

Jackson County Library District Adopted Budget 2015-2016

Approved by Jackson County Library District Budget Committee on June 1, 2015

and

Adopted by Jackson County Library District Board on June 18, 2015



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 five member board.
- ❖ In January 2015, the Board decided that they would take over the management of the District's finances beginning July 1, 2015, and has now contracted with the Rogue Valley Council of Governments to provide administrative and accounting services for the District.
- ❖ The 2015-2016 budget is 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 from the 2015-2016 budget.

Jackson County Library District

2015-2016 Budget Priorities

- ❖ Maintain enhanced hours of operation for all 15 library branches
- ❖ Move services including library operations, administrative and accounting services, janitorial and other operations from the County to the District's control
- ❖ 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

Jackson County Library District

Major Contracts for 2015-2016

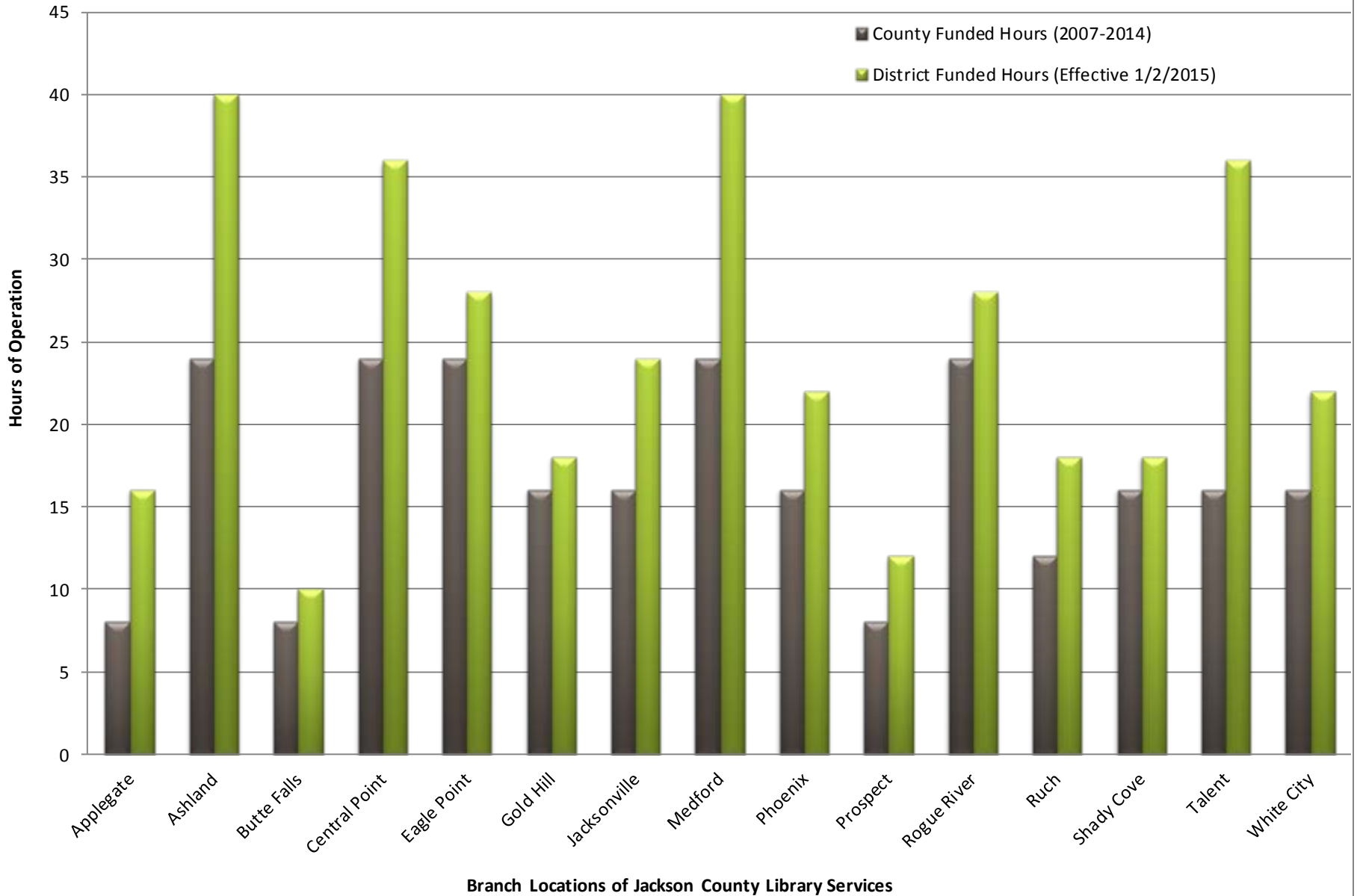
- ❖ Library Services and Systems (LSSI) – library operations
- ❖ Jackson County – maintenance, landscaping, property insurance; any rents or fees under existing leases
- ❖ Rogue Valley Council of Governments (RVCOG) – administrative and accounting services
- ❖ Janitorial services
- ❖ Telecommunication 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 Branches and Hours of Operation

