

RESOURCES
General Fund

Josephine Community Library District

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2020-21				
Actual		Adopted Budget This Year Year 2019-20	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2017-18	First Preceding Year 2018-19								
1			1	Available cash on hand* (cash basis)				1	
2	0	717,479	819,900	2	Unrestricted - Library Operations	1,115,654	1,115,654	1,115,654	2
3				3	Restricted - Grants and Donations				3
4			-	4	JCLI Grant	-	-	-	4
5			-	5	Josephine County Library Foundation	-	-	-	5
6			6,000	6	Ready to Read	10,900	10,900	10,900	6
7			-	7	Friends of the Library	4,000	4,000	4,000	7
8			4,000	8	Solid Waste Agency				8
9			500	9	Kiwanis	1,000	1,000	1,000	9
10			-	10	Maintenance	7,100	7,100	7,100	10
11			5,000	11	Oregon Community Foundation				11
12			800	12	Josephine County Cultural Coalition				12
13				13	Carpenter Foundation	8,000	8,000	8,000	13
14	0	57,441		14	Grants				14
15				15	Total Grants				15
16	0	57,441	16,300	16	Total Restricted - Grants and Donations	31,000	31,000	31,000	16
17	0	774,920	836,200	17	Total Available cash on hand* (cash basis)	1,146,700	1,146,700	1,146,700	17
18	0	25,387	22,500	18	Previously levied taxes estimated to be received	27,200	27,200	27,200	18
19	12,507	29,709	17,500	19	Interest	22,000	22,000	22,000	19
20				20	OTHER RESOURCES				20
21	25,821	86,885	57,000	21	Fines & Fees	45,000	45,000	45,000	21
22	66	157	-	22	Gifts & Donations	-	-	-	22
23		26,925		23	Other Revenue				23
24	188,452			24	Restricted - Grants and Donations				24
25		3,000	42,000	25	Josephine County Library Foundation	8,000	8,000	8,000	25
26		11,016	11,000	26	Ready to Read	11,000	11,000	11,000	26
27		6,528	6,000	27	Friends of the Library	10,000	10,000	10,000	27
28		1,994	2,000	28	Kay Jean Turner Trust	2,000	2,000	2,000	28
29		22,582	25,000	29	Dorothy Thompson Trust	25,000	25,000	25,000	29
30		47,690	-	30	Technology Project Grant				30
31		1,000	-	31	Gilder Lehman Grant				31
32		-	-	32	Solid Waste Agency				32
33		6,526		33	Four Way				33
34		1,500		34	JCCC				34
35		5,500		35	Josephine County				35
36		2,500		36	Kiwanis				36
37		2,811		37	LSTA				37
38		1,000		38	NTEN				38
39			172,400	39	USAC for E-rate	164,400	164,400	164,400	39
40	188,452	113,647	258,400	40	Total Restricted - Grants and Donations	220,400	220,400	220,400	40
41				41					41
42	226,846	1,057,630	1,191,600	42	Total resources, except taxes to be levied	1,461,300	1,461,300	1,461,300	42
43			1,352,700	43	Taxes estimated to be received	1,425,000	1,425,000	1,425,000	43
44	1,270,264	1,322,384		44	Taxes collected in year levied				44
45	1,497,110	2,380,014	2,544,300	45	TOTAL RESOURCES	2,886,300	2,886,300	2,886,300	45

