

**FORM
LB-11-A**

This fund is authorized and established by resolution 2005-07
on May 11, 2005 for the following specified purpose:
To expand, purchase or construct a library building. Reviewed in 2015.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2025

Building Reserve Fund

Lane Library District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-2018			
Actual		Adopted Budget This Year 2016-2017	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2014-2015	First Preceding 2015-2016							
RESOURCES								
Beginning Fund Balance:								
1	218,715	204,444	200,000	1. Cash on hand* (cash basis) or	250,000			1
2				2. Working Capital (accrual basis)				2
3			-	3. Previously levied taxes estimated to be received	-	-	-	3
4	1,169	1,182	300	4. Earnings from temporary investments	500			4
5	-	-	100,000	5. Transferred from other funds				5
6	11,600	8,106	50,000	6. Donations	50,000			6
7		21,105	1,100,000	7. Grants	974,500			7
8			500,000	8. Bank Loan				8
9	231,484	234,837	1,950,300	9. Total Resources, except taxes to be levied	1,275,000	-	-	9
10				10. Taxes estimated to be received		-		10
11	-	-		11. Taxes collected in year levied				11
12	-	234,837	1,950,300	12. TOTAL RESOURCES	1,275,000	-	-	12
REQUIREMENTS								
1				1. Materials and Services				1
2	22,489	5,111	1,300	2. Building purchase research	-			2
3	738	839	5,000	3. Capital campaign expense	5,000			3
4	18,627	6,339	50,000	4. Contract Services	50,000			4
5	41,854	12,289	56,300	5. Total Materials and Services	55,000	-	-	5
6				6				6
7				7. Capital Outlay				7
8		16,000	774,000	8. Property Purchase	-			8
9		-	1,120,000	9. Construction Expense	1,120,000			9
10		16,000	1,894,000	10. Total Capital Outlay	1,120,000	-	-	10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20	189,630	203,480	250,000	20. RESERVED FOR FUTURE EXPENDITURE	125,000			20
21	273,338	231,769	2,200,300	21. TOTAL REQUIREMENTS	1,300,000	-	-	21

**FORM
LB-11-B**

This fund is authorized and established by resolution 2008-04

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

on May 20, 2009 for the following specified purpose:

To accumulate funds to update or purchase technology in the future.

Review Year: 2019

Technology Reserve Fund

Lane Library District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-2018			
Actual		Adopted Budget This Year 2016-2017	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding 2014-2015	First Preceding 2015-2016							
				RESOURCES				
				Beginning Fund Balance:				
1	3,288	2,269	1,500	1. Cash on hand* (cash basis) or	2,000			1
2				2. Working Capital (accrual basis)				2
3	-	-		3. Previously levied taxes estimated to be received				3
4	7	7	10	4. Earnings from temporary investments	15			4
5	1,000	1,500	2,500	5. Transferred from other funds	2,000			5
6			1,000	6. Donations	500			6
7	-	-	500	7. Grants	500			7
8				8				8
9	4,295	3,776	5,510	9. Total Resources, except taxes to be levied	5,015	-	-	9
10			-	10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	4,295	3,776	5,510	12. TOTAL RESOURCES	5,015	-	-	12
				REQUIREMENTS				
1				1. Materials and Services				1
2				2				2
3				3				3
4				4				4
5				5. Total Materials and Services				5
6				6. Capital Outlay				6
7	1,585	1,501	3,000	7. Technology Purchases	3,000			7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	1585	1501	3,000	15. Total Capital Outlay	3,000	-		15
16	2,710	2,275	2,510	16. RESERVED FOR FUTURE EXPENDITURE	2,015			16
17	4,295	3,776	5,510	17. TOTAL REQUIREMENTS	5,015	-	-	17

**FORM
LB-20**

**RESOURCES
General Fund**

Lane Library District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2017-2018			
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding 2015-2016						
				Beginning Fund Balance:				
1	126,288	167,793	215,000	1. Available cash on hand* (cash basis) or	150,000			1
2				2. Net working capital (accrual basis)				2
3	7,857	7,153	7,000	3. Previously levied taxes estimated to be received	5,000			3
4	815	1,536	400	4. Interest	1,500			4
5				5. OTHER RESOURCES				5
6	1,959	2,894	2,500	6. Copier/Printing	2,000			6
7	3,681	2,929	4,000	7. Donations	4,000			7
8	2,762	3,791	2,700	8. Fees	3,000			8
9	1,168	1,630	3,000	9. Grants	3,000			9
10	1,539	992	50	10. Miscellaneous Income	1			10
11				11				11
12				12				12
13				13				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				27				27
28				28				28
29	146,069	188,718	234,650	29. Total resources, except taxes to be levied	168,501	-	-	29
30			369,852	30. Taxes estimated to be received	383,494			30
31	346,597	359,730		31. Taxes collected in year levied				31
32	492,666	548,448	604,502	32. TOTAL RESOURCES	551,995	-	-	32

