

NOTICE OF BUDGET HEARING

A public meeting of the BAKER COUNTY LIBRARY DISTRICT will be held on JUNE 18, 2012 at 7:00 am X pm at BAKER COUNTY PUBLIC LIBRARY, 2400 RESORT ST, BAKER CITY, OR Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2012, as approved by the BAKER COUNTY LIBRARY DISTRICT Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at BAKER COUNTY PUBLIC LIBRARY, between the hours of 9:00 a.m. and 4:00 p.m. This budget is for an X annual biennial budget period. This budget was prepared on a basis of accounting that is the same as X different than used the preceding year. If different, the major changes and their effect on the budget are: District is adjusting to modified accrual basis of accounting in FY12-13

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FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2010-11	Adopted Budget This Year 2011-12	Approved Budget Next Year 2012-13
Beginning Fund Balance/Net Working Capital	171,715	261,237	273,741
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	22,673	18,260	16,700
Federal, State and All Other Grants, Gifts, Allocations and Donations	41,706	21,926	20,700
Revenue from Bonds and Other Debt	184	0	0
Interfund Transfers / Internal Service Reimbursements	6,700	15,700	13,060
All Other Resources Except Property Taxes	10,550	21,000	18,000
Property Taxes Estimated to be Received	661,234	873,355	881,438
Total Resources	1,114,762	1,211,468	1,231,639

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

	Actual Amount 2010-11	Adopted Budget This Year 2011-12	Approved Budget Next Year 2012-13
Personnel Services	572,569	612,000	626,461
Materials and Services	295,028	308,485	279,178
Capital Outlay	0	100	100
Debt Service	8,483	800	100
Interfund Transfers	6,700	211,000	11,000
Contingencies	0	5,689	225,000
Special Payments	52,094	73,394	90,800
Unappropriated Ending Balance and Reserved for Future Expenditure	125,731	0	0
Total Requirements	1,060,607	1,211,468	1,231,639

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program	Actual Amount 2010-11	Adopted Budget This Year 2011-12	Approved Budget Next Year 2012-13
LIBRARY SERVICES	1,078,625	1,211,668	1,231,639
FTE	13.4	13.7	14.7
Non-Departmental / Non-Program			
FTE			
Total Requirements	1,078,625	1,211,668	1,231,639
Total FTE	13.4	13.7	14.7

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

DEBT SERVICE FUND ELIMINATED IN FY11-12. The necessity for maintaining this fund ceased to exist when the District paid off its obligations in 2010. Any residual payments from Prior Taxes on the District's Bond III levy (completed in FY06-07) will be appropriated into the General Fund. Over the past 5 years, the District has been building a contingency to fund library operations between July and November when tax disbursements are received. For FY12-13, that fund is listed in the contingency category; in previous years it was included in Transfers or Unappropriated Ending Balance.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 0.5334 per \$1,000)	0.5334	0.5334	0.5334
Local Option Levy	0.249	0.249	0.249
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		
Other Bonds		
Other Borrowings		
Total		

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

FUNDS REQUIRING A
PROPERTY TAX TO BE LEVIED

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Name of Fund	Actual Data	Adopted Budget	Approved Budget
	Prior Yr <u>10</u> - <u>11</u>	Current Yr <u>11</u> - <u>12</u>	Next Year <u>12</u> - <u>13</u>
1. Total Personal Services.....	572,569	612,000	625,461
2. Total Materials and Services.....	303,511	308,485	279,178
3. Total Capital Outlay.....	0	100	100
4. Total Debt Service.....	7,980	800	100
5. Total Transfers.....	6,700	211,000	11,000
6. Total Contingencies.....		5,689	225,000
7. Total Special Payments.....			
8. Total Unappropriated/Reserved for Future Expenditure.....	125,733		
9. Total Requirements (add lines 1 - 8).....	1,016,493	1,138,074	1,140,839
10. Total Resources Except Property Taxes.....	227,848	296,720	294,401
11. Property Taxes Estimated to Be Received.....	821,285	841,355	846,438
12. Total Resources (add lines 10 and 11).....	1,049,133	1,138,075	1,140,839
13. Property Taxes Estimated to be Received (line 11).....		841,355	846,438
14. Estimated Property Taxes Not to be Received.....			
A. Loss Due to Constitutional Limit.....		44,984	52,724
B. Discounts, Other Uncollected Amounts.....		64,549	63,710
15. Total Tax Levied ... (add lines 13 and 14 A & B).....		950,888	962,872
		Rate or Amount	Rate or Amount
16. Permanent Rate Limit Levy (rate limit _____).....		0.5334	0.5334
17. Local Option Taxes.....		0.249	0.249
18. Levy for Bonded Debt or Obligations.....			

