

**FORM
LB-11**

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 or review.

Review Year: 2025

Building Reserve Fund

Lane Library District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
Actual		Adopted Budget This Year 2021-2022	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding 2019-2020	First Preceding 2020-2021							
				RESOURCES				
				Beginning Fund Balance:				
1	114,130	14,784	18,000	1. Cash on hand* (cash basis) or	250,000	250,000	250,000	1
2				2. Working Capital (accrual basis)				2
3			-	3. Previously levied taxes estimated to be received	-			3
4	919	121	100	4. Earnings from temporary investments	1,000	1,000	1,000	4
5	80,000	-	230,000	5. Transferred from other funds	-	32,100	32,100	5
6	58,421	3,616	10,000	6. Donations	50,000	47,900	47,900	6
7	-	-	63,000	7. Grants	100,000	70,000	70,000	7
8			-	8. Loans	-			8
9	253,470	18,521	321,100	9. Total Resources, except taxes to be levied	401,000	401,000	401,000	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	253,470	18,521	321,100	12. TOTAL RESOURCES	401,000	401,000	401,000	12
				REQUIREMENTS				
1				1. Materials and Services				1
2			-	2. Building purchase research	-			2
3	250	-	1,100	3. Capital campaign expense	4,000	4,000	4,000	3
4	3,289	-	10,000	4. Contract Services	15,000	15,000	15,000	4
5	3,539	-	11,100	5. Total Materials and Services	19,000	19,000	19,000	5
6				6				6
7				7. Capital Outlay				7
8				8. Property Purchase	-	-	-	8
9	235,147	-	310,000	9. Construction Expense	382,000	382,000	382,000	9
10	235,147	-	310,000	10. Total Capital Outlay	382,000	382,000	382,000	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	14,784	18,521		20. RESERVED FOR FUTURE EXPENDITURE	-			20
21	253,470	18,521	321,100	21. TOTAL REQUIREMENTS	401,000	401,000	401,000	21

