

Jackson County
Library District
ADOPTED
Budget
2017-2018





Marissa Holman during a story time presentation at the Rogue River Library.

Jackson County Library District

Budget Message



- 📌 The Jackson County Library District was approved by the voters in May 2014 with the first operating fiscal year under this new entity beginning July 1, 2014. For the first year of operation, Jackson County managed the finances of the newly formed District with the oversight of the funds coming from the five-member Board.
- 📌 The Board assumed responsibility for the management of the District's finances beginning July 1, 2015.
- 📌 The 2015-2016 budget was the first actual year of operation for the District outside of the umbrella of Jackson County and therefore the budget for the 2014-2015 fiscal year looks much different than the subsequent years.

Jackson County Library District Budget Message



- 📌 The 2017-2018 budget was developed using the 2016-2017 actuals to date and estimating what the remaining expenditures for the year would be. This was then the basis for estimating the expenditures for 2017-2018.
- 📌 The 2016-2021 Strategic Plan also guided the development of this budget. This budget includes \$627,000 for implementing initiatives tied to the strategic plan, which include increasing staffing; increasing and enhancing the library collection; and expanding digital literacy and Hispanic outreach.
- 📌 There is a slight decrease in the ending fund balance of \$38,536, mainly due to transferring funds to a Capital Improvement Fund for future projects, including major building repairs or renovations. The buildings are currently owned by Jackson County but will be released to the Library District in 2020. The buildings are all 12 years old or older, with the Carnegie portion of the Ashland Library approaching 110 years old.

Jackson County Library District

2017-2018 Budget Priorities



- 📌 Maintain enhanced hours of operation for all 15 library branches
- 📌 Continue upgrading the Library's technology
- 📌 Retain the current cost per thousand to the taxpayers of Jackson County of 52 cents per \$1,000 of assessed value
- 📌 Provide monies to fund major projects and strategic plan priorities
- 📌 Transfer \$2,050,000 from the ending fund balance to a Capital Improvement Fund
- 📌 Provide for a reasonable ending fund balance to cover an estimated \$4 to \$5 million in operational expenses between July 2017 and the first property tax collection in November 2017