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund OTHER USES	Actual Data Prior Yr <u>10</u> - <u>11</u>	Adopted Budget Current Yr <u>11</u> - <u>12</u>	Approved Budget Next Year <u>12</u> - <u>13</u>
1. Total Personal Services.....			
2. Total Materials and Services.....	65,445	73,394	90,800
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.....			
9. Total Requirements (add lines 1 - 8).....	65,445	73,394	90,800
10. Total Resources Except Property Taxes.....	65,445	73,394	90,800

Name of Fund DEBT SERVICE	Actual Data Prior Yr <u>10</u> - <u>11</u>	Adopted Budget Current Yr <u>11</u> - <u>12</u>	Approved Budget Next Year <u>12</u> - <u>13</u>
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....	503	100	0
5. Total Transfers.....		100	0
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.....	0		
9. Total Requirements (add lines 1 - 8).....	503	200	0
10. Total Resources Except Property Taxes.....	503	200	0

**FORM
LB-20**

**RESOURCES
GENERAL FUND**

BAKER COUNTY LIBRARY DISTRICT

(Fund)

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 12/13			
	Actual		Adopted Budget This Year 11/12		Proposed By Budget Officer 5/23/12	Approved By Budget Committee 5/23/12	Adopted By Governing Body 6/18/12	
	Second Preceding Year 09/10	First Preceding Year 10/11						
1			209,143	1. Available cash on hand* (cash basis) or	213,741	213,741	213,741	1
2	48,565	125,733		2. Net working capital (accrual basis)				2
3	23,353	39,949	32,000	3. Previously levied taxes estimated to be received	35,000	35,000	35,000	3
4	5,626	8,686	9,000	4. Interest	9,000	9,000	9,000	4
5	15,162	0	4,700	5. Transferred IN, from other funds	2,060	2,060	2,060	5
6	16,110	13,987		6. OTHER RESOURCES				6
7	6,987	4,975	16,250	7. Fines & Fees	13,000	13,000	13,000	7
8	2,387	1,673	5,727	8. State Resource Sharing (R2R Grant)	6,000	6,000	6,000	8
9	21,169	18,103	1,500	9. Other Tax Revenues	1,200	1,200	1,200	9
10	3,696	8,686	7,000	10. Other Revenues/Grant Revenues	6,500	6,500	6,500	10
11	1,907	3,563	2,000	11. Technician Special Contracts	2,700	2,700	2,700	11
12	0	2,493	8,200	12. Vocational Rehab Programs	5,000	5,000	5,000	12
13			1,200	13. Grant Revenues	0	0	0	13
14				14. Donations	200	200	200	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	144,962	227,848	296,720	29. Total resources, except taxes to be levied	294,401	294,401	294,401	29
30			841,355	30. Taxes estimated to be received	846,438	846,438	846,438	30
31	810,674	821,285		31. Taxes collected in year levied				31
32	955,636	1,049,133	1,138,075	32. TOTAL RESOURCES	1,140,839	1,140,839	1,140,839	32

*Includes ending balance from prior year.

**FORM
LB-30**

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
BAKER COUNTY LIBRARY DISTRICT - GENERAL FUND
 (name of organizational unit - fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>12-13</u>			
	Actual		Adopted Budget This Year 11-12		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>09-10</u>	First Preceding <u>10-11</u>						
PERSONNEL SERVICES								
1	387,589	415,327	448,546	1 Salaries	458,225	458,225	458,225	1
2	144,376	150,812	160,152	2 Benefits	163,459	163,459	163,459	2
3	1,268	2,118	1,200	3 Special Contracts - Technician, Jobs+	3,776	3,776	3,776	3
4	0	4,312	2,102	4 Severance	0	0	0	4
5				5				5
6				6				6
7	533,233	572,569	612,000	7 TOTAL PERSONNEL SERVICES	625,461	625,461	625,461	7
MATERIALS AND SERVICES								
8	94,155	100,067	104,050	8 Books, Media Materials, Databases	84,673	84,673	84,673	8
9	16,484	17,082	10,600	9 OPAC Services	11,100	11,100	11,100	9
10	27,341	60,938	70,135	10 Building and Grounds Maintenance	60,300	60,300	60,300	10
11	27,285	31,644	28,700	11 Corporate Costs, elections	33,060	33,060	33,060	11
12	114,206	85,800	95,000	12 Other Operations, bookmobile	90,045	90,045	90,045	12
13	5,949	7,980	800	13 Debt Service	100	100	100	13
14	285,420	303,511	309,285	14 TOTAL MATERIALS AND SERVICES	279,278	279,278	279,278	14
CAPITAL OUTLAY								
15	0	0	100	15 Capital Outlay	100	100	100	15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	100	21 TOTAL CAPITAL OUTLAY	100	100	100	21
TRANSFERRED TO OTHER FUNDS								
22	1,250	0	1,000	22 Transfer - Technology & Election	1,000	1,000	1,000	22
23	10,000	6,700	10,000	23 Transfer - Severance Liability	10,000	10,000	10,000	23
24			200,000	24 Contingency - Reserve	0	0	0	24
25	11,250	6,700	211,000	25 TOTAL TRANSFERS	11,000	11,000	11,000	25
			5,689	26 OPERATING CONTINGENCY	225,000	225,000	225,000	
26	48,565	125,733		27 Ending balance (prior years)				26
27				28 UNAPPROPRIATED ENDING FUND BALANCE				27
28	878,468	1,008,513	1,138,074	29 TOTAL REQUIREMENTS	1,140,839	1,140,839	1,140,839	28