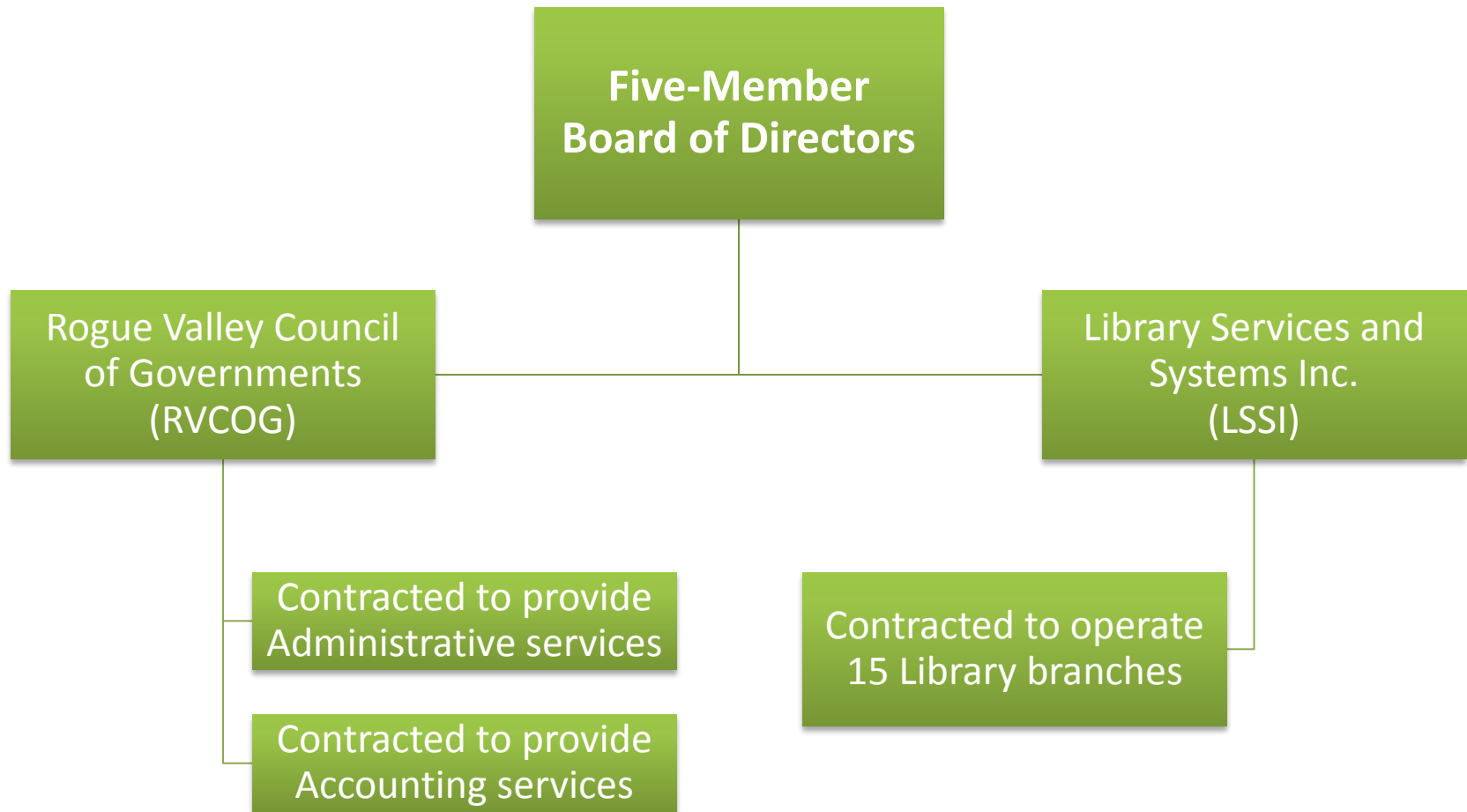
JACKSON COUNTY LIBRARY SERVICES BRANCH HOURS EFFECTIVE JANUARY 2, 2015

Branch	Phone	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Address
Applegate	541-846-7346		2 – 6 pm	10 am – 2 pm		2 – 6 pm	10 am – 2 pm		18485 North Applegate Road
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
Butte Falls	541-865-3511		10 am - 3 pm		12 – 5 pm				626 Fir Avenue
Central Point	541-664-3228	10 am – 5 pm	11 am – 6 pm	11 am – 6 pm	11 am – 7 pm	10 am – 5 pm			116 South Third Street
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
Gold Hill	541-855-1994	11 am – 6 pm		1 – 6 pm		12 – 6 pm			202 Dardanelles Street
Jacksonville	541-899-1665	10 am – 5 pm		10 am – 5 pm	12 – 6 pm		10 am – 2 pm		340 West "C" Street
Medford	541-774-8689	10 am – 7 pm	9 am – 6 pm	9 am – 5 pm		12 – 4 pm	10 am – 4 pm	12 – 4 pm	205 South Central Avenue
Phoenix	541-535-7090	1 – 7 pm	11 am – 5 pm		11 am – 4 pm		11 am – 4pm		510 West 1 st Street
Prospect	541-560-3668			10 am – 2 pm		1 – 5 pm	10 am – 2 pm		150 Mill Creek Drive
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
Ruch	541-899-7438		10 am – 5 pm		1 – 7 pm		11 am – 4 pm		7919 Highway 238
Shady Cove	541-878-2270		12 – 6 pm	2 – 7 pm		10 am – 5 pm			22477 Highway 62
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
White City	541-864-8880	11 am – 6 pm	10 am – 2 pm		12 – 5 pm		10 am – 4 pm		3143 Avenue C
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