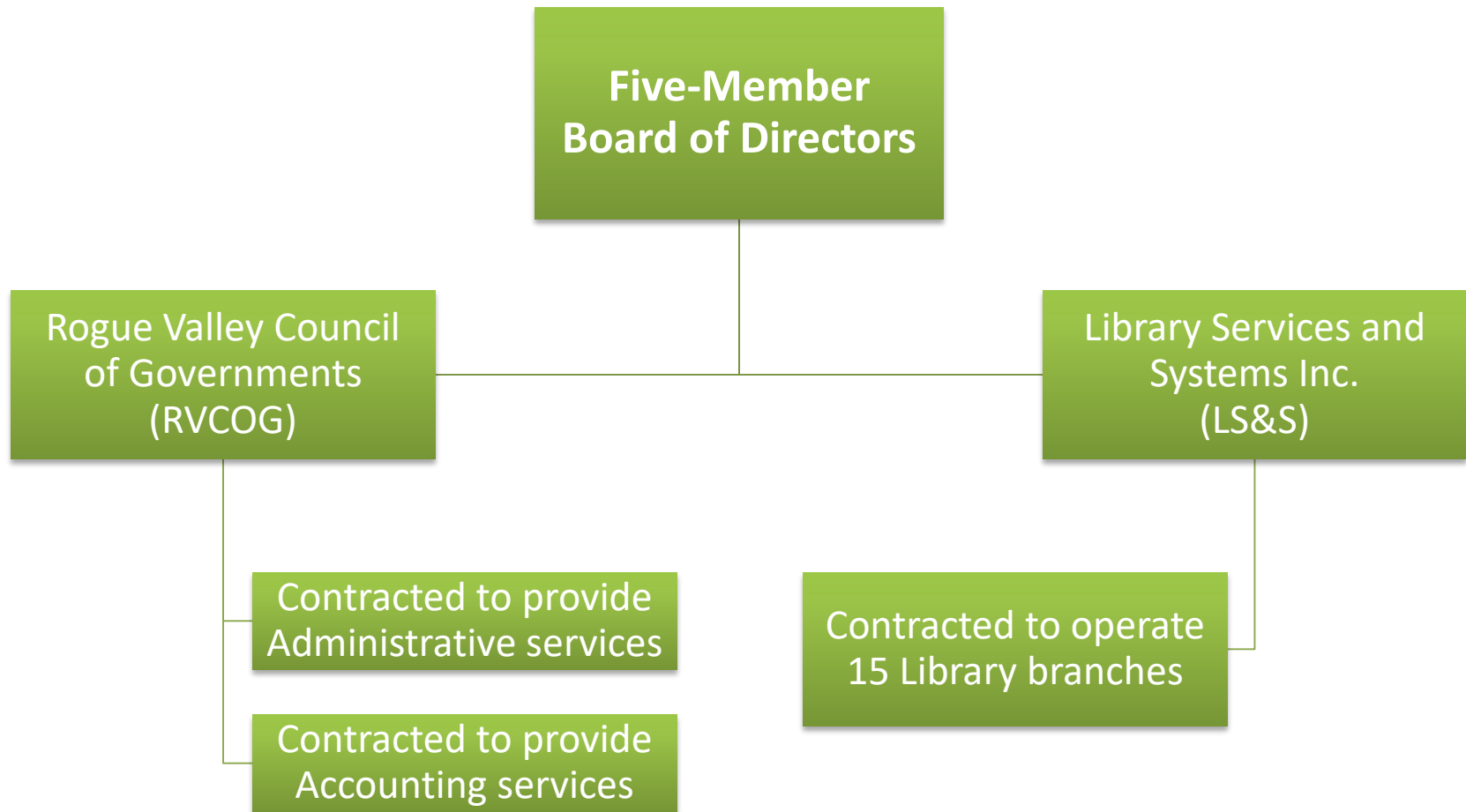
Jackson County Library District

Major Contracts for 2017-2018

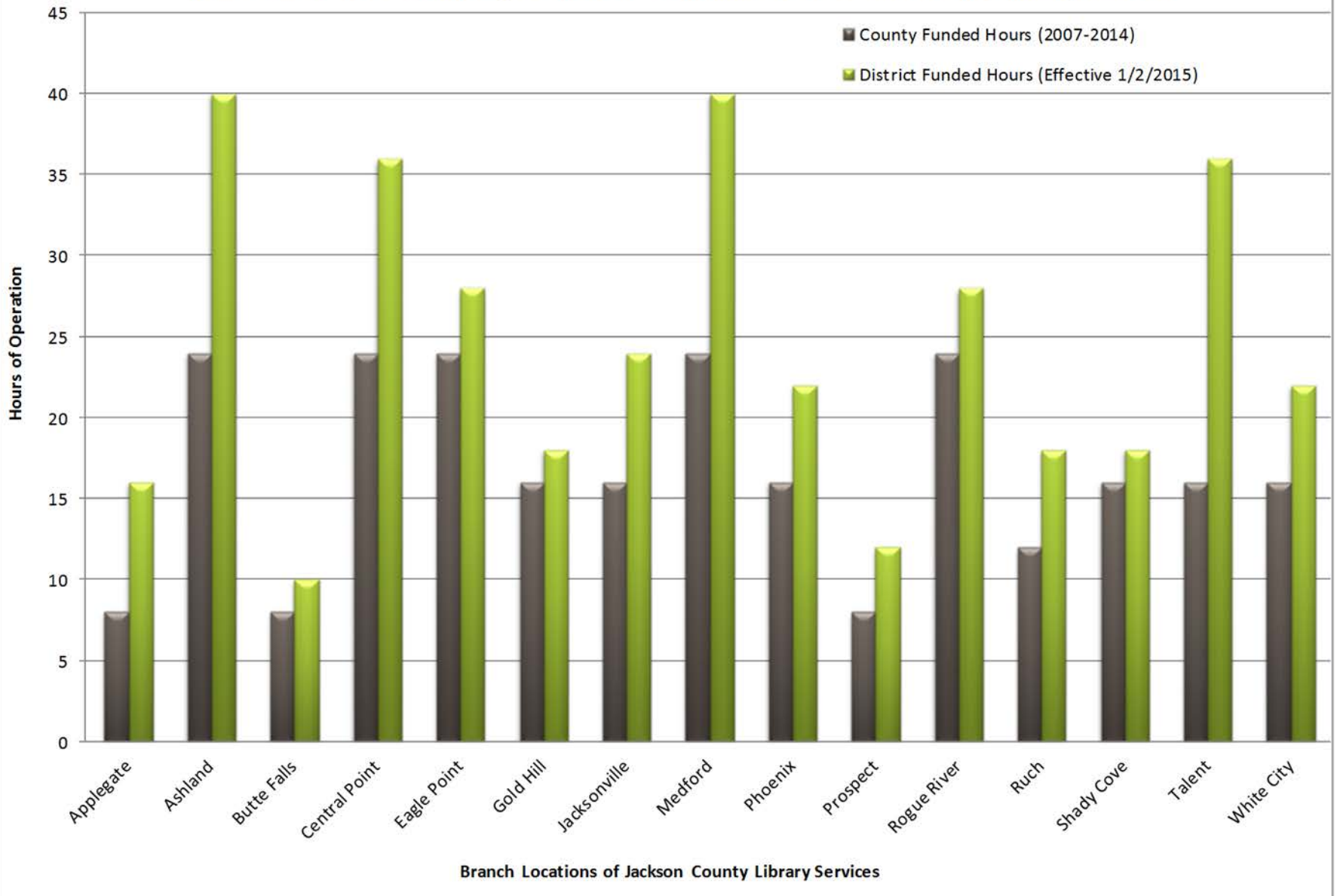


- 📌 Library Services and Systems (LS&S) – library operations and library collection
- 📌 Jackson County – maintenance, landscaping, property insurance; any rents or fees under existing leases
- 📌 Rogue Valley Council of Governments (RVCOG) – administrative and accounting services
- 📌 Rogue Community College (RCC) – lease, joint operation, and Integrated Library System (ILS) at Medford Library
- 📌 Hornecker Cowling LLP – legal services
- 📌 Isler Medford LLC – auditing services
- 📌 Pathway Enterprises – janitorial services
- 📌 Hunter Communications, Infostructure, CenturyLink, Frontier Communications – telecommunication services
- 📌 J & J Thomas – security guard services at Medford Library

