LIBRARY DIRECTOR	118,890	1.00	127,171	1.00	129,660	1.00	129,667	132,909	1.00	132,909	1.00
221	SUPPORT SPECIALIST 2	74,723	1.60	79,924	1.60	99,557	2.00	99,342	104,392	2.00	104,392	2.00
244	MANAGER - VOLUNTEER SERVICES	74,508	1.00	75,901	1.00	77,318	1.00	77,316				
266	DIVISION LIBRARIAN 1								83,360	1.00	83,360	1.00
275	TEMPORARY EMPLOYEES								1,538		1,538	
288	LIBRARY SAFETY MONITOR								38,551	1.00	38,551	1.00
299	PAYROLL TAXES AND FRINGES	137,634		161,824		168,621		165,310	220,859		220,859	

TOTAL CLASS: 05 PERSONNEL SERVICES

		405,755	3.60	444,820	3.60	475,156	4.00	471,635	581,609	5.00	581,609	5.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	7,368		5,709		8,500		8,500	8,500		8,500	
303	OFFICE FURNITURE & EQUIPMENT	260				300		300	300		300	
305	SPECIAL DEPARTMENT SUPPLIES	970		390		500		500	500		500	
312	DEPOSIT SHORTAGE/OVERAGE	-570		-285								
317	COMPUTER EQUIPMENT	3,483							1,167		1,167	
318	COMPUTER SOFTWARE	3,747		5,100		6,040		6,040	9,274		9,274	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

035	LIBRARY DIRECTOR
221	SUPPORT SPECIALIST 2 FY 17-18 REFLECTS INCREASE OF .40 FTE TO CREATE A 1 FTE POSITION (.40 FTE WAS TRANSFERRED FROM A VACANT LIBRARY AIDE 1 POSITION IN PROGRAM 0553.)
244	MANAGER - VOLUNTEER SERVICES FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
266	DIVISION LIBRARIAN 1 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
275	TEMPORARY EMPLOYEES
288	LIBRARY SAFETY MONITOR NEW POSITION PROPOSED FOR FY 2018-19 FUNDED BY A TRANSFER FROM THE GENERAL FUND USING THE RIGHT OF WAY SET ASIDE FUNDING
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE
303	OFFICE FURNITURE & EQUIPMENT OFFICE CHAIRS
305	SPECIAL DEPARTMENT SUPPLIES HARDWARE, PARTS, SIGNAGE, KEYS, NAMEPLATES
312	DEPOSIT SHORTAGE/OVERAGE LIBRARY DEPOSIT SHORTAGES AND OVERAGES.
317	COMPUTER EQUIPMENT THIN CLIENT REPLACEMENT WITH DESKTOP \$740 27 INCH MONITOR FOR DESKTOP \$275 BATTERY BACKUP FOR DESKTOP \$152
318	COMPUTER SOFTWARE ANNUAL LICENSE FOR ENVISIONWARE \$950 ANNUAL MAINTENANCE FEE FOR ENVISIONWARE \$900 ANNUAL LICENSE FOR VOLGISTICS \$2,300 ANNUAL SUBSCRIPTION FOR ADOBE CREATIVE SUITE FOR SS2 PUBLICITY STAFFER \$830 ANNUAL LICENSE FOR PUBLIC WEB BROWSER \$1,300 ANNUAL LICENSE FOR TRELLO \$2,400 ADOBE ACROBAT PRO (X2) \$594

