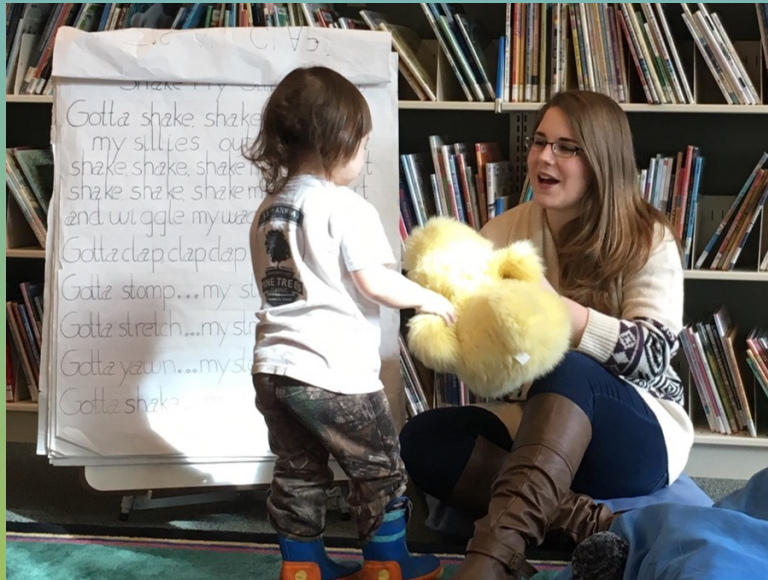


Jackson County
Library District
APPROVED
Budget
2018-2019





LEARN

CONNECT

GROW

Jackson County Library District

Budget Message



- ✦ The 2018-2019 budget was developed using the 2017-2018 actuals to date and estimating what the remaining expenditures for the year would be. This was then the basis for estimating the expenditures for 2018-2019.
- ✦ The 2016-2021 Strategic Plan and the Oregon Library Association (OLA) Standards also guided the development of this budget. This budget includes \$2,500,000 for implementing initiatives tied to the strategic plan and OLA standards, which include increasing staffing and training; increasing and enhancing the library collection; expanding digital literacy and Hispanic outreach; and expanding hours of operations.
- ✦ Due to the increase in funding for strategic initiatives, there is a decrease in the ending fund balance of \$1,459,062.

Jackson County Library District

2018-2019 Budget Priorities



- 🔔 Provide monies to fund major projects and strategic plan priorities, including additional staffing, training, and expanded hours of operation
- 🔔 Upgrade and expand the Library's technology services based on the Technology Committee's planning efforts and direction
- 🔔 Preserve and enhance the Library's aging facilities through repairs and renovations, and provide monies to fund Objective 1 of the Facilities Plan
- 🔔 Transfer \$2,050,000 from the ending fund balance to the Capital Improvement Fund
- 🔔 Retain the current cost per thousand to the taxpayers of Jackson County of 52 cents per \$1,000 of assessed value
- 🔔 Provide for a reasonable ending fund balance to cover operational expenses of approximately \$3.5 to \$4 million in the following fiscal year until the first property tax collection in November 2018