Jackson County Library District Organizational Chart 2017-2018



Increase in Service Hours by Branch since formation of Jackson County Library District



Jackson County Library District Branches and Hours of Operation



Branch	Phone	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Address	Hours Open
Applegate	541-846-7346		2 – 6 pm	10 am – 2 pm		2 – 6 pm	10 am – 2 pm		18485 North Applegate Road	16
Ashland	541-774-6980	10 am – 8 pm	10 am – 6 pm	10 am – 6 pm	12 – 5 pm		12 – 5 pm	12 – 4 pm	410 Siskiyou Boulevard	40
Butte Falls	541-865-3511		10 am - 3 pm		12 – 5 pm				626 Fir Avenue	10
Central Point	541-664-3228		10 am – 6 pm	10 am – 6 pm	10 am – 6 pm	10 am – 6 pm	12 – 4 pm		116 South Third Street	36
Eagle Point	541-826-3313		10 am – 4 pm	10 am – 4 pm	12 – 6 pm	10 am – 4 pm	12 – 4 pm		239 West Main Street	28
Gold Hill	541-855-1994	10 am – 4 pm		2 – 6 pm		1 – 5 pm	12 – 4 pm		202 Dardanelles Street	18
Jacksonville	541-899-1665	10 am – 5 pm		10 am – 5 pm	12 – 6 pm		10 am – 2 pm		340 West “C” Street	24
Medford	541-774-8689	10 am – 7 pm	10 am – 7 pm	10 am – 7 pm		12 – 4 pm	11 am – 4 pm	12 – 4 pm	205 South Central Avenue	40
Phoenix	541-535-7090		11 am – 5 pm	1 – 7 pm	11 am – 5 pm		12 – 4 pm		510 West 1 st Street	22
Prospect	541-560-3668			10 am – 2 pm		1 – 5 pm	10 am – 2 pm		150 Mill Creek Drive	12
Rogue River	541-864-8850	10 am – 4 pm	10 am – 4 pm		1 – 7 pm	10 am – 4 pm	10 am – 2 pm		412 East Main Street	28
Ruch	541-899-7438		10 am – 5 pm		1 – 7 pm		11 am – 4 pm		7919 Highway 238	18
Shady Cove	541-878-2270		12 – 6 pm	2 – 7 pm		10 am – 5 pm			22477 Highway 62	18
Talent	541-535-4163		10 am – 6 pm	12 – 7 pm	12 – 7 pm	10 am – 5 pm	10 am – 5 pm		101 Home Street	36
White City	541-864-8880	11 am – 6 pm	10 am – 2 pm	12 – 5 pm			10 am – 4 pm		3143 Avenue C	22
Business Office	541-774-8679	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm			205 South Central Avenue	Total 368

Jackson County Library District Tax Projections



The following table projects a 3.97% increase in total assessed value for the 2017-2018 fiscal year. Jackson County estimates Net Collection Rate by reviewing budget experience over the past several years.

Jackson County Library District Operating Levy Projection

	Assessed Value
January 2016 Assessed Value	\$ 18,854,460,574
Growth	3.97%
January 2017 Estimated Assessed Value	\$ 19,602,982,659
Rate	0.52
Gross Levy	\$ 10,193,551
Net Collection Rate	94.00%
Estimated taxes to be received	\$ 9,600,000

Jackson County Library District

Restricted Funds



Restricted Fund	Balance 7/1/2016	Revenues	Expenditures	Balance 3/31/2017
EJ Smith Corpus	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
EJ Smith #2453	\$ (16.71)	\$ -	\$ -	\$ (16.71)
Ted Gerlock Corpus	\$ 1,459.38	\$ -	\$ -	\$ 1,459.38
Hulburt Trust #2575	\$ 162,147.99	\$ 125,821.00	\$ 85,265.58	\$ 202,703.41
Kent Family Trust	\$ 14,631.18	\$ -	\$ -	\$ 14,631.18
Ready to Read 2015	\$ -	\$ -	\$ -	\$ -
Ready to Read 2016	\$ 15,963.95	\$ -	\$ 15,963.95	\$ -
Ready to Read 2017	\$ -	\$ 32,624.00	\$ 6,620.02	\$ 26,003.98
Carpenter Foundation	\$ 54.24	\$ 3,000.00	\$ 554.01	\$ 2,500.23
OCF - Talent Library Fund	\$ 983.35	\$ 2,869.11	\$ -	\$ 3,852.46
OCF - Finstrom Fund	\$ 13,400.00	\$ 10,000.00	\$ 663.96	\$ 22,736.04
City Participation - Ashland Levy	\$ 39,884.49	\$ -	\$ -	\$ 39,884.49
	\$ 257,007.87	174,314.11	109,067.52	\$ 322,254.46