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	17,951		10,755		37,600		25,600	32,750		32,750	
330	MILEAGE REIMBURSEMENT										
	299		604		500		500	750		750	
341	COMMUNICATIONS EXPENSE										
	9,196		11,585		9,088		9,088	11,424		11,424	
342	DATA COMMUNICATION EXPENSE										
			488		1,440		480	480		480	
351	UTILITIES EXPENSE										
	123,829		128,665		140,000		140,000	140,000		140,000	
377	PUBLIC RELATIONS EXPENSE										
	1,007		800		920		920	1,200		1,200	
381	BUILDING EXPENSE										
	32,424		26,048		40,000		40,000	40,000		40,000	
384	BUILDING MAINTENANCE PROJECTS										
	103,627		42,605		81,387		81,387	50,140		50,140	
461	SPECIAL EXPENSE										
	8,930		7,270		10,000		9,000	10,300		10,300	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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321	TRAVEL, TRAINING & SUBSISTENCE	INSERVICE DAY GENERAL SUPPORT \$1,500 INSERVICE DAY KEYNOTE SPEAKERS \$700 SAFETY AND SECURITY TRAININGS FOR LIBRARY STAFF \$2,500 EQUITY AND INCLUSION TRAININGS FOR LIBRARY STAFF \$2,500 TRAINING SUPPLIES FOR ON-CALL STAFF MEETINGS \$400 TRAINING SUPPLIES FOR ALL-STAFF MEETINGS \$400 TRAINING SUPPLIES FOR DIVISION MEETINGS \$400 OTHER TRAININGS AND WEBINARS \$1,000 LIBRARY DIRECTOR TO ANNUAL DEPT HEADS RETREAT \$350 1 STAFF TO ATTEND PACIFIC NORTHWEST BOOKSELLERS CONFERENCE (TACOMA WA) \$1,000 1 STAFF TO ATTEND AMERICAN LIBRARY ASSOCIATION CONFERENCE \$2,500 10 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION CONFERENCE IN VANCOUVER WA \$2,500 10 STAFF TO ATTEND SUPPORT STAFF CONFERENCE \$1,500 1 STAFF TO ATTEND LIBRARY VOLUNTEER MANAGERS CONFERENCE \$2,500 1 STAFF TO ATTEND LEADERSHIP BEAVERTON \$1,000 2 STAFF TO ATTEND ASSOC TO LIBRARY SERVICE FOR CHILDREN CONFERENCE \$5,000 1 STAFF TO ATTEND OVERDRIVE E-BOOK CONFERENCE \$2,500 2 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION LEADERSHIP ACADEMY \$2,000 1 STAFF TO ATTEND LIBRARY MARKETING AND COMMUNICATION CONFERENCE \$2,500
330	MILEAGE REIMBURSEMENT	MILEAGE FOR LIBRARY STAFF INCREASED TO ACCOUNT FOR MORE STAFF TRAVEL BETWEEN MURRAY SCHOLLS AND MAIN LIBRARY
341	COMMUNICATIONS EXPENSE	LOCAL EXCHANGE SERVICE LINE TO THE LIBRARY BUILDING T-1 (\$600/MONTH) \$7,200 LANGUAGE LINE \$250 CELL PHONE CHARGES FOR DAYPORTER AND LOW VEHICLE AT \$17 PER MONTH \$204 CELL PHONE CHARGES FOR 3 STAFF AT \$140 PER MONTH \$1,680 COMCAST CABLE (BRANCH FIRE ALARM PHONE LINE) \$410 CELL PHONE CHARGES FOR LIBRARY SAFETY OFFICER \$1,680
342	DATA COMMUNICATION EXPENSE	1 DATA HOTSPOT @ \$40 PER MONTH \$480
351	UTILITIES EXPENSE	UTILITY COST FOR THE MAIN LIBRARY BUILDING: ELECTRICITY, GAS, WATER & SOLID WASTE/RECYCLING. INCLUDES ENERGY EXPERT MONITORING SOFTWARE. FOR REBATE ON THE SOLAR PANELS MOUNTED ON THE LIBRARY BUILDING SEE REVENUE ACCOUNT 115-03-0000-753
377	PUBLIC RELATIONS EXPENSE	MATERIALS RELATED TO PUBLIC EVENTS AND OUTREACH \$800 ONLINE SUBSCRIPTION TO ICON DATABASE FOR PRINT AND ELECTRONIC PIECES \$150 PAID ADVERTISING IN BEAVERTON RESOURCE GUIDE \$250
381	BUILDING EXPENSE	BOILER/CHILLER REPAIRS & FILTERS, FIRE ALARM TESTS, FIRE EXTINGUISHERS PLUMBING & ELECTRICAL REPAIRS, JANITORIAL SUPPLIES, AND LAMP REPLACEMENTS VARIOUS LUNCH/BREAK ROOM EQUIPMENT REPLACEMENTS UNFORESEEN REPAIRS
384	BUILDING MAINTENANCE PROJECTS	REPLACE CARPET ON STAIRS \$5,500 REPLACE WINDOW BLINDS IN MEETING ROOMS A & B WITH VERTICALS \$4,640 REPLACE PAVERS IN FRONT OF LIBRARY (YEAR 2 OF PROJECT) \$25,000 ADDITIONAL SECURITY CAMERAS \$5,000 PROJECT RESULTING FROM SPACE STUDY CONDUCTED SPRING 2018 \$10,000
461	SPECIAL EXPENSE	TONER FOR PUBLIC COMPUTERS \$10,000 UNIFORM FOR LIBRARY SAFETY OFFICER \$300

