

BUDGET MESSAGE 2016-2017

LB 10: Misener Fund:

This fund was established many years ago in memory of Lois A. Misener by her husband Cliff. Expenditures from this fund are limited to interest earnings and are to be spent exclusively on books for young children. Originally started with \$10,000, upon the death of Cliff Misener in 2012, an additional \$5000 was received from his estate to be added to the fund. We expect to receive approximately \$105.00 in interest.

LB 11: Library Improvement Fund:

After repayment of the debt on construction of the library facility, this fund was established in 2011 for the following purpose: upgrades, upkeep, maintenance and improvement of facilities, equipment and services. It consists of generous donations received from individuals over the years, taxpayer dollars, and interest received each year on the principle.

The existing library was completed in 1993. As early as 2006, the library began outgrowing the existing facility. Architect Rich Turi worked with us to develop preliminary project plans and cost estimates. Three scenarios were proposed. The first was for an expanded work room and a reconfigured large meeting room at a cost of \$515,000. The second added approximately 1,200 sq. ft. of "public space" on the west end of the library at a cost of \$362,000. The third was for an expanded work room and meeting room and an additional 4,700 sq. ft. of "public space" on the west end of the building and associated interior remodeling. Estimated costs for the third plan in 2006 were \$1,744,000. At the time, it was decided that an expansion would not be feasible.

In 2010, when property became available across the street from the library, it was purchased for \$165,000 and allowed the remodel of the existing library to provide more room for services, including additional space for expanding AV collections and space for more computers for the public. The small meeting room that was displaced by the remodel was moved to the Annex. The Annex also provided badly needed storage space, as well as room for a Friends of the Library Book Store.

This fund is expected to be significantly reduced when the library eventually undertakes an expansion and remodel of the main facility. In the meantime, funds are used for maintenance and repair of an aging facility.

There will be a transfer of \$100,000 from the fund this year as we are expecting significant maintenance and repair costs. The bid for the Exterior Repairs Project has been awarded and

work will continue throughout the summer. This project will involve replacing all the siding on the Railroad Street side of the building, replacing numerous windows that have failed and trim that has rotted. What we don't know at this point is how much in additional repairs may be needed when the siding is removed. The entire building will also be repainted.

LB 20: General Resources:

"Previously levied taxes estimated to be received" refers to late tax payments from past years.

"Library Receipts" includes fines, copies, charges for use of the meeting room, and charges for non-resident library cards.

"Gifts and Grants" includes the Ready to Read/Read for Success grant from the State, donations from the Friends of the Library, and memorial donations.

"Erate Special Grant" refers to a grant proposal that was submitted to help pay for telecommunications services and Internet access. We do not yet know if we will receive the grant.

There will be a transfer of \$100,000 in from the Library Improvement Fund to cover Maintenance and Repair.

"Taxes estimated to be received" total \$598,752. For the fifth year in a row we will not levy the full amount of the taxes we are eligible to collect.

LB 31: General Fund Detailed Requirements:

"Total Personal Services" covers the salaries of the present staff of three full-time and six part-time employees.

"Other Employee Payments" includes health insurance costs for four employees, as well as the cost of PERS and payroll taxes.

"Subscription" category reflects subscriptions to print magazines and newspapers, as well as subscriptions to digital content and reference databases, our book rental plan, and online Interlibrary Loan processing.

"Maintenance & Repairs" reflects the increasing costs of upkeep for an aging building. (See also explanation for LB-11)

"Security" includes monitoring and testing costs for the systems at the main library and the Annex.

"Auditor Services" covers the annual costs of an audit as required by law.

“Professional Services” allows for the costs of hiring a consultant or architect to help in overseeing major maintenance and repair projects.

“Computer Supplies & Expenses” include over \$13,000 for annual maintenance of the library’s computer system by SirsiDynix.

“Furniture and Fixtures” includes the costs of additional shelving and furnishings and possible replacement of light fixtures with more energy efficient varieties.

“Special Trusts” expenditures cover donations and grants received throughout the year including gifts from Friends of the Library, memorial donations, and the State Ready to Read/Read for Success grant.