Jackson County Library District

Major Building Maintenance Projects



PROJECTS BY FISCAL YEAR	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
2017-2018					
Medford Library: Seal Masonry Walls	\$ 60,000				
Rogue River Library: Roof Replacement	\$ 80,000				
Shady Cove Library: VCT with Marmoleum	\$ 15,000				
Ruch Library: Replace VCT with Marmoleum	\$ 15,000				
Ruch Library: Demo old building	\$ 15,000				
Reconfigure Layouts	\$ 40,000				
Security Equipment	\$ 70,000				
Other	\$ 15,000				
Total	\$ 310,000				
2018-2019					
Medford library door controls		\$ 50,000			
Medford/Ashland Library HVAC Control Supervisor		\$ 40,000			
Total		\$ 90,000			
2019-2020					
Rogue River: HVAC			\$ 60,000		
White City Library: HVAC			\$ 40,000		
Butte Falls Library: Exterior paint			\$ 20,000		
Gold Hill Library: Exterior paint			\$ 20,000		
Phoenix Library: Exterior paint			\$ 20,000		
Prospect Library: Exterior paint			\$ 20,000		
Total			\$ 180,000		
2020-2021					
Branch Libraries: LED Parking Lot Lights				\$ 100,000	
Ashland Library: Replace HVAC				\$ 300,000	
White City Library: Replace concrete				\$ 50,000	
Medford Library: Chiller Replacement				\$ 175,000	
Total				\$ 625,000	
2021-2022					
Phoenix Library: Replace HVAC					\$ 30,000
Jacksonville Library: Replace HVAC					\$ 30,000
Eagle Point Library: Replace HVAC					\$ 50,000
Total					\$ 110,000

Jackson County Library District

Major Building Maintenance Projects

2017-2018



Fiscal Year 2017-2018 Projects	Amount
Medford Library: Seal Masonry Walls	\$ 60,000
Rogue River Library: Roof Replacement	\$ 80,000
Shady Cove Library: VCT with Marmoleum	\$ 15,000
Ruch Library: Replace VCT with Marmoleum	\$ 15,000
Reconfigure Layouts	\$ 40,000
Security Equipment	\$ 70,000
Other	\$ 30,000
Total	\$ 310,000

Jackson County Library District Technology Projects 2017-2018



Item	Project	QTY	Each	Total Project Total		Status
1	Dell Servers	7	\$4,000	\$28,000		
	Server software	7	\$8	\$56	\$28,056	
2	Public Scanning - Scannx	9	\$995	\$8,955		Possible carry over from 2016/17
	Cloud Drive capability	10	\$1,000	\$10,000		Not in original cost
	Faxing - yearly (50 pgs x .60) x 10) x 12)	500	\$0.60	\$3,600	\$22,555	
3	Privacy Screens	130	\$55	\$7,150	\$7,150	Carry over?
	Pilot Programs					
4.1	ecommerce					
4.2	Video					
4.3	Mobile Devices					
	Total				\$25,000	
5	Assistance Technology				\$15,000	As needed
6	Microsoft Office Pro Plus (Staff + Public)	345	\$40	\$13,800	\$13,800	
7	Copier for Business Office	1	\$4,500	\$4,500	\$4,500	
8	Color Laser for Business Office	1	\$3,500	\$3,500	\$3,500	
9	Public color printing (Ashland)	1	\$700	\$700		
	Public color printing (Other branches)	15	\$450	\$6,750	\$7,450	
10	Mobile Lab - Notebooks	11	\$1,000	\$11,000		
	Mobile Lab - Projector	1	\$600	\$600		
	Mobile Lab - Case Divider	2	\$220	\$440	\$12,040	
11	Admin Meeting Room Projector	1	\$3,000	\$3,000		
	Notebook	1	\$1,000	\$1,000	\$4,000	
12	Meeting Room Projectors	17	\$3,000	\$51,000	\$51,000	Estimate – excludes Medford large room
13	Digital Signage	13	\$1,500	\$19,500	\$19,500	
14	Technology Maintenance				\$26,574	See Technology Maintenance '17-'18
15	Other				\$119,875	
Total					\$360,000	

Jackson County Library District

Technology Maintenance

2017-2018



ITEM	COMPANY	RESP	PRODUCT	TYPE	USE	QTY	EA.	TOTAL	DUE
1	Faronics	LS & S	Deepfreeze	SW	Public Security	258	\$8.00	\$2,064.00	10/10/2017
2	Envisionware	LS & S	LPT:One - 1 Building Bundle	SW	Public Printing	1	\$169.15	\$169.15	
	Gold		LPT:One - 15 Building Bundle	SW		15	\$17.00	\$255.00	
			LPT:One - Client	SW		180	\$5.20	\$936.00	
			PC Reservation - Building Bundle	SW	Public Computer Time Management	1	\$467.50	\$467.50	
			PC Reservation - Building Bundle	SW		14	\$148.75	\$2,082.50	
			PC Reservation - Clients	SW		175	\$5.20	\$910.00	
			Jamex 6557 Coin Box	HW	Cash payment device for printing	1	\$311.40	\$311.40	
			Discounts			1	-\$68.76	-\$68.76	
TOTAL								\$5,062.79	9/30/2017
3	Envisionware	JCLD	LDS	HW/SW	Public Scanning	1	\$774.60	\$774.60	9/1/2017
4	SolarWinds	LS & S	Dameware	SW	Remote Desktop/Network tool	4	\$62.00	\$248.00	10/17/2017
5	Bardon	LS & S	Full Control	SW	Public Security	12	\$13.80	\$165.60	7/16/2017
6	Scannx	JCLD	Flexi Lite	SW	Public Scanning	1	\$400.00	\$400.00	5/18/2017
			Bookscanner	HW	Public Scanning				5/2/2017
7	Envisionware	JCLD	Mobile Printing service	HW	Mobile Printing service	15	\$725.00	\$10,875.00	
8	Envisionware	JCLD	LPT:One	SW	Additional client Licences	25	\$5.20	\$130.00	
			PC Res	SW	Additional client Licences	30	\$5.20	\$156.00	
9	Scannx	JCLD	Scannx	SW/HW	Maintenance	9	\$400.00	\$3,600.00	
10	Envisionware	JCLD	LDS	HW/SW	Public Scanning	4	\$774.60	\$3,098.40	
Total								\$26,574	