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



Jackson County Library District Organizational Chart 2015-2016



Jackson County Library District

2015-2016 Revenues

		2014-2015 Revised Budget	2015-2016 Proposed Budget	2015-2016 Approved Budget	2015-2016 Adopted Budget
3001	Current property tax collections	5,721,740	8,800,000	8,800,000	8,800,000
3002	Prior year property collections		250,000	250,000	250,000
3050	Interest income		18,000	18,000	18,000
3100	E Rate	40,000	123,000	123,000	123,000
3101	City Library participation	470,423	40,000	40,000	40,000
3102	Reimbursements from RCC	46,892	46,000	46,000	46,000
3103	Reimbursements from others	73,885	0	0	0
3110	Ready to Read Grant	32,921	35,000	35,000	35,000
3201	Conference room rentals	18,930	25,000	25,000	25,000
3202	Government Agency rentals	99,140	105,000	105,000	105,000
3301	Interlibrary Loan fees	2,000	1,500	1,500	1,500
3302	Replacement library card fees	5,000	4,500	4,500	4,500
3303	Late fee charges	117,000	115,000	115,000	115,000
3304	Lost / Damaged materials	13,000	13,000	13,000	13,000
3305	Photocopy/Fax sales	20,000	22,000	22,000	22,000
3901	Hulburt Donation	125,000	132,000	132,000	132,000
3902	Library Friends Donations	44,380	45,000	45,000	45,000
3903	Medford Friends book shop remodel	200,000	0	0	0
3904	Library Foundation Donations		5,500	5,500	5,500
3905	General Public Donations	5,025	32,000	32,000	32,000
3906	Oregon Community Foundation	10,098	14,500	14,500	14,500
3911	EJ Smith Trust- restricted		200	200	200
3912	Ted Gerlock- restricted		50	50	50
3914	Miscellaneous donations	20,000	0	0	0
3950	Beginning fund balance- unrestricted		2,580,750	2,580,750	2,580,750
3951	Beginning fund balance- restricted	0	132,000	132,000	132,000
	Total revenues	7,065,434	12,540,000	12,540,000	12,540,000

Note: The 2014-15 budget was adopted as part of the budget for Jackson County and is shown here for comparison purposes only.

Jackson County Library District 2015-2016 Expenditures

		2014-2015 Revised Budget	2015-2016 Proposed Budget	2015-2016 Approved Budget	2015-2016 Adopted Budget
6000	Personnel costs	106,849	0	0	0
6003	Accounting services		84,000	84,000	84,000
6004	Auditing services		10,000	10,000	10,000
6005	Administrative services		56,000	56,000	56,000
6006	Bank fees/Interest expense		8,000	8,000	8,000
6007	Chargebacks from County	455,297	0	0	0
6008	Community promotion/strategic planning	1,752	50,000	50,000	50,000
6009	Criminal/credit background checks	5,000	0	0	0
6010	Elections	0	0	0	0
6011	Fiscal Agent	400	0	0	0
6012	Insurance	42,758	20,000	20,000	20,000
6013	Legal services	0	24,000	24,000	24,000
6014	Memberships and dues	0	3,000	3,000	3,000
6015	Office supplies	943	2,000	2,000	2,000
6016	Postage	128	500	500	500
6017	Record storage	721	0	0	0
6018	Registration/tuition/travel	400	7,500	7,500	7,500
6019	Special fees and expenses	285	0	0	0
6020	Transfers to Foundations	0	10,000	10,000	10,000

Note: The 2014-15 budget was adopted as part of the budget for Jackson County and is shown here for comparison purposes only.

Jackson County Library District

2015-2016 Expenditures

	2014-2015 Revised Budget	2015-2016 Proposed Budget	2015-2016 Approved Budget	2015-2016 Adopted Budget
6031 Alarm services	2,800	3,000	3,000	3,000
6032 Building repair/maintenance	0	410,000	410,000	410,000
6033 Custodial services	174,493	265,000	265,000	265,000
6034 Custodial supplies	15,900	8,000	8,000	8,000
6035 Floor Cleaning supplies	30,984	0	0	0
6036 Landscape services	42,465	0	0	0
6037 Maintenance services	0	5,500	5,500	5,500
6038 Property rental/lease expense	44	500	500	500
6039 Security services	48,307	50,000	50,000	50,000
6040 Sign and signal materials	0	2,000	2,000	2,000
6041 Window washing services	20,920	0	0	0
6080 Copier expenses	100	0	0	0
6081 Equipment repair/maint	12,000	2,500	2,500	2,500
6082 Facility furnishing expenses		25,000	25,000	25,000
6083 ME/PC Recycle fee	5,000	1,000	1,000	1,000
6084 Minor equipment	106,790	50,000	50,000	50,000
6085 Minor equipment- computers	113,071	212,000	212,000	212,000
6086 Supplies and expenses	1,186	0	0	0

