# MEMORANDUM

Legislative Fiscal Office 900 Court St. NE, Room H-178 Salem, Oregon 97301 Phone 503-986-1828 FAX 503-373-7807

- To: General Government Subcommittee
- From: John Borden, Legislative Fiscal Office (503) 986-18452
- **Date:** May 7, 2015
- Subject: State Library SB 5519 Work Session Recommendations

State Library				
	2011-13 Actuals	2013-15 Legislatively Approved*	2015-17 Current Service Level	2015-17 LFO Recommended
General Fund	2,868,303	3,314,923	1,863,415	3,562,267
Other Funds	5,684,714	5,932,223	3,218,775	6,270,721
Federal Funds	4,514,751	4,887,539	2,546,056	5,061,853
Total Funds	13,067,768	14,134,685	7,628,246	14,894,841
Positions	43	41	41	42
FTE	41.26	39.26	19.63	40.26

\*includes Emergency Board and administrative actions through December 2014.

Attached are the recommendations from the Legislative Fiscal Office for the *State Library*. It contains the following:

- Package 080 May 2014 E-Board (+\$7.3 million total funds; +19.63 FTE)
- Package 802 Answerland (net zero Federal Fund; 1 position/1.00 FTE)
- Package 100 Sustaining Talking Book Service Levels (see ORBITS PKG #080)

## Adjustments to Current Service Level:

See attached "Work Session Presentation Report" dated 05/04/2015.

Accept the LFO recommendation: Move the LFO recommendations to SB 5519

OR

**Change the LFO recommendation:** Move the LFO recommendations to SB 5519, with modifications.

#### Performance Measures

See attached "Legislatively Proposed 2015-17 Key Performance Measures" form.

**Accept the LFO recommendation:** Move the LFO recommendation on Key Performance Measures

OR

**Change the LFO recommendation:** Move the LFO recommendation on Key Performance Measures with modifications.

## **Recommended Changes to Appropriation Bill:**

The Legislative Fiscal Office recommends a budget of \$3,562,267 General Fund, \$6,270,721 Other Funds, and \$5,061,853 Federal Funds and 42 positions (40.26 FTE) and that Senate Bill 5519 be amended accordingly.

Motion: Move adoption of the -2 amendment to SB 5519.

## SB 5519 Final Subcommittee Action:

The measure, as amended by the –2, is recommended to be moved to the full Committee on Joint Ways and Means.

Motion: Move SB 5519 as amended, to the Full Committee with a "do pass as amended" recommendation

## Carriers:

Full Committee Carrier:\_\_\_\_\_

Second Chamber Carrier:\_\_\_\_\_

## Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium

#### Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-000-00-00-00000

#### State Library

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2013-15 Agy. Leg. Adopted	1,591,908		2,774,285	2,463,398		3	6,829,591	41	19.63
2013-15 Ebds, SS & Admin Act	1,723,015		3,157,938	2,424,141	1.2		7,305,094	*	19.63
Ways & Means Actions	-	,	-						
2013-15 Leg Approved Budget	3,314,923	-	5,932,223	4,887,539	5¥	-	14,134,685	41	39.26
2013-15 Leg Approved Budget (Base)	1,629,976		2,810,561	2,478,210	6 <b>2</b>	8	6,918,747	41	19.63
Summary of Base Adjustments	96,716	1	148,972	(1,069)	84		244,619	-	2
2015-17 Base Budget	1,726,692		2,959,533	2,477,141	5 <u>2</u>	-	7,163,366	41	19.63
010: Non-PICS Pers Svc/Vacancy Factor	(15,243)		13,915	4,258			2,930	ŝ	1
030: Inflation & Price List Adjustments	151,966		245,327	61,657			458,950		
2015-17 Current Service Level	1,863,415		3,218,775	2,543,056	95	0	7,625,246	41	19.63
080: E-Boards	1,698,852		3,051,946	2,518,797			7,269,595	5	19.63
Adjusted 2015-17 Current Service Level	3,562,267		6,270,721	5,061,853			14,894,841	41	39.26
Total LFO Recommended Packages				-		8	-	1	1.00
2015-17 Legislative Actions	3,562,267	2	6,270,721	5,061,853	-	2	14,894,841	42	40.26
Net change from 2013-15 Leg Approved Budget	247,344		338,498	174,314	-	ş	760,156	1	1.00
Percent change from 2013-15 Leg Approved Budget	7.5%	0.0%	5.7%	3.6%	0.0%	0.0%	5.4%	2.4%	2.6%
Net change from 2015-17 Current Service Level				-	-			1	1.00
Percent change from 2015-17 Current Service Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.4%	2.6%

## Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium

# Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-001-00-00-00000

Administration

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2013-15 Agy. Leg. Adopted	51,182	1	388,272	47,670			487,124	5	2.34
2013-15 Ebds, SS & Admin Act	65,775	10	505,555	49,447			620,777	-	2.34
Ways & Means Actions					s	-		-	
2013-15 Leg Approved Budget	116,957		893,827	97,117			1,107,901	5	4.68
2013-15 Leg Approved Budget (Base)	59,146	3	428,386	49,653		-	537,185	5	2.34
Summary of Base Adjustments	5,304		19,638	2,235			27,177	-	
2015-17 Base Budget	64,450	1	448,024	51,888			564,362	5	2.34
010: Non-PICS Pers Svc/Vacancy Factor	(22)	3	472	276	2	÷	726	12	24
030: Inflation & Price List Adjustments	5 <b>2</b> 5	1	40,509	5	) <u>s</u>	2	40,509	12	14
2015-17 Current Service Level	64,428	-	489,005	52,164		3	605,597	5	2.34
080: E-Boards	56,348		707,209	76,487	ż	8	840,044	,ē	3.84
Adjusted 2015-17 Current Service Level	120,776		1,196,214	128,651	7		1,445,641	5	6.18
Total LFO Recommended Packages	14								
2015-17 Legislative Actions	120,776	-	1,196,214	128,651	4	4	1,445,641	5	6.18
Net change from 2013-15 Leg Approved Budget	3,819	3	302,387	31,534	- -	-	337,740	12	1.50
Percent change from 2013-15 Leg Approved Budget	3.3%	0.0%	33.8%	32.5%	0.0%	0.0%	30.5%	0.0%	32.1%
Net change from 2015-17 Current Service Level		1.5				-		05	
Percent change from 2015-17 Current Service Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## LFO Analyst Recommended

## Agency Number: 54300

#### LFO102 - Work Session Presentation Report 2015-17 Biennium

#### Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-001-00-00-00000

Administration

		General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
Package 080 May 2014	4 E-Board									
Package Description	This package provide	es funding and	i full-time equ	ivalent authori	ty for the seco	ond fiscal year	of the bienniu	ım.		
LFO Recommendation	Approve the request.									
LFO Analyst Notes	SB 5519 (2015)									
LFO Recommended		56,348	1	707,209	76,487			840,044		3.84

## LFO Analyst Recommended

## Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-002-00-000000

Library Development

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2013-15 Agy. Leg. Adopted	916,003		72,461	2,362,401	) <b>2</b>	-	3,350,865	6	3.00
2013-15 Ebds, SS & Admin Act	981,552	2.5	63,594	2,375,620			3,420,766		3,25
Ways & Means Actions	-	v <del>e</del>	o 2003	-				-	
2013-15 Leg Approved Budget	1,897,555		136,055	4,738,021			6,771,631	6	6.25
2013-15 Leg Approved Budget (Base)	920,464	13	63,594	2,376,156			3,360,214	6	3.00
Summary of Base Adjustments	108,158	24		17,017	-		125,175	1	0.25
2015-17 Base Budget	1,028,622	24	63,594	2,393,173	-	-	3,485,389	7	3.25
010: Non-PICS Pers Svc/Vacancy Factor	171	-		3,907	2		4,078	2	12
030: Inflation & Price List Adjustments	66,732	04	2,055	61,657	-	-	130,444	2	54
2015-17 Current Service Level	1,095,525	04	65,649	2,458,737	1	-	3,619,911	7	3.25
080: E-Boards	1,008,941	<u>_</u>	74,637	2,442,310	2		3,525,888	2	3.25
Adjusted 2015-17 Current Service Level	2,104,466	2	140,286	4,901,047	9	5	7,145,799	7	6.50
Total LFO Recommended Packages	2	14	: 2	-	s 🔒	-	2	1	1.00
2015-17 Legislative Actions	2,104,466	1.5	140,286	4,901,047		9	7,145,799	8	7.50
Net change from 2013-15 Leg Approved Budget	206,911	84	4,231	163,026	1	ş	374,168	2	1.25
Percent change from 2013-15 Leg Approved Budget	10.9%	0.0%	3.1%	3.4%	0.0%	0.0%	5.5%	33.3%	20.0%
Net change from 2015-17 Current Service Level	ž	-		2		2	1	1	1.00
Percent change from 2015-17 Current Service Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14.3%	15_4%