Jackson County Library District

Category Report



Category	15-16 actual	16-17 budget	17-18 proposed
Personnel costs	\$ -	\$ 100,000.00	\$ 100,000.00
Administration	\$ 195,777.92	\$ 304,000.00	\$ 284,000.00
Facility maintenance	\$ 733,262.64	\$ 823,500.00	\$ 875,735.00
Building repairs and equipment	\$ 106,966.25	\$ 911,000.00	\$ 775,000.00
Library services	\$ 5,562,707.68	\$ 5,788,356.00	\$ 5,962,007.00
Board planning	\$ -	\$ 627,000.00	\$ 627,000.00
Utilities	\$ 545,851.31	\$ 580,000.00	\$ 577,040.00
Vehicle operating costs	\$ 11,475.56	\$ 15,000.00	\$ 15,000.00
Restricted donations	\$ 237,807.09	\$ 389,000.00	\$ 367,100.00
Capital Outlay	\$ -	\$ 227,000.00	\$ 250,000.00
Contingency	\$ -	\$ 750,000.00	\$ 750,000.00
Total expenditures	\$ 7,393,848.45	\$ 10,514,856.00	\$ 10,582,882.00
Transfer to Capital Improvement Fund			\$ 2,050,000.00
Ending fund balance	\$5,208,942.00	\$ 5,046,144.00	\$ 5,007,608.00

Jackson County Library District 2017-2018 Revenues



FORM
LB-20

RESOURCES
General
(Fund)

Jackson County Library District
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2017/2018			
	Actual		Adopted Budget This Year Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				1 Available cash on hand* (cash basis) or				1
2		2,814,196	5,203,000	2 Net working capital (accrual basis)	7,000,000	7,000,000	7,000,000	2
3	-	170,577	306,000	3 Previously levied taxes estimated to be received	250,000	250,000	250,000	3
4	34,190	36,009	50,000	4 Interest	80,000	80,000	80,000	4
5	162,662	142,053	166,000	5 Fines and fees	120,210	120,210	120,210	5
6	386,165	207,114	158,000	6 Charges for services	153,180	153,180	153,180	6
7	331,004	447,421	543,000	7 Grants and donations	437,100	437,100	437,100	7
8	224,990	-	-	8 Transfer in from other entity (Jackson County)	-	-	-	8
9				9				9
10				10				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	1,139,011	3,817,370	6,426,000	29 Total resources, except taxes to be levied	8,040,490	8,040,490	8,040,490	29
30			9,135,000	30 Taxes estimated to be received	9,600,000	9,600,000	9,600,000	30
31	8,571,557	8,890,617		31 Taxes collected in year levied				31
32	9,710,568	12,707,987	15,561,000	32 TOTAL RESOURCES	17,640,490	17,640,490	17,640,490	32

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

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

Historical Data			Expenditure Description	Budget for Next Year 2017-2018							
Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body					
Second Preceding Year 2014-2015	First Preceding Year 2015-2016										
1			1	PERSONAL SERVICES			1				
2	-	100,000	2	Placeholder employee	1.0 FTE	100,000	100,000	100,000	2		
3			3						3		
4	-	100,000	4	Total Personal Services			100,000	100,000	100,000	4	
5			5						5		
6			6						6		
7			7	MATERIALS AND SERVICES						7	
8			8						8		
9	35,578	41,000	9	Accounting Services		45,000	45,000	45,000	9		
10	9,800	10,000	10	Auditing Services		11,000	11,000	11,000	10		
11	74,058	100,000	11	Administrative Services		110,000	110,000	110,000	11		
12	1,207	2,000	12	Bank Fees/Interest Expense		1,000	1,000	1,000	12		
13	29,334	50,000	13	Community Promo/Strategic Plan		50,000	50,000	50,000	13		
14	-	30,000	14	Elections		-	-	-	14		
15	12,051	20,000	15	Insurance		20,000	20,000	20,000	15		
16	13,620	24,000	16	Legal Services		30,000	30,000	30,000	16		
17	175,648	277,000	17	Subtotal			267,000	267,000	267,000	17	
18	2,134	2,000	18	Membership and Dues		2,500	2,500	2,500	18		
19	1,112	2,000	19	Office Supplies		2,000	2,000	2,000	19		
20	654	1,000	20	Postage		500	50	50	20		
21	14,482	11,000	21	Registration/Tuition/Travel		10,000	10,000	10,000	21		
22	-	10,000	22	Transfer to Foundations		-	-	-	22		
23	1,747	1,000	23	Advertising/Legal Notices		2,000	2,000	2,000	23		
24	20,129	27,000	24	Subtotal			17,000	17,000	17,000	24	
25	1,243	2,000	25	Alarm Services		2,500	2,500	2,500	25		
26	417,880	419,000	26	Building Repair/Maintenance		432,635	432,635	432,635	26		
27	-	310,000	27	Building Repair/Maintenance-Major		310,000	310,000	310,000	27		
28	245,169	315,000	28	Custodial Services		320,000	320,000	320,000	28		
29	10,500	-	29	Custodial Supplies		12,000	12,000	12,000	29		
30			30						30		
31			31						31		
32			32						32		
33	-	870,569	1,450,000	33	Subtotal this page			1,461,135	1,461,135	1,461,135	33