DETAILED REQUIREMENTS

General Fund - Personal Services
(Name of Organizational Unit - Fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees (FTE)	Range	Budget for Next Year 2012-2013			
	Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 09-10	First Preceding Year 10-11	This Year 11-12							
1	58,252	64,629	65,230	1 Library Director	1.0	MGT4	68,014	68,014	68,014	1
2	17,422	17,893	18,100	2 Managing Librarian II - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	18,670	18,670	18,670	2
3	19,713	19,968	20,600	3 Finance + HR Administrator (.5 FTE)	0.5	13/5	20,290	20,290	20,290	3
4	13,748	11,510		4 Library Asst II - Public Services/Outreach + Coll Mgmt / Processing	0.0	5/5				4
5	28,940	32,864	34,687	5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/3	36,786	36,786	36,786	5
6	732	461	300	6 Library Page I - Public Services	0.0	3/5				6
7	20,050	20,560	28,200	7 Library Tech I - Coll Mgmt / Serials Specialist	1.0	7/4	30,264	30,264	30,264	7
8	22,336	22,971	23,814	8 Library Asst II - Public Services / Children & Teen Specialist	0.9	6/5	24,440	24,440	24,440	8
9	28,940	29,809	30,100	9 Library Tech I - Coll Mgmt / Cataloging Specialist	1.0	7/5	30,384	30,384	30,384	9
10	19,762	20,498	13,100	10 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.4	5/5	10,369	10,369	10,369	10
11	14,203	14,852	15,100	11 Library Asst I - Public Services	0.6	3/5	14,960	14,960	14,960	11
12	13,940	16,250	16,200	12 Library Asst II - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.6	5/5	15,806	15,806	15,806	12
13	3,348	3,985	7,300	13 Library Asst I - Coll Mgmt / Processing	0.5	3/3	10,701	10,701	10,701	13
14	1,873	1,140	10,300	14 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.7	5/4	16,952	16,952	16,952	14
15	16,195	22,781	28,750	15 Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	27,628	27,628	27,628	15
16	3,513	7,975	7,500	16 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/5	7,824	7,824	7,824	16
17	10,907	5,302	7,100	17 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/4	7,451	7,451	7,451	17
18				18 Facilities Maintenance (discontinued 04-05)	0.3		6,101	6,101	6,101	18
19	2,560	0	9,267	19 ODHS Voc Rehab Intem / Library Page I	1.0	3/3	2,076	2,076	2,076	19
20	37,432	39,816	44,500	20 IT Network and Systems Administrator	1.0	14/5	44,890	44,890	44,890	20
21	1,268	2,118	1,200	21 Special Contracts - IT Network and Systems Administrator		14/5	1,700	1,700	1,700	21
22	3,783	6,661	7,500	22 Vacation Subs + Wkend Assistants	0.2	X	7,845	7,845	7,845	22
23	49,940	55,402	60,898	23 Library Asst I - Public Services / Outreach (Branch Leads)	2.25	4/5	58,850	58,850	58,850	23
24	27,657	27,574	40,500	24 PERS			47,309	47,309	47,309	24
25	29,715	31,933	33,500	25 S.S. Employer's Tax (FICA)			35,098	35,098	35,098	25
26	493	416	500	26 SUTA (State Unemployment Tax @ .001)			459	459	459	26
27	84,598	88,392	83,000	27 Group Health			77,582	77,582	77,582	27
28	1,156	1,646	1,800	28 Workers Comp			2,110	2,110	2,110	28
29	757	851	852	29 Life Insurance			900	900	900	29
30		4,312	2,102	30 Severance						30
31				31 Ending balance (prior years)						31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	533,233	572,569	612,000	33 TOTAL REQUIREMENTS	14.7		625,461	625,461	625,461	33

