

# **Jackson County Library District Adopted Budget 2016-2017**

*Adopted by Jackson County Library District  
Board of Directors on June 9, 2016*



Jackson County  
**Library**  
Services

# 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 District's five member elected board.
- ❖ In January 2015, the Board decided that they would take over the management of the District's finances beginning July 1, 2015. They also contracted with the Rogue Valley Council of Governments to provide administrative and accounting services for the District.
- ❖ The 2015-2016 budget covered the first actual year of operation for the District outside of the umbrella of Jackson County, which is why the budget for the 2014-2015 fiscal year looks much different from the 2015-2016 budget.

# Jackson County Library District

## Budget Message

- ❖ The 2016-2017 budget was developed using the 2015-2016 actuals to date and estimating what the remaining expenditures for the year would be.
- ❖ The strategic plan recently approved by the District was used as a guide in the development of this budget. The Plan document can be viewed on the JCLS website at [http://jcls.org/sp\\_final](http://jcls.org/sp_final). Included in this budget is \$627,000 to begin the implementation of the Plan.
- ❖ There is an increase in the ending fund balance of \$1,921,894. This is growing to help with any major projects in the future including major building repairs or renovations.

# Jackson County Library District

## Budget Message

- ❖ Technology (both new and replacement) was a high priority in preparing the budget. Major items include the following:
  - ❖ Document scanners for patrons use
  - ❖ A wireless internet access point system
  - ❖ Replacement of patron computers and monitors
  - ❖ New VOIP (Voice over Internet Protocol) telephone system
  - ❖ Miscellaneous programs to assist staff and patrons in the library system
- ❖ Another priority for the District is maintaining the Library buildings, most of which were built over 10 years ago; hence, \$310,000 has been included in the budget to cover items such as exterior paint, re-roofing, and flooring replacement.

# Jackson County Library District

## 2016-2017 Budget Priorities

- ❖ Maintain enhanced hours of operation for all 15 library branches
- ❖ Provide for updating of technology in the branches including upgrading computers, internet speed, computer network, monitors and printers
- ❖ 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 in the following fiscal year until the first property tax collection in November 2016 and to provide funds to fund major projects and strategic plan priorities

# Jackson County Library District

## Major Contracts for 2016-2017

- ❖ 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) – administrative and accounting services
- ❖ Janitorial services
- ❖ Telecommunications services
- ❖ Rogue Community College (RCC) – lease, joint operation, and Integrated Library System (ILS) at Medford Library
- ❖ Security guard services at Medford Library

# Jackson County Library District Strategic Plan

- ❖ Goal: Jackson County Library Services contribute to the economic vitality of our communities.
- ❖ Objective: Educate for digital literacy and marketable workplace skills to improve prospects for employment.
  - ❖ Establish the role of Technology Associate by September 2016.
  - ❖ Create a long term Community Digital Literacy Plan by December 2016.
  - ❖ Develop the framework to enable the Library to offer Career Online High School to the community in FY 17-18.

# Jackson County Library District Strategic Plan

- ❖ Goal: Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives.
  - ❖ Objective: Customize hours, spaces, services and collections to meet community needs
    - ❖ Establish a phased plan to expand the hours the library is open by December 2016.
    - ❖ Evaluate the condition of the collection and move forward with a comprehensive collection maintenance program within FY 16-17.
  - ❖ Objective: Build public awareness and engagement through strategic marketing
    - ❖ Develop and implement comprehensive plans to raise the public's awareness of the resources and services of the library by December 2016.



# Jackson County Library District Strategic Plan

- ❖ Goal: Jackson County Library Services advance Jackson County's education priorities.
  - ❖ Objective: Provide information and tools needed for the academic success of students in public, private, homeschools, trade schools and higher education.
    - ❖ Continue to align the library's education workshops and resources with area public and private schools, and higher education institutions
- ❖ Objective: Support early learning to promote school readiness.
  - ❖ Expand the library's outreach to childcare to include services delivered in both English and Spanish within FY 16-17.