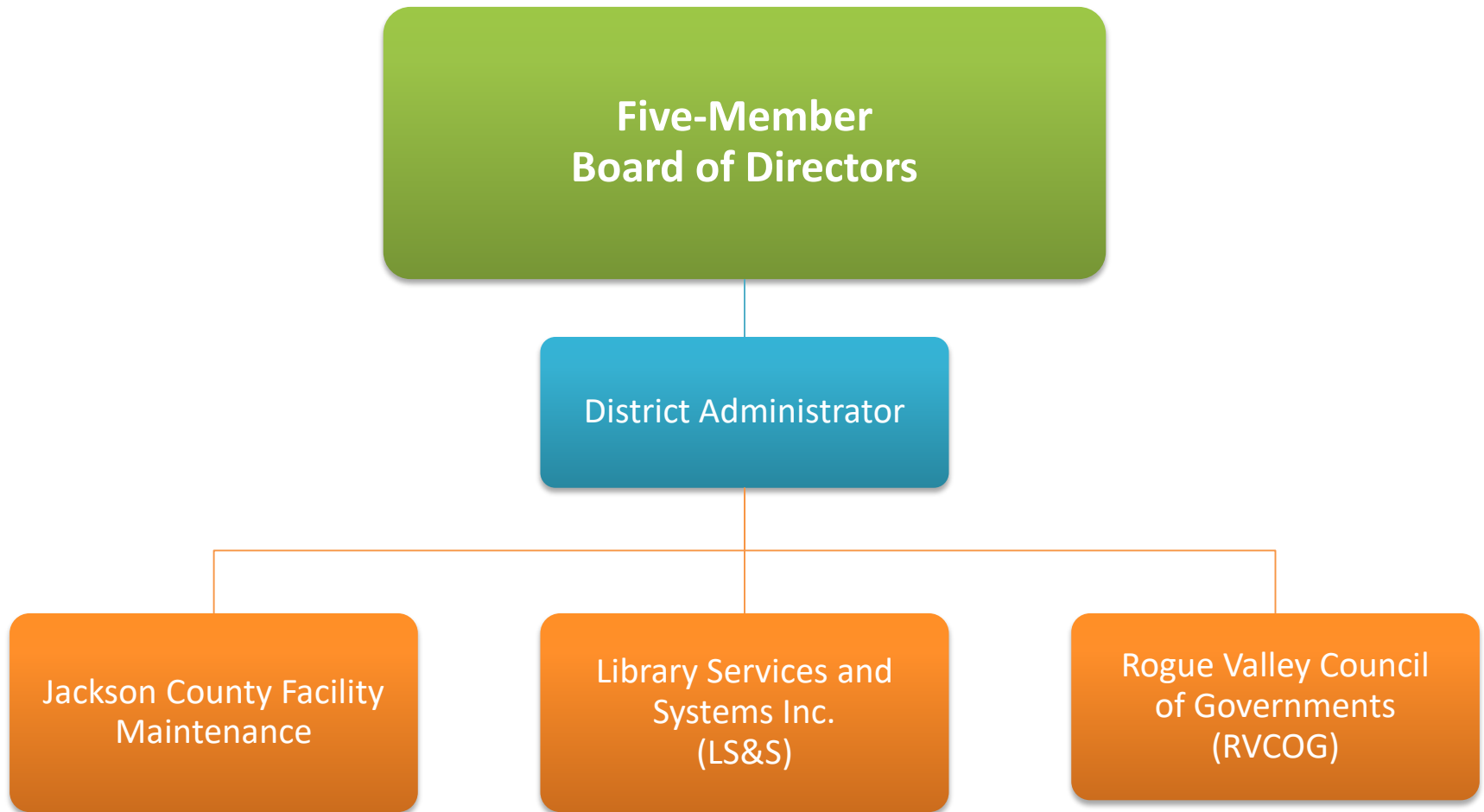
Jackson County Library District

Major Contracts for 2018-2019



- 🔒 Library Services and Systems (LS&S) – library operations
- 🔒 Jackson County – maintenance, landscaping, property insurance; any rents or fees under existing leases
- 🔒 Rogue Valley Council of Governments (RVCOG)– accounting, payroll, and administrative services. On May 21, 2018, the District hired a District Administrator thereby reducing this contract and incurring personnel costs.
- 🔒 Pathway Enterprises – janitorial services and supplies, landscaping
- 🔒 Rogue Community College (RCC) – lease, joint operation, and Integrated Library System (ILS) at Medford Library
- 🔒 Concierge Home and Business Watch– security guards at Medford Library
- 🔒 Hunter Communications – network, internet/wireless access
- 🔒 InfoStructure - voice services

