



# Jackson County Library District ADOPTED Budget 2020-2021



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# Budget Narrative

## Introduction

Jackson County Library District was formed in 2014 to serve the needs of all Jackson County residents through its fifteen branch libraries. The first library system in the County was created in 1919 when the Medford Library Board contracted with the County to serve as the hub for eight other library branches. As a department of Jackson County, the system expanded in the 1970s to the 15 branch libraries still in operation today. The formation of the Library District in 2014 secured a dedicated tax base for library funding. The Library just celebrated 100 years of library services and is positioning itself for the next 100 years.

The image consists of three vertical, rounded rectangular boxes arranged horizontally. The first box is green and contains the word 'MISSION' in white capital letters at the top, followed by a bullet point: '• To connect everyone to information, ideas and each other.' The second box is orange and contains the word 'VISION' in white capital letters at the top, followed by a bullet point: '• Through the Jackson County Libraries individuals reach their potential and our communities thrive.' The third box is blue and contains the word 'VALUES' in white capital letters at the top, followed by five bullet points: '• Respect', '• Accessibility', '• Integrity', '• Innovation', and '• Collaboration'.

## Budget Message

The Fiscal Year 2020-2021 budget was developed using the 2019-2020 actuals to date and estimating the remaining expenditures for the year. This was then the basis for estimating the expenditures for 2020-2021. June 30, 2020, marks the end of the current contract with Library Systems and Services (LS&S) for library operations. The FY21 budget reflects direct costs for staff and for library operations that were previously encompassed in the LS&S contract line items.

## Budget Priorities

- Provide monies to fund the District’s strategic priorities, including
  - Finalize systems for transition from LS&S for library operations
  - 2016-2020 Strategic Plan
  - 75% by 2023 Active Cardholder goal
- Launch a strategic planning process to develop the District’s strategic plan for the next 5 years
- Enhance the Library’s aging facilities through repairs and renovations; create a Facilities Master Plan to drive projects and improvements for the next 10-15 years

- Include \$500,000 in the budget to build community partnerships in response to COVID-19 – for example, school districts and connecting students to library resources and services
- Transfer \$300,000 from the ending fund balance to the Capital Improvement Fund to ensure sufficient reserves to support the library facilities
- Migrate to a new Integrated Library System (ILS)
- Retain the current cost per thousand to taxpayers of Jackson County of 52 cents per \$1000 of assessed value
- Provide for sufficient ending fund balance to cover the operational expenses of approximately \$4.5 million in the following fiscal year until the first property tax collection in November 2020

## Major Contracts

- Jackson County – facilities maintenance, landscaping
- Pathway Enterprises – custodial services and supplies, landscaping
- Rogue Community College (RCC) – lease and joint operations at Medford Library; Integrated Library System
- Concierge Home and Business Watch – security guards at Medford and Ashland Libraries
- Hunter Communications – wide area network, internet access, wireless services
- Library Systems & Services – integrated library system (Polaris ILS)

## Budget Highlights

This year’s budget document has several new sections, including sections titled “General Fund Cost Centers” and “General Fund Materials and Services Detail.” Expenditures historically included in the LS&S contract are now itemized by department at the expenditure level. Also new is the Grant Fund (Form LB-10). The purpose of this special revenue fund is to track restricted grants and donations, which were previously budgeted in the General Fund. It should be noted that contributions from the Friends of the Library and the Jackson County Library Foundation are not held by the District; nevertheless, anticipated revenues from the Friends and Foundation have been included as resources in the new Grant Fund.

As indicated on both the LB-31 and LB-11 forms, the FY20/21 proposed budget includes a transfer of \$300,000 from the General Fund to the Capital Improvement Fund (CIF). In recent years, the Budget Committee has approved transfers to the CIF in excess of \$2 million, growing the District’s capital reserve fund to over \$6 million. Monies held in the Capital Improvement Fund will be used to pay for the design and construction of the Medford Library Office Remodel Project, which is scheduled for completion in September 2020.

Since staffing costs were previously part of the LS&S contract, the biggest change to the budget is the addition of personnel costs for more than 120 employees (92.10 FTEs). Job positions and salaries are listed on the first page of the Form LB-31. Note that positions within the same grade on the salary schedule may be grouped together. Also included are the District’s costs for employee benefits, including health/dental/vision insurance, retirement (6% min; 8% max), long-term disability (LTD), group life insurance, tuition reimbursement, paid parking for employees working at the Medford branch, and an Employee Assistance Program (EAP).

