

## 2020-2021 Budget Message – May 13th 2020

The Board of Directors of the Langlois Public Library District intends to operate within the 3% growth limitation of its tax base. The Board is committed to providing excellent services and programs for the community. Working with the Library Staff, the Board will continue to practice prudent budget policies in order to seek a balance between the fixed tax rate and ever-increasing operating costs. The District Board works with the Friends of the Library to support the needs of the Library that are not otherwise met within the District Budget.

### Budget Specifics

The budget is projected on historical data. That is, the expenses to provide services in the past have been used to project the needs of the future. The proposed budget tabulates receipts and expenditures for three budget years (the previous two and the approved budget for the current year of 2019-2020). The budget also takes into consideration upcoming expenses and projects. It is this pattern of expenses that forms the proposed 2020-2021 budget.

A public meeting of the Langlois Public Library District will be held on June 10th 2020 at 6:30 pm at 48234 Hwy. 101, Langlois Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Langlois Public Library Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 48234 Hwy. 101, between the hours of 1p.m. and 5p.m. or online at [www.langloispubliclibrary.org](http://www.langloispubliclibrary.org). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year

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#### FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2018-2019	Adopted Budget This Year 2019-2020	Approved Budget Next Year 2020-2021
Beginning Fund Balance/Net Working Capital	33,785.00	33,785.00	63,000.00
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,961.00	1,000.00	750.00
Federal, State and all Other Grants, Gifts, Allocations and Donations	11,565.00	4,000.00	5,500.00
Revenue from Bonds and Other Debt	0.00	0.00	0.00
Interfund Transfers / Internal Service Reimbursements	0.00	0.00	0.00
All Other Resources Except Current Year Property Taxes	12,910.00	6,600.00	4,000.00
Current Year Property Taxes Estimated to be Received	75,576.00	78,668.00	79,210.00
<b>Total Resources</b>	<b>137,797.00</b>	<b>124,053.00</b>	<b>152,460.00</b>

#### FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	70,972.00	69,905.00	67,400.00
Materials and Services	39,886.00	26,047.00	44,298.00
Capital Outlay	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00
Contingencies	0.00	4,000.00	6,000.00
Special Payments	0.00	0.00	0.00
Unappropriated Ending Balance and Reserved for Future Expenditure	27,119.00	24,101.00	34,762.00
<b>Total Requirements</b>	<b>137,977.00</b>	<b>124,053.00</b>	<b>152,460.00</b>

#### PROPERTY TAX LEVIES

	Rate or Amount Imposed 2018-2019	Rate or Amount Imposed This Year 2019-2020	Rate or Amount Approved Next Year 2020-2021
Permanent Rate Levy (rate limit .4975 per \$1,000)	0.7707	0.7707	0.7707
Local Option Levy	0.0000	0.0000	0.0000
Levy For General Obligation Bonds	0.0000	0.0000	0.0000

Actual				RESOURCE DESCRIPTION	Budget for Next Year 2020-2021		
Second Preceding Year 2017-18	First Preceding Year 2018-19	Adopted Budget This Year 2019-20			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
				<b>RESOURCES</b>			
38,994.25	33,785	33,785	1	Available Cash on Hand	66,000	63,000	
2,315.00	2,612	1,200	2	Prior Years' Taxes	2,500	2,500	
2,000.00			3	Friends Annual Grant	2,000	2,000	
1,008.00	1,000	1,000	4	Ready to Read Grant	1,000	1,000	
2,853.00	12,602	2,500	5	Grants (Sprague)	2,000	2,000	
			6	<b>OTHER RESOURCES</b>			
655.00	943	100	7	Interest Earnings-Checking & County &	750	750	
1,338.00	1,445	1,000	8	Library Services	750	750	
2,385.00	481	500	9	Gifts/Donations	500	500	
4,382.00	1,573		10	Reimbursements	0	0	
1,431.00	7,782	5,300	11	Other Receipts (e-rate)	750	750	
57,361	62,222	45,385	12	Total Resources, Except Taxes to be Levied	76,250	73,250	
73,782.00	75,576	78,668	13	Taxes Estimated to be Received (95%)	79,210	79,210	
			14	Taxes Collected In Year Levied			
131,143.25	137,797	124,053	15	<b>TOTAL RESOURCES</b>	155,460	152,460	