Jackson County Library District Organizational Chart 2018-2019



Jackson County Library District

Branches and Hours of Operation



BRANCH	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Applegate	Closed	Closed	2pm – 6pm	10am – 2pm	Closed	2pm – 6pm	10am – 2pm
Ashland	12pm – 4pm	10am – 8pm	10am – 6pm	10am – 6pm	12pm – 5pm	Closed	12pm – 5pm
Butte Falls	Closed	Closed	10am – 3pm	Closed	12pm – 5pm	Closed	Closed
Central Point	Closed	Closed	10am – 6pm	10am – 6pm	10am – 6pm	10am – 6pm	12pm – 4pm
Eagle Point	Closed	Closed	10am – 4pm	10am – 4pm	12pm – 6pm	10am – 4pm	12pm – 4pm
Gold Hill	Closed	10am – 4pm	Closed	2pm – 6pm	Closed	1pm – 5pm	12pm – 4pm
Jacksonville	Closed	10am – 5pm	Closed	10am – 5pm	12pm – 6pm	Closed	10am – 2pm
Medford	12pm – 4pm	10am – 7pm	10am – 7pm	10am – 7pm	Closed	12pm – 4pm	11am – 4pm
Phoenix	Closed	Closed	11am – 5pm	1pm – 7pm	11am – 5pm	Closed	12pm – 4pm
Prospect	Closed	Closed	Closed	10am – 2pm	Closed	1pm – 5pm	10am – 2pm
Rogue River	Closed	10am – 4pm	10am – 4pm	Closed	1pm – 7pm	10am – 4pm	10am – 2pm
Ruch	Closed	Closed	10am – 5pm	Closed	1pm – 7pm	Closed	11am – 4pm
Shady Cove	Closed	Closed	12pm – 6pm	2pm – 7pm	Closed	10am – 5pm	Closed
Talent	Closed	Closed	10am – 6pm	12pm – 7pm	12pm – 7pm	10am – 5pm	10am – 5pm
White City	Closed	11am – 6pm	10am – 2pm	12pm – 5pm	Closed	Closed	10am – 4pm
Office	Closed	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	Closed

Jackson County Library District Tax Projections



The following table projects a 4.37% increase in total assessed value for the 2018-2019 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 2018 Assessed Value	\$ 19,826,573,272
Growth	4.37%
January 2019 Estimated Assessed Value	\$ 20,692,399,726
Rate	0.52
Gross Levy	\$ 10,761,037
Net Collection Rate	94.50%
Estimated taxes to be received	\$ 10,200,000

Jackson County Library District

Restricted Funds



Restricted Fund	Purpose of Funds	Balance 7/1/2017	Revenues	Expenditures	Balance 5/14/2018
EJ Smith Corpus	Purchase Pacific Northwest related books	8,500	-	-	8,500
EJ Smith #2453		77	-	-	77
Ted Gerlock Corpus	Purchase books about forestry	1,475	-	-	1,475
Hulburt Trust #2575	Enrichment programs for youth and mature readers	151,322	125,900	66,794	210,428
Kent Family Trust	To benefit library operation	14,261	-	5,816	8,445
Ready to Read 2017	Early literacy	15,142	-	15,142	-
Ready to Read 2018	Early literacy	-	34,868	2,410	32,458
Carpenter Foundation	Purchase books for Carpenter collection	452	3,000	613	2,839
OCF - Talent Library Fund	Summer reading program and collection materials	1,203	2,777	-	3,981
OCF - Finstrom Fund	Outreach to Homebound Program	21,960	-	1,224	20,736
OCF - Bixler Fund	Library cards for Applegate School students	-	5,000		5,000
OCF - Eunice Gray	Serve the sight impaired community	-	4,943		4,943
City Participation - Ashland Levy	Enhance programs at Ashland Library	18,809	-	2,109	16,700
Lindberg Estate	For use by Ashland Library	-	139,630	40,454	99,175
		\$233,203	\$316,118	\$134,563	\$414,758

Jackson County Library District

Major Building Maintenance 2018-2023



FISCAL YEAR	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
2018-2019	\$ 250,000	\$ 180,000	\$ 450,000	\$ 110,000	\$ 150,000
Medford Library: Door Controls	50,000				
Medford/Ashland Libraries: HVAC Control Supervisor	50,000				
Reconfigure Layouts/Consultant Services	50,000				
Facilities Survey/Upgrades/Consultant Services	50,000				
Mid-Year B-7 Improvement Requests/Projects	50,000				
	\$ 250,000				
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			
		\$ 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		
			\$ 450,000		
2021-2022					
Phoenix Library: Replace HVAC				30,000	
Jacksonville Library: Replace HVAC				30,000	
Eagle Point Library: Replace HVAC				50,000	
				\$ 110,000	
2022-2023					
Medford Library: Light Upgrade					150,000
					\$ 150,000