#### LFO Analyst Recommended

#### Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium

#### Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-002-00-00000

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Library Development

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General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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#### Package 802 Answerland

<u>Package Description</u> The request is to move Answerland, a statewide electronic reference service, from Multnomah County Library to the State Library. The service will be staffed by a librarian, who will oversee the day-to-day operations of the service, including recruiting volunteers, and training librarians. The State Library will contract for the associated information technology services.

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The budget is \$397,156, \$148,915 for Personal Services and \$248,241 for Services and Supplies with a corresponding \$397,156 reduction in Special Payments to Multhomah County's Library. Funding is from existing Federal Funds (Library Service and Technology Act).

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LFO Recommendation Approve the request.

LFO Analyst Notes SB 5519 (2015)

LFO Recommended

## Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium

Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-002-00-00-00000

Library Development

	Gener Fund		Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
Package 080 May 2014 E-	Board								
Package Description Th	is package provides funding	g and full-time equ	ivalent authori	y for the seco	ond fiscal year	of the bienniu	ım.		
LFO Recommendation Ap	prove the request.								
LFO Analyst Notes SB	5519 (2015)								
LFO Recommended	1,00	8,941	74,637	2,442,310			3,525,888	ę.	3.25

# Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium

#### Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-003-00-00-00000 Talking Books/Braille Services

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2013-15 Agy. Leg. Adopted	624,723	9	194,070				818,793	9	4.37
2013-15 Ebds, SS & Admin Act	675,688	3	192,377	-	-		868,065		4.12
Ways & Means Actions	20		s =		-			-	
2013-15 Leg Approved Budget	1,300,411	)•	386,447	×	-		1,686,858	9	8.49
2013-15 Leg Approved Budget (Base)	650,366	34	194,437	-	-		844,803	9	4.37
Summary of Base Adjustments	(16,746)	9	22,422	-	2		5,676	(1)	(0.25)
2015-17 Base Budget	633,620	a	216,859	-	2		850,479	8	4.12
010: Non-PICS Pers Svc/Vacancy Factor	(15,392)	1	(3,805)	-	-		(19,197)	-12	
030: Inflation & Price List Adjustments	85,234		2,805	ŝ	5	-	88,039		e e
2015-17 Current Service Level	703,462		215,859		-		919,321	8	4.12
080: E-Boards	633,563		147,566		-		781,129	1	4.12
Adjusted 2015-17 Current Service Level	1,337,025	2	363,425		-		1,700,450	8	8.24
Total LFO Recommended Packages	05				5		5 5		
2015-17 Legislative Actions	1,337,025		363,425	12			1,700,450	8	8.24
Net change from 2013-15 Leg Approved Budget	36,614		(23,022)		-		13,592	(1)	(0.25)
Percent change from 2013-15 Leg Approved Budget	2.8%	0.0%	(6.0%)	0.0%	0.0%	0.0%	0.8%	(11.1%)	(2.9%)
Net change from 2015-17 Current Service Level		3		-	-				
Percent change from 2015-17 Current Service Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

#### Agency Number: 54300

# LFO102 - Work Session Presentation Report 2015-17 Biennium

Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-003-00-000000

**Talking Books/Braille Services** 

General Fund	Lottery Other Funds	s Federal Nonlimi Funds Other Fu		Fotal Funds Positio	ns Full-Time Equivalent (FTE)
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#### Package 080 May 2014 E-Board

<u>Package Description</u> This package provides funding and full-time equivalent authority for the second fiscal year of the biennium,

The package also requests approximately \$49,078 General Fund and reduces Other Funds by \$64,399 related to policy package #100 - Sustaining Talking Book Service Level. Policy package #100 includes an equivalent amount of General Fund for this policy package and to complete the fund shift for an entire biennium.