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Jackson County Library District

2015-2016 Expenditures

	2014-2015 Revised Budget	2015-2016 Proposed Budget	2015-2016 Approved Budget	2015-2016 Adopted Budget
6100 LSSI contract	4,316,197	5,665,000	5,665,000	5,665,000
6101 Library materials	749,368	800,000	800,000	800,000
6102 Library handling charge	39,440	0	0	0
6103 Grant funded programs		35,000	35,000	35,000
6104 City participation	0	40,000	40,000	40,000
6301 Hulburt Donations	14,500	232,000	232,000	232,000
6302 Library Friends Donations		45,000	45,000	45,000
6303 Library Foundation Donations		5,500	5,500	5,500
6304 General Public Donations		32,000	32,000	32,000
6305 Oregon Community Foundation		14,500	14,500	14,500
6306 EJ Smith Trust books	1,500	200	200	200
6307 Gerlock Trust books	150	50	50	50
6207 Electricity	225,000	250,000	250,000	250,000
6208 Natural Gas	62,000	55,000	55,000	55,000
6209 Garbage Services	10,400	11,000	11,000	11,000
6210 Water and Sewer Services	38,185	35,000	35,000	35,000
6211 Storm and Storm Drain Fees	23,010	23,000	23,000	23,000
6212 Telecom- Long Distance	206	0	0	0
6213 Telecom- Voice and LD except Applegate	14,000	36,000	36,000	36,000
6214 Telecom- Wide Area Network	109,500	103,500	103,500	103,500
6215 Telecom- Applegate, Butte Falls and Prospect	4,080	4,000	4,000	4,000
6216 Telecom- Internet Services	19,305	19,500	19,500	19,500
6300 Maintenance and fuel for vehicles		15,000	15,000	15,000
6400 Capital outlay	250,000	135,000	135,000	135,000
6500 Contingency		500,000	500,000	500,000
7000 Ending Fund Balance	0	3,174,250	3,174,250	3,174,250
Total expenditures	6,958,585	12,540,000	12,540,000	12,540,000

Note: The 2014-15 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 a **RECEIVED** Tax, Fee, Assessment or Charge on Property

**FORM LB-50
2015-2016**

To assessor of Jackson County

JUL 13 2015

**ASSESSORS OFFICE
Jackson County, Oregon**

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.

PO Box 3275 Central Point OR 97502 7/8/2015
Mailing Address of District City State ZIP code Date
Lisa Marston Executive Administrator 541-423-1374 lmarston@jacksoncountylibrarydistrict.org
Contact Person Title Daytime Telephone 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			Excluded from Measure 5 Limits Dollar Amount of Bond Levy
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: 2015- 09

A RESOLUTION ADOPTING FISCAL YEAR 2015-2016 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 2015-2016 budget on June 1, 2015.
2. The notice of this budget hearing (Form LB-1) was published in the June 13, 2015 *Mail Tribune*.

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 2015-2016 in the total of \$12,540,000 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, 2015 and for the purposes shown below are hereby appropriated:

GENERAL FUND	
Materials & Services	\$ 8,730,750
Capital Outlay	\$ 135,000
Contingencies	\$ 500,000
Total Appropriations	\$ 9,365,750
Total Unappropriated Ending Fund Balance	\$ 3,174,250
TOTAL ADOPTED BUDGET:	\$ 12,540,000

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 2015-2016 upon the assessed value of all taxable property within the District as follows:

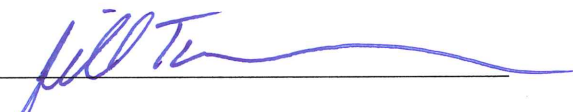
	General government <u>Limitation</u>	Excluded from <u>Limitation</u>
General Fund	\$.52/\$1,000	

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

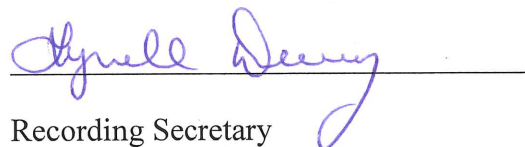
The above resolution was approved by the Board of the Jackson County Library District and declared adopted this 18th day of June, 2015.

