

**FORM
LB-1**

NOTICE OF BUDGET HEARING

A public meeting of the Langlois Library District will be held on June 25, 2019 at 6:30 a.m. at
(Governing body) (Date) p.m.

Langlois Public Library, Oregon. The purpose of this meeting is to discuss the budget for the
(Location)

fiscal year beginning July 1, 2019 as approved by the Langlois Public Library Budget Committee. A summary of
(Municipal corporation)

the budget is presented below. A copy of the budget may be inspected or obtained at 48234 Hwy 101
(Street address)

Monday-Saturday between the hours of 11 a.m., and 5 p.m., or online at www.langloispubliclibrary This

budget is for an annual; biennial budget period. This budget was prepared on a basis of accounting that is: the same as;
 different than the preceding year. If different, the major changes and their effect on the budget are:

Contact	Telephone number	E-mail
Dave Terrusa	(541)348-2066	langloislibrary@gmail.com

FINANCIAL SUMMARY—RESOURCES

TOTAL OF ALL FUNDS	Actual Amounts 20 17 -20 18	Adopted Budget This Year: 20 18 -20 19	Approved Budget Next Year: 20 19 -20 20
1. Beginning Fund Balance/Net Working Capital	33,785.00	40,000.00	33,785.00
2. Fees, Licenses, Permits, Fines, Assessments & Other Service Charges.....	1,338.00	1,000.00	1,000.00
3. Federal, State & all Other Grants, Gifts, Allocations & Donations	1,000.00	1,000.00	1,000.00
4. Revenue from Bonds & Other Debt			
5. Interfund Transfers/Internal Service Reimbursements			
6. All Other Resources Except Current Year Property Taxes	16,028.00	4,300.00	9,600.00
7. Current Year Property Taxes Estimated to be Received.....	73,782.00	76,046.00	78,668.00
8. Total Resources—add lines 1 through 7.....	125,933.00	122,346.00	124,053.00

FINANCIAL SUMMARY—REQUIREMENTS BY OBJECT CLASSIFICATION

9. Personnel Services.....	47,665.00	54,672.00	60,221.00
10. Materials and Services	49,693.00	44,674.00	26,047.00
11. Capital Outlay			
12. Debt Service			
13. Interfund Transfers.....			
14. Contingencies.....		3,000.00	4,000.00
15. Special Payments.....			
16. Unappropriated Ending Balance and Reserved for Future Expenditure	28,575.00	20,000.00	33,785.00
17. Total Requirements—add lines 9 through 16.....	125,933.00	122,346.00	124,053.00

FINANCIAL SUMMARY—REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM*

Name of Organizational Unit or Program	FTE for Unit or Program			
Name Library Director		1.00	1.00	1.00
FTE		1	1	1
Not Allocated to Organizational Unit or Program				
FTE		.5	.5	.5
Total Requirements				
Total FTE		1.6	1.6	1.5

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit .7707 Per \$1000)	.7707	.7707	.7707
Local Option Levy			
Levy for General Obligation Bonds			

RESOURCES
General Fund

Langlois Public District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2019 - 2020			
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-2018						
1	38994	33785	40000	1 Available cash on hand* (cash basis) or	33785	33785	33785	1
2				2 Net working capital (accrual basis)				2
3	5649	2315	1200	3 Previously levied taxes estimated to be received	1200	2200	1200	3
4	434	655	100	4 Interest	100	100	100	4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	3661	2385	1500	7 Donations	500	500	500	7
8	1384	1338	1000	8 Library Services	1000	1000	1000	8
9	1050	1008	1000	9 Grant - Ready to Read	1000	1000	1000	9
10	225	1431	500	10 Book Sales	1500	1500	1500	10
11		2000	1000	11 Sprague Foundation	2000	1000	2000	11
12	2996	0		12 SDAO Grant				12
13	2000	2000		13 Library Friends Annual Contribution	na			13
14	1000			14 Grant - Friends	na			14
15	4160	2002		15 Wish List - Friends	na			15
16	669	2380		16 Other - Reimbursements				16
17	7425	na		17 Storm Insurance Reimbursements	na			17
18				18 Annual Drive	3000	3000	3000	18
19				19 Holiday Fair	800	800	800	19
20		853		20 E-Rate	500	500	500	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	69647	52152	46300	29 Total resources, except taxes to be levied	45385	45385	45385	29
30			76046	30 Taxes estimated to be received	78668	78668	78668	30
31	71254	73782		31 Taxes collected in year levied				31
32	140901	125934	122346	32 TOTAL RESOURCES	124053	124053	124053	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