**FORM
LB-20**

**RESOURCES
General Fund**

Lane Library District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual		Adopted Budget This Year 2021-2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2019-2020	First Preceding 2020-2021						
				Beginning Fund Balance:				
1	230,163	259,870	350,000	1. Available cash on hand* (cash basis) or	180,549	180,549	180,549	1
2				2. Net working capital (accrual basis)				2
3	5,181	6,020	5,000	3. Previously levied taxes estimated to be received	5,000	5,000	5,000	3
4	5,579	2,627	1,000	4. Interest	1,000	1,000	1,000	4
5				5. OTHER RESOURCES				5
6	1,237	128	1,000	6. Copies/Printing	1,000	1,000	1,000	6
7	2,376	3,958	3,000	7. Donations	5,000	5,000	5,000	7
8	2,817	881	2,000	8. Fees	2,500	2,500	2,500	8
9	8,272	1,562	5,000	9. Grants	8,000	8,000	8,000	9
10	7,839	9,392	1	10. Miscellaneous Income	1	1	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	263,464	284,438	367,001	29. Total resources, except taxes to be levied	203,050	203,050	203,050	29
30			453,146	30. Taxes estimated to be received	467,557	467,557	467,557	30
31	434,879	444,381		31. Taxes collected in year levied				31
32	698,343	728,819	820,147	32. TOTAL RESOURCES	670,607	670,607	670,607	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: Services	Library	Budget for Next Year 2022-2023			
	Actual		Adopted Budget This Year 2021-2022			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2019-2020	First Preceding 2020-2021							
				PERSONNEL SERVICES					
1	178,345	180,483	200,050	1. Salaries	226,109	231,009	231,009	1	
2	52,733	55,879	70,000	2. Benefits & Taxes	80,000	80,000	80,000	2	
3	-	-	200	3. Hiring & plan setup fees	500	500	500	3	
4	595	598	600	4. Worker's Compensation	648	648	648	4	
5				5				5	
6	231,673	236,960	270,850	6 TOTAL PERSONNEL SERVICES	307,257	312,157	312,157	6	
7				7 Total Full-Time Equivalent (FTE) 3.9				7	
				MATERIALS AND SERVICES					
8	5,360	5,673	6,000	8. Insurance	6,500	6,500	6,500	8	
9	15,891	11,758	18,100	9. Contract Services	17,450	17,450	17,450	9	
10	13,541	11,595	16,050	10. Building Expenses and Utilities	18,050	18,050	18,050	10	
11	42,686	31,517	46,147	11. Operating costs	51,850	51,850	51,850	11	
12	24,389	28,818	43,000	12. Collection and Program Costs	44,500	44,500	44,500	12	
13	2,519	1,016	2,000	13. Staff & Board Development	3,000	3,000	3,000	13	
14	104,386	90,377	131,297	14. TOTAL MATERIALS AND SERVICES	141,350	141,350	141,350	14	
				CAPITAL OUTLAY					
15	-	-		15	-			15	
16				16				16	
17				17				17	
18				18				18	
19				19. TOTAL CAPITAL OUTLAY	-	-		19	
20	336,059	327,337	402,147	20. ORGANIZATIONAL UNIT / ACTIVITY TOTAL	448,607	453,507	453,507	20	
				REQUIREMENTS FOR OTHER ORG. UNITS					
21	-	-	-	21			-	21	
22				22				22	
23				23	-	-	-	23	
24				24				24	
25				25				25	
26	336,059	327,337	402,147	26. TOTAL ORG./PROG. REQUIREMENTS	448,607	453,507	453,507	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 2022-2023			
	Actual		Adopted Budget This Year 2021-2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2019-2020	First Preceding 2020-2021						
				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	29,733	29,733	33,000	11 Government Loan - Property Purchase 2016	30,000	30,000	30,000	11
12				12				12
13	29,733	29,733	33,000	13 TOTAL DEBT SERVICE	30,000	30,000	30,000	13
				SPECIAL PAYMENTS				
14				14				14
15				15				15
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0	0	0	16
				INTERFUND TRANSFERS				
17	80,000	-	230,000	17 Transfer to Building Reserve Fund	37,000	32,100	32,100	17
18				18		0	0	18
19				19				19
20				20				20
21	80,000	-	230,000	21 TOTAL INTERFUND TRANSFERS	37,000	32,100	32,100	21
				OPERATING CONTINGENCY				
22			15,000	22 TOTAL OPERATING CONTINGENCY	15,000	15,000	15,000	22
23	109,733	29,733	278,000	23 Total Requirements Not Allocated	82,000	77,100	77,100	23
24	336,059	327,337	402,147	24 Total Org./Prog. Requirements	448,607	453,507	453,507	24
25			-	25 Reserved for future expenditure	0	0	0	25
26	252,551	371,749		26 Ending balance (prior years)				26
27			140,000	27 UNAPPROPRIATED ENDING FUND BALANCE	140,000	140,000	140,000	27
28	698,343	728,819	820,147	28 TOTAL REQUIREMENTS	670,607	670,607	670,607	28

DETAILED REQUIREMENTS
General Fund

Lane Library District

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2022-2023			
	Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding 2019-2020	First Preceding 2020-2021	This Year 2021-2022							
Personnel Services										
1	73,799	74,299	80,115	1. Library Director Salary	1		86,095	87,963	87,963	1
2	50,352	51,772	54,800	2. Librarian I Salary(ies)	1		58,959	60,239	60,239	2
3	54,194	54,412	65,135	3. Library Assistant(s) Salary(ies)	3		81,055	82,807	82,807	3
4	52,733	55,879	70,000	4. Benefits and Taxes			80,000	80,000	80,000	4
5	-	-	200	5. Hiring & Plan Set-up Fees			500	500	500	5
6	595	598	600	6. Workers Compensation			648	648	648	6
7	231,673	236,960	270,850	7. Total Personnel Services			307,257	312,157	312,157	7
Materials and Services										
Insurance										
8	5,360	5,673	6,000	8. Insurance (building and liability)			6,500	6,500	6,500	8
9	5,360	5,673	6,000	9. Total Insurance			6,500	6,500	6,500	9
Contract Services										
10	611	800	900	10. Bookkeeping (accounting services)			950	950	950	10
11	8,850	9,050	9,200	11. Audit/Review			9,500	9,500	9,500	11
12	6,430	1,908	8,000	12. Janitorial Services			7,000	7,000	7,000	12
13	15,891	11,758	18,100	13. Total Contract Services			17,450	17,450	17,450	13
Building Expenses and Utilities										
14	5,961	5,060	6,000	14. Electric			6,500	6,500	6,500	14
15	1,890	1,779	2,200	15. Natural Gas			3,000	3,000	3,000	15
16	1,365	1,436	1,600	16. Water and Sewer			1,800	1,800	1,800	16
17	-	-	750	17. Disposal Service			750	750	750	17
18	4,325	3,320	5,500	18. Building Maintenance			6,000	6,000	6,000	18
19	13,541	11,595	16,050	19. Total Building Expenses and utilities			18,050	18,050	18,050	19
Operating Costs										
20	2,485	3,177	2,500	20. General Operating Costs			3,500	3,500	3,500	20
21	392	254	800	21. Postage			800	800	800	21
22	6,534	7,072	7,500	22. Telecommunications			8,000	8,000	8,000	22
23	-		1,500	23. Equipment Maintenance			1,500	1,500	1,500	23