 LFO Recommendation
 Approve the request.

 LFO Analyst Notes
 SB 5519 (2015)

 LFO Recommended
 633,563
 147,566
 781,129
 4.12

#### LFO Analyst Recommended

#### Agency Number: 54300

#### LFO102 - Work Session Presentation Report 2015-17 Biennium

#### Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-003-00-00-00000

**Talking Books/Braille Services** 

General Fund	Lottery Other F Funds		Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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#### Package 100 Sustaining Talking Book Services Levels

<u>Package Description</u> This package shifts one State Library Specialist 1 position from Other Funds (private donations) to General Fund. Prior to the 2007-09 biennium, the position had been funded with General Fund. Continued use of the donation funding is projected to substantially deplete the account by the end of the 2015-17 biennium, according to agency projections.

The package requests \$49,078 General Fund and reduces Other Funds by \$64,399. However, the agency reports policy package #080 - May 2014 E-Board, also includes an equivalent amount of General Fund for this policy package and to complete the fund shift for an entire biennium.

LFO Recommendation Deny the policy package. The result of this recommendation, and the recommended approval of policy package #080 - May 2014 E-Board, will mean that the position will be funded shifted to General Fund beginning in the second year of the biennium.

For the 2017-19 biennium, the positon will be funded entirely with General Fund.

LFO Analyst Notes	SB 5519 (2015)						
LFO Recommended		ŝ		•	3	-	÷.

## Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium

# Version: L - 01 - LFO Analyst Recommended Cross Reference: 54300-004-00-00-00000

**Government Research Services** 

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2013-15 Agy. Leg. Adopted			- 2,119,482	53,327		λ <sup>ι</sup>	2,172,809	21	9.92
2013-15 Ebds, SS & Admin Act	2		- 2,396,412	(926)	12	24	2,395,486	1	9.92
Ways & Means Actions	2			-	e e se	84		1	2
2013-15 Leg Approved Budget	-		- 4,515,894	52,401	Na	02	4,568,295	21	19.84
2013-15 Leg Approved Budget (Base)	i.		- 2,124,144	52,401			2,176,545	21	9.92
Summary of Base Adjustments	7		- 106,912	(20,321)		(5	86,591	-	10
2015-17 Base Budget			- 2,231,056	32,080			2,263,136	21	9.92
010: Non-PICS Pers Svc/Vacancy Factor			- 17,248	75	3 <del>8</del>	8	17,323	÷	÷
030: Inflation & Price List Adjustments	e		- 199,958				199,958		ž
2015-17 Current Service Level			2,448,262	32,155	-		2,480,417	21	9.92
080: E-Boards	8		- 2,122,534				2,122,534	-	8.42
Adjusted 2015-17 Current Service Level		(a	- 4,570,796	32,155	-		4,602,951	21	18.34
Total LFO Recommended Packages					-			-	
2015-17 Legislative Actions			- 4,570,796	32,155	-		4,602,951	21	18.34
Net change from 2013-15 Leg Approved Budget	3		- 54,902	(20,246)	35	3=	34,656	2	(1.50)
Percent change from 2013-15 Leg Approved Budget	0.0%	0.0%	6 1.2%	(38.6%)	0.0%	0.0%	0.8%	0.0%	(7.6%)
Net change from 2015-17 Current Service Level				-					-
Percent change from 2015-17 Current Service Level	0.0%	0.0%	6 0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

State	Library

## LFO Analyst Recommended

# Agency Number: 54300

LFO102 - Work Session Presentation Report 2015-17 Biennium

# Version: L - 01 - LFO Analyst Recommended

Cross Reference: 54300-004-00-00-00000

**Government Research Services** 

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
Package 080 May 2014 E-Board									
Package Description This package provides funding and full-time equivalent authority for the second fiscal year of the biennium.									
LFO Recommendation Approve the requ	uest.								
LFO Analyst Notes SB 5519 (2015)									
LFO Recommended		e e e e e e e e e e e e e e e e e e e	- 2,122,534			i a	2,122,534	12	8.42