Jackson County Library District

Major Building Maintenance Projects

2018-2019



Fiscal Year 2018-2019 Projects	Amount
Medford Library: Door Controls	\$ 50,000
Medford/Ashland Libraries: HVAC Control Supervisor	\$ 50,000
Reconfigure Layouts/Consultant Services	\$ 50,000
Facilities Survey/Upgrades/Consultant Services	\$ 50,000
Mid-Year Improvement Requests/Projects	\$ 50,000
Total	\$ 250,000

Jackson County Library District

Technology Plan Priorities 2018-2019



- **Launch and Learn**
 - Develop programs and services to foster innovation and creativity
 - Enhance customer service
 - Community meeting room enhancements
 - Investigate material handling solutions
- **Upgrade and Maintain**
 - Upgrade staff PCs and supporting infrastructure
 - Update website platform
- **Critical Success Factors and Process Improvements**
 - Comprehensive technology training for staff
 - Improved training of all staff on everyday tools/services and “cutting edge” patron solutions
 - Build public awareness and engagement
 - Establish strong outreach to the community regarding the effectiveness of library solutions

Jackson County Library District Technology Plan Budget 2018-2021



Technology	Fiscal Years		
	2018 - 2019	2019 - 2020	2020 - 2021
NEW PROGRAM DEVELOPMENT/CUSTOMER SERVICE			
- STEAM/Maker Space Initiative	41,300	67,200	62,250
- Library of Things (Chromebooks/Laptops/Kindles)	23,580	27,580	29,580
- Meeting Room Enhancements	18,350	24,850	13,000
- Material Handling Systems	-	25,000	25,000
Sub-Total	\$ 83,230	\$ 144,630	\$ 129,830
UPGRADE/MAINTAIN			
- New staff computers	145,000		
- Other	78,655	48,000	47,200
Sub-Total	\$ 223,655	\$ 48,000	\$ 47,200
SOFTWARE/SUBSCRIPTIONS/SYSTEM MAINTENANCE			
- BiblioCore	17,050	17,050	17,050
- BiblioWeb	80,000	40,000	40,000
- Other	22,872	25,000	25,000
Sub-Total	\$ 119,922	\$ 82,050	\$ 82,050
TOTAL	\$ 426,807	\$ 274,680	\$ 259,080

Jackson County Library District 2018-2019 Revenues



FORM
LB-20

RESOURCES

General
(Fund)

Jackson County Library District
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018/2019			
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1				1 Available cash on hand (cash basis) or				1
2	2,814,196	5,208,942	7,000,000	2 Net working capital (accrual basis)	7,500,000	7,500,000		2
3	170,577	231,259	250,000	3 Previously levied taxes estimated to be received	200,000	200,000		3
4	36,009	82,739	80,000	4 Interest	164,400	164,400		4
5				5				5
6				6 OTHER RESOURCES				6
7	142,053	111,128	120,210	7 Fines and fees	58,000	58,000		7
8	207,114	179,654	153,180	8 Charges for services	164,541	164,541		8
9	447,421	384,517	437,100	9 Grants and donations	434,100	434,100		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	3,817,370	6,198,239	8,040,490	29 Total resources, except taxes to be levied	8,521,041	8,521,041		0 29
30			9,600,000	30 Taxes estimated to be received	10,200,000	10,200,000		30
31	8,890,617	9,262,464		31 Taxes collected in year levied				31
32	12,707,987	15,460,703	17,640,490	32 TOTAL RESOURCES	18,721,041	18,721,041		0 32