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
465	VOLUNTEER PROGRAM EXPENSE										
	5,254		6,160		5,800		5,800	7,500		7,500	
481	OTHER EXPENSES										
	1,455		2,002		3,750		3,750	4,823		4,823	
511	PROFESSIONAL SERVICES										
	152,427		142,279		176,000		176,000	146,323		146,323	
523	BOARDS & COMMISSIONS EXPENSES										
			293		300		300	300		300	
536	MAINTENANCE CONTRACTS										
	15,572		14,506		17,078		15,700	15,800		15,800	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	487,229		404,974		539,203		523,865	481,531		481,531	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
			22,047								
TOTAL CLASS: 15 CAPITAL OUTLAY											
			22,047								
CLASS: 25 TRANSFERS											
801	TRFSR TO GENERAL FD - OVERHEAD										
	765,339		841,053		873,625		873,625	892,571		892,571	
803	TRFSR TO GENERAL FD-LANDSCAPE										
	76,336		83,226		96,258		96,258	100,402		100,402	
805	TRFSR TO G/F BLDG MAINT										
	106,983		109,530		116,345		116,345	124,052		124,052	
816	TRFSRS TO REPROGRAPHICS FUND										
	10,963		14,522		17,614		17,614	18,853		18,853	
817	TRFSRS TO GARAGE FUND										
	4,817		5,751		5,635		5,635	12,752		12,752	
818	TRFSRS TO ISD-ALLOCATED										
	259,911		244,069		308,719		308,719	335,929		335,929	
819	TRFSRS TO INSURANCE FUND										
	64,824		84,271		111,572		111,572	111,572		111,572	
TOTAL CLASS: 25 TRANSFERS											
	1,289,173		1,382,422		1,529,768		1,529,768	1,596,131		1,596,131	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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465	VOLUNTEER PROGRAM EXPENSE RECOGNITION ANNUAL VOLUNTEER DINNER AND OTHER VOLUNTEER EXPENSES \$3,500 (ABOVE INCREASED B/C WE INCORPORATED FRIENDS VOLS INTO LIBRARY VOL STRUCTURE) QUARTERLY VOLUNTEER EVENTS WITH LIBRARY DIRECTOR \$500 VOLUNTEER SUPPLIES, INFORMAL RECOGNITION \$2,800 STORAGE FOR VOLUNTEER PROGRAM SUPPLIES \$700	
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSES (70.58 FTE @ \$40/FTE) \$2,823 (YTD NUMBER IS LOW B/C LIB INSERVICE AND NATIONAL LIB WEEK HAPPEN IN SPRING) SUPPORT FOR LIBRARY STAFF COMMITTEES \$2,000	
511	PROFESSIONAL SERVICES JANITORIAL SERVICES AND OTHER SERVICES \$145,523 CONTRACT WITH BEAVERTON CIVIC THEATER STAFF TO WORK IN AUDITORIUM CONTROL BOOTH DURING EVENTS (10 EVENTS AT \$20/HOUR FOR 4 HOURS EACH) \$800	
523	BOARDS & COMMISSIONS EXPENSES MISCELLANEOUS BOARD SUPPLIES	
536	MAINTENANCE CONTRACTS ELEVATORS, ALARM MONITORING, BOILER & CHILLER, PEST CONTROL FIRE ALARM AND SPRINKLER TESTING & MONITORING GENERATOR MAINTENANCE	
641	VEHICLES	
801	TRSFR TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND	
803	TRSFR TO GENERAL FD-LANDSCAPE ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND	
805	TRSFR TO G/F BLDG MAINT AMOUNT BUDGETED REFLECTS FUNDING FOR BUILDING MAINTENANCE STAFF MATRIXED TO SUPPORT THE MAIN LIBRARY BUILDING	
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS	
817	TRSFERS TO GARAGE FUND FLEET SERVICES FOR LIBRARY VEHICLES	
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$240,331 ALLOCATION OF ONE COMPUTER SERVICE TECHNICIAN ASSIGNED TO LIBRARY \$95,598	
819	TRSFERS TO INSURANCE FUND TRANSFER TO INSURANCE FUND FOR LIABILITY, FIRE AND PROPERTY INSURANCE ON LIBRARY BUILDING	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED				733,415			521,020		536,020	
996	RESERVE - EQUIPMENT REPLACEMT				1,755			1,755		1,755	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					735,170			522,775		537,775	
TOTAL PROGRAM: 0551 LIBRARY ADMINISTRATION											
	2,182,157	3.60	2,254,263	3.60	3,279,297	4.00	2,525,268	3,182,046	5.00	3,197,046	5.00

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991	CONTINGENCY - UNRESERVED CONTINGENCY
996	RESERVE - EQUIPMENT REPLACEMT RESERVE FOR LIBRARY FUND VEHICLE



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0552 TECHNICAL SERVICE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

260	LIBRARIAN											
		63,291	1.00	64,669	1.00	65,863	1.00	66,057	67,516	1.00	67,516	1.00
265	LIBRARY ASSISTANT 2											
		256,134	5.75	251,363	5.75	261,687	5.75	260,158	269,510	5.75	269,510	5.75
266	DIVISION LIBRARIAN 1											
		86,413	1.00	88,030	1.00	89,673	1.00	89,671	91,907	1.00	91,907	1.00
299	PAYROLL TAXES AND FRINGES											
		233,732		251,575		281,208		271,068	304,855		304,855	

TOTAL CLASS: 05 PERSONNEL SERVICES

		639,570	7.75	655,637	7.75	698,431	7.75	686,954	733,788	7.75	733,788	7.75
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE											
		1,550		680		1,000		1,000	1,000		1,000	
305	SPECIAL DEPARTMENT SUPPLIES											
		22,412		22,456		22,000		22,000	22,000		22,000	
317	COMPUTER EQUIPMENT											
								689				
318	COMPUTER SOFTWARE											
		932		1,079		1,000		804	1,000		1,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

		24,894		24,215		24,000		24,493	24,000		24,000	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND											
		10,631		11,325		18,165		18,165	19,408		19,408	

TOTAL CLASS: 25 TRANSFERS

		10,631		11,325		18,165		18,165	19,408		19,408	
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TOTAL PROGRAM: 0552 TECHNICAL SERVICE

		675,095	7.75	691,177	7.75	740,596	7.75	729,612	777,196	7.75	777,196	7.75
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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0552 TECHNICAL SERVICE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

260 LIBRARIAN

265 LIBRARY ASSISTANT 2

FY 17-18 REFLECTS TRANSFERRING .25 FTE LA2 FROM 0554 (REFERENCE) TO 0552 (TECH SERVICES).  
 FY 17-18 MID-YEAR REFLECTS VACANT .25 FTE LA2 TRANSFERRING FROM PROGRAM 0552 (TECH SERVICES) TO 0555 (YOUTH SERVICES) TO HELP ESTABLISH A NEW LIBRARY SUPERVISOR POSITION.