**Restricted Accounts at June 30, 2015**  
**Amounts transferred from Jackson County**

	<u>BALANCES AS OF JUNE 30, 2015</u>	<u>2015-2016 REVENUES</u>	<u>2015-2016 EXPENDITURES</u>	<u>BALANCES AS OF MAY 10, 2016</u>
EJ Smith Corpus	8,500.00			8,500.00
EJ Smith #2453	129.59			129.59
Ted Gerlock Corpus	1,500.00			1,500.00
Hulburt Trust #2575	132,319.78	135,100.00	53,284.94	214,134.84
Kent Family Trust	14,873.43		242.25	14,631.18
Ready to Read 2015	20,875.61		20,875.61	0.00
Ready to Read 2016	0.00	32,610.00	8,361.30	24,248.70
Carpenter Foundation	0.00	3,000.00	1,480.15	1,519.85
	178,198.41	170,710.00	84,244.25	264,664.16

## Jackson County Library District

### 5-Year Capital Improvement Budget for Major Building Maintenance Projects

#### 2016-2017

Ashland Library: Exterior Paint & Seal	\$	50,000.00
Central Point: Replace Carpet & Counter	\$	80,000.00
Gold Hill: VCT Tile replace w/Marmolium	\$	15,000.00
Jacksonville: Exterior Paint	\$	35,000.00
Jacksonville Library: Re-roof & Vent Boots	\$	70,000.00
Rogue River: Replace Carpet and Marmolium	\$	60,000.00
<b>Total</b>	\$	<b>310,000.00</b>

#### 2017-2018

Gold Hill: Seal Coat & Striping	\$	3,500.00
Medford Library: Seal Masonry Walls	\$	60,000.00
Rogue River Library: Roof Replacement	\$	70,000.00
Ruch Library: Demo old building	\$	20,000.00
Ruch: Replace AHU-1	\$	25,000.00
Ruch: Replace VCT w/Marmolium	\$	15,000.00
Shady Cove: Replace VCT w/Marmolium	\$	15,000.00
<b>Total</b>	\$	<b>208,500.00</b>

#### 2018-2019

Ashland: Replace HVAC Equipment	\$	250,000.00
Jacksonville: HVAC Equipment & Flat Roof	\$	60,000.00
<b>Total</b>	\$	<b>310,000.00</b>

#### 2019-2020

Butte Falls: Paint Exterior	\$	20,000.00
Gold Hill: Paint Exterior	\$	15,000.00
Medford Library: Boiler Replacement/Controls	\$	110,000.00
Phoenix: Paint Exterior	\$	20,000.00
Prospect Library: Paint	\$	20,000.00
Rogue River: Replace HVAC	\$	60,000.00
<b>Total</b>	\$	<b>245,000.00</b>