By:

Attest:



Board President



Recording Secretary

Board Vote:

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

REC'D JUN 18 2015

Rogue Valley Council Govt
PO Box 3275
Central Point, OR 97502

Affidavit of Publication
THIS IS NOT A BILL

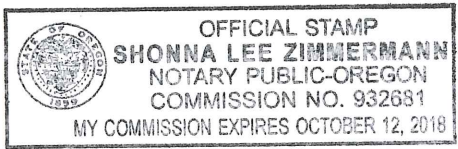
State of Oregon
County of Jackson

I, MIRANDA MOORE, 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 successive and consecutive insertion(s) in the following issues 6/13/2015.

(HERE SET FORTH DATES OF ISSUE)

Miranda Moore

Subscribed and sworn to before me this 16 day of June, 2015.



Shonna Lee Zimmermann
NOTARY PUBLIC FOR OREGON

My commission expires 12 day of October, 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
Medford Mail Tribune	6/13/2015	LB-1	1	855.62	

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Jackson County Library District will be held on June 18, 2015 at 9:00am at the Medford Library, 205 South Central Ave., Medford, OR. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 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, OR, between the hours of 8:00 a.m. and 4:00 p.m. or online at www.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 541-423-1333 lmaston@jacksoncountylibrarydistrict.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2013-2014	This Year 2014-2015	Next Year 2015-2016
Beginning Fund Balance/Net Working Capital			2,712,750
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges			332,000
Federal, State and all Other Grants, Gifts, Allocations and Donations			427,250
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements			
All Other Resources Except Current Year Property Taxes			268,000
Current Year Property Taxes Estimated to be Received			8,800,000
Total Resources	N/A	N/A	12,540,000

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services			0
Materials and Services			8,730,750
Capital Outlay			135,000
Debt Service			
Interfund Transfers			
Contingencies			500,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure			3,174,250
Total Requirements	N/A	N/A	12,540,000

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		
Total Requirements			0
Total FTE	N/A	N/A	0

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 \$0.600/\$1,000. ORS 294.338 states that a newly formed special district is not required to formally adopt a budget during its first year. To avoid any interruption in library services during its first year, the District contracted with Jackson County ("County") to maintain library operations; collect, invest and expend the tax received; and provide other services to the District in accordance with the County's Adopted Budget for Fiscal Year 2014-2015, with the oversight of the funds coming from the District's five-member board. Major expenditures by the District, which were not accounted for in the County's 2014-2015 budget, include the purchase of an additional 58 hours per week in library services and 141 new computers. These and other added expenses were approved by the Jackson County Board of Commissioners through their supplemental budget process. Beginning July 1, 2015, the District will assume responsibility for the funding and operation of library services in Jackson County. The District's Approved Budget for Next Year 2015-2016, when adopted, will be the District's first budget, which is why the other two columns on this LB-1 are noted as Not Applicable ("N/A"). Budget information for library services provided during the 2014-2015 fiscal year or any prior fiscal years can be obtained from Jackson County. It should be noted, too, that the District does not have employees as all of their services are contracted through several entities. Major contracts include a contract for library operations with LSSI (Library Systems & Services, LLC); a contract for building maintenance, landscaping and property insurance with Jackson County; a contract for custodial services with Pathway Enterprises, Inc.; a contract for information technology upgrades and data services with Hunter Communications; a contract for voice services with InfoStructure; and a contract for administrative and accounting services with RVOG (Rogue Valley Council of Governments).

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
	2013-2014	This Year 2014-15	Next Year 2015-16
Permanent Rate Levy (rate limit <u>.60</u> per \$1,000)	N/A	.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