*Includes ending balance from prior year

**FORM
LB-30-A**

REQUIREMENTS SUMMARY
Allocated to an Organizational Unit or Program & Activity
General Fund

Lane Library District

	Historical Data			REQUIREMENTS FOR: Library Services	Budget for Next Year 2017-2018			
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding 2015-2016						
	PERSONNEL SERVICES							
1	145,376	146,294	152,788	1. Salaries	157,730		1	
2	55,072	52,743	60,470	2. Benefits & Taxes	62,000		2	
3		-	100	3. Hiring & plan setup fees	100		3	
4	563	559	600	4. Worker's Compensation	600		4	
5				5			5	
6	201,011	199,596	213,958	6 TOTAL PERSONNEL SERVICES	220,430	-	-	6
7				7 Total Full-Time Equivalent (FTE) 3.7				7
	MATERIALS AND SERVICES							
8	3,902	3,152	6,500	8. Insurance	4,000		8	
9	4,411	20,245	14,000	9. Contract Services	16,000		9	
10	36,948	45,143	20,900	10. Building Expenses and Utilities	21,000		10	
11	29,735	23,742	75,344	11. Operating costs	86,565		11	
12	24,728	19,008	28,300	12. Collection and Program Costs	28,500		12	
13	1,787	3,532	3,000	13. Staff & Board Development	3,000		13	
14	101,511	114,822	148,044	14. TOTAL MATERIALS AND SERVICES	159,065	-	-	14
	CAPITAL OUTLAY							
15	-	-		15			15	
16				16			16	
17				17			17	
18				18			18	
19				19. TOTAL CAPITAL OUTLAY	-	-	19	
20	-	314,418	362,002	20. ORGANIZATIONAL UNIT / ACTIVITY TOTAL	379,495	-	-	20
	REQUIREMENTS FOR OTHER ORG. UNITS							
21	-	-	-	21			-	21
22				22			22	
23				23	-	-	-	23
24				24			24	
25				25			25	
26	302,522	314,418	362,002	26. TOTAL ORG./PROG. REQUIREMENTS	379,495	-	-	26

REQUIREMENTS SUMMARY

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

GENERAL FUND

**FORM
LB-30-B**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2017-2018			
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding 2015-2016						
				PERSONNEL SERVICES NOT ALLOCATED				
1				1				1
2				2				2
3	0	0	0	3 TOTAL PERSONNEL SERVICES	0	0	0	3
4				Total Full-Time Equivalent (FTE): 0				4
				MATERIALS AND SERVICES NOT ALLOCATED				
5				5				5
6				6				6
7	0	0	0	7 TOTAL MATERIALS AND SERVICES	0	0	0	7
				CAPITAL OUTLAY NOT ALLOCATED				
8				8				8
9				9				9
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0	10
				DEBT SERVICE				
11				11				11
12				12				12
13	0	0	0	13 TOTAL DEBT SERVICE	0	0	0	13
				SPECIAL PAYMENTS				
14				14				14
15				15				15
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0	0	0	16
				INTERFUND TRANSFERS				
17		0	100,000	17 Transfer to Building Reserve Fund	25,000	0		17
18	1,000	1,500	2,500	18 Transfer to Technology Reserve Fund	2,500	0		18
19				19				19
20				20				20
21				21				21
22	1,000	1,500	102,500	22 TOTAL INTERFUND TRANSFERS	27,500	0	0	22
				OPERATING CONTINGENCY				
23			15,000	23 TOTAL OPERATING CONTINGENCY	15,000			23
24	1,000	1,500	117,500	24 Total Requirements Not Allocated	42,500		0	24
25	302,522	315,918	362,002	25 Total Org./Prog. Requirements	379,495	0		25
26				26 Reserved for future expenditure	0	0		26
27	182,607	236,366		27 Ending balance (prior years)				27
28			125,000	28 UNAPPROPRIATED ENDING FUND BALANCE	130,000	0		28
29	486,129	553,784	604,502	29 TOTAL REQUIREMENTS	551,995	0	0	29