#### 2021-2022

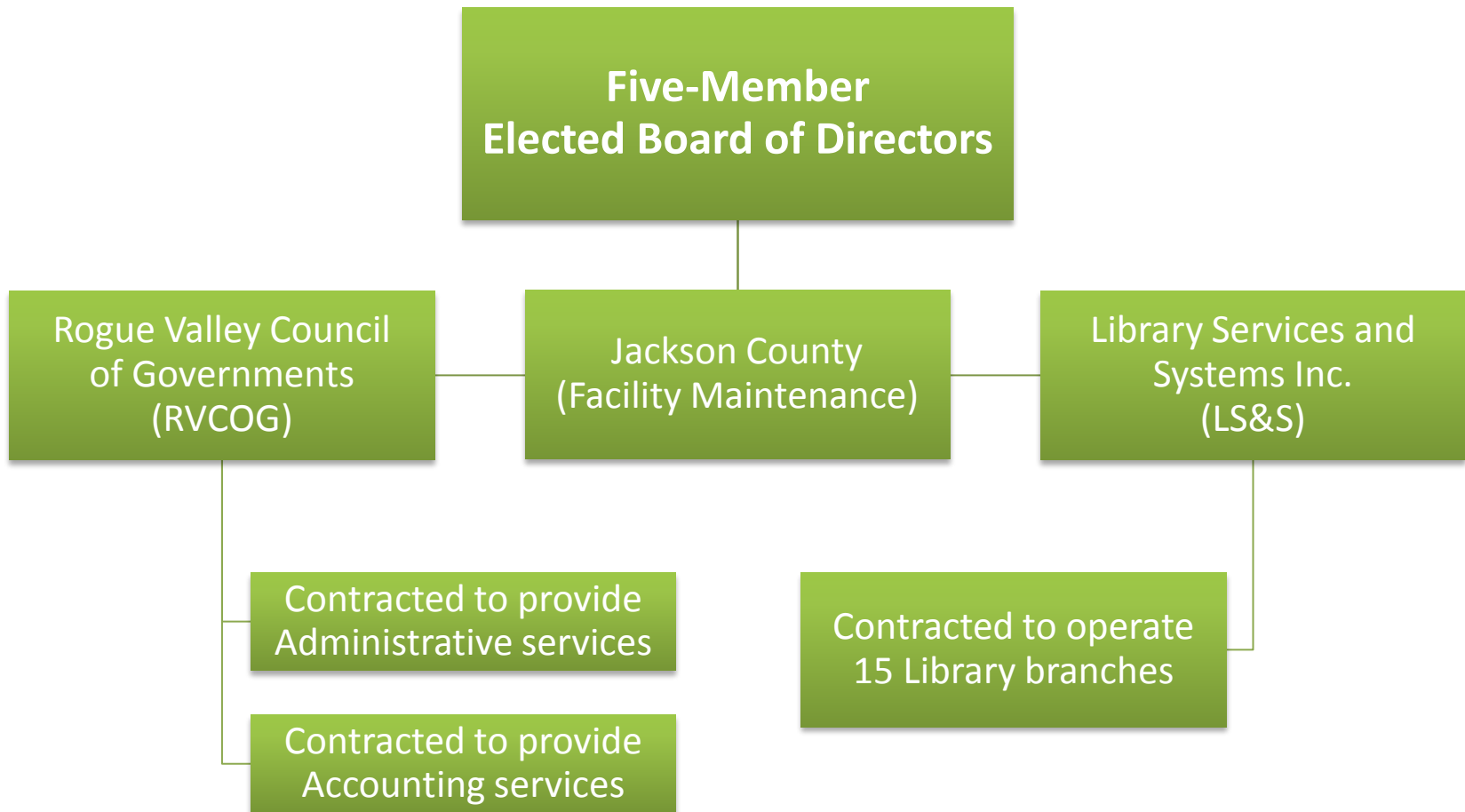
Ashland: Replace Fire Alarm System	\$	45,000.00
Eagle Point: Replace HVAC	\$	20,000.00
Phoenix: Replace HVAC	\$	30,000.00
Phoenix: Replace VCT w/Marmolium	\$	15,000.00
<b>Total</b>	\$	<b>110,000.00</b>

