

FERN RIDGE LIBRARY DISTRICT Fiscal Year 2024 - 2025 Budget

2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ADOPTED	DESCRIPTION	2024-2025 PROPOSED	2024-2025 APPROVED	2024-2025 ADOPTED
GENERAL FUND						
<u>RESOURCES</u>						
1,083,891	994,161	1,031,894	Net Working Capital (accrual basis)	859,034	859,034	859,034
10,259	10,647	12,000	Prior Years Taxes	12,000	12,000	12,000
2,309	3,448	250	Fees & Fines	1,000	1,000	1,000
3,905	3,665	1,000	Out of District Patrons	2,000	2,000	2,000
385	313	310	In Lieu - Electric Co-op	600	600	600
6,877	29,789	25,514	Interest Income	26,823	26,823	26,823
66,609	123,211	0	Forest Products Revenue	0	0	0
14,333	2,971	2,300	Donations and Grants	2,360	2,360	2,360
2,730	2,385	0	Miscellaneous	0	0	0
1,191,298	1,170,590	1,073,268	Total Resources - Except Taxes to be Levied	903,817	903,817	903,817
757,519	793,464		TAXES RECEIVED			
		800,000	TAXES NECESSARY TO BALANCE	860,000	860,000	860,000
1,948,817	1,964,054	1,873,268	TOTAL RESOURCES	1,763,817	1,763,817	1,763,817
<u>EXPENDITURES</u>						
<u>Personnel Services</u>						
F.T.E. Employees: 7.43						
326,272	338,748	397,094	Salaries	425,508	425,508	425,508
181,906	183,048	188,115	Benefits	249,196	249,196	249,196
0	0	1,000	Unemployment	1,000	1,000	1,000
0	0	100	Personnel Background Review	100	100	100
508,178	521,796	586,309	Total Personnel Services	675,804	675,804	675,804
<u>Materials & Services</u>						
910	1,073	1,000	Alarm System	1,000	1,000	1,000
439	439	450	Assessment: Oregon Ethics Comm	800	800	800
5,372	5,003	6,500	Audios & Videos - Adult	6,500	6,500	6,500
2,797	2,110	3,000	Audios & Videos - Youth	3,000	3,000	3,000
7,700	7,700	7,700	Audit	8,000	8,000	8,000
481	388	500	Banking Fees	515	515	515
279	1,805	6,980	Board Expenses	6,980	6,980	6,980
30,131	28,904	30,000	Books - Adult	30,000	30,000	30,000
10,080	14,167	18,000	Books - Youth	18,000	18,000	18,000
2,387	2,151	3,000	Community Programs	3,000	3,000	3,000
6,540	9,665	10,500	Computer Technical Assistance	27,000	27,000	27,000
1,190	1,270	3,300	Copier Operations	3,300	3,300	3,300
10,005	11,049	13,820	Custodial Contracted Services	13,820	13,820	13,820
605	573	1,000	Custodial Supplies	1,000	1,000	1,000
2,157	1,658	2,130	Dues	2,660	2,660	2,660
-	966	100	Election Costs	100	100	100
14,606	15,580	18,000	Electricity	19,200	19,200	19,200
7,009	6,824	8,500	Electronic Resources	12,000	12,000	12,000
604	1,823	2,500	Fire Extinguisher-Sprinkler Maintenance	2,500	2,500	2,500
582	616	660	Garbage & Recycling	720	720	720