266 DIVISION LIBRARIAN 1

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

304 DEPARTMENT EQUIPMENT EXPENSE

TIME AND MATERIALS FOR REPAIR OF DISC POLISHER AND OTHER EQUIPMENT

305 SPECIAL DEPARTMENT SUPPLIES

BOOK JACKETS, AV CASES AND LABELS FOR PROCESSING LIBRARY MATERIALS \$21,600  
 BINDERY \$400

317 COMPUTER EQUIPMENT

NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE

CATALOGING TOOLKIT \$400  
 WEBDEWEY \$300  
 IPAGE \$300

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

261	SENIOR LIBRARY ASSISTANT											
	106,686	2.00	114,258	2.00	117,850	2.00	114,468	117,102	2.00	117,102	2.00	
265	LIBRARY ASSISTANT 2											
	386,126	8.50	377,540	8.50	404,749	8.50	400,952	405,363	8.50	405,363	8.50	
266	DIVISION LIBRARIAN 1											
	78,770	1.00	84,240	1.00	89,649	1.00	90,016	91,907	1.00	91,907	1.00	
268	LIBRARY SUPERVISOR											
	9,125	1.00	58,990	1.00	64,145	1.00	64,388	69,019	1.00	69,019	1.00	
269	LIBRARY ASSISTANT 1											
	539,533	12.90	521,296	12.90	528,964	12.10	532,243	539,768	12.10	539,768	12.10	
275	TEMPORARY EMPLOYEES											
	74,077		83,478		114,200		94,000	117,055		117,055		
299	PAYROLL TAXES AND FRINGES											
	647,652		691,583		750,093		710,274	791,205		791,205		

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,841,969	25.40	1,931,385	25.40	2,069,650	24.60	2,006,341	2,131,419	24.60	2,131,419	24.60
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
								800		800		
304	DEPARTMENT EQUIPMENT EXPENSE											
	11,467		1,034		5,020		5,020	34,204		34,204		
305	SPECIAL DEPARTMENT SUPPLIES											
	4,005		1,646		4,850		4,850	3,600		3,600		
313	INTERLIBRARY LOAN EXPENSES											
	2,060		382		2,500		2,500	2,500		2,500		
317	COMPUTER EQUIPMENT											
	895		1,560									
341	COMMUNICATIONS EXPENSE											
			95									
406	BANK SERVICE FEES											
	5,939		7,046		6,000		7,500	7,500		7,500		

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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 261 SENIOR LIBRARY ASSISTANT
  - 265 LIBRARY ASSISTANT 2  
 FY 17-18 REFLECTS TRANSFER OF .50 FTE LA2 FROM PROGRAM 0554.  
 FY 17-18 MID-YEAR REFLECTS VACANT .50 FTE LA2 POSITION TRANSFERRING FROM PROGRAM 0553  
 (CIRCULATION) TO PROGRAM 0558 (BRANCH LIBRARY) TO HELP ESTABLISH A NEW LIBRARY  
 SUPERVISOR POSITION.
  - 266 DIVISION LIBRARIAN 1
  - 268 LIBRARY SUPERVISOR
  - 269 LIBRARY ASSISTANT 1  
 FY 17-18 ELIMINATES .80 FTE LA1 OF WHICH .40 FTE OF THE FTE WILL BE USED TO FUND THE .40  
 FTE INCREASE TO THE SS2 IN PROGRAM 0551, AND THE REMAINING .40 FTE WILL BE ELIMINATED.
  - 275 TEMPORARY EMPLOYEES  
 FY 17-18 INCREASE REFLECTS CONSOLIDATING A PORTION OF EXTRA HELP FROM PROGRAM 0558  
 BRANCH LIBRARY.
  - 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR  
 RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR  
 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND,  
 AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY,  
 WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACEMENT CHAIRS FOR PUBLIC \$800
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 2 BARCODE SCANNERS FOR REPLACEMENT BOTH LOCATIONS (\$300 EA) \$600  
 2 CONVERGE RECEIPT PRINTERS (\$150 EA) \$300  
 RFID PAD \$1,500  
 1 POWERED LIFT HAND TRUCK \$2,995  
 2 SELF-CHECKS (\$12,417 EA + SHIPPING) \$28,809  
 LIBRARY OWNS 9 SELF-CHECKS BETWEEN BOTH LOCATIONS; SCHEDULED TO REPLACE 2 EACH YEAR.
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 BPA-FREE PAPER FOR RECEIPT PRINTERS AND SELF-CHECK MACHINES \$2,000  
 5 SMALL BOOK TRUCKS (\$310/EA + SHIPPING) \$1,600
  - 313 INTERLIBRARY LOAN EXPENSES  
 REIMBURSEMENT FOR INTERLIBRARY LOAN FEES AND LOST/DAMAGED MATERIALS \$1,200  
 REIMBURSE WCCLS NON-RESIDENT FEES \$1,300
  - 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
  - 341 COMMUNICATIONS EXPENSE  
 CELL PHONES MOVED TO 115-35-0551-10-341 LIBRARY ADMINISTRATION
  - 406 BANK SERVICE FEES  
 TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD \$7,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	10,149		9,585		10,000		10,000	10,000		10,000	
536	MAINTENANCE CONTRACTS										
	27,459		31,443		43,495		43,495	44,601		44,601	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	61,974		52,791		71,865		73,365	103,205		103,205	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	10,968		13,620		14,311		14,311	15,526		15,526	
TOTAL CLASS: 25 TRANSFERS											
	10,968		13,620		14,311		14,311	15,526		15,526	
TOTAL PROGRAM: 0553 CIRCULATION											
	1,914,911	25.40	1,997,796	25.40	2,155,826	24.60	2,094,017	2,250,150	24.60	2,250,150	24.60

## BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0553 CIRCULATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 511 PROFESSIONAL SERVICES  
FEES FOR PATRON ACCOUNTS REFERRED TO COLLECTION AGENCY \$10,000
- 536 MAINTENANCE CONTRACTS  
CONTRACT FOR CASH REGISTERS (\$275 EA) \$550  
CONTRACT FOR 9 SELF-CHECK UNITS (\$1600 EA) \$14,400  
CONTRACT FOR FINES AND FEES MODULE FOR 9 SELF-CHECK UNITS (\$499 EA) \$4,491  
CONTRACT FOR AUTOMATED MATERIALS HANDLING \$25,160

- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

260	LIBRARIAN											
		298,705	5.00	284,893	5.00	295,476	4.75	298,414	311,772	4.75	311,772	4.75
263	LIBRARY REFERENCE ASSISTANT											
		143,275	2.70	166,519	3.20	176,301	3.20	177,638	181,305	3.20	181,305	3.20
264	SENIOR LIBRARIAN											
		68,192	1.00	69,835	1.00	70,932	1.00	71,205	72,704	1.00	72,704	1.00
265	LIBRARY ASSISTANT 2											
		58,124	1.25	21,509	.75							
266	DIVISION LIBRARIAN 1											
		86,413	1.00	88,030	1.00	89,673	1.00	89,671	91,907	1.00	91,907	1.00
275	TEMPORARY EMPLOYEES											
		98,489		77,639		88,000		88,000	104,500		104,500	
299	PAYROLL TAXES AND FRINGES											
		332,231		321,229		325,723		327,750	369,660		369,660	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,085,429	10.95	1,029,654	10.95	1,046,105	9.95	1,052,678	1,131,848	9.95	1,131,848	9.95
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
		3,985				500		500	3,400		3,400	
304	DEPARTMENT EQUIPMENT EXPENSE											
		12				500		500	6,570		6,570	
305	SPECIAL DEPARTMENT SUPPLIES											
		1,343		1,774		2,800		2,200	2,600		2,600	
310	LIBRARY MATERIAL											
		657,148		525,171		535,000		535,000	700,000		685,000	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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260	LIBRARIAN	FY 16-17 REFLECTS DECREASE DUE TO .25 FTE POSITION VACANCY. FY 17-18 REFLECTS THE VACANT .25 FTE BEING ELIMINATED.
263	LIBRARY REFERENCE ASSISTANT	
264	SENIOR LIBRARIAN	
265	LIBRARY ASSISTANT 2	FY 17-18 REFLECTS TRANSFER OF VACANT .50 FTE LIBRARY AIDE 2 POSITION TO PROGRAM 0553 AND TRANSFER .25 FTE LA2 TO PROGRAM 0552. FY 17-18 ALSO REFLECTS TRANSFERRING .25 FTE FROM 0554 (REFERENCE) TO 0552 (TECH SERVICES).
266	DIVISION LIBRARIAN 1	
275	TEMPORARY EMPLOYEES	FY 17-18 INCREASE REFLECTS CONSOLIDATING A PORTION OF EXTRA HELP FROM PROGRAM 0558 BRANCH LIBRARY.
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
303	OFFICE FURNITURE & EQUIPMENT	REPLACE 1 OFFICE CHAIR \$400 EQUIPMENT TO RETROFIT DESKS (6 X \$500) \$3,000
304	DEPARTMENT EQUIPMENT EXPENSE	PURCHASE CREDIT CARD TERMINALS FOR ENVISIONWARE PRINTING AT MAIN AND MURRAY SCHOLLS \$1,170 PRICE INCLUDES \$900 INSTALLATION CHARGES MISC STAFF EQUIPMENT FOR TRAINING \$400 PUBLIC COMPUTER LAYOUT PROJECT \$5,000
305	SPECIAL DEPARTMENT SUPPLIES	SUPPLIES FOR PUBLIC COMPUTERS (CABLES, LOCKS, PAPER, HEADPHONES) \$2,000 2 PUBLIC USE SCANNERS (\$300 EA) \$600
310	LIBRARY MATERIAL	BOOKS AND MATERIALS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$665,000 INCREASE FUNDING IS FROM THE GENERAL FUND FROM THE PGE & NW NATURAL RIGHT OF WAY FEES NEW COLLECTION: LIBRARY OF THINGS \$20,000 DOES NOT INCLUDE DATABASES PURCHASED BY WCCLS DOES NOT INCLUDE E-BOOKS OR DOWNLOADABLE MEDIA PURCHASED BY WCCLS FY 2018-19 BUDGET AMENDMENT PKT. #10 REDUCES THE APPROPRIATION IN THE LIBRARY FUND FOR CIRCULATION MATERIALS BY \$15,000 FROM A CURRENT APPROPRIATION OF \$700,000 TO A NEW TOTAL OF \$685,000.

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
317	COMPUTER EQUIPMENT										
	12,360		7,766		4,810		4,391	16,646		16,646	
318	COMPUTER SOFTWARE				2,400		2,400	3,127		3,127	
342	DATA COMMUNICATION EXPENSE										
			240								
377	PUBLIC RELATIONS EXPENSE				6,600		5,400	11,600		11,600	
	5,437		4,295								
406	BANK SERVICE FEES							1,800		1,800	
511	PROFESSIONAL SERVICES							1,008		1,008	
536	MAINTENANCE CONTRACTS				1,300		1,300	1,300		1,300	
			1,295								
TOTAL CLASS: 10 MATERIALS & SERVICES											
	680,285		540,541		553,910		551,691	748,051		733,051	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND				21,467		21,467	22,734		22,734	
	21,942		27,447								
TOTAL CLASS: 25 TRANSFERS											
	21,942		27,447		21,467		21,467	22,734		22,734	
TOTAL PROGRAM: 0554 ADULT SERVICES											
	1,787,656	10.95	1,597,642	10.95	1,621,482	9.95	1,625,836	1,902,633	9.95	1,887,633	9.95

## BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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317	COMPUTER EQUIPMENT	REPLACE 12 PUBLIC COMPUTERS AS PART OF THE 5-YEAR ROTATION (\$740 EA) \$8,880 REPLACE 5 PUBLIC USE MONITORS (\$275 EA) \$1,375 REPLACE 2 PRINTERS AS PART OF 7-YEAR ROTATION (\$887 EA) \$1,774 IPAD FOR ADULT SERVICES MANAGER \$620 REPLACE PUBLIC COLOR PRINTER \$3,497 MISC HARDWARE FOR PUBLIC COMPUTERS (UPS, SWITCHES, ETC...) \$500
318	COMPUTER SOFTWARE	TECH SOUP LICENSES FOR OFFICE 2016 (\$29 X 50) \$1,450 SOFTWARE FOR PUBLIC USE ADAPTIVE COMPUTER \$200 ADOBE CREATIVE SUITE FOR PUBLIC COMPUTER \$1,477
342	DATA COMMUNICATION EXPENSE	NO APPROPRIATION REQUESTED
377	PUBLIC RELATIONS EXPENSE	PROGRAMS AND ACTIVITIES OF INTEREST TO ADULTS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$11,600 INCLUDES \$5,000 EARMARKED FOR COMMUNITY READS PROGRAM 2019
406	BANK SERVICE FEES	PROCESSING FEES FOR CREDIT CARD MACHINE ON ENVISIONWARE \$75 MO X 2 LOCATIONS \$1,800
511	PROFESSIONAL SERVICES	ANNUAL SUBSCRIPTION ENVISIONWARE CREDIT CARD TERMINAL \$1,008
536	MAINTENANCE CONTRACTS	1 DIGITAL MICROFILM MACHINE \$1,300
816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

258	LIBRARY PROGRAM ASSISTANT	25,716	.50	68,686	1.50	78,904	1.50	79,354	83,533	1.50	83,533	1.50
260	LIBRARIAN	309,563	4.75	311,058	4.75	246,990	3.75	255,719	254,481	3.75	254,481	3.75
263	LIBRARY REFERENCE ASSISTANT	97,907	2.10	106,235	2.10	113,743	2.20	114,338	117,280	2.25	117,280	2.25
264	SENIOR LIBRARIAN	50,070	1.00	68,665	1.00	141,856	2.00	135,551	146,097	2.00	146,097	2.00
266	DIVISION LIBRARIAN 1	86,083	1.00	88,030	1.00	89,673	1.00	89,671	91,907	1.00	91,907	1.00
268	LIBRARY SUPERVISOR					25,871	1.00	25,871	79,248	1.00	79,248	1.00
274	SEASONAL WORKFORCE	4,421		7,060		11,400		10,600	12,505		12,505	
299	PAYROLL TAXES AND FRINGES	289,977		298,652		381,079		320,618	406,828		406,828	

TOTAL CLASS: 05 PERSONNEL SERVICES

		863,737	9.35	948,386	10.35	1,089,516	11.45	1,031,722	1,191,879	11.50	1,191,879	11.50
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT			3,103		1,400		1,000	3,000		3,000	
304	DEPARTMENT EQUIPMENT EXPENSE			279								
305	SPECIAL DEPARTMENT SUPPLIES	2,976		3,561		4,200		3,600	4,000		4,000	
317	COMPUTER EQUIPMENT	6,783		3,696		9,560		9,560	14,674		14,674	
318	COMPUTER SOFTWARE								120		120	
320	LIBRARY MATERIAL - GRANT FUNDED			39,466								

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

258	LIBRARY PROGRAM ASSISTANT FY 16-17 REFLECTS NEW 1 FTE LIBR PROGRAM ASSISTANT POSITION THAT IS BILINGUAL SPANISH.
260	LIBRARIAN FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.
263	LIBRARY REFERENCE ASSISTANT FY 17-18 REFLECTS INCREASING LIBRARY REFERENCE ASSISTANT FTE BY .10 FTE. FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.05 FTE TO COVER PROPOSED ADDITIONAL OPEN SUNDAY HOURS.
264	SENIOR LIBRARIAN FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.
266	DIVISION LIBRARIAN 1
268	LIBRARY SUPERVISOR FY 17-18 MID-YEAR REFLECTS 1 FTE LIBRARY SUPERVISOR POSITION ESTABLISHED BY ADDING A NEW .75 FTE AND TRANSFERRING .25 FTE OF A VACANT LIBRARY ASST. 2 POSITION FROM PROGRAM 0552 (TECHNICAL SERVICES)
274	SEASONAL WORKFORCE
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
303	OFFICE FURNITURE & EQUIPMENT EQUIPMENT TO RETROFIT 6 DESKS TO STANDING DESKS \$3,000
304	DEPARTMENT EQUIPMENT EXPENSE
305	SPECIAL DEPARTMENT SUPPLIES SUPPLIES, PAPER AND CRAFT ITEMS FOR USE WITH STORY TIMES AND SUMMER READING PROGRAMS \$4,000 ADDING SUPPLIES FOR YOUTH SERVICES AT MURRAY SCHOLLS PREVIOUSLY IN 115-0558-305
317	COMPUTER EQUIPMENT REPLACE 1 PATRON IPAD THAT IS DAMANGED \$620 REPLACEMENT AWE STATION AT MAIN AND MS \$6,300 REPLACE 1 PATRON CHROMEBOOK THAT IS DAMAGED \$300 IPAD FOR OUTREACH ASSISTANT AND SUPERVISOR \$1,240 REPLACE COMPUTERS FOR CHILDREN/TEEN SECTION (X6) \$4,440 REPLACEMENT OF PRINTER IN CHILDREN/TEEN SECTION (X2) \$1,774
318	COMPUTER SOFTWARE CHROME ENTERPRISE LICENSE \$120
320	LIBRARY MATERIAL - GRANT FUNDED GRANT CONCLUDED- NO ADDITIONAL FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
365	STATE READY TO READ GRANT PROG										
	16,347		15,386		15,100		15,100	15,960		15,960	
377	PUBLIC RELATIONS EXPENSE										
	10,106		10,134		14,900		15,100	14,400		14,400	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	36,491		75,346		45,160		44,360	52,154		52,154	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	21,550		21,338		31,925		31,925	32,159		32,159	
TOTAL CLASS: 25 TRANSFERS											
	21,550		21,338		31,925		31,925	32,159		32,159	
TOTAL PROGRAM: 0555 YOUTH SERVICES											
	921,778	9.35	1,045,070	10.35	1,166,601	11.45	1,108,007	1,276,192	11.50	1,276,192	11.50