In February 2020, the Board approved a 90% employer cost share for employee-only health coverage and a \$1,110 spending cap. Since then, more accurate health insurance quotes have been obtained. As a new employer without claims history, the budget takes into account a \$200 increase in the spending cap. The purpose is to manage costs while also offering a competitive benefits package. With this purpose in mind, one of the two health plans being offered to employees is a high-deductible health plan with an employee-only premium of \$580.67/month. For employees who choose this plan, the District will contribute \$1,500 into a Health Savings Account (HSA) to help cover the costs of the \$3,000 deductible. The other plan being offered is a PPO plan with a 20% cost share, \$1,500 deductible, and a monthly employee-only premium of \$788.88. The District’s costs for health insurance, LTD, group life, and the HSA are included in the \$1.4 million budgeted on the LB-31 for health insurance.

“A library outranks any other one thing a community can do to benefit its people. It is a never failing spring in the desert.”

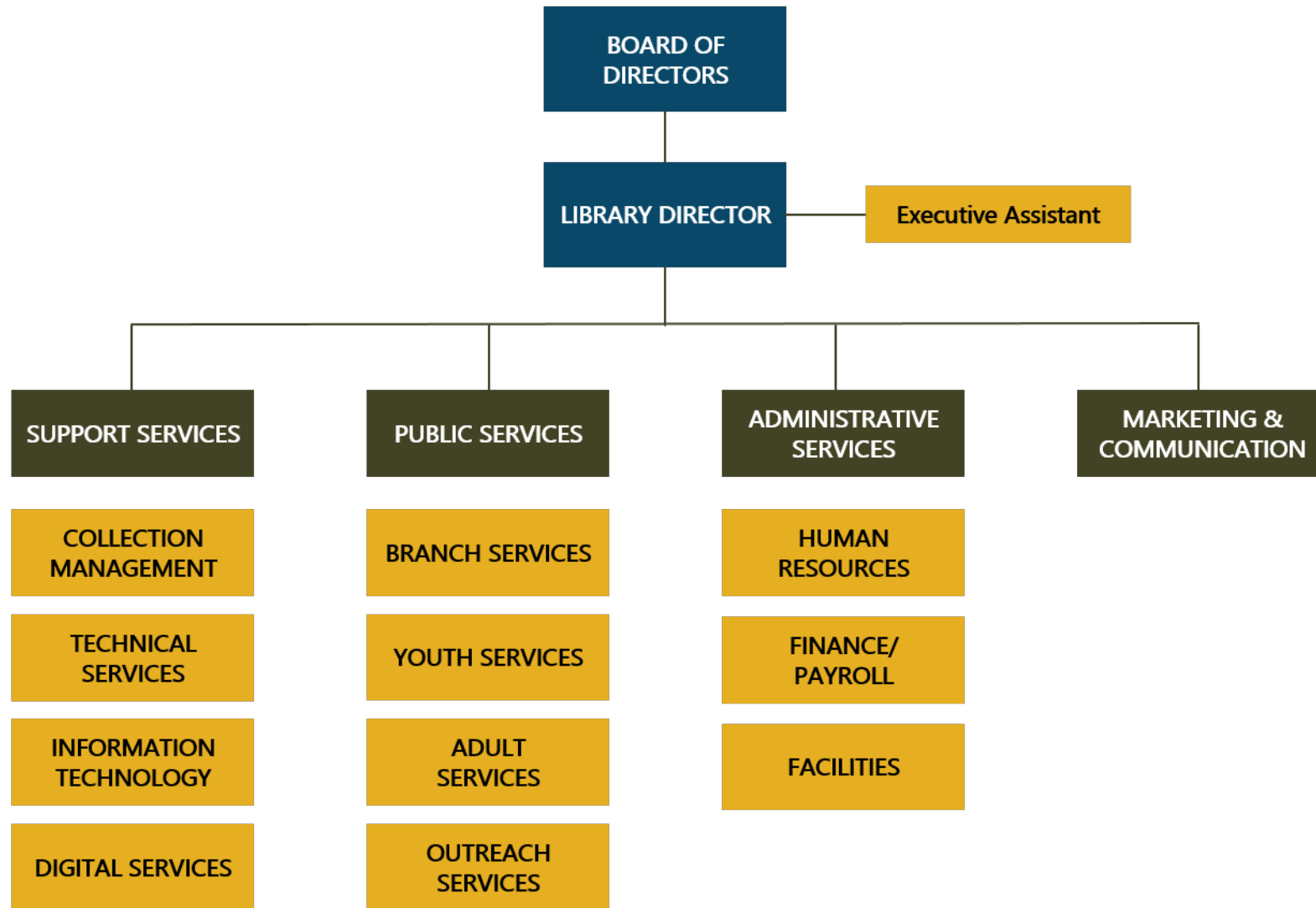
Andrew Carnegie (1835-1919)  
Industrialist, Entrepreneur and Philanthropist