**5-YEAR CAPITAL IMPROVEMENT BUDGET \$ 1,183,500.00**

**Technology Committee Budget Estimates for Fiscal Year 2016-2017**

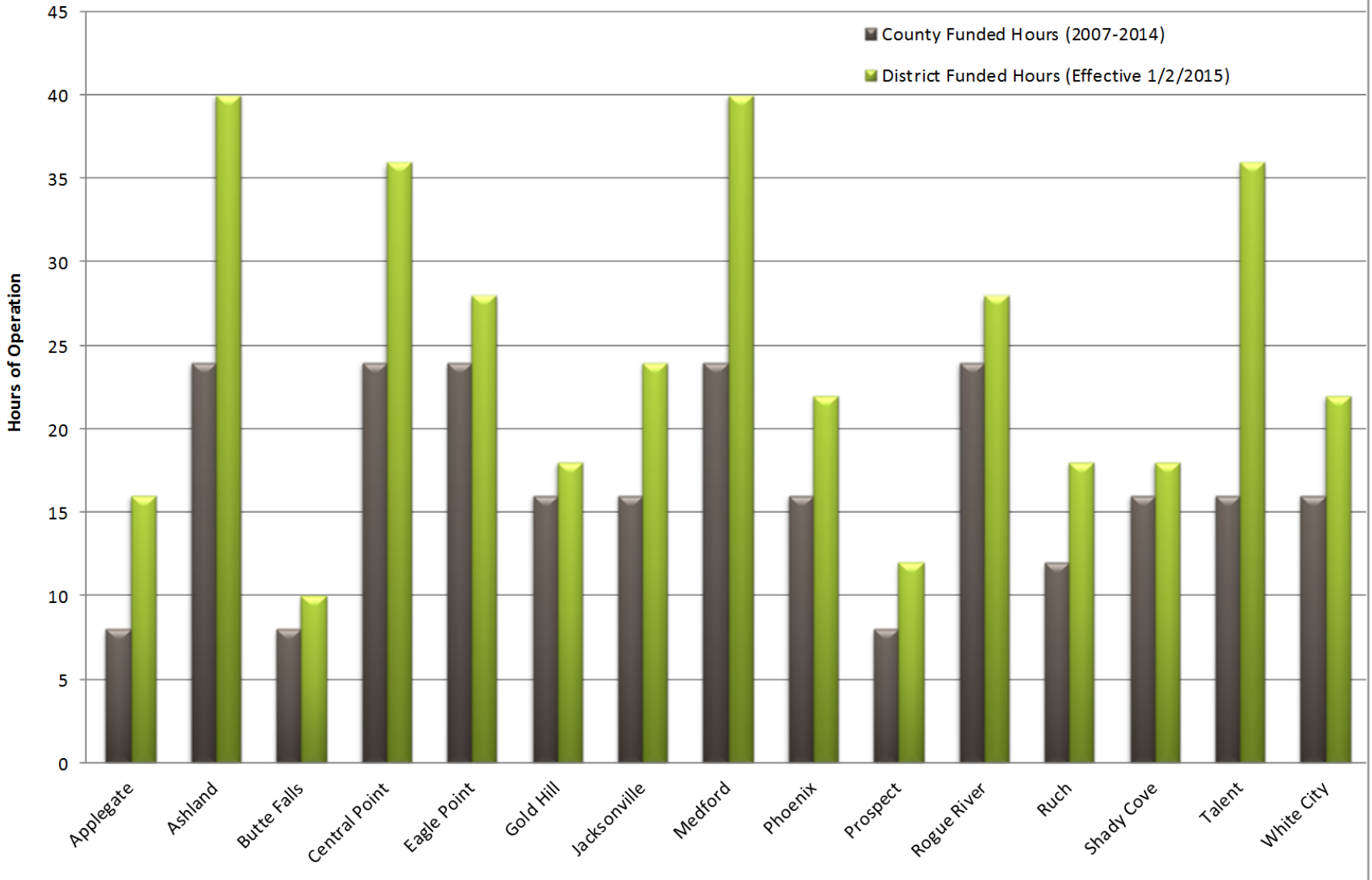
<b>1</b>	Document Printing/Scanning			\$40,000
<b>2</b>	E-rate Wireless Access Point and Wiring			\$167,000
<b>3</b>	Patron Computer Replacement			
	Computers	170	\$1,400	\$238,000
	Monitors	170	\$200	\$34,000
	Privacy Screens	130	\$55	\$7,150
	<b>Sub-total</b>			<b>\$279,000</b>
<b>4</b>	Telephones			\$150,000
<b>5</b>	Pilot Programs			
	Ecommerce			
	Video/Audio Recording			
	Mobile Devices			
	Security			
	<b>Sub-total</b>			<b>\$25,000</b>
<b>5</b>	Assistive Technology			\$15,000
<b>5</b>	Mobile Printing			\$12,000
	<b>TOTAL</b>			<b>\$688,000</b>
	Amount as Capital (per VR)			\$177,000
	Amount as Materials and Services (per VR)			\$511,000