DETAILED REQUIREMENTS
General Fund

Lane Library District

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2017-2018			
	Actual		Adopted Budget This Year 2016-2017				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2014-2015	First Preceding 2015-2016								
Personnel Services										
1	56,053	58,259	59,842	1. Library Director Salary	1		62,016			1
2	34,890	36,246	40,980	2. Librarian I Salary(ies)	1		42,469			2
3	54,433	51,789	51,966	3. Library Assistant(s) Salary(ies)	3		53,245			3
4	55,072	52,743	60,470	4. Benefits and Taxes			62,000			4
5	-	-	100	5. Hiring & Plan Set-up Fees			100			5
6	563	559	600	6. Workers Compensation			600			6
7	201,011	199,596	213,958	7. Total Personnel Services			220,430	-	-	7
Materials and Services										
Insurance										
8	1,631	936	3,000	8. Insurance (building -- 2017 forward this includes liability)			4,000			8
9	2,271	2,216	3,500	9. Insurance (liability -- 2017 forward included with building)			-			9
10	3,902	3,152	6,500	10. Total Insurance			4,000	-	-	10
Contract Services										
11	591	519	1,500	11. Bookkeeping (accounting services)			1,500			11
12	2,620	14,704	7,500	12. Audit/Review			9,000			12
13	1,200	5,022	5,000	13. Janitorial Services			5,500			13
14	4,411	20,245	14,000	14. Total Contract Services			16,000	-	-	14
Building Expenses and Utilities										
15	5,443	5,038	9,000	15. Electric			10,000			15
16	894	1,093	1,500	16. Natural Gas			2,500			16
17	1,064	1,146	1,500	17. Water and Sewer			2,500			17
18	581	598	900	18. Disposal Service			1,000			18
19	26,425	29,381	5,000	19. Property Lease			-			19
20	2,541	7,887	3,000	20. Building Maintenance			5,000			20
21	36,948	45,143	20,900	21. Total Building Expenses and utilities			21,000	-	-	21
Operating Costs										
22	3,337	1,192	2,500	22. General Operating Costs			2,500			22
23	583	605	800	23. Postage			800			23
24	7,117	6,415	7,000	24. Telecommunications			7,000			24
25	110	635	1,500	25. Equipment Maintenance			1,500			25

Historical Data				REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2017-2018		
Actual		Adopted Budget This Year 2016-2017	Proposed by Budget Officer				Approved by Budget Committee	Adopted by Governing Body	
Second Preceding Year 2014-2015	First Preceding 2015-2016								
Materials and Supplies (continued)									
Operating Costs (continued)									
26	1,542	1,823	2,000	26. Office Supplies			2,000		26
27	1,103	726	1,200	27. Janitorial Supplies			1,200		27
28	1,502	1,063	2,300	28. Computer Software			2,000		28
29	3,267	2,719	3,500	29. Copier and Printer Expense and Supplies			4,265		29
30	582	154	2,000	30. Furniture and Equipment			2,000		30
31	6,379	5,762	7,000	31. SIRSI (library catalog system)			7,500		31
32	526	548	600	32. OCLC (catalog record service)			800		32
33	720	766	800	33. Security			1,000		33
34	400	-	600	34. Legal Expenses			500		34
35	1,501	-	1,000	35. Election Costs			1,000		35
36	823	1,253	1,500	36. Notices and Publicity			1,500		36
37	243	81	1,044	37. Volunteer Expense			1,000		37
38	-	-	40,000	38. Debt Service			50,000	-	38
39	29,735	23,742	75,344	39. Total Operating Costs			86,565	-	39
Collection and Program Costs									
40	7,944	8,172	10,000	40. Collection - Adult			10,000		40
41	6,584	4,006	8,000	41. Collection - Children and Young Adult			7,500		41
42	1,385	1,552	2,500	42. Collection - Processing Supplies			2,500		42
43	1,491	1,681	1,800	43. Electronic Databases and Materials			2,500		43
44	1,206	754	2,000	44. Programs - Adult			1,500		44
45	6,118	2,843	4,000	45. Programs - Children and Young Adult			4,500		45
46	24,728	19,008	28,300	46. Total Collection and Program Costs			28,500	-	46
Staff and Board Development									
47	925	2,607	2,000	47. Travel and Training			2,000		47
48	862	925	1,000	48. Memberships and Dues			1,000		48
49	1,787	3,532	3,000	49. Total Staff and Board Development Costs			3,000	-	49
Transfer to Other Funds									
50			100,000	50. Transfer to Building Reserve Fund			25,000		50
51	1,000	1,500	2,500	51. Transfer to Technology Reserve Fund			2,500		51
52			15,000	52. Operating Contingency			15,000		52
53	303,522	315,918	479,502	53. TOTAL EXPENDITURES			421,995	-	53
54	182,607	236,366	125,000	54. UNAPPROPRIATED ENDING FUND BALANCE			130,000		54
55	486,129	552,284	604,502	55. TOTAL REQUIREMENTS			551,995	-	55