**FORM
LB-31**

DETAILED REQUIREMENTS

General Fund

Lane Library District

Historical Data				REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2022-2023			
Actual		Adopted Budget This Year 2021-2022	Proposed by Budget Officer				Approved by Budget Committee	Adopted by Governing Body		
Second Preceding 2019-2020	First Preceding 2020-2021									
Materials and Services (continued)										
Operating Costs (continued)										
24	1,070	698	2,000	24. Office Supplies			2,000	2,000	2,000	24
25	729	542	3,000	25. Janitorial Supplies (includes disinfectants and PPE)			3,000	3,000	3,000	25
26	1,752	2,283	2,000	26. Computer Software			2,500	2,500	2,500	26
27	2,537	2,204	3,000	27. Copier and Printer Expense and Supplies			3,000	3,000	3,000	27
28	5,790	3,492	2,000	28. Furniture and Equipment			5,200	5,200	5,200	28
29	-	1,667	6,000	29. Technology-related Equipment			6,000	6,000	6,000	29
30	8,149	8,006	9,000	30. SIRSI (library catalog system)			9,500	9,500	9,500	30
31	648	648	847	31. OCLC (catalog record service)			850	850	850	31
32	12,297	720	1,000	32. Security			2,000	2,000	2,000	32
33	-	-	1,000	33. Legal Expenses			1,000	1,000	1,000	33
34	-	-	1,500	34. Election Costs			1,000	1,000	1,000	34
35	109	450	1,500	35. Notices and Publicity			1,000	1,000	1,000	35
36	194	304	1,000	36. Volunteer Expense (includes PPE)			1,000	1,000	1,000	36
37	42,686	31,517	46,147	37. Total Operating Costs			51,850	51,850	51,850	37
Collection and Program Costs										
38	6,601	7,724	10,000	38. Collection - Adult			10,000	10,000	10,000	38
39	8,177	10,972	15,000	39. Collection - Children and Young Adult			14,000	14,000	14,000	39
40	1,576	2,414	2,500	40. Collection - Processing Supplies			3,000	3,000	3,000	40
41	1,248	2,292	2,500	41. Electronic Databases and Materials			2,500	2,500	2,500	41
42	534	94	3,000	42. Programs - Adult			5,000	5,000	5,000	42
43	6,253	5,322	10,000	43. Programs - Children and Young Adult			10,000	10,000	10,000	43
44	24,389	28,818	43,000	46. Total Collection and Program Costs			44,500	44,500	44,500	44
Staff and Board Development										
45	2,063	540	1,000	45. Travel and Training			1,500	1,500	1,500	45
46	456	476	1,000	46. Memberships and Dues			1,500	1,500	1,500	46
47	2,519	1,016	2,000	47. Total Staff and Board Development Costs			3,000	3,000	3,000	47
Debt Service										
48	29,733	29,733	33,000	48. Government Loan - Property Purchase 2016			30,000	30,000	30,000	48
Transfer to Other Funds										
49	80,000	-	230,000	49. Transfer to Building Reserve Fund			37,000	32,100	32,100	49
50			15,000	50. Operating Contingency			15,000	15,000	15,000	50
51	445,792	357,070	680,147	51. TOTAL EXPENDITURES			530,607	530,607	530,607	51
52	252,551	371,749	140,000	52. UNAPPROPRIATED ENDING FUND BALANCE			140,000	140,000	140,000	52
53	698,343	728,819	820,147	53. TOTAL REQUIREMENTS			670,607	670,607	670,607	53