Jackson County Library District 2018-19 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2018-2019				
	Actual		Adopted Budget This Year 2017-2018		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
1				1	PERSONNEL SERVICES				1
2	-	-	100,000	2	Placeholder employee 1.0 FTE	-	100,000		2
3				3	District Administrator 1.0 FTE	117,000	117,000		3
4	-	-	100,000	4	Total Personnel Services	117,000	217,000		4
5				5					5
6				6					6
7				7	MATERIALS AND SERVICES				7
8				8					8
9	35,578	43,045	45,000	9	Accounting Services	60,000	60,000		9
10	9,800	10,300	11,000	10	Auditing Services	11,025	11,025		10
11	74,058	124,392	110,000	11	Administrative Services	76,000	76,000		11
12	1,207	921	1,000	12	Bank Fees/Interest Expense	1,072	1,072		12
13	29,334	54,573	50,000	13	Consultant Fees	50,000	50,000		13
14	-	24,638	-	14	Elections	30,000	30,000		14
15	12,051	13,405	20,000	15	Insurance	20,000	20,000		15
16	13,620	33,816	30,000	16	Legal Services	20,000	20,000		16
17	175,648	305,090	267,000	17	Subtotal	268,097	268,097		17
18	2,134	2,500	2,500	18	Membership and Dues	3,500	3,500		18
19	1,112	2,080	2,000	19	Office Supplies	2,000	2,000		19
20	654	1,336	500	20	Postage	2,000	2,000		20
21	14,482	9,995	10,000	21	Registration/Tuition/Travel	15,000	15,000		21
23	1,747	1,445	2,000	23	Advertising/Legal Notices	2,500	2,500		23
24	20,129	17,356	17,000	24	Subtotal	25,000	25,000		24
25	1,243	2,351	2,500	25	Alarm Services	2,600	2,600		25
26	417,880	419,502	432,635	26	Building Repair/Maintenance/Landscaping	449,940	449,940		26
27	-	9,290	310,000	27	Building Repair/Maintenance - Major	250,000	250,000		27
28	245,169	327,354	320,000	28	Custodial Services	380,542	380,542		28
29	10,500	11,876	12,000	29	Custodial Supplies	12,000	12,000		29
30				30					30
31				31					31
32				32					32
33	870,569	1,092,819	1,461,135	33	Subtotal this page	1,505,179	1,605,179	-	33

Jackson County Library District 2018-2019 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

Historical Data			Expenditure Description	Budget for Next Year 2018-2019					
Actual		Adopted Budget This Year 2017-2018		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
1			1				1		
2			2	MATERIALS AND SERVICES (CONTINUED)				2	
3			3					3	
4	3,299	6,020	6,600	4	Landscape Services - Pathway	7,033	7,033		4
5	2,000	2,000	2,000	5	Maintenance Services - Central Point	2,000	2,000		5
6	479	-	-	6	Property Rental/Lease Expense	-	-		6
7	52,544	53,782	75,000	7	Security Services	79,407	79,407		7
8	107	582	25,000	8	Signs and Signal Materials	25,000	25,000		8
9	733,221	832,757	1,185,735	9	Subtotal	1,208,522	1,208,522		9
10	13,935	9,521	30,000	10	Equipment Repair/Maintenance	30,000	30,000		10
11		19,751	25,000	11	Facility Furnishing Expense	25,000	25,000		11
12	15,717	16,048	50,000	12	Minor Equipment	50,000	50,000		12
13	53,984	114,435	360,000	13	Minor Equipment - Computers/Technology	306,885	306,885		13
14	-	-	-	14	Software/Subscriptions/System Maintenance	119,922	119,922		14
15	-	-	-	15	Supplies - Facilities	500	500		15
16	83,636	159,755	465,000	16	Subtotal	532,307	532,307		16
17	4,775,001	4,968,608	5,113,287	17	LS&S (formerly LSSI) Contract	5,337,287	5,337,287		17
18	786,936	772,710	848,720	18	Library Materials	874,182	874,182		18
19	-	-	-	19	Comic Con	22,000	22,000		19
20	-	-	627,000	20	Strategic Plan Initiative	2,600,000	2,500,000		20
21	-	-	-	21	Southern Oregon Historical Society contract	39,000	39,000		21
22	5,561,937	5,741,318	6,589,007	22	Subtotal	8,872,469	8,772,469		22
23	234,096	214,589	231,540	23	Electricity	240,800	240,800		23
24	43,397	45,927	45,000	24	Natural Gas	45,000	45,000		24
25	9,826	11,299	15,000	25	Garbage Services	15,000	15,000		25
26	1,222	1,699	1,500	26	Municipal Assessments	1,500	1,500		26
27	30,543	29,666	33,000	27	Water and Sewer Services	32,000	32,000		27
28	17,713	18,173	20,000	28	Street and Storm Drain Fees	18,000	18,000		28
29	336,797	321,353	346,040	29	Subtotal	352,300	352,300		29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	6,040,799	6,284,810	7,508,647	35	Subtotal this page	9,870,516	9,770,516		35