# Jackson County Library District Organizational Chart 2016-2017



Branch	Phone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Address
Applegate	541-846-7346	Closed	Closed	2pm – 6pm	10am – 2pm	Closed	2pm – 6pm	10am – 2pm	18485 North Applegate Road
Ashland	541-774-6980	12pm – 4pm	10am – 8pm	10am – 6pm	10am – 6pm	12pm – 5pm	Closed	12pm – 5pm	410 Siskiyou Boulevard
Butte Falls	541-865-3511	Closed	Closed	10am – 3pm	Closed	12pm – 5pm	Closed	Closed	626 Fir Avenue
Central Point	541-664-3228	Closed	10am – 5pm	11am – 6pm	11am – 6pm	11am – 7pm	10am – 5pm	Closed	116 South Third Street
Eagle Point	541-826-3313	Closed	Closed	10am – 4pm	10am – 4pm	12pm – 6pm	10am – 4pm	12pm – 4pm	239 West Main Street
Gold Hill	541-855-1994	Closed	11am – 6pm	Closed	1pm – 6pm	Closed	12pm – 6pm	Closed	202 Dardanelles Street
Jacksonville	541-899-1665	Closed	10am – 5pm	Closed	10am – 5pm	12pm – 6pm	Closed	10am – 2pm	340 West "C" Street
Medford	541-774-8689	12pm – 4pm	10am – 7pm	9am – 6pm	9am – 5pm	Closed	12pm – 4pm	10am – 4pm	205 South Central Avenue
Phoenix	541-535-7090	Closed	1pm – 7pm	11am – 5pm	Closed	11am – 4pm	Closed	11am – 4pm	510 West 1st Street
Prospect	541-560-3668	Closed	Closed	Closed	10am – 2pm	Closed	1pm – 5pm	10am – 2pm	150 Mill Creek Drive
Rogue River	541-864-8850	Closed	10am – 4pm	10am – 4pm	Closed	1pm – 7pm	10am – 4pm	10am – 2pm	412 East Main Street
Ruch	541-899-7438	Closed	Closed	10am – 5pm	Closed	1pm – 7pm	Closed	11am – 4pm	7919 Highway 238
Shady Cove	541-878-2270	Closed	Closed	12pm – 6pm	2pm – 7pm	Closed	10am – 5pm	Closed	22477 Highway 62
Talent	541-535-4163	Closed	Closed	10am – 6pm	12pm – 7pm	12pm – 7pm	10am – 5pm	10am – 5pm	101 Home Street
White City	541-864-8880	Closed	11am – 6pm	10am – 2pm	Closed	12pm – 5pm	Closed	10am – 4pm	3143 Avenue C
Business Office	541-774-8679	Closed	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	Closed	205 South Central Avenue

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



Branch Locations of Jackson County Library Services

# Jackson County Library District

## 2016-2017 Revenues

	Historical Data			Budget for Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-2016	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding N/A	First Preceding 2014-2015				
Current Property Tax Collections		8,571,557	8,800,000	9,135,000	9,135,000	9,135,000
Prior Year Property Tax Collections			250,000	306,000	306,000	306,000
Interest Income		34,190	18,000	50,000	50,000	50,000
E-rate		56,707	123,000	215,000	215,000	215,000
City Library Participation		136,223	40,000	0	0	0
Reimbursements from RCC		37,142	46,000	22,000	22,000	22,000
Reimbursements from Others		80,823				
Ready to Read Grant		33,855	35,000	33,000	33,000	33,000
Conference Room Rentals		28,490	25,000	30,000	30,000	30,000
Government Agency Rentals		102,926	105,000	106,000	106,000	106,000
Interlibrary Loan Fees		1,346	1,500	1,200	1,200	1,200
Replacement Library Card Fees		4,662	4,500	5,000	5,000	5,000
Late Fee Charges		119,603	115,000	105,000	105,000	105,000
Lost/Damaged Materials		12,892	13,000	10,000	10,000	10,000
Photocopy/Fax Sales		24,721	22,000	15,000	15,000	15,000
Patron Refunds				-3,000	-3,000	-3,000
Printer Sales				16,000	16,000	16,000
On Line Collections				16,800	16,800	16,800
Hulburt Donations		132,205	132,000	135,000	135,000	135,000
Library Friends Donations		69,852	45,000	65,000	65,000	65,000
Library Foundation Donations		7,604	5,500	5,900	5,900	5,900
Library Foundation Donations- Central Point				50,000	50,000	50,000
General Public Donations		1,460	32,000	5,000	5,000	5,000
Oregon Community Foundation				5,000	5,000	5,000
Oregon Community Foundation- Applegate		14,447	14,500	29,000	29,000	29,000
Kent Family Donation		14,873				
EJ Smith Trust- Restricted			200	85	85	85
Ted Gerlock - Restricted			50	15	15	15
Carpenter Foundation- Restricted				0	0	0
Transfers in from other entities		224,990				
Beginning Fund Balance- Unrestricted			2,580,750	4,970,000	4,970,000	4,970,000
Beginning Balance- Restricted			132,000	233,000	233,000	233,000
<b>Total Revenues</b>	<b>0</b>	<b>9,710,568</b>	<b>12,540,000</b>	<b>15,561,000</b>	<b>15,561,000</b>	<b>15,561,000</b>

Note- the 2014-2015 budget was adopted as part of the budget for Jackson County and is shown here for comparison purposes only.