#### Legislatively Proposed 2015-2017 Key Performance Measures

#### Agency: LIBRARY, OREGON STATE

Mission: The mission of the Oregon State Library is to provide quality information services to Oregon state government, provide reading materials to blind and print-disabled Oregonians, and provide leadership, grants, and other assistance to improve local library services for all Oregonians.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2016	Target 2017
1 - RESEARCH TRANSACTIONS – Number of research assistance transactions for state employees.		Approved KPM	8,252.00	12,000.00	12,000.00
2 - STATE EMPLOYEE INFORMATION CENTER USERS – Percent of state employees registered to use the State Employee Information Center website.		Approved KPM	26.00	24.00	24.00
3 - COST PER CONTACT – Cost per state employee contact.		Approved KPM	3.70	5.25	5.00
4 - TALKING BOOK AND BRAILLE SERVICES USERS – Number of individuals registered to receive Talking Book and Braille Services.		Approved KPM	5,163.00	5,300.00	5,500.00
5 - PERCENT OF ELIGIBLE USERS – Percent of eligible users that are registered for Talking Book and Braille Services.		Approved KPM	8.00	10.00	10.00
6 - TALKING BOOK AND BRAILLE SERVICES CIRCULATION– Number of talking books, Braille books and other materials checked out per year.		Approved KPM	425,320.00	430,000.00	440,000.00
7 - COST PER CIRCULATION – Cost per circulation of talking books and Braille books.		Approved KPM	1.93	2.00	2.00
8 - USE OF BEST PRACTICES IN SERVING CHILDREN – Percent of public library grantees incorporating best practices in their services to children.		Approved KPM	52.00	60.00	60.00
9 - USE OF THE OREGON.GOV SEARCH ENGINE – Average daily visits to the search engine for Oregon.gov.		Approved KPM	3,610.00		
10 - USE OF LIBRARY DATABASES – Average daily visits to Library-funded databases.		Approved KPM	13,725.00	16,000.00	16,000.00
11 - USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM – Average daily visits to the Library-funded Oregon School Library Information System.		Approved KPM	2,588.00	4,500.00	4,500.00

#### Agency: LIBRARY, OREGON STATE

Mission: The mission of the Oregon State Library is to provide quality information services to Oregon state government, provide reading materials to blind and print-disabled Oregonians, and provide leadership, grants, and other assistance to improve local library services for all Oregonians.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2016	Target 2017
12 - USE OF L-NET – Average daily visits to the Library-funded L-net e-reference website.		Approved KPM	94.00	105.00	105.00
13 - CUSTOMER SATISFACTION – Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Accuracy	Approved KPM	91.00	98.00	98.00
13 - CUSTOMER SATISFACTION – Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Availability of Information	Approved KPM	98.00	98.00	98.00
13 - CUSTOMER SATISFACTION – Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Expertise	Approved KPM	94.00	98.00	98.00
<ul> <li>13 - CUSTOMER SATISFACTION – Percent of customers rating their satisfaction with the agency's customer service as "good" or</li> <li>"excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.</li> </ul>	Helpfulness	Approved KPM	94.00	98.00	98.00
<ul> <li>13 - CUSTOMER SATISFACTION – Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.</li> </ul>	Overall	Approved KPM	95.00	98.00	98.00
13 - CUSTOMER SATISFACTION – Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Timeliness	Approved KPM	93.00	98.00	98.00
14 - BEST PRACTICES: Percent of total best practices met by the Board.		Approved KPM	100.00	100.00	100.00

#### LFO Recommendation:

The Legislative Fiscal Office recommends approval of the existing key performance measure (KPM) and targets with the understanding that the agency will review and update its KPMs for the 2017-19 biennium to achieve alignment with its reorganization and long-range strategic plan.

SB 5519-2 (LC 9519) 5/4/15 (TR/ps)

# PROPOSED AMENDMENTS TO SENATE BILL 5519

In line 5 of the printed bill, delete "\$3,720,335" and insert "\$3,562,267".

2 In line 6, delete "\$910,071" and insert "\$503,711".

3 In line 12, delete "\$5,199,357" and insert "\$5,767,010".

4 In line 17, delete "\$5,057,254" and insert "\$5,061,853".

5