Jackson County Library District 2018-2019 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

Jackson County Library District

General
(Name of Fund)

	Historical Data			Expenditure Description	Budget for Next Year 2018-2019			
	Actual		Adopted Budget This Year Year 2017-2018		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1				1				1
2	-			2	MATERIALS AND SERVICES (CONTINUED)			2
3				3				3
4	60,765	54,603	65,000	4	Telecom - Voice and LD	55,000	55,000	4
5	114,262	104,595	130,000	5	Telecom - Wide Area Network	105,000	105,000	5
6	-	-	-	6	Telecom - Hot Spots	52,000	52,000	6
7	34,027	53,550	36,000	7	Telecom - Internet Services	28,000	28,000	7
8	209,054	212,748	231,000	8	Subtotal	240,000	240,000	8
9	11,476	7,864	15,000	9	Maintenace for Vehicles	16,000	16,000	9
10				10				10
11	771	150	-	11	Grant Funded Programs	-	-	11
12	16,702	21,075	32,000	12	City Participation	16,700	16,700	12
13	106,314	138,298	125,000	13	Hulburt Donations	126,000	126,000	13
14	54,611	58,432	65,000	14	Library Friends Donations	65,000	65,000	14
15	10,241	15,516	10,000	15	Library Foundation Donations	6,500	6,500	15
16		1,448	50,000	16	Library Foundation Donations- Central Point	50,000	50,000	16
17	3,836	2,569	5,000	17	General Public Donations	2,500	2,500	17
18	5,143	4,089	46,000	18	Oregon Community Foundation	46,000	46,000	18
19	200	-	85	19	EJ Smith Trust Books	85	85	19
20	50	-	15	20	Gerlock Trust Books	15	15	20
21	37,522	34,390	33,000	21	Ready to Read Grant	70,000	70,000	21
22	242	370	1,000	22	Kent Family Trust	5,000	5,000	22
23	2,946	2,602	-	23	Carpenter Foundation Books	3,000	3,000	23
24	238,578	278,939	367,100	24	Subtotal	390,800	390,800	24
25	7,370,476	7,877,180	9,482,882	25	TOTAL MATERIALS AND SERVICES	11,905,495	11,805,495	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 2018-2019 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

Historical Data		Adopted Budget This Year 2017-2018	Expenditure Description	Budget for Next Year 2018-2019					
Actual				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
1			1				1		
2	128,569	298,461	250,000	2	CAPITAL OUTLAY	350,000	350,000	2	
3				3				3	
4	-	-	750,000	4	CONTINGENCY	750,000	750,000	4	
5				5				5	
6		-	2,050,000	6	TRANSFER TO CAPITAL IMPROVEMENT FUND	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	7,499,045	8,175,641		31	TOTAL EXPENDITURES			31	
32			5,007,608	32	UNAPPROPRIATED ENDING FUND BALANCE	3,548,546	3,548,546	32	
33	7,499,045	8,175,641	17,640,490	33	TOTAL	18,721,041	18,721,041	-	33

Jackson County Library District 2018-2019 Reserve Fund



**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 2017-01 on June 8, 2017 for the following specified purpose:

Capital Improvements

RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished.

Date cannot be more than 10 years after establishment.

Review Year: FY 2026-2027

Capital Improvement Fund (Fund)

Jackson County Library District (Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-2019			
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
				RESOURCES				
2				2 Cash on hand (cash basis), or				2
3				3 Working Capital (accrual basis)	2,050,000	2,050,000		3
4				4 Previously levied taxes estimated to be received				4
5				5 Interest				5
6			2,050,000	6 Transferred IN, from other funds	2,050,000	2,050,000		6
7				7				7
8				8				8
9				9				9
10	0	0	2,050,000	10 Total Resources, except taxes to be levied	4,100,000	4,100,000	0	10
11				11 Taxes estimated to be received				11
12				12 Taxes collected in year levied				12
13	0	0	2,050,000	13 TOTAL RESOURCES	4,100,000	4,100,000	0	13
				REQUIREMENTS				
15				15				15
16			2,050,000	16 Capital Outlay	4,100,000	4,100,000		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	2,050,000	31 TOTAL REQUIREMENTS	4,100,000	4,100,000	0	31