# Jackson County Library District

## 2016-2017 Expenditures

	Historical Data				Budget for Next Year 2016-2017		
	F.T.E	Actual		Adopted Budget This Year 2015-2016	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
		Second Preceding N/A	First Preceding 2014-2015				
<b>PERSONAL SERVICES</b>	1.0		0	0	100,000	100,000	100,000
<b>MATERIALS AND SERVICES</b>							
Accounting Services				84,000	41,000	41,000	41,000
Auditing Services				10,000	10,000	10,000	10,000
Administrative Service				56,000	100,000	100,000	100,000
Bank Fees/Interest Expense				8,000	2,000	2,000	2,000
Community Promo/Strategic Plan				50,000	50,000	50,000	50,000
Elections				0	30,000	30,000	30,000
Insurance				20,000	20,000	20,000	20,000
Legal Services				24,000	24,000	24,000	24,000
Subtotal				<b>252,000</b>	<b>277,000</b>	<b>277,000</b>	<b>277,000</b>
Memberships and Dues				3,000	2,000	2,000	2,000
Office Supplies				2,000	2,000	2,000	2,000
Postage				500	1,000	1,000	1,000
Registration/Tuition/Travel				7,500	11,000	11,000	11,000
Transfers to Foundations				10,000	10,000	10,000	10,000
Advertising/Legal Notices				0	1,000	1,000	1,000
Subtotal				<b>23,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
Alarm Services				3,000	2,000	2,000	2,000
Building Repair/Maintenance				410,000	419,000	419,000	419,000
Building Repair/Maintenance- Major					310,000	310,000	310,000
Custodial Services				265,000	315,000	315,000	315,000
Custodial Supplies				8,000	0	0	0
Landscape Services				0	5,000	5,000	5,000
Maintenance Services				5,500	2,000	2,000	2,000
Property Rental/Lease Expense				500	500	500	500
Security Services				50,000	55,000	55,000	55,000
Signs and Signal Materials				2,000	25,000	25,000	25,000
Subtotal				<b>744,000</b>	<b>1,133,500</b>	<b>1,133,500</b>	<b>1,133,500</b>
Equipment Repair/Maintenance				2,500	15,000	15,000	15,000
Facility Furnishing Expense				25,000	25,000	25,000	25,000
ME/PC Recycle Fee				1,000	0	0	0
Minor Equipment				50,000	50,000	50,000	50,000
Minor Equipment- Computers/ Technology				212,000	511,000	511,000	511,000
Subtotal				<b>290,500</b>	<b>601,000</b>	<b>601,000</b>	<b>601,000</b>
<b>Page subtotal</b>				<b>1,309,500</b>	<b>2,038,500</b>	<b>2,038,500</b>	<b>2,038,500</b>
			<b>0</b>				

Note- the 2014-2015 budget was adopted as part of the budget for Jackson County and is shown here for comparison purposes only.