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0555 YOUTH SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

365 STATE READY TO READ GRANT PROG  
EXPENDITURES FUNDED BY THE STATE READY-TO-READ GRANT \$15,960

377 PUBLIC RELATIONS EXPENSE  
SUMMER READING PROGRAM, SPECIAL PROGRAMS THROUGHOUT YEAR \$13,350  
SPANISH STORY TIME \$750  
TEEN LIBRARY COUNCIL \$300  
ADDING SUPPLIES FOR YOUTH SERVICES AT MURRAY SCHOLLS PREVIOUSLY IN 115-35-0558-377  
FY17-18 ESTIMATE INCREASED \$700 FOR PARENTING TOGETHER GRANT (AWARDED JAN 2018)

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

260	LIBRARIAN											
		54,430	1.00	45,697	1.00	55,100	1.00	55,279	59,279	1.00	59,279	1.00
261	SENIOR LIBRARY ASSISTANT											
		77,227	1.00	54,580	1.00	74,482	2.00	74,681	112,543	2.00	112,543	2.00
263	LIBRARY REFERENCE ASSISTANT											
		18,721	1.50	75,576	1.50	77,145	1.50	78,125	89,712	1.68	89,712	1.68
265	LIBRARY ASSISTANT 2											
						250,494	5.30	160,500	281,171	6.10	281,171	6.10
266	DIVISION LIBRARIAN 1											
		68,582										
268	LIBRARY SUPERVISOR											
		10,610	1.00	57,427	1.00	64,416	1.00	63,662	68,453	1.00	68,453	1.00
270	LIBRARY AIDE - BRANCH											
		262,511	5.80	266,793	5.80			107,522				
275	TEMPORARY EMPLOYEES											
		31,443		31,177				4,863				
299	PAYROLL TAXES AND FRINGES											
		232,673		272,722		287,202		293,893	404,564		404,564	

TOTAL CLASS: 05 PERSONNEL SERVICES

		756,197	10.30	803,972	10.30	808,839	10.80	838,525	1,015,722	11.78	1,015,722	11.78
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
		1,617		1,190		1,000		1,000	1,000		1,000	
303	OFFICE FURNITURE & EQUIPMENT											
		473										
304	DEPARTMENT EQUIPMENT EXPENSE											
		4,197										
305	SPECIAL DEPARTMENT SUPPLIES											
		1,895		547								
317	COMPUTER EQUIPMENT											
		6,373		2,430								
351	UTILITIES EXPENSE											
		1,715										

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 260 LIBRARIAN
- 261 SENIOR LIBRARY ASSISTANT  
 FY 17-18 MID-YEAR REFLECTS A NEW 1 FTE SR. LIBRARY ASSISTANT POSITION THAT WAS ESTABLISHED BY TRANSFERRING A VACANT .50 FTE LA2 FROM PROGRAM 0553 (CIRCULATION) AND A VACANT .50 FTE LA2 WITHIN PROGRAM 0558 (BRANCH LIBRARY).
- 263 LIBRARY REFERENCE ASSISTANT  
 FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.175 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
- 265 LIBRARY ASSISTANT 2  
 FY 17-18 MID-YEAR REFLECTS VACANT .50 LA2 POSITION TRANSFERRING WITHIN PROGRAM 0558 (BRANCH LIBRARY) TO HELP ESTABLISH A NEW SENIOR LIBRARY ASSISTANT POSITION.  
 FY 18-19 REFLECTS INCREASING LIBRARY ASSISTANT 2 FTE BY 0.8 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
- 266 DIVISION LIBRARIAN 1  
 POSITION ELIMINATED IN REORGANIZATION OF STAFF
- 268 LIBRARY SUPERVISOR
- 270 LIBRARY AIDE - BRANCH
- 275 TEMPORARY EMPLOYEES  
 MOVED TO 115-35-553-275 (CIRCULATION) AND 115-35-554-275 (REFERENCE)
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE  
 GENERAL OFFICE SUPPLIES \$1,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 MOVED TO 115-35-0553-303 (CIRCULATION DIVISION)
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 MOVED TO 115-35-0553-304 (CIRCULATION DIVISION)
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MOVED TO 115-35-0553-305 (CIRCULATION DIVISION) 115-35-0554-305 (ADULT SERVICES) AND 115-35-0555-305 (YOUTH SERVICES)
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 351 UTILITIES EXPENSE  
 MOVED TO 115-35-0551-351 (LIBRARY ADMIN)