REQUIREMENTS SUMMARY								
FORM	NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM							
LB-30	Langlois Public Library							
Historical Data						Budget For Next Year 2020-2021		
Actual		Adopted Budget				Proposed By	Approved By	Adopted By
Second Preceding	Second Preceding	This Year				Budget Officer	Budget Committee	Governing Body
2017-2018	2018-2019	2019-2020				General Fund 2020-21		
<b>PERSONNEL SERVICES NOT ALLOCATED</b>								
26,000.00	27,000	27,500	1	Salary	15,000	27,500		
16,558.00	18,411	17,697	2	Hourly	29,900	29,900		
5,668.75	6,049	6,024	3	Employer Costs - <i>includes workers comp</i>	5,500	10,000		
9,000.00	19,512	18,684		Benefits	0	0		
<b>57,227</b>	<b>70,972</b>	<b>69,905</b>	4	<b>TOTAL PERSONNEL SERVICES</b>	<b>50,400</b>	<b>67,400</b>		
			5	<b>Total Full-Time Equivalent (FTE)</b>	<b>2</b>	<b>2</b>		
<b>MATERIALS AND SERVICES NOT ALLOCATED</b>								
494.00	843	500	7	Trainings & Meetings	<b>800</b>	<b>1,000</b>		
0.00	0	0	8	Membership Dues	<b>500</b>	<b>500</b>		
1,600.58	2,400	2,400	9	Maintenance & Repair - Copier	<b>2,400</b>	<b>2,400</b>		
2,163.42	1,523	472	10	Office Expense (copier, postage, elections shifted)	<b>0</b>	<b>0</b>		
4,075.00	745.00	840	11	Maintenance & Repair-Building	<b>2,000</b>	<b>4,000</b>		
0.00	1,070	2,000	12	Prof Ser-Legal	<b>0</b>	<b>1,000</b>		
1,035.00	986	1,100	13	Prof Ser-Bookkeeper	<b>1,800</b>	<b>1,800</b>		
3,510.00	3,708	3,000	14	Prof. Ser- Computer Maintenance	<b>2,500</b>	<b>2,500</b>		
1,560.00	1,500	1,600	15	Prof. Ser-Janitor	<b>1,800</b>	<b>1,800</b>		
204.00	274	0	16	Postage & Freight	<b>250</b>	<b>300</b>		
0.00	166	0	17	Leg. Req. - Advertising	<b>400</b>	<b>600</b>		
1,700.00	867	875	18	Supplies -Library	<b>1,500</b>	<b>1,500</b>		
1,008.00	863	1,000	19	Ready to Read Grant	<b>1,000</b>	<b>1,000</b>		
	10,254			Grants	<b>0</b>	<b>0</b>		
2,207.24	1,785.00	1,900	20	Internet / phone	<b>1,800</b>	<b>1,800</b>		
3,032.00	3,200	3,200	21	Insurance/Bonds	<b>4,000</b>	<b>4,000</b>		
1,157.00	514	400	22	Pub-Adult	<b>2,000</b>	<b>2,000</b>		
613.00	389	300	23	Pub-Children	<b>1,000</b>	<b>1,000</b>		
973.00	861	300	24	Pub - Periodicals (magazines/ newspapers)	<b>1,200</b>	<b>1,200</b>		
912.32	981	300	25	Pub-Audio/Visual	<b>500</b>	<b>700</b>		
0.00	0	0	26	Pub-Electronic Materials	<b>714</b>	<b>714</b>		

2,104.00	779	800	27	System Costs (ByWater, Courier)	984	984	
1,193.00	462	0	28	Programs-Children	500	500	
1,012.00	689	100	29	Programs-Adults	1,000	1,000	
1,603.00	1,000	1,000	30	Utilities Water/Sewer	1,000	1,000	
556.00			31	Other Expenses	100	100	
1,400.00	1,390	2,000	32	Electricity	2,400	2,400	
600.00	600	660	33	Trash	700	700	
808.50	640	800	35	Landscape Maintenance	700	800	
1,389.00	10	500	36	Equipment	500	2,000	
3,221.00	1,386			Reimbursements (including Wish List)	0	0	
			37	Transfer to future major		5,000	
40,131	39,886	26,047	38	<b>TOTAL MATERIALS AND SERVICES</b>	<b>34,048</b>	<b>44,298</b>	
97,358	110,858	95,952	39				
0	0	4,000	40	<b>OPERATING CONTINGENCY</b>	4,000	6,000	
			41	<b>Total Requirements NOT ALLOCATED</b>	38,048	50,298	
			42	Total requirements for ALL Org.Units	88,448	117,698	
			43	Reserve for future expenditure			
		24,101	44	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>36,762</b>	<b>34,762</b>	
		124,053	45	<b>TOTAL REQUIREMENTS</b>	<b>125,210</b>	<b>152,460</b>	