

A virtual public meeting of the **JOSEPHINE COMMUNITY LIBRARY DISTRICT** will be held on May 18 at 5:30 p.m. by the **GRANTS PASS BRANCH OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT, 200 NW C STREET, GRANTS PASS, Oregon**. This will be a virtual meeting hosted through Zoom (meeting ID #864 0502 1724) due to facilities restrictions and public health concerns during the COVID-19 pandemic. The phone number to call into the meeting is (669) 900-9128. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the **JOSEPHINE COMMUNITY LIBRARY DISTRICT** Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained online at www.josephinelibrary.org. This budget is for an annual budget period. This budget was prepared on a modified cash basis of accounting that is the same as the preceding year. If you would like to submit a comment by mail or email, it must be received by Monday, May 16 to be included in the materials. Send mail to the address provided above or email to info@josephinelibrary.org.

Contact: Budget Officer Kate Lasky

Telephone: 541-476-0571

Email: info@josephinelibrary.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget This Year 2021-221	Approved Budget Next Year 2022-23
Beginning Fund Balance/Net Working Capital	1,382,846	1,356,368	1,965,415
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	14,031	22,500	23,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	382,974	57,000	93,000
Interest Income	16,659	13,900	6,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	321,300	126,200	200,300
All Other Resources Except Current Year Property Taxes	58,195	27,900	28,800
Current Year Property Taxes Estimated to be Received	1,420,110	1,468,000	1,512,100
Total Resources	3,596,115	3,071,868	3,828,615

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
General Library Operations	1,218,661	1,609,600	1,662,604
Enhanced Library Services - Grants and Donations	309,479	57,000	147,100
GP Library Maintenance Fund	0	30,368	27,815
Reserve Fund - Capital Outlay	0	470,800	650,000
Interfund Transfers	321,300	126,200	200,300
Contingencies	0	177,900	540,796
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	1,746,675	600,000	600,000
Total Requirements	3,596,115	3,071,868	3,828,615

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Josephine Community Library District	783,020	886,700	895,954
FTE	14	15	15
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	783,020	886,700	895,954
Total FTE	14	15	15

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
NOTES:			

	Rate or Amount Imposed 2020-21	Rate or Amount Imposed This Year 2021-22	Rate or Amount Approved Next Year 2021-22
Permanent Rate Levy (rate limit \$.39 per \$1,000)	\$1,506,104	\$1,546,190	\$1,592,576
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$0	\$0

Josephine Community Library District

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2022-23		
Actual		Adopted Budget This Year Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-20	First Preceding Year 2020-21						
1			1	Available cash on hand* (cash basis)			1
2	1,078,642	1,182,254	2	2	1,300,000	1,300,000	2
3			3	3			3
4	0	0	4	4	0	0	4
5	9,742	0	5	5	0	0	5
6	5,500	16,000	6	6			6
7	0	12,208	7	7	54,100	54,100	7
8	18,909	6,883	8	8			8
9	34,151	35,091	9	9	54,100	54,100	9
10	0	0	10	10	0	0	10
11	34,151	35,091	11	11	54,100	54,100	11
12	1,112,793	1,217,345	12	12	1,354,100	1,354,100	12
13	35,171	52,366	13	13	28,800	28,800	13
14	33,029	15,032	14	14	6,000	6,000	14
15			15	15			15
16	58,295	14,031	16	16	22,500	22,500	16
17	0	2,700	17	17	0	0	17
18	492	1,989	18	18	0	0	18
19	2,261	5,829	19	19	500	500	19
20			20	20			20
21	0	6,579	21	21	0	0	21
22	17,929	188,971	22	22	6,000	6,000	22
23	19,411	0	23	23	0	0	23
24	109,729	169,735	24	24	87,000	87,000	24
25	20,774	13,000	25	25	0	0	25
26	167,843	378,285	26	26	93,000	93,000	26
27	0	0	27	27	0	0	27
28			28	28			28
29			29	29			29
30			30	30			30
31			31	31			31
32			32	32			32
33			33	33			33
34			34	34			34
35	0		35	35			35
36	167,843	378,285	36	36	93,000	93,000	36
37			37	37			37
38	1,409,884	1,687,577	38	38	1,504,900	1,504,900	38
39		1,468,000	39	39	1,512,100	1,512,100	39
40	1,358,425	1,420,110	40	40			40
41	2,768,309	3,107,687	41	41	3,017,000	3,017,000	41