# Jackson County Library District

## 2016-2017 Expenditures

	Historical Data			Budget for Next Year 2016-2017			
	F.T.E.	Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
		Second Preceding N/A	First Preceding 2014-2015	This Year 2015-2016			
<b>Materials and Services (continued)</b>							
Jackson County Contract		6,896,372	0	0	0	0	0
LS&S (formerly LSSI) Contract			5,665,000	4,964,356	4,964,356	4,964,356	4,964,356
Library Materials			800,000	824,000	824,000	824,000	824,000
Strategic Plan Initiatives			0	627,000	627,000	627,000	627,000
Subtotal		<b>6,896,372</b>	<b>6,465,000</b>	<b>6,415,356</b>	<b>6,415,356</b>	<b>6,415,356</b>	<b>6,415,356</b>
Electricity			250,000	227,000	227,000	227,000	227,000
Natural Gas			55,000	55,000	55,000	55,000	55,000
Garbage Services			11,000	10,000	10,000	10,000	10,000
Municipal Assessments			0	1,000	1,000	1,000	1,000
Water and Sewer Services			35,000	33,000	33,000	33,000	33,000
Street and Storm Drain Fees			23,000	20,000	20,000	20,000	20,000
Subtotal			<b>374,000</b>	<b>346,000</b>	<b>346,000</b>	<b>346,000</b>	<b>346,000</b>
Telecom- Voice and LD			36,000	65,000	65,000	65,000	65,000
Telecom- Wide Area Network			103,500	133,000	133,000	133,000	133,000
Telecom- Applegate, Butte Falls and Prospect			4,000	0	0	0	0
Telecom- Internet Services			19,500	36,000	36,000	36,000	36,000
Subtotal			<b>163,000</b>	<b>234,000</b>	<b>234,000</b>	<b>234,000</b>	<b>234,000</b>
Maintenance & Fuel for Vehicles			15,000	15,000	15,000	15,000	15,000
Subtotal			<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
Grant Funded Programs			35,000	0	0	0	0
City Participation			40,000	32,000	32,000	32,000	32,000
Hulburt Donations			232,000	150,000	150,000	150,000	150,000
Library Friends Donations			45,000	65,000	65,000	65,000	65,000
Library Foundation Donations			5,500	5,900	5,900	5,900	5,900
Library Foundation Donations- Central Point			0	50,000	50,000	50,000	50,000
General Public Donations			32,000	5,000	5,000	5,000	5,000
Oregon Community Foundation			14,500	34,000	34,000	34,000	34,000
EJ Smith Trust Books			200	85	85	85	85
Gerlock Trust Books			50	15	15	15	15
Ready to Read			0	33,000	33,000	33,000	33,000
Kent Family Trust			0	14,000	14,000	14,000	14,000
Subtotal			<b>404,250</b>	<b>389,000</b>	<b>389,000</b>	<b>389,000</b>	<b>389,000</b>
<b>TOTAL MATERIALS AND SERVICES</b>		<b>6,896,372</b>	<b>8,730,750</b>	<b>9,437,856</b>	<b>9,437,856</b>	<b>9,437,856</b>	<b>9,437,856</b>

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# Jackson County Library District

## 2016-2017 Expenditures

	Historical Data				Budget for Next Year 2016-2017		
	F.T.E.	Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
		Second Preceding N/A	First Preceding 2014-2015	This Year 2015-2016			
Capital Outlay				135,000	227,000	227,000	227,000
Contingency				500,000	750,000	750,000	750,000
<b>Total Expenditures</b>			6,896,372	9,365,750	10,514,856	10,514,856	10,514,856
<b>Unappropriated Ending Fund Balance</b>				3,174,250	5,046,144	5,046,144	5,046,144
<b>Total</b>		0	6,896,372	12,540,000	15,561,000	15,561,000	15,561,000

Note- the 2014-2015 budget was adopted as part of the budget for Jackson County and is shown here for comparison purposes only.

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

To assessor of Jackson County

**FORM LB-50  
2016-2017**

**RECEIVED  
JUL 08 2016  
ASSESSORS OFFICE**

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.

<u>P.O. Box 3275</u> Mailing Address of District	<u>Central Point</u> City	<u>Oregon</u> State	<u>97502</u> ZIP code	<u>7/8/2016</u> Date
<u>Lisa Marston</u> Contact Person	<u>Executive Administrator</u> Title	<u>541-423-1374</u> Daytime Telephone	<u>lmarston@jacksoncountylibrarydistrict.org</u> Contact Person E-Mail	

**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		
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			<b>Excluded from Measure 5 Limits</b>
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 <b>prior</b> to October 6, 2001 . . . . .				5a.
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .				5b.
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .			<b>0</b>	5c.

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	<b>0.6</b>
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8. <b>Estimated</b> 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: 2016-04**

**A RESOLUTION ADOPTING FISCAL YEAR 2016-2017 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 2016-2017 budget on May 12, 2016.
2. The notice of this budget hearing (Form LB-1) was published in the May 22, 2016 *Mail Tribune*, and posted on the District's website on May 23, 2016.