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
377	PUBLIC RELATIONS EXPENSE										
	3,680		4,312								
381	BUILDING EXPENSE										
	1,193		772		2,500		2,000	2,000		2,000	
384	BUILDING MAINTENANCE PROJECTS										
					10,000		2,500	19,500		19,500	
511	PROFESSIONAL SERVICES										
	16,772		16,772		18,420		17,136	17,136		17,136	
536	MAINTENANCE CONTRACTS										
	5,411		6,604		1,200		1,100	1,100		1,100	
551	RENTS AND LEASES										
	223,024		231,383		235,857		236,093	241,759		241,759	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	266,350		264,010		268,977		259,829	282,495		282,495	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	8,225		8,792								
819	TRSFERS TO INSURANCE FUND										
	9,806		12,748								
TOTAL CLASS: 25 TRANSFERS											
	18,031		21,540								
TOTAL PROGRAM: 0558 BRANCH LIBRARY											
	1,040,578	10.30	1,089,522	10.30	1,077,816	10.80	1,098,354	1,298,217	11.78	1,298,217	11.78

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 377 PUBLIC RELATIONS EXPENSE  
 MOVED TO 115-35-0555-377 (YOUTH SERVICES)
- 381 BUILDING EXPENSE  
 LAMP REPLACEMENT, MINOR REPAIRS AND UPKEEP \$2,000
- 384 BUILDING MAINTENANCE PROJECTS  
 SECURITY CAMERA PROJECT (CARRYOVER AND INCREASED) \$15,000  
 REPLACE/ADD EXTERIOR SIGNAGE \$2,000  
 REPLACE EXTERIOR BOOKDROP \$2,500
- 511 PROFESSIONAL SERVICES  
 JANITORIAL SERVICES \$17,136
- 536 MAINTENANCE CONTRACTS  
 FIRE ALARM MONTHLY MONITORING \$1,100  
 CONTRACTS FOR CIRCULATION EQUIPMENT MOVED TO 115-35-553-536 (CIRCULATION)
- 551 RENTS AND LEASES  
 MURRAY SCHOLLS RENT AGREEMENT \$241,759

- 816 TRSFERS TO REPROGRAPHICS FUND  
 MOVED TO 115-35-0553-816 (CIRCULATION) AND 115-35-0555-816
- 819 TRSFERS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE FOR THE BRANCH LIBRARY.

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0559 LIBRARY TRUST

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES											
303	OFFICE FURNITURE & EQUIPMENT				28,848		28,848	5,000		5,000	
304	DEPARTMENT EQUIPMENT EXPENSE		80		13,646		13,646	2,000		2,000	
305	SPECIAL DEPARTMENT SUPPLIES		581	426	5,000		5,000	5,000		5,000	
310	LIBRARY MATERIAL			6,302	5,000		1,500	5,000		5,000	
377	PUBLIC RELATIONS EXPENSE		10	15,042	20,000		20,000	16,000		16,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	591		21,850		72,494		68,994	33,000		33,000	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
978	RESERVE - LIBRARY TRUST FUNDS				46,800			48,300		48,300	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					46,800			48,300		48,300	
TOTAL PROGRAM: 0559 LIBRARY TRUST											
	591		21,850		119,294		68,994	81,300		81,300	
TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT											
	8,522,766	67.35	8,697,320	68.35	10,160,912	68.55	9,250,088	10,767,734	70.58	10,767,734	70.58
TOTAL FUND: 115 LIBRARY FUND											
	8,522,766	67.35	8,697,320	68.35	10,160,912	68.55	9,250,088	10,767,734	70.58	10,767,734	70.58

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0559 LIBRARY TRUST

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 303 OFFICE FURNITURE & EQUIPMENT  
UNANTICIPATED FURNITURE NEEDS AS APPROVED BY ADVISORY BOARD \$5,000
- 304 DEPARTMENT EQUIPMENT EXPENSE  
UNANTICIPATED EQUIPMENT NEEDS AS APPROVED BY LIBRARY ADVISORY BOARD  
FY 17-18 REFLECTS ONE-TIME "CATCH UP" GIFT FROM NEW FRIENDS OF BEAVERTON CITY LIBRARY
- 305 SPECIAL DEPARTMENT SUPPLIES  
TO COVER UNANTICIPATED PROGRAM SUPPLY NEEDS AS APPROVED BY THE ADVISORY BOARD
- 310 LIBRARY MATERIAL  
TO PURCHASE LIBRARY BOOKS AND MATERIALS FROM DONATIONS AND MEMORIALS  
RECEIVED THROUGHOUT THE YEAR
- 377 PUBLIC RELATIONS EXPENSE  
OUTREACH AND PUBLIC RELATIONS MATERIALS AS APPROVED BY THE LIBRARY BOARD  
SUMMER READING PROGRAM MATERIALS AS APPROVED BY THE LIBRARY ADVISORY BOARD  
SUMMER READING IS SUBSIDIZED, IN PART, BY THE BEAVERTON LIBRARY FOUNDATION

- 978 RESERVE - LIBRARY TRUST FUNDS  
CLOSE OUT TRANSFER FROM THE LIBRARY TRUST FUND AT THE END OF FY 16-17 \$48,614; FY 17-18: CONTRIBUTION FROM THE  
BEAVERTON LIBRARY FOUNDATION AND OTHER SOURCES \$70,680; FY 17-18: USES - EXPENDITURES IN PROGRAM 0559 -\$68,994;  
FY 18-19 CONTRIBUTIONS EXPECTED \$31,000; FY 18-19 USES - EXPENDITURES IN PROGRAM 0559 -\$33,000