REQUIREMENTS SUMMARY

FORM
LB-30

General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2022-23		
	Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2019-20	First Preceding Year 2020-21					
1			1	APPROPRIATIONS SUMMARY			1
2			2				2
3			3				3
4	1,216,900	1,218,661	1,491,900	4 TOTAL GENERAL LIBRARY OPERATIONS	1,528,804	1,528,804	1,528,804
5			5				5
6			6				6
7			7				7
8			8				8
9	178,964	309,479	57,000	9 TOTAL ENHANCED LIBRARY SERVICES - GRANTS	147,100	147,100	147,100
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	5,000	5,000	5,000	23 Transfer to Grants Pass Maintenance Fund	5,000	5,000	5,000
24	150,100	316,300	121,200	24 Transfer to Reserve Fund	195,300	195,300	195,300
25			25				25
26			26				26
27			27				27
28	155,100	321,300	126,200	28 TOTAL INTERFUND TRANSFERS	200,300	200,300	200,300
29	0	0	177,900	29 OPERATING CONTINGENCY	540,796	540,796	540,796
30	1,550,964	1,849,440	1,853,000	30 Total Requirements NOT ALLOCATED	2,417,000	2,417,000	2,417,000
31			31	Total Requirements for ALL Org.Units/Progams within fund			31
32			32	Reserved for future expenditure			32
33			33	Ending balance (prior years)			33
34	1,217,345	1,258,247	600,000	34 UNAPPROPRIATED ENDING FUND BALANCE	600,000	600,000	600,000
35	2,768,309	3,107,687	2,453,000	35 TOTAL REQUIREMENTS	3,017,000	3,017,000	3,017,000

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 2022-23					
Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2019-20	First Preceding 2020-21								
1			1	PERSONNEL SERVICES			1		
2	581,090	591,232	689,300	2	Library Staff Salaries	676,364	676,364	676,364	2
3	125,965	144,050	197,400	3	Taxes and Benefits	219,590	219,590	219,590	3
4				4					4
5				5					5
6				6					6
7				7					7
8	707,055	735,282	886,700	8	TOTAL PERSONNEL SERVICES	895,954	895,954	895,954	8
9	14		15	9	Total Full-Time Equivalent (FTE)	14			9
10				10	MATERIALS AND SERVICES			10	
11	346,411	269,755	354,000	11	Library Services	378,150	378,150	378,150	11
12	49,291	103,728	103,100	12	Maintenance and Repairs	95,300	95,300	95,300	12
13	114,143	109,896	148,100	13	Administration	159,400	159,400	159,400	13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	509,845	483,379	605,200	27	TOTAL MATERIALS AND SERVICES	632,850	632,850	632,850	27
28				28	CAPITAL OUTLAY			28	
29				29	Capital Outlay				29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35				35	TOTAL CAPITAL OUTLAY				35
36	1,216,900	1,218,661	1,491,900	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,528,804	1,528,804	1,528,804	36