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 2016-2017 in the total of \$15,561,000 now on file at the Rogue Valley Council of Governments' administration office in Central Point, Oregon.
2. Making Appropriations. That the amounts for the Fiscal Year beginning July 1, 2016 and for the purposes shown below are hereby appropriated:

GENERAL FUND	
Personnel Services	\$ 100,000
Materials & Services	\$ 9,437,856
Capital Outlay	\$ 227,000
Contingencies	\$ 750,000
Total Appropriations	<u>\$ 10,514,856</u>
Total Unappropriated Ending Fund Balance	<u>\$ 5,046,144</u>
TOTAL ADOPTED BUDGET:	\$ 15,561,000

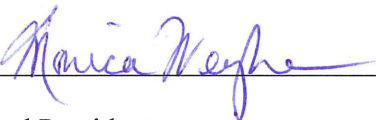
3. Imposing and Categorizing the Tax. That the Board of Directors of the Jackson County Library District hereby imposes the taxes provided for in the adopted budget at the rate of \$.52 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed for the tax year 2016-2017 upon the assessed value of all taxable property within the District as follows:

	General government <u>Limitation</u>	Excluded from <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 9th day of June, 2016.

By:

  
\_\_\_\_\_

Board President

Attest:

  
\_\_\_\_\_

Recording Secretary

**Board Vote:**

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

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Jackson County Library District will be held on June 9, 2016, 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, 2016 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](http://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. If different, the major changes and their effect on the budget are:

Contact: Lisa Marston, Executive Administrator Telephone:541-423-1374 Email: [lmaston@jacksoncountylibrarydistrict.org](mailto:lmaston@jacksoncountylibrarydistrict.org)

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2014-2015	Adopted Budget This Year 2015-2016	Approved Budget Next Year 2016-2017
Beginning Fund Balance/Net Working Capital		2,712,750	5,203,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	548,827	332,000	357,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	331,004	427,250	510,000
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements			
All Other Resources Except Current Year Property Taxes	259,180	268,000	50,000
Current Year Property Taxes Estimated to be Received	8,571,557	8,800,000	9,441,000
<b>Total Resources</b>	<b>9,710,568</b>	<b>12,540,000</b>	<b>15,561,000</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services		0	100,000
Materials and Services	6,896,372	8,730,750	9,437,856
Capital Outlay		135,000	227,000
Debt Service			
Interfund Transfers			
Contingencies		500,000	750,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	2,814,196	3,174,250	5,046,144
<b>Total Requirements</b>	<b>9,710,568</b>	<b>12,540,000</b>	<b>15,561,000</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
Name of Organizational Unit or Program FTE for that unit or program			
----- FTE			
----- FTE			
----- FTE			
----- FTE			
----- FTE			
----- FTE			
----- FTE			
----- FTE			
Not Allocated to Organizational Unit or Program FTE			100,000
<b>Total Requirements</b>			<b>100,000</b>
<b>Total FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

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. During the first year of operation (2014-2015) the District was not required to formally adopt a budget (ORS 294.338). During that year the District contracted with Jackson County to maintain library operations, collect, invest and expend the taxes received; and provide other services to the District to operate the 15 library branches. Beginning July 1, 2015 the District assumed responsibility for the funding and operation of library services in Jackson County. The District contracts for all of its services; therefore, it does not have any employees. The major contracts in place include the following: library operations (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); telephone services (InfoStructure); and Internet services (Hunter Communications). For the 2016-2017 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, the District has included \$627,000 to begin the implementation of their Strategic Plan 2016-2021. There is also \$788,000 included for technology upgrades and replacement of equipment, including the vehicles used to transport items between branches and to deliver library materials to homebound patrons. The budget also contains an unappropriated ending fund balance that includes money to cover expenses until the first tax turnovers in November and money to cover future capital improvement needs.

<b>PROPERTY TAX LEVIES</b>			
	Rate or Amount Imposed 2014-2015	Rate or Amount Imposed This Year 2015-2016	Rate or Amount Approved Next Year 2016-2017
Permanent Rate Levy (rate limit <u>.60</u> per \$1,000)	.52	.52	.52
Local Option Levy			
Levy For General Obligation Bonds			

<b>STATEMENT OF INDEBTEDNESS</b>		
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		
<b>Total</b>	<b>none</b>	<b>none</b>