REQUIREMENTS SUMMARY

FORM
LB-30

General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2020-21		
	Actual		Adopted Budget This Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2017-18	First Preceding Year 2018-19					
1			1	APPROPRIATIONS SUMMARY			1
2			2				2
3			3				3
4	722,190	1,130,965	1,358,900	4 TOTAL GENERAL LIBRARY OPERATIONS	1,449,000	1,449,000	1,449,000
5			5				5
6			6				6
7			7				7
8			8				8
9	0	131,256	258,400	9 TOTAL ENHANCED LIBRARY SERVICES - GRANTS	251,400	251,400	251,400
10			10				10
11			11				11
12			12				12
13			13				13
14			14	DEBT SERVICE			14
15			15				15
16			16				16
17			17	TOTAL DEBT SERVICE			17
18			18	SPECIAL PAYMENTS			18
19			19				19
20			20				20
21			21	TOTAL SPECIAL PAYMENTS			21
22			22	INTERFUND TRANSFERS			22
23	0	5,000	5,000	23 Transfer to Grants Pass Maintenance Fund	5,000	5,000	5,000
24	0		150,100	24 Transfer to Reserve Fund	316,300	316,300	316,300
25			25				25
26			26				26
27			27				27
28	0	5,000	155,100	28 TOTAL INTERFUND TRANSFERS	321,300	321,300	321,300
29		0	171,900	29 OPERATING CONTINGENCY	264,600	264,600	264,600
30	722,190	1,267,221	1,944,300	30 Total Requirements NOT ALLOCATED	2,286,300	2,286,300	2,286,300
31			31	Total Requirements for ALL Org.Units/Programs within fund			31
32			32	Reserved for future expenditure			32
33			33	Ending balance (prior years)			33
34	774,920	1,112,793	600,000	34 UNAPPROPRIATED ENDING FUND BALANCE	600,000	600,000	600,000
35	1,497,110	2,380,014	2,544,300	35 TOTAL REQUIREMENTS	2,886,300	2,886,300	2,886,300

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - General Library Operations

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations</u>	Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-18	First Preceding 2018-19							
1				1	PERSONNEL SERVICES			1	
2	276,194	556,636	637,100	2	Library Staff Salaries	656,200	656,200	656,200	2
3	49,933	116,156	172,800	3	Taxes and Benefits	187,800	187,800	187,800	3
4		672,792		4	Total				4
5		-22,383		5	To Grants- Enhanced Library Services				5
6				6					6
7				7					7
8	326,127	650,409	809,900	8	TOTAL PERSONNEL SERVICES	844,000	844,000	844,000	8
9		14	14	9	Total Full-Time Equivalent (FTE)	15	15	15	9
10				10	MATERIALS AND SERVICES			10	
11	261,264	357,560	341,000	11	Library Services	368,800	368,800	368,800	11
12	40,916	125,678	87,800	12	Maintenance and Repairs	77,400	77,400	77,400	12
13	82,969	117,339	120,200	13	Administration	158,800	158,800	158,800	13
14		600,577		14	Total				14
15		-108,873		15	To Grants- Enhanced Library Services				15
16		-11,148		16	To Grants Pass Maintenance Fund				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	385,149	480,556	549,000	27	TOTAL MATERIALS AND SERVICES	605,000	605,000	605,000	27
28				28	CAPITAL OUTLAY			28	
29	10,914			29	Capital Outlay				29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	10,914	0	0	35	TOTAL CAPITAL OUTLAY	0	0	0	35
36	722,190	1,130,965	1,358,900	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,449,000	1,449,000	1,449,000	36

General Fund

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations - Personnel Services</u>	Budget for Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
1				1	Library Staff Salaries				1
2			181,800	2	Support Services Department	188,700	188,700	188,700	2
3			434,400	3	Public Services Department	446,000	446,000	446,000	3
4	276,194	556,636		4	District Salaries				4
5				5					5
6				6					6
7				7					7
8				8					8
9			5,400	9	Merit 2.5% based on anniversary date	5,600	5,600	5,600	9
10			15,500	10	COLA 2.5% of Gross Salaries	15,900	15,900	15,900	10
11	276,194	556,636	637,100	11	Total Library Staff Salaries	656,200	656,200	656,200	11
12				12					12
13				13	Taxes and Benefits				13
14		12,030		14	BENEFITS Other				14
15	3,262	13,651	19,200	15	BENEFITS Retirement	19,700	19,700	19,700	15
16	20,587	41,505	48,800	16	BENEFITS Social Security/Medicare	50,200	50,200	50,200	16
17	7,413	10,379	14,700	17	BENEFITS Unemployment Insurance (SUTA, FUTA)	15,100	15,100	15,100	17
18	16,042	33,603	81,900	18	BENEFITS Health Insurance	94,500	94,500	94,500	18
19	923	1,308	1,900	19	BENEFITS Workers Comp Insurance	2,000	2,000	2,000	19
20	1,544	3,359	5,800	20	BENEFITS Life and Disability Insurance	5,800	5,800	5,800	20
21	162	321	500	21	WBF	500	500	500	21
22	49,933	116,156	172,800	22	Total Taxes and Benefits	187,800	187,800	187,800	22
23				23					23
24				24	Transfers to Grants				24
25				25					25
26				26					26
27				27					27
28		14	14	28	Total full time equivalent (FTE)*	15	15	15	28
29				29					29
30				30					30
31	326,127	672,792	809,900	31	Total requirements	844,000	844,000	844,000	31