General Fund

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations - Personnel Services</u>	Budget for Next Year 2022-23				
	Actual		Adopted Budget This Year Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
1				1	Library Staff Salaries				1
2			191,800	2	Support Services Department	201,800	201,800	201,800	2
3			477,000	3	Public Services Department	436,815	436,815	436,815	3
4	581,090	591,232		4	District Salaries				4
5				5					5
6				6					6
7				7					7
8				8					8
9			5,600	9	Merit 2.5% based on anniversary date	5,818	5,818	5,818	9
10			14,900	10	COLA 5.0% of Gross Salaries	31,931	31,931	31,931	10
11	581,090	591,232	689,300	11	Total Library Staff Salaries	676,364	676,364	676,364	11
12				12					12
13				13	Taxes and Benefits				13
14				14	BENEFITS Other				14
15	13,360	13,908	20,700	15	BENEFITS Retirement	20,291	20,291	20,291	15
16	42,487	43,342	52,800	16	BENEFITS Social Security/Medicare	51,742	51,742	51,742	16
17	10,823	11,109	15,200	17	BENEFITS Unemployment Insurance (SUTA, FUTA)	15,556	15,556	15,556	17
18	55,019	68,679	101,400	18	BENEFITS Health Insurance	124,200	124,200	124,200	18
19	1,055	1,868	2,100	19	BENEFITS Workers Comp Insurance	2,089	2,089	2,089	19
20	2,941	4,880	4,700	20	BENEFITS Life and Disability Insurance	5,400	5,400	5,400	20
21	280	264	500	21	WBF	312	312	312	21
22	125,965	144,050	197,400	22	Total Taxes and Benefits	219,590	219,590	219,590	22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28	14	14	15	28	Total full time equivalent (FTE)*	14	15	15	28
29				29					29
30				30					30
31	707,055	735,282	886,700	31	Total requirements	895,954	895,954	895,954	31

General Fund

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations - Materials and Services</u>	Budget for Next Year 2022-23				
	Actual		Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
1				1	Library Services				1
2	131,879	131,258	175,000	2	Collection Development	175,000	175,000	175,000	2
3	39,179	42,727	44,100	3	Technical Services	48,500	48,500	48,500	3
4	2,625	2,884	11,100	4	Patron Services & Supplies	12,300	12,300	12,300	4
5	1,110	124	2,500	5	Volunteer Support	2,000	2,000	2,000	5
6	3,027	2,463	17,000	6	Events at Library	17,800	17,800	17,800	6
7	18,720	25,287	30,500	7	Communication & Outreach	33,550	33,550	33,550	7
8	149,871	65,012	73,800	8	Special Contracts	89,000	89,000	89,000	8
9	346,411	269,755	354,000	9	Total Library Services	378,150	378,150	378,150	9
10				10					10
11				11	Maintenance & Repairs				11
12	17,532	47,853	45,200	12	Building Improvements	25,000	25,000	25,000	12
13	24,008	22,342	45,200	13	Facilities & Equipment	46,300	46,300	46,300	13
14	7,751	33,533	12,700	14	Computer Maintenance	24,000	24,000	24,000	14
15	49,291	103,728	103,100	15	Total Maintenance & Repairs	95,300	95,300	95,300	15
16				16					16
17				17	Administration				17
18	8,517	8,745	9,500	18	Insurance	10,500	10,500	10,500	18
19	17,793	11,380	44,200	19	Travel & Training	44,500	44,500	44,500	19
20	0	0	100	20	Election	0	0	0	20
21	19,359	21,850	17,500	21	Audit Services	19,300	19,300	19,300	21
22	0	0	0	22	Accounting System	0	0	0	22
23	935	1,785	2,000	23	Legal Services	2,200	2,200	2,200	23
24	16,996	16,983	20,000	24	Administrative Support	20,900	20,900	20,900	24
25	14,621	15,530	14,100	25	Telecommunications	17,300	17,300	17,300	25
26	35,922	33,623	40,700	26	Utilities	44,700	44,700	44,700	26
27	114,143	109,896	148,100	27	Total Administration	159,400	159,400	159,400	27
28	509,845	483,379	605,200	28	Total Materials & Services	632,850	632,850	632,850	28
29				29	Transfers				29
30	5,000	5,000	5,000	30	Transfer to Grants Pass Maintenance Fund	5,000	5,000	5,000	30
31	150,100	316,300	121,200	31	Transfer to Reserve Fund	195,300	195,300	195,300	31
32	155,100	321,300	126,200	32	Total Transfers	200,300	200,300	200,300	32
33				33					33
34				34					34
35				35					35
36	664,945	804,679	731,400	36	TOTAL REQUIREMENTS	833,150	833,150	833,150	36