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

	Historical Data			Expenditure Description	Budget for Next Year 2017-2018				
	Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016							
1				1				1	
2	-	-		2	MATERIALS AND SERVICES (CONTINUED)			2	
3				3				3	
4	-	3,299	5,000	4	Landscape Services	6,600	6,600	6,600	4
5		2,000	2,000	5	Maintenance Services	2,000	2,000	2,000	5
6		479	500	6	Property Rental/Lease Expense	-	-	-	6
7		52,544	55,000	7	Security Services	75,000	75,000	75,000	7
8		107	25,000	8	Signs and Signal Materials	25,000	25,000	25,000	8
9		733,221	1,133,500	9	Subtotal	1,185,735	1,185,735	1,185,735	9
10		13,935	15,000	10	Equipment Repair/Maintenance	15,000	30,000	30,000	10
11			25,000	11	Facility Furnishing Expense	25,000	25,000	25,000	11
13		15,717	50,000	13	Minor Equipment	50,000	50,000	50,000	13
14		53,984	511,000	14	Minor Equipment- Computers/Technology	375,000	360,000	360,000	14
15		83,636	601,000	15	Subtotal	465,000	465,000	465,000	15
16	6,896,372	-	-	16	Jackson County Contract	-	-	-	16
17		4,775,001	4,964,356	17	LS&S (formerly LSSI) Contract	5,113,287	5,113,287	5,113,287	17
18		786,936	824,000	18	Library Materials	848,720	848,720	848,720	18
19		-	627,000	19	Strategic Plan Initiative	627,000	627,000	627,000	19
20	6,896,372	5,561,937	6,415,356	20	Subtotal	6,589,007	6,589,007	6,589,007	20
21		234,096	227,000	21	Electricity	231,540	231,540	231,540	21
22		43,397	55,000	22	Natural Gas	45,000	45,000	45,000	22
23		9,826	10,000	23	Garbage Services	15,000	15,000	15,000	23
24		1,222	1,000	24	Municipal Assessments	1,500	1,500	1,500	24
25		30,543	33,000	25	Water and Sewer Services	33,000	33,000	33,000	25
26		17,713	20,000	26	Street and Storm Drain Fees	20,000	20,000	20,000	26
27		336,797	346,000	27	Subtotal	346,040	346,040	346,040	27
28				28					28
29				29					29
30				30					30
31				31					31
32				32					32
33	6,896,372	6,040,799	7,449,856	33	Subtotal this page	7,508,647	7,508,647	7,508,647	33

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2017-2018				
	Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016							
1				1				1	
2	-	-		2	MATERIALS AND SERVICES (CONTINUED)			2	
3				3				3	
4	-	60,765	65,000	4	Telecom- Voice and LD	65,000	65,000	65,000	4
5		114,262	133,000	5	Telecom- Wide Area Network	130,000	130,000	130,000	5
7		34,027	36,000	7	Telecom- Internet Services	36,000	36,000	36,000	7
8		209,054	234,000	8	Subtotal	231,000	231,000	231,000	8
9	-	11,476	15,000	9	Maintenace for Vehicles	15,000	15,000	15,000	9
10				10					10
11		771	-	11	Grant Funded Programs				11
12		16,702	32,000	12	City Participation	32,000	32,000	32,000	12
13		106,314	150,000	13	Hulburt Donations	125,000	125,000	125,000	13
14		54,611	65,000	14	Library Friends Donations	65,000	65,000	65,000	14
15		10,241	5,900	15	Library Foundation Donations	10,000	10,000	10,000	15
16			50,000	16	Library Foundation Donations- Central Point	50,000	50,000	50,000	16
17		3,836	5,000	17	General Public Donations	5,000	5,000	5,000	17
18		5,143	34,000	18	Oregon Community Foundation	46,000	46,000	46,000	18
19		200	85	19	EJ Smith Trust Books	85	85	85	19
20		50	15	20	Gerlock Trust Books	15	15	15	20
21		37,522	33,000	21	Ready to Read Grant	33,000	33,000	33,000	21
22		242	14,000	22	Kent Family Trust	1,000	1,000	1,000	22
23		2,946		23	Carpenter Foundation Books	-	-	-	23
24		238,578	389,000	24	Subtotal	367,100	367,100	367,100	24
25	6,896,372	7,370,476	9,437,856	25	TOTAL MATERIALS AND SERVICES	9,482,882	9,482,882	9,482,882	25
26				26					26
27				27					27
28				28					28
29				29					29
30				30					30
31				31					31
32				32					32
33				33					33