Upcoming Projects:

We have applied for a grant to install high-speed fiber optic Internet. We will find out soon whether or not we got the grant. If we did, installation will take place this summer and the majority of our Internet access and fiber optic installation costs will be paid for with grant funds.

Also, in conjunction with the four other public libraries in the county (Gold Beach, Langlois, Agness, Port Orford) we have applied for a grant to merge our existing ILS (SirsiDynix) with their system (TLC) and with the eight public libraries of Coos County. The COASTLINE catalog, which is presently the catalog for the Coos County Libraries, will become the catalog for the Coos and Curry County Libraries. This will give our patrons access to over 800,000 items. The grant will also provide for improved courier service for transporting materials between the libraries. We will find out whether or not we received the grant in June. If we get it we hope to go live with the new system in March 2017.

In both these cases, if we should not receive the grant we will need to decide whether or not to proceed with the projects. If we decide to proceed we need to make sure the expenses are covered in the budget. For that reason, expenditures are significantly higher than last year in the categories “Telephone and Internet” and “Computer Hardware, Supplies and Expenses.”

Budget resources and expenditures balance.

We consider ourselves fortunate to have the support of our community and a group of hardworking and dedicated volunteers and staff, without whom the library would not experience the success it does.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Misener Fund
(Fund)

Chetco Community Public Library
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-17			
Actual		Adopted Budget This Year 2015-16	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2013-14	First Preceding Year 2014-15							
RESOURCES								
1	10,000	15,000	15,000	1. Cash on hand * (cash basis), or	15,000	15,000		1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	23	52	105	4. Interest	105	105		4
5				5. Transferred IN, from other funds				5
6				6				6
7				7				7
8				8				8
9	10,023	15,052	15,105	9. Total Resources, except taxes to be levied	15,105	15,105		9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	10,023	15,052	15,105	12. TOTAL RESOURCES	15,105	15,105		12
REQUIREMENTS **								
13				13				13
14				14				14
15				14				15
16	23	52	105	15 Transfer to General Fund	105	105		16
17				16				17
18				17				18
19				18				19
20				19				20
21				20				21
22				21				22
23				22				23
24				24				24
25				25				25
26				26				26
27	10,000			27. Ending balance (prior years)				27
28		15,000	15,000	28. UNAPPROPRIATED ENDING FUND BALANCE	15,000	15,000		28
29	10,023	15,052	15,105	29. TOTAL REQUIREMENTS	15,105	15,105		29

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 10-11-01 on 6/3/11 for the following specified purpose: upgrades, upkeep, maintenance & improvement of facilities, equipment & services.

**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: 2021

**Library Improvement Fund
(Fund)**

**Chetco Community Public Library
(Name of Municipal Corporation)**

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-17			
Actual		Adopted Budget This Year 2015-16	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2013-14	First Preceding Year 2014-15							
RESOURCES								
1	1,560,427	1,448,804	1,743,581	1. Cash on hand* (cash basis) or	1,754,230	1,754,230	1	
2				2. Working Capital (accrual basis)			2	
3				3. Previously levied taxes estimated to be received			3	
4	8,377	7,739	8,720	4. Interest	13,000	13,000	4	
5	5,000	200,000	0	5. Transferred IN, from other funds			5	
6				6			6	
7				7			7	
8				8			8	
9	1,573,804	1,656,543	1,752,301	9. Total Resources, except taxes to be levied	1,767,230	1,767,230	9	
10				10. Taxes estimated to be received			10	
11				11. Taxes collected in year levied			11	
12	1,573,804	1,656,543	1,752,301	12. TOTAL RESOURCES	1,767,230	1,767,230	12	
REQUIREMENTS**								
13				13			13	
14				14			14	
15				15			15	
16				16			16	
17	34,500	100,000	0	17 Transfer to General Fund	100,000	100,000	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. Ending balance (prior years)			27	
28	1,539,304	1,556,543	1,752,301	28. RESERVED FOR FUTURE EXPENDITURE	1,667,230	1,667,230	28	
29	1,573,804	1,656,543	1,752,301	29. TOTAL REQUIREMENTS	1,767,230	1,767,230	29	

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-20**

RESOURCES

General
(Fund)