General Fund

1	Historical Data			2	REQUIREMENTS FOR: <u>General Library Operations - Materials and Services</u>	Budget for Next Year 2020-21			3
	Actual		Adopted Budget This Year 2019-20			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
1				1	Library Services				1
2	88,198	177,516	175,000	2	Collection Development	175,000	175,000	175,000	2
3	24,838	26,512	44,500	3	Technical Services	42,600	42,600	42,600	3
4	9,982	17,671	7,700	4	Patron Services & Supplies	9,100	9,100	9,100	4
5	3,817	2,197	2,900	5	Volunteer Support	2,900	2,900	2,900	5
6	7,743	10,059	13,200	6	Events at Library	13,200	13,200	13,200	6
7	8,409	16,523	26,700	7	Communication & Outreach	30,500	30,500	30,500	7
8	118,277	107,183	71,000	8	Special Contracts	95,500	95,500	95,500	8
9	261,264	357,661	341,000	9	Total Library Services	368,800	368,800	368,800	9
10				10					10
11				11	Maintenance & Repairs				11
12	2,483	2,592	26,100	12	Building Improvements	13,800	13,800	13,800	12
13	24,140	16,346	42,000	13	Facilities & Equipment	49,800	49,800	49,800	13
14	14,293	42,610	19,700	14	Computer Maintenance	13,800	13,800	13,800	14
15	40,916	61,548	87,800	15	Total Maintenance & Repairs	77,400	77,400	77,400	15
16				16					16
17				17	Administration				17
18	9,096	8,109	8,000	18	Insurance	9,400	9,400	9,400	18
19	9,023	13,656	23,900	19	Travel & Training	44,200	44,200	44,200	19
20	17,794	9,780	1,000	20	Election	10,000	10,000	10,000	20
21	2,400	18,700	15,000	21	Audit Services	17,500	17,500	17,500	21
22	0	-	-	22	Accounting System				22
23	2,516	1,156	2,000	23	Legal Services	2,000	2,000	2,000	23
24	15,192	20,683	22,500	24	Administrative Support	19,900	19,900	19,900	24
25	5,405	10,328	11,300	25	Telecommunications	15,200	15,200	15,200	25
26	21,543	34,926	36,500	26	Utilities	40,600	40,600	40,600	26
27	82,969	117,339	120,200	27	Total Administration	158,800	158,800	158,800	27
28	385,149	536,547		28	Total Materials & Services				28
29				29	Transfers				29
30	0		150,100	30	Transfer to Reserve Fund	316,300	316,300	316,300	30
31	0	5,000		31	Transfe to Grants Pass Maintenance Fund				31
32	0	5,000	150,100	32	Total Transfers	316,300	316,300	316,300	32
33				33					33
34				34					34
35				35					35
36	385,149	541,547	699,100	36	TOTAL REQUIREMENTS	921,300	921,300	921,300	36