## Hours of Operation

<b>BRANCH</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b><i>Applegate</i></b>	Closed	Closed	2pm – 6pm	10am – 2pm	Closed	2pm – 6pm	10am – 2pm
<b><i>Ashland</i></b>	12pm – 4pm	10am – 8pm	10am – 6pm	10am – 6pm	12pm – 5pm	Closed	12pm – 5pm
<b><i>Butte Falls</i></b>	Closed	Closed	10am – 3pm	Closed	12pm – 5pm	Closed	Closed
<b><i>Central Point</i></b>	Closed	Closed	10am – 6pm	10am – 6pm	10am – 6pm	10am – 6pm	12pm – 4pm
<b><i>Eagle Point</i></b>	Closed	Closed	10am – 4pm	10am – 4pm	12pm – 6pm	10am – 4pm	12pm – 4pm
<b><i>Gold Hill</i></b>	Closed	10am – 4pm	Closed	2pm – 6pm	Closed	1pm – 5pm	12pm – 4pm
<b><i>Jacksonville</i></b>	Closed	10am – 5pm	Closed	10am – 5pm	12pm – 6pm	Closed	10am – 2pm
<b><i>Medford</i></b>	12pm – 4pm	10am – 7pm	10am – 7pm	10am – 7pm	Closed	12pm – 4pm	11am – 4pm
<b><i>Phoenix</i></b>	Closed	Closed	11am – 5pm	1pm – 7pm	11am – 5pm	Closed	12pm – 4pm
<b><i>Prospect</i></b>	Closed	Closed	Closed	10am – 2pm	Closed	1pm – 5pm	10am – 2pm
<b><i>Rogue River</i></b>	Closed	10am – 4pm	10am – 4pm	Closed	1pm – 7pm	10am – 4pm	10am – 2pm
<b><i>Ruch</i></b>	Closed	Closed	10am – 5pm	Closed	1pm – 7pm	Closed	11am – 4pm
<b><i>Shady Cove</i></b>	Closed	Closed	12pm – 6pm	2pm – 7pm	Closed	10am – 5pm	Closed
<b><i>Talent</i></b>	Closed	Closed	10am – 6pm	12pm – 7pm	12pm – 7pm	10am – 5pm	10am – 5pm
<b><i>White City</i></b>	Closed	11am – 5pm	11am – 5pm	11am – 5pm	Closed	Closed	12pm – 4pm
<b><i>Office</i></b>	Closed	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	Closed
<b><i>JCLS.ORG</i></b>	24/7	24/7	24/7	24/7	24/7	24/7	24/7

# JCLS Organizational Chart



## Tax Projections

The following table projects a 4.173% increase in total assessed value for the 2020-2021 fiscal year. Jackson County estimates the Net Collection Rate by reviewing budget experience over the past several years; however, this year, due to the current economic situation, JCLS has lowered the estimated Net Collection Rate from 94% to 92.50%.

### Jackson County Library District Operating Levy Projection

	<b>Assessed Value</b>
January 2020 Assessed Value	\$ 21,396,111,827
Growth	4.173%
January 2021 Estimated Assessed Value	\$ 22,288,971,574
Rate	0.52
Gross Levy	\$11,590,265
Net Collection Rate	92.50%
<b>Estimated taxes to be received</b>	<b>\$ 10,720,995</b>



## Restricted Funds Balance as of March 31, 2020

Restricted Fund	Purpose of Funds	Balance 7/1/2019	Revenues	Expenditures	Balance 3/31/2020
EJ Smith Corpus	Purchase Pacific Northwest related books	8,870	-	-	8,870
EJ Smith #2453	Interest	77	-	-	77
Ted Gerlock Corpus	Purchase books about forestry	1,540	-	-	1,540
Hulburt Trust #2575	Enrichment programs for youth and mature readers	216,624	131,527	46,319	301,832
Kent Family Trust	To benefit library operation	2,418	-	434	1,984
Ready to Read 2018	Early literacy	8,140	-	8,140	-
Ready to Read 2019	Early literacy	34,951	-	24,823	10,128
Ready to Read 2020	Early literacy	-	36,353	-	36,353
Carpenter Foundation	Purchase books for Carpenter collection	629	3,000	-	3,629
Kaleidoscope Grant	Kindergarten preparation	-	1,579	2,089	-510
Miscellaneous Grants	Census Assistance, Think and Drink	-	6,600	1,210	5,390
OCF - Talent Library Fund	Summer reading program and collection materials	6,731	2,722	-	9,453
OCF - Finstrom Fund	Outreach to Homebound Program	6,443	-	2,571	3,872
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
Ashland Levy	Enhance programs at Ashland Library	16,700	-	-	16,700
Helen Gebhard Estate	Support for Central Point Library	-	307,586	-	307,586
Lindberg Estate	For use by Ashland Library	401,637	3,329	-	404,966
<b>TOTALS:</b>		<b>\$714,703</b>	<b>\$492,696</b>	<b>\$85,586</b>	<b>\$1,121,813</b>

## Jackson County Library Foundation and Friends of the Library

For fiscal year 2020-2021, the Jackson County Library Foundation is anticipated to contribute approximately \$130,000 to the District; contributions from Friends of the Library groups are estimated at \$81,075. These amounts are included below in the Grant Fund Form LB-10.

## General Fund Cost Centers

Distribution by Department	Public Services	Support Services		Administrative Services		Library Admin	TOTALS
		Technical Services	Information Technology	Finance HR	Facilities		
Accounting Services	-	-	-	27,650	-	-	27,650
Auditing Services	-	-	-	12,350	-	-	12,350
Background Checks	-	-	-	5,000	-	-	5,000
Building Repair/Maintenance	-	-	-	-	504,366	-	504,366
Capital Outlay	-	-	60,000	-	165,000	-	225,000
Computers and Technology	-	-	241,600	-	-	-	241,600
Consultant Fees	-	-	-	-	-	85,000	85,000
Copier/Printer Lease	-	-	23,220	-	-	-	23,220
Custodial Services	2,000	-	-	-	498,674	-	500,674
E Rate Services	-	-	34,000	-	-	-	34,000
Elections	-	-	-	-	-	45,000	45,000
Equipment Maintenance	-	-	34,500	-	-	-	34,500
Facility Furnishing Expense	25,000	-	-	-	-	-	25,000
Insurance	-	-	-	-	105,000	-	105,000
Legal Services	-	-	-	-	-	30,000	30,000
Library Materials	-	1,331,000	-	-	-	-	1,331,000
LS&S Contract	-	-	100,000	-	-	-	100,000
Maintenance/Fuel-Vehicles	-	-	-	-	12,000	-	12,000
Marketing & Advertising	-	-	-	-	-	48,500	48,500
Meetings, Meals, Events	-	-	-	-	-	5,500	5,500
Memberships, Dues	1,650	500	-	2,800	-	1,655	6,605
Mileage	-	-	-	-	-	22,500	22,500
Minor Equipment	-	-	-	-	50,000	20,000	70,000
Postage	-	-	-	-	-	23,000	23,000
Printing Services	-	-	-	-	-	51,000	51,000
Professional Development	7,500	5,000	-	10,850	1,500	5,000	29,850
Professional Services	45,000	-	20,000	5,000	-	-	70,000
Recruitment/Legal Notices	-	-	-	13,000	-	-	13,000
Security Services	141,827	-	-	-	-	-	141,827
Signage	-	-	-	-	-	15,000	15,000
Software/License/Subscription	2,000	25,000	97,391	23,248	-	9,000	156,639
SOHS contract	39,000	-	-	-	-	-	39,000
Special Fees & Expenses	-	-	-	2,072	-	-	2,072
Strategic Plan Initiative	500,000	-	-	-	-	-	500,000
Supplies	97,000	75,000	-	10,000	4,500	15,000	197,000
Supplies/Expenses-Facilities	-	-	-	-	4,500	-	4,500
Telecommunications	-	-	219,500	-	-	-	219,500
Transition expenses	-	-	150,000	50,000	-	-	200,000
Travel - airfare, lodging, etc.	-	-	-	-	-	10,000	10,000
Unique Management Services	24,000	-	-	-	-	-	24,000
Utilities	-	-	-	-	362,565	-	362,565
Volunteer/Staff Recognition	-	-	-	3,500	-	-	3,500
<b>TOTALS:</b>	<b>\$884,977</b>	<b>\$1,436,500</b>	<b>\$980,211</b>	<b>\$165,470</b>	<b>\$1,703,605</b>	<b>\$386,155</b>	<b>\$5,556,918</b>

## General Fund Materials and Services Detail

The following pages provide detailed line-item information to support a policy level discussion of the proposed budget. Additional explanation will be provided at the Budget Committee meeting.

### Public Services

Public Services encompasses the areas of the library, including public service desks, circulation, programming, and outreach, which provide direct services and resources to the general public. Services and resources can be accessed at fifteen branches located throughout Jackson County, at jcls.org—the virtual branch—and outside the library’s walls through community partnerships and outreach programs.

<b>Public Services</b>	<b>Custodial Services</b>	<b>Facility Furnishing Expense</b>	<b>Professional Development</b>	<b>Professional Services</b>	<b>Security Services</b>	<b>Software, Licensing &amp; Subscriptions</b>	<b>Strategic Plan Initiative</b>	<b>Supplies</b>	
<i>Library Furniture</i>		25,000							
<i>Library Programs - Performers</i>				42,000					
<i>Library Programs - Supplies</i>								45,000	
<i>Memberships, Subscriptions</i>			1,650						
<i>Medford Comic Con</i>	2,000			3,000	8,000			2,000	
<i>Office and General Supplies</i>								50,000	
<i>School-Library Partnerships</i>							500,000		
<i>Security - Medford, Ashland</i>					133,827				
<i>SOHS Contract</i>				39,000					
<i>Staff Training &amp; Development</i>			7,500						
<i>Swank Movie License</i>						2,000			
<i>UMS Contract</i>				24,000					
<b>TOTAL:</b>	<b>\$884,977</b>	<b>\$2,000</b>	<b>\$25,000</b>	<b>\$9,150</b>	<b>\$108,000</b>	<b>\$141,827</b>	<b>\$2,000</b>	<b>\$500,000</b>	<b>\$97,000</b>

## Support Services

Support Services encompasses areas of the library that support Public Services and the general public, including collection management, technical services, digital services, and information technology.

### Technical Services

Technical Services orders, receives, catalogs, processes and manages all items added to the collection annually (books, digital downloads, CDs, etc.) based on collection development and interlibrary loan policies.

### Collection Management

Collection Management encompasses the budget for the physical and digital collections and develops strategies for selecting and maintaining the collection in accordance with the Collection Development Policy and the Collection Management Plan.

<b>Technical Services and Collection Management</b>	<b>Library Materials</b>	<b>Memberships / Professional Development</b>	<b>Software, Licensing &amp; Subscriptions</b>	<b>Supplies</b>
<i>Library Databases</i>	200,000			
<i>Library Materials - Digital</i>	300,000			
<i>Library Materials - Physical</i>	825,000			
<i>Library of Things (non-tech)</i>	6,000			
<i>Membership Dues</i>		200		
<i>OCLC Contract – cataloging, ILL, authority control</i>			25,000	
<i>Office, Tech Services, IT Supplies</i>				75,000
<i>Staff Training &amp; Development</i>		5,000		
<b>TOTAL:</b>	<b>\$1,436,500</b>	<b>\$5,200</b>	<b>\$25,000</b>	<b>\$75,000</b>

## Information Technology (IT)

IT supports the Library's wide-area computer network, public and staff internet access throughout the system, and the library automation system.

### Digital Services

Digital Services provides one-on-one, classroom, and virtual assistance to patrons to answer their technology-related questions regarding the use of different types of devices, software, and digital resources.

<b>Information Technology and Digital Services</b>	<b>Capital Outlay</b>	<b>Computers &amp; Technology</b>	<b>Equipment Lease</b>	<b>Equipment Repair &amp; Maintenance</b>	<b>LS&amp;S Contract</b>	<b>Professional Services</b>	<b>Software, Licensing &amp; Subscriptions</b>	<b>Telecom</b>	
<i>Bibiocommons Library Catalog</i>							28,057		
<i>Charging Cabinets, Tablets</i>		6,600							
<i>Computer Replacements - Public</i>		184,500							
<i>Computers - Staff</i>		18,000							
<i>Copiers / Printers (LEAF lease)</i>			23,220						
<i>Copiers / Printers (Office Tech, POA)</i>				30,000					
<i>E-Rate Services (Tech Ed Contract)</i>						34,000			
<i>ILS Migration – Transition Expense GL</i>							150,000		
<i>IT Ticketing System – New Project</i>							20,000		
<i>LS&amp;S Contract – Polaris ILS</i>					100,000				
<i>Meeting Room Upgrades</i>	60,000								
<i>Mobile printing, faxing, PC Res, etc.</i>							33,