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

	Historical Data			REQUIREMENTS FOR: <u>Grants and Donations - Restricted Funding</u>	Budget For Next Year 2022-23				
	Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
1				1	PERSONNEL SERVICES				1
2	0	43,366	0	2	Library Staff Salaries	0	0	0	2
3	0	4,372	0	3	Taxes and Benefits	0	0	0	3
4	0	0	0	4	Transfer from Library Operations	0	0	0	4
5				5					5
6				6					6
7				7					7
8	0	47,738	0	8	TOTAL PERSONNEL SERVICES	0	0	0	8
9				9	Total Full-Time Equivalent (FTE)				9
10				10	MATERIALS AND SERVICES				10
11	178,964	159,208	49,000	11	Library Services	133,150	133,150	133,150	11
12	0	102,105	8,000	12	Maintenance and Repair (computer software, hardware)	13,950	13,950	13,950	12
13	0	428	0	13	Administration				13
14				14					14
15				15					15
16				16					16
17				17					17
18	178,964	261,741	57,000	18	TOTAL MATERIALS AND SERVICES	147,100	147,100	147,100	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	178,964	309,479	57,000	27	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	147,100	147,100	147,100	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 Maintenance/upkeep of Grants Pass Main Branch and

RESOURCES AND REQUIREMENTS
Grants Pass Library Maintenance Fund

Review Year: 2028
Josephine Community Library District

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-23			
	Actual		Adopted Budget 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2019-20	First Preceding Year 2020-21						
1				1 RESOURCES				1
2				2 Cash on hand * (cash basis), or				2
3	15,331	15,353	3,362	3 Unrestricted	3,362	3,362	3,362	3
4	0	0	22,006	4 Restricted - GP Branch	19,453	19,453	19,453	4
5	15,331	15,353	25,368	5 Total Cash Carryover	22,815	22,815	22,815	5
6	22	26	0	6 Interest	0	0	0	6
7				7 Donations				7
8				8				8
9	5,000	5,000	5,000	9 Transferred In from General Fund (Restricted	5,000	5,000	5,000	9
10	35,684	20,379	30,368	10 Total Resources, except taxes to be levied	27,815	27,815	27,815	10
11				11 Taxes estimated to be received				11
12				12 Taxes collected in year levied				12
13	35,684	20,379	30,368	13 TOTAL RESOURCES	27,815	27,815	27,815	13
14				14 REQUIREMENTS **				14
15				15 Grants Pass Main Library				15
16	0	0	3,362	16 Unrestricted Maintenance	3,362	3,362	3,362	16
17	5,000	0	27,006	17 Restricted - GP Branch	24,453	24,453	24,453	17
18	5,000	0	30,368	18 Total	27,815	27,815	27,815	18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24 Ending balance (prior years)				24
25	15,353	20,379		25 UNAPPROPRIATED ENDING FUND BALANCE				25
26	20,353	20,379	30,368	26 TOTAL REQUIREMENTS	27,815	27,815	27,815	26

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**RESERVE FUND
RESOURCES AND REQUIREMENTS**

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

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

Reserve Fund

Review Year: 2030
Josephine Community Library District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-23		
Actual		Adopted Budget Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding	First Preceding Year 2020-21						
1			1	RESOURCES			1
2	0	150,148	2	Carry Carryover Restricted	588,500	588,500	2
3	150,100	316,300	3	Transfer in from the General Fund	195,300	195,300	3
4	48	1,601	4	Interest	0	0	4
5			5				5
6			6				6
7			7				7
8			8				8
9			9				9
10	150,148	468,049	10		783,800	783,800	10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	150,148	468,049	13	TOTAL RESOURCES	783,800	783,800	13
14			14	REQUIREMENTS **			14
15	0	0	15	Library Services	133,800	133,800	15
16	0	0	16	Capital Outlay	650,000	650,000	16
17	0	0	17	Total	783,800	783,800	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	150,148	468,049	29	Ending balance (prior years)			29
30		0	30	UNAPPROPRIATED ENDING FUND BALANCE	0	0	30
31	150,148	468,049	31	TOTAL REQUIREMENTS	783,800	783,800	31