Chetco Community Public Library
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2016-17			
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
1	518,589	690,640	564,014	1. Available cash on hand* (cash basis) or	552,658	552,658		1
2				2. Net working capital (accrual basis)				2
3	35,382	35,444	35,000	3. Previously levied taxes estimated to be received	35,000	35,000		3
4	2,666	3,689	3,000	4. Interest	4,000	4,000		4
5	23	52	105	5. Transferred IN, from other funds: Misener Fund	105	105		5
6				6 OTHER RESOURCES				6
7				7				7
8				8				8
9				9				9
10	14,107	12,394	15,000	10 Library Receipt: fines, copies, etc	15,000	15,000		10
11				11				11
12	21,932	22,575	25,000	12 Gifts & Grants	25,000	25,000		12
13				13 Erate Special Grant	25,000	25,000		13
14				14				14
15	34,500	0	0	15 Transfer IN from Improvement Fund	100,000	100,000		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	627,199	764,794	642,119	29. Total resources, except taxes to be levied	756,763	756,763		29
30			585,522	30. Taxes estimated to be received	598,752	598,752		30
31	583,686	586,750		31. Taxes collected in year levied				31
32	1,210,885	1,351,544	1,227,641	32. TOTAL RESOURCES	1,355,515	1,355,515	0	32

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

DETAILED REQUIREMENTS

**FORM
LB-31**

General Fund
(Name of Fund)

	Historical Data			REQUIREMENTS FOR: Chetco Community Public Library	Budget for Next Year: 2016-17			
	Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15	This Year 2015-16					
1	209,726	222,542	260,350	1 Salaries	276,000	276,000		1
2	89,883	90,751	101,750	2 Other Employee Payments	124,200	124,200		2
3	299,609	313,293	362,100	3 TOTAL PERSONAL SERVICES	400,200	400,200		3
4				4				4
5	14,276	14,000	17,000	5 Office Supplies & Postage & Bank Charges	18,000	18,000		5
6	7,782	8,125	26,000	6 Subscriptions	25,000	25,000		6
7	21,306	21,203	130,000	7 Maintenance & Repairs	125,000	125,000		7
8	985	330	1,200	8 Security	1,000	1,000		8
9	10,100	4,500	22,500	9 Auditor Services	20,000	20,000		9
10	1,124	565	10,000	10 Professional Services	7,500	7,500		10
11	3,180	3,180	4,200	11 Bookkeeping Services	4,200	4,200		11
12	0	2,000	2,000	12 Election Expenses	2,000	2,000		12
13	26,785	26,530	32,000	13 Custodial Services & Supplies	32,000	32,000		13
14	8,122	8,106	12,000	14 Insurance: Property & Liability	12,000	12,000		14
15	413	1,024	2,000	15 Conferences: Training & Dues	2,500	2,500		15
16	20,057	22,314	25,000	16 Utilities	28,000	28,000		16
17	7,863	6,399	15,000	17 Telephone & Internet	20,000	20,000		17
18	121,993	118,276	298,900	18 TOTAL MATERIALS & SERVICES	297,200	297,200		18
19	0	200,000	0	19 TRANSFER TO IMPROVEMENT FUND				19
20				20				20
21				21				21
22	29,051	36,808	45,000	22 Books	45,000	45,000		22
23	6,990	9,996	15,000	23 Audiovisual Materials	15,000	15,000		23
24	17,284	19,374	20,000	24 Computer Hardware, Supplies & Expenses	50,000	50,000		24
25	41,082	635	40,000	25 Furniture & Fixtures	25,000	25,000		25
26	4,212	7,993	10,000	26 Special Trusts	20,000	20,000		26
27	24	35	105	27 Misener Books	105	105		27
28	98,643	74,841	130,105	28 TOTAL CAPITAL OUTLAY	155,105	155,105		28
29	0	0	15,000	29 Operating Contingencies	15,000	15,000		29
30	520,245	706,410	806,105	30 TOTAL EXPENSES	867,505	867,505		30
31	690,640	745,134		31 Ending balance (prior years)				31
32			421,536	32 UNAPPROPRIATED ENDING FUND BALANCE	488,010	488,010		32
33	1,210,885	1,451,544	1,227,641	33 TOTAL REQUIREMENTS	1,355,515	1,355,515	0	33