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2017-2018				
	Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016							
1			1					1	
2	-	128,569	227,000	2	CAPITAL OUTLAY	250,000	250,000	250,000	2
3				3					3
4	-	-	750,000	4	CONTINGENCY	750,000	750,000	750,000	4
5				5					5
6		-	-	6	TRANSFER TO CAPITAL IMPROVEMENT FUND	2,050,000	2,050,000	2,050,000	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				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				29					29
30				30					30
31	6,896,372	7,499,045		31	TOTAL EXPENDITURES				31
32			5,046,144	32	UNAPPROPRIATED ENDING FUND BALANCE	5,007,608	5,007,608	5,007,608	32
33	6,896,372	7,499,045	15,561,000	33	TOTAL	17,640,490	17,640,490	17,640,490	33

Jackson County Library District 2017-2018 Reserve Fund



**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number _____ on (date) _____ for the following specified purpose: _____

**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: _____

**Capital Improvement Fund
(Fund)**

Jackson County Library District
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-2018			
	Actual		Adopted Budget Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
				RESOURCES				
2				2 Cash on hand * (cash basis), or				2
3				3 Working Capital (accrual basis)				3
4				4 Previously levied taxes estimated to be received				4
5				5 Interest				5
6				6 Transferred IN, from other funds	2,050,000	2,050,000	2,050,000	6
7				7				7
8				8				8
9				9				9
10	0	0	0	10 Total Resources, except taxes to be levied	2,050,000	2,050,000	2,050,000	10
11				11 Taxes estimated to be received				11
12				12 Taxes collected in year levied				12
13	0	0	0	13 TOTAL RESOURCES	2,050,000	2,050,000	2,050,000	13
14				14 REQUIREMENTS **				14
15				15				15
16				16 CAPITAL OUTLAY	2,050,000	2,050,000	2,050,000	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				29 Ending balance (prior years)				29
30				30 UNAPPROPRIATED ENDING FUND BALANCE				30
31	0	0	0	31 TOTAL REQUIREMENTS	2,050,000	2,050,000	2,050,000	31

**Notice of Property Tax and Certification of Intent to Impose
a Tax, Fee, Assessment or Charge on Property**

**FORM LB-50
2017-2018**

To assessor of Jackson County

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Jackson County Library District has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Jackson County. The property tax, fee, charge or assessment is categorized as stated by this form.

Mailing Address of District: P.O. Box 3276 City: Central Point State: Oregon ZIP code: 97502 Date: 7/7/2017

Contact Person: Lisa Marston Title: Executive Administrator Daytime Telephone: 541-423-1374 Contact Person E-Mail: lmarston@jacksoncountylibrarydistrict.org

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount		Excluded from Measure 5 Limits Dollar Amount of Bond Levy	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	\$0.52/\$1,000		
2.	Local option operating tax	2			
3.	Local option capital project tax	3			
4.	City of Portland Levy for pension and disability obligations	4			
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		0	

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	0.60
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property. The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

RESOLUTION: 2017-02

A RESOLUTION ADOPTING FISCAL YEAR 2017-2018 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

1. The Jackson County Library District Budget Committee approved the Fiscal Year 2017-2018 budget on May 11, 2017.
2. The notice of this budget hearing (Form LB-1) was published in the June 2, 2017 *Mail Tribune*, and posted on the District's website on May 26, 2017.

BE IT RESOLVED:

1. Adopting the Budget. That the Board of Directors of the Jackson County Library District hereby adopts the Budget approved for Fiscal Year 2017-2018 in the total of \$19,690,490* now on file at the Rogue Valley Council of Governments' administration office in Central Point, Oregon.

* Aggregate sum of budget requirements for all funds.

2. Making Appropriations. That the amounts for the Fiscal Year beginning July 1, 2017 and for the purposes shown below are hereby appropriated:

<u>GENERAL FUND</u>		
Personnel Services	\$ 100,000	
Materials & Services	\$ 9,482,882	
Capital Outlay	\$ 250,000	
Interfund Transfers	\$ 2,050,000	
Contingencies	\$ 750,000	
Total Appropriations		\$ 12,632,882
 <u>CAPITAL IMPROVEMENT FUND</u>		
Capital Outlay	\$ 2,050,000	
Total Appropriations		\$ 2,050,000
Total Appropriations – All Funds		<u>\$ 14,682,882</u>
 Total Unappropriated Ending Fund Balance		 \$ 5,007,608
 Total Budget		 <u>\$ 19,690,490</u>

3. Imposing and Categorizing the Tax. That the Board of Directors of the Jackson County Library District hereby imposes the taxes provided for in the adopted budget at the rate of \$.52 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed for the tax year 2017-2018 upon the assessed value of all taxable property within the District as follows:

	General government	Excluded from
	<u>Limitation</u>	<u>Limitation</u>
General Fund	\$.52/\$1,000	

4. RVCOG is authorized and directed to certify to the Assessor of Jackson County, Oregon, the tax levy made by this Resolution.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this 8th day of June, 2017.