REQUIREMENTS SUMMARY

**FORM
LB-30**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - Enhance Library Services**

1	Historical Data			REQUIREMENTS FOR: <u>Grants and Donations - Restricted Funding</u>	Budget For Next Year 2020-21			1
	Actual		Adopted Budget This Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1			1	PERSONNEL SERVICES				1
2	0	22,383	0	2 Library Staff Salaries	0	0	0	2
3	0		0	3 Taxes and Benefits	0	0	0	3
4			0	4 Transfer from Library Operations	0	0	0	4
5				5				5
6				6				6
7				7				7
8	0	22,383	0	8 TOTAL PERSONNEL SERVICES	0	0	0	8
9				9 Total Full-Time Equivalent (FTE)				9
10				10 MATERIALS AND SERVICES				10
11	0	108,873	74,000	11 Library Services	79,000	79,000	79,000	11
12	0		184,400	12 Maintenance and Repair (computer software, hardware)	172,400	172,400	172,400	12
13	0			13 Administration				13
14				14				14
15				15				15
16				16				16
17				17				17
18	0	108,873	258,400	18 TOTAL MATERIALS AND SERVICES	251,400	251,400	251,400	18
19				19 CAPITAL OUTLAY				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26	0	0	0	26 TOTAL CAPITAL OUTLAY	0	0	0	26
27	0	131,256	258,400	27 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	251,400	251,400	251,400	27

MAINTENANCE FUND

This reserve fund will be reviewed to continue or be abolished. Date can not be more than 10 years after establishment.

This fund is authorized and established by resolution: 2018-002 on 03/15/2018 for the following specified purpose:

RESOURCES AND REQUIREMENTS

Review Year: 2028

Maintenance/upkeep of Grants Pass Main Branch and unrestricted funds from JCLI grant for all branches

Grants Pass Library Maintenance Fund

Josephine Community Library District

(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-21			
Actual		Adopted Budget 2019-20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2017-18	First Preceding Year 2018-19							
1			1	RESOURCES				1
2	0	21,461	2	Cash on hand * (cash basis), or				2
3		8,066	3	Unrestricted	8,340	8,340	8,340	3
4		9,370	4	Restricted - GP Branch	7,006	7,006	7,006	4
5			5	Total Cash Carryover	15,346	15,346	15,346	5
6	3	17	6	Interest				6
7	21,458		7	Donations				7
8			8					8
9		5,000	9	Transferred In from General Fund (Restricted for GP branch)	5,000	5,000	5,000	9
10	21,461	26,478	10	Total Resources, except taxes to be levied	20,346	20,346	20,346	10
11			11	Taxes estimated to be received				11
12			12	Taxes collected in year levied				12
13	21,461	26,478	13	TOTAL RESOURCES	20,346	20,346	20,346	13
14			14	REQUIREMENTS **				14
15			15	Grants Pass Main Library				15
16		630	16	Unrestricted Maintenance	8,340	8,340	8,340	16
17	-	10,517	17	Restricted - GP Branch	12,006	12,006	12,006	17
18	-	11,147	18	Total	20,346	20,346	20,346	18
19			19					19
20			20					20
21			21					21
22			22					22
23			23					23
24	21,461	15,331	24	Ending balance (prior years)				24
25			25	UNAPPROPRIATED ENDING FUND BALANCE				25
26	21,461	26,478	26	TOTAL REQUIREMENTS	20,346	20,346	20,346	26

**FORM
LB-11**

This fund is authorized and established by resolution:
2019-009 on May 16, 2019 for the following specified
**emergencies, future library services and operations, and
capital and maintenance improvement projects**

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Reserve Fund

PAGE 8 OF 8
This reserve fund will be reviewed to be continued or abolished. Date
can not be more than 10 years after establishment

Review Year: 2030

Josephine Community Library District

Historical Data			Adopted Budget Year 2019-20	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-21			
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-18	First Preceding Year 2018-19							
1			1	RESOURCES				1
2	0	0	2	Carry Carryover Restricted	150,100	150,100	150,100	2
3			3	Transfer in from the General Fund	316,300	316,300	316,300	3
4			4					4
5			5					5
6			6					6
7			7					7
8			8					8
9			9					9
10	0	0	10		466,400	466,400	466,400	10
11			11	Taxes estimated to be received				11
12			12	Taxes collected in year levied				12
13	0	0	13	TOTAL RESOURCES	466,400	466,400	466,400	13
14			14	REQUIREMENTS **				14
15			15	Library Services	93,280	93,280	93,280	15
16			16	Capital Outlay	373,120	373,120	373,120	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	Ending balance (prior years)				29
30			30	UNAPPROPRIATED ENDING FUND BALANCE				30
31	0	0	31	TOTAL REQUIREMENTS	466,400	466,400	466,400	31