DETAILED REQUIREMENTS

General Fund - Materials & Services
(Name of Organizational Unit - Fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2012-2013			
	Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 09-10	First Preceding Year 10-11	This Year 11-12							
1	94,155	100,067	104,050	1 Books and Media Materials			84,673	84,673	84,673	1
2	16,484	17,082	10,600	2 Database & OPAC Services			11,100	11,100	11,100	2
3	27,341	22,408	34,400	3 Building and Grounds Maintenance			27,000	27,000	27,000	3
4	8,800	9,375	10,320	4 Janitorial Contract			10,500	10,500	10,500	4
5	1,990	2,089	1,800	5 Janitorial Supplies			2,000	2,000	2,000	5
6	2,808	3,855	4,000	6 Office Supplies and Equipment Maintenance			3,800	3,800	3,800	6
7	14,347	23,211	19,615	7 Computer Maintenance			17,000	17,000	17,000	7
8	6,746	9,658	7,600	8 Bookmobile Operations			7,500	7,500	7,500	8
9	13,987	13,100	12,425	9 Insurance			12,450	12,450	12,450	9
10	1,507	2,884	2,750	10 Travel and Training			3,000	3,000	3,000	10
11	0	3,172	0	11 Election			3,200	3,200	3,200	11
12	6,865	7,070	7,100	12 Professional Fees (Audit)			7,250	7,250	7,250	12
13	0	0	10	13 Professional Services			10	10	10	13
14	985	413	900	14 Bookkeeping			900	900	900	14
15	1,409	1,359	2,100	15 Association Dues			2,100	2,100	2,100	15
16	5,949	7,980	800	16 Debt Service			100	100	100	16
17	673	395	800	17 Publication			1,000	1,000	1,000	17
18	866	1,016	915	18 Financial Mgt Fees			950	950	950	18
19	200	200	200	19 Legal Administration			200	200	200	19
20	793	2,035	1,500	20 Public Programs			2,000	2,000	2,000	20
21	1,924	1,800	2,400	21 Branch Mileage			2,500	2,500	2,500	21
22	14,313	14,532	19,000	22 Library Services Supplies			15,000	15,000	15,000	22
23	1,365	1,563	2,400	23 Storytime/Summer Reading Program			3,900	3,900	3,900	23
24	2,677	1,555	2,300	24 Postage			2,400	2,400	2,400	24
25	43,046	43,532	46,080	25 Utilities			45,045	45,045	45,045	25
26	14,707	11,456	14,220	26 Telecommunications			12,700	12,700	12,700	26
27	1,483	1,704	1,000	27 Special Contract - Technician Travel			1,000	1,000	1,000	27
28			0	28 Miscellaneous						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	285,420	303,511	309,285	33 TOTAL REQUIREMENTS			279,278	279,278	279,278	33

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2012-2013			
	Actual		Adopted Budget This Year 11-12		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 09-10	First Preceding Year 10-11						
				RESOURCES				
1	58,449	45,982	52,094	1. Cash on hand * (cash basis), or	60,000	60,000	60,000	1
2				2. Working Capital* (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	258	191	300	4. Interest	300	300	300	4
5	11,250	6,700	11,000	5. Transferred IN, from other funds	11,000	11,000	11,000	5
6	19,690	10,000	7,500	6. Grants and Loans	15,000	15,000	15,000	6
7	240	2,572	500	7. Contributions and Rental Income	2,000	2,000	2,000	7
8	1,262	0	2,000	8. Supercat Funds and Book Sales	2,500	2,500	2,500	8
9	91,149	65,445	73,394	9. Total Resources, except taxes to be levied	90,800	90,800	90,800	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	91,149	65,445	73,394	12. TOTAL RESOURCES	90,800	90,800	90,800	12
				REQUIREMENTS				
1	28,370	15,451	24,694	1. Memorial Dept.	29,300	29,300	29,300	1
2	3	3	1,000	2. Literacy Dept.	1,000	1,000	1,000	2
3	1,595	18	7,500	3. Technology Dept.	12,000	12,000	12,000	3
4	0	0	5,000	4. Capital Projects Dept.	5,000	5,000	5,000	4
5	37	43	31,000	5. Severance Liability Dept.	41,000	41,000	41,000	5
6	15,162		4,200	6. Operating Transfer	2,500	2,500	2,500	6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	45,982	52,094		15. Ending balance (prior years)				15
16				16. UNAPPROPRIATED ENDING FUND BALANCE				16
17	91,149	67,609	73,394	17. TOTAL REQUIREMENTS	90,800	90,800	90,800	17

*Includes ending balance from prior year