By:

Maureen Swift

Board President

Attest:

Lisa Marston

Recording Secretary

Board Vote:

Maureen Swift	<u>yes</u>
Susan Kiefer	<u>yes</u>
Monica Weyhe	<u>yes</u>
Jill B. Turner	<u>yes</u>
Carol Doty	<u>yes</u>

Jackson Co. Library District
P.O. Box 3275
Central Point, OR 97502

Affidavit of Publication

THIS IS NOT A BILL

CASE NO.

State of Oregon
County of Jackson

I, Cheri R. Gray, being first duly sworn, depose and say that I am the principal clerk of Medford Mail Tribune, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed at Medford in the aforesaid county and state; that the PUBLIC NOTICE, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 (One) successive and consecutive insertion(s) in the following issues 4/30/2017, (HERE SET FORTH DATES OF ISSUE)

Cheri R. Gray

Subscribed and sworn to before me this 4th day of May, 2017.



Terrie Rogers

NOTARY PUBLIC FOR OREGON

My commission expires 12th day of Oct, 2018.

Southern Oregon Media Group - Mail Tribune - Ashland Daily Tidings
111 N Fir St
Medford, OR 97501

PUBLICATION	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT	PO
Mail Tribune	4/30/2017	Notice of Budget Committee Meeting	1 (One)	107.51	

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Jackson County Library District, State of Oregon, to discuss the budget for the fiscal year July 1, 2017 to June 30, 2018 will be held in the Adams Meeting Room at 205 South Central Avenue, Medford, Oregon, on Thursday, May 11, 2017, at 9:30 a.m. If a second meeting is necessary, it will be held at the same location on Thursday, May 18, 2017, at 9:30 a.m. The purpose of the meeting is to receive the budget message as well as the proposed budget document and any comments from the public regarding the 2017-2018 proposed budget. A copy of the budget document may be inspected or obtained during the above noted meeting. After May 11, 2017, a copy of the budget may be inspected or obtained at Rogue Valley Council of Governments, 155 N. 1st Street, Central Point, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. This notice and additional information can also be found on the District website: www.jacksoncountylibrarydistrict.org

April 30, 2017

FORM LB-1	NOTICE OF BUDGET HEARING		
A public meeting of the Jackson County Library District will be held on June 8, 2017, at 9:30 a.m. at the Medford Library, 205 South Central Avenue, Medford, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the Jackson County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Rogue Valley Council of Governments, 155 N. First Street, Central Point, Oregon between the hours of 8:00 a.m. and 4:00 p.m. or online at jacksoncountylibrarydistrict.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.			
Contact: Lisa Marston, Executive Administrator		Telephone: 541-423-1374	Email: lmarston@jacksoncountylibrarydistrict.org
FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Next Year 2017-2018
Beginning Fund Balance/Net Working Capital	2,814,196	5,203,000	7,000,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	349,167	357,000	273,390
Federal, State and all Other Grants, Gifts, Allocations and Donations	447,421	510,000	437,100
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements			2,050,000
All Other Resources Except Current Year Property Taxes	206,586	356,000	330,000
Current Year Property Taxes Estimated to be Received	8,890,617	9,135,000	9,600,000
Total Resources	12,707,987	15,561,000	19,690,490
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	100,000	100,000
Materials and Services	7,370,476	9,437,856	9,482,882
Capital Outlay	128,569	227,000	2,300,000
Debt Service			
Interfund Transfers			2,050,000
Contingencies		750,000	750,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	5,208,942	5,046,144	5,007,608
Total Requirements	12,707,987	15,561,000	19,690,490
FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program	FTE for that unit or program		
Not Allocated to Organizational Unit or Program			
FTE		100,000	100,000
Total Requirements		100,000	100,000
Total FTE	0	0	0
STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING			
<p>On May 20, 2014, the Jackson County voters approved the formation of a special district named Jackson County Library District ("District") with a permanent rate tax cap of \$0.60/\$1000 of assessed value. The District continues to contract for all of its services; therefore, it does not have any employees. Major contracts include the following: library operations and library materials (Library Systems & Services, LLC); accounting and administrative services (Rogue Valley Council of Governments); building maintenance and landscaping (Jackson County Facility Maintenance); custodial services and supplies (Pathway Enterprises); security services (J & J Thomas); telephone services (InfoStructure); and Internet services (Hunter Communications). For the 2017-2018 budget, the District has included a minimal amount in Personnel Services, which could allow the District to begin hiring employees if the need arises. Additionally, this budget includes \$627,000 for implementing initiatives tied to the strategic plan, which include increasing staffing; increasing and enhancing the library collection; and expanding digital literacy and Hispanic outreach. There is a slight decrease in the ending fund balance of \$38,536, mainly due to transferring \$2,050,000 to a Capital Improvement Fund for future projects, including major building repairs or renovations. The buildings are all 12 years old or older, with the Carnegie portion of the Ashland Library approaching 110 years old. The unappropriated ending fund balance is just over \$5 million, which is approximately how much it costs to cover five months of operating expenses from the start of the new fiscal year until the first tax turnovers are received in November 2017.</p>			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-2017	Rate or Amount Approved Next Year 2017-2018
Permanent Rate Levy (rate limit .60 per \$1,000)	.52	.52	.52
Local Option Levy			
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	none	none	