16,914	7,374	11,000	Grounds Maintenance	11,000	11,000	11,000
2,729	2,086	4,200	HVAC System Maintenance	4,200	4,200	4,200
5,412	5,339	7,000	Insurance: Property, Fire, Liability, etc.	8,000	8,000	8,000
2,327	2,551	2,600	Inter Library Loans	2,600	2,600	2,600
3,600	3,600	3,600	Internet Fees	3,600	3,600	3,600
10,072	225	1,000	Legal - Consulting	1,500	1,500	1,500
168	3,300	2,500	Marketing	2,500	2,500	2,500
2,639	2,764	2,900	OCLC Fees-Integrated Catalog	3,032	3,032	3,032
3,256	3,852	4,025	Periodicals - Regular	4,240	4,240	4,240
595	447	600	Postage	825	825	825
1,401	1,102	3,000	Printer Supplies	3,000	3,000	3,000
229	-	1,000	Professional Services	2,000	2,000	2,000
162	561	950	Public Notices	950	950	950
-	-	100	Recruiting	1,000	1,000	1,000
130	140	150	Rentals (PO-Safe Deposit Boxes)	160	160	160
1,583	3,810	5,000	Repair / Maintain: Bldg & Equip	9,500	9,500	9,500
1,472	373	3,400	Safety	1,600	1,600	1,600
14,913	15,548	16,000	SIRSI Annual Fees (Circulation)	18,200	18,200	18,200
640	928	1,500	Software Updates	2,950	2,950	2,950
450	824	4,000	Staff Development - Registration	4,000	4,000	4,000
2,890	2,231	7,000	Staff Development -Travel	7,000	7,000	7,000
268	642	1,000	Summer Reading Program - Adults	1,250	1,250	1,250
6,205	9,235	10,000	Supplies - General	10,000	10,000	10,000
227	265	600	Supplies - Makerspace	600	600	600
4,487	4,624	5,400	Telephone	5,400	5,400	5,400
314	87	500	Travel - non staff development	500	500	500
1,149	1,706	2,000	Volunteers Recognition	2,000	2,000	2,000
2,947	4,593	4,800	Water & Sewer	4,800	4,800	4,800
683	979	1,100	Web Site Fees	1,300	1,300	1,300
4,742	5,394	10,500	Youth Services - (includes Summer Read)	10,500	10,500	10,500

196,478	198,344	255,065	Total Materials & Services	288,302	288,302	288,302
250,000	250,000	300,000	Transfer to Reserve Fund	250,000	250,000	250,000
		75,000	Contingency	75,000	75,000	75,000
954,656	970,140	1,216,374	TOTAL EXPENDITURES	1,289,106	1,289,106	1,289,106
994,161	994,161	656,894	Unappropriated Ending Fund Balance	474,711	474,711	474,711
1,948,817	1,964,054	1,873,268	FUND TOTALS	1,763,817	1,763,817	1,763,817

1,948,817	1,964,054	1,873,268	Summary:			
			TOTAL RESOURCES	1,763,817	1,763,817	1,763,817
954,656	970,140	1,216,374	TOTAL EXPENDITURES	1,289,106	1,289,106	1,289,106
994,161	993,914	656,894	Unappropriated Ending Fund Balance	474,711	474,711	474,711
1,948,817	1,964,054	1,873,268	TOTAL REQUIREMENTS	1,763,817	1,763,817	1,763,817

net change in fund balance

0	0	0	Difference	0	0	0
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All local governments must plan a balanced budget, meaning that the resources and requirements are equal.

Resources

954,656	970,140	1,216,374	Appropriations	1,289,106	1,289,106	1,289,106
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994,161	993,914	656,894	Unappropriated Ending Fund Balance	474,711	474,711	474,711
1,948,817	1,964,054	1,873,268	Total General Fund	1,763,817	1,763,817	1,763,817
864,926	176,429	841,374	FY2024-2025 Resources	1,763,817	1,763,817	1,763,817
704,656	720,140	841,374	FY2024-2025 Operating Expenditures	1,763,817	1,763,817	1,763,817
160,270	(543,711)	0	Operating Excess / Deficit	0	0	0