GENERAL FUND

Langlois Public Library District

Historical Data			EXPENDITURE DESCRIPTION	Budget For Next Year 2019 - 2020				
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
1			1	PERSONNEL SERVICES			1	
2	20,103	20,410	2	Library Director	22,500	22,500	22,500	2
3	14,052	14,929	3	Staff	16,121	16,121	16,121	3
4	14,121	12,326	4	Payroll Expense	12,000	12,000	12,000	4
5			5	Workmans Compensation		600	600	5
6			6	Medical Ins (Dir)		9,000	12,192	6
7			7	Retirement (Dir)	6,492	0	6,492	7
8	48,276	47,665	8	TOTAL PERSONNEL SERVICES	57,113	60,221	69,905	8
9			9	MATERIALS AND SERVICES			9	
10	300	0	10	TLC Tech Assistant	0			10
11	4,655	3,488	11	Publication - Adult	800	1,000	1,000	11
12	996	613	12	Publication - Children	300	300	300	12
13	667	494	13	Professional Training	500	500	500	13
14	3,272	3,603	14	Utilities	3,000	3,000	3,000	14
15	10,327	12,594	15	Insurance	18,806	3,200	3,200	15
16	4,232	3,968	16	Office	2,100	2,872	2,872	16
17	0	1,389	17	Equip and Furniture	500	500	500	17
18	1,550	1,560	18	Cleaning	1,600	1,600	1,600	18
19	1,050	1,095	19	Bookkeeping	1,100	1,100	1,100	19
20	3,267	3,510	20	Computer Maintenance	3,500	3,000	3,000	20
21	1,203	2,205	21	Programs	600	100	100	21
22	1,792	1,700	22	Supplies	874	875	875	22
23	1,838	4,675	23	Repairs and Maintenance	1,000	1,500	1,500	23
24	1,106	808	24	Groundskeeping	800	800	800	24
25	1,381	1,407	25	Internet Service	1,400	1,400	1,400	25
26	927	1,008	26	Grant - Ready to Read	1,000	1,000	1,000	26
27	2,723	2,104	27	Cataloging & Processing	800	800	800	27
28			28	E-Rate		500	500	28
29	4,160	2,002	29	Wish List - Friends				29
30		1,529	30	Other Reimbursements				30
31	?		31	Storm Insurance Reimbursement ?				31
32		1,000	32	Legal Services	0	2,000	2,000	32
33	45,446	49,752	33	TOTAL MATERIALS AND SERVICES	38,680	26,047	26,047	33
34			34					34
35	4,000	0	35	Contingency	4,000	4,000	4,000	35
36	93,722	97,417	36	TOTAL EXPENDITURES	95,793	86,268	95,952	36
37	35,850	32,658	37	UNAPPROPRIATED ENDING FUND BALANCE	24,260	33,785	24,101	37
38	133,572	130,075	38	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	124,053	124,053	124,053	38

This was passed at the June 25th Board meeting and subsequently filed with the Oregon Department of Revenue.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated:

General Fund

Organizational Unit or Program:

Library Services	\$ 91,952.00
.....	\$
.....	\$
.....	\$

Not Allocated to Organizational Unit or Program:

Personnel Services	\$
Materials & Services	\$
Capital Outlay	\$
Debt Service	\$
Special Payments	\$
Transfers Out	\$
Contingency	\$ 4,000.00
Total	\$ 95,952.00

Debt Service Fund

Debt Service	\$
Total	\$

Fund

Org. Unit/Program	\$
Special Payments	\$
Transfers Out	\$
Contingency	\$
Total	\$

Fund

Org. Unit/Program	\$
Special Payments	\$
Transfers Out	\$
Contingency	\$
Total	\$

Total Appropriations, All Funds \$ 95,952.00

Total Unappropriated and Reserve Amounts, All Funds \$ 24,101.00

TOTAL ADOPTED BUDGET \$ 124,053.00.

*(*amounts with asterisks must match)*

The Report in Lieu of Audit for FY 2018-19 was filed with the Oregon Secretary of State.
(continue)



Oregon Secretary of State – Audits Division

Report in Lieu of Audit

Print blank copy	Reset form
Print filled form	Save form

Fiscal year reported (MM/DD/YYYY): <input type="checkbox"/> Final report — municipality dissolved	Municipal customer number*:
First day*: 7/1/2018 Last day*: 6/30/2019	1620

Name of municipality (use the official legal name)*:

Langlois Public Library

Mailing address New or change of address

Street or P.O. box*: PO Box 277, 48234 Highway 101		
City*: Langlois	County*: Curry	ZIP code*: 97450

Registered agent (ORS 198.340) New registered agent

Name:	Address (street/city/state/ZIP code):
Susan Orbom	PO Box 277, 48234 Highway 101, Langlois, OR 97450

Officers*

Name:	Title:	Address (street/city/state/ZIP code):
David Terrusa	Board Chair	PO Box 226, Langlois, OR 97450
Jo Heinzman	Board Member	PO Box 54, Langlois, OR 97450
Marcia Heinzman	Board Vice-Chair	PO Box 713, Langlois, OR 97450
Michael Murphy	Board Member	PO Box 145, Langlois, OR 97450

Fidelity or faithful performance bond (ORS 297.435 (2)(c))

Name of company*: Traveler's Casualty and Surety Company
Name of person(s) covered*: Karen Schaefer
Amount of coverage (should equal or exceed total receipts/revenues [Part A total]): \$100,000

Account balances

Please list the balances, per your accounting records, as of the last day of the year reported:	
Cash (from banks, credit unions, county/state investment pools, etc.):	\$26,939
Other assets (from land, buildings, equipment, vehicles, etc.):	\$418,043
Accounts payable (e.g., to rents, payroll, utilities):	0
Long-term debt (from bonds, loans, leases or other outstanding debt):	0

By checking this box*, I hereby certify that the information contained in this report is true and correct to the best of my knowledge and belief. Sign (or type, if submitted electronically) the name of the publicly elected official responsible for the information described in this report.

Elected official's signature:	Date (MM/DD/YYYY)*:	Title*:
		Board Chair (as of 7/10/2019)
Elected official's printed name*:		Phone number*:
Susan Orbom		541-348-2021

Fiscal year reported (MM/DD/YYYY):		Municipal customer number*:
First day*: 7/1/2018	Last day*: 6/30/2019	1620

Budgeted and actual transactions

Note: Budget columns are required if your organization is subject to the requirements of Local Budget Law (ORS 294).

Part A: Revenues/receipts	General operating fund		Fund:		Fund:		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Property taxes	\$77,246	\$78,187		0		0	0
Charges for services	\$1,000	\$1,445		0		0	0
Assessments		\$0		0		0	0
Grants (state and federal)	\$3,000	\$13,602		0		0	0
Long-term debt proceeds		\$0		0		0	0
Other revenues	\$1,100	\$10,779		0		0	0
Part A total:							\$104,013

Part B: Expenditures/ disbursements	General operating fund		Fund:		Fund:		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Personal services	\$71,117	\$71,079					0
Material and services	\$27,229	\$37,324					0
Capital outlay							0
Debt service							0
Contingencies	\$3,000	0					0
Other expenditures	\$4,000	\$2455					0
Part B total*:							\$110,858

Part C: Transfers between funds

Transfer-in							
Transfer-out							

Report summary

Enter total expenditures/disbursements (Part B total*)	\$110,858
Filing fee (see table, right)	0

Filing fee (per ORS 297.285)

Total expenditures (Part B total*)	Filing fee
\$0-\$50,000	\$20
\$50,001-\$150,000	\$40

Filing instructions

This report is due within 90 days from the end of your fiscal year. Save a copy for your records. Please submit the completed report and required filing fee to the following address or email:

Secretary of State — Business Services Division
255 Capitol Street NE, Suite 180
Salem, OR 97310

MunicipalFilings.SOS@oregon.gov

*This is a required field.

†If total expenditures/disbursements (Part B total, above) exceed \$150,000, the municipality must have an audit or review for this fiscal year (per ORS 297.435).

Save form

Submit via email

Print filled form