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2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ADOPTED	DESCRIPTION	2024-2025 PROPOSED	2024-2025 APPROVED	2024-2025 ADOPTED
RESERVE FUND						
<u>RESOURCES</u>						
453,700	704,386	910,093	Cash on Hand	1,262,862	1,262,862	1,262,862
250,000	250,000	300,000	Transfer from General Fund	250,000	250,000	250,000
3,971	26,035	31,212	Interest	67,279	67,279	67,279
11,500			Foundation Grant(s)	15,000	15,000	15,000
719,171	980,421	1,241,305	TOTAL RESOURCES	1,595,141	1,595,141	1,595,141
<u>EXPENDITURES</u>						
<u>Materials & Services</u>						
-			Banking Fees	0	0	0
<u>Construction or Acquisition of:</u>						
		1,000	Arts Capital Expense	1,000	1,000	1,000
9,842	44,966	95,000	Building Maintenance Capital Expense	138,500	138,500	138,500
		550,000	Buildings and Property Purchase	550,000	550,000	550,000
4,943	11,104	20,000	Electronic Equipment Capital Expense	40,000	40,000	40,000
	12,952	15,000	Other Equipment Capital Expense	15,000	15,000	15,000
<u>for Future Expenditure:</u>						
		40,000	Paving Reserve	40,000	40,000	40,000
		40,000	Carpet Reserve	40,000	40,000	40,000
		50,000	Roof Reserve	50,000	50,000	50,000
		430,305	Expansion Reserve	720,641	720,641	720,641
14,785	69,022	1,241,305	TOTAL REQUIREMENTS	1,595,141	1,595,141	1,595,141
<u>FUND TOTALS</u>						
719,171	980,421	1,241,305	Resources	1,595,141	1,595,141	1,595,141
14,785	69,022	681,000	Appropriations	744,500	744,500	744,500
704,386	911,399	560,305	Unappropriated Ending Fund Balance	850,641	850,641	850,641
719,171	980,421	1,241,305	Total Reserve Fund	1,595,141	1,595,141	1,595,141

Difference

0 0 0

All local governments must plan a balanced budget, meaning that the resources and requirements are equal.

Reserve fund

A local government may set up a reserve fund to accumulate money for financing the cost of any service, project, property or equipment that the district can legally perform or acquire (ORS 294.346, renumbered from 294.525). Under Local Budget Law, a reserve fund is a way to save money from year to year. Expenditures can be appropriated and made directly from a reserve fund.

The resolution or ordinance creating a reserve fund should state the purpose for which the money in the fund can be spent. **At least every 10 years after the establishment of a reserve fund, the governing body must review** the fund to decide if it should be continued or abolished. Any unexpended or unobligated balance left in the fund when it is abolished can be transferred to the general fund or any other fund designated by the governing body.

Money in a reserve fund can only be used for the purpose for which the fund was established. Expenditures for that purpose may be budgeted and appropriated directly from the reserve fund. Transfers may not be made from a reserve fund unless the fund that receives the transfer uses the money for a purpose consistent with the purpose of the reserve fund. Interfund loans can be made from a reserve fund under ORS 294.468 (renumbered from 294.460).

This fund was authorized by
Resolution on June 9, 1994
for Improvements of Building,
Grounds and Equipment.
Account reactivated Aug 2016

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2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ADOPTED	DESCRIPTION	2024-2025 PROPOSED	2024-2025 APPROVED	2024-2025 ADOPTED
SPECIAL REVENUE FUND						
<u>RESOURCES</u>						
			Cash on Hand	15,677	15,677	15,677
	15,000		Donations	0	0	0
		264	Interest	328	328	328
0	0	15,264	TOTAL RESOURCES	16,005	16,005	16,005
<u>EXPENDITURES</u>						
<u>Materials & Services</u>						
			7,500 Bridging Communities Program	16,005	16,005	16,005
<u>for Future Expenditure:</u>						
			7,764 Bridging Communities Program	0	-	-
0	0	15,264	TOTAL REQUIREMENTS	16,005	16,005	16,005
<u>FUND TOTALS</u>						
0	0	15,264	Resources	16,005	16,005	16,005
0	0	7,500	Appropriations	16,005	16,005	16,005
0	0	7,764	Unappropriated Ending Fund Balance	0	0	0
0	0	15,264	Total Special Revenue Fund	16,005	16,005	16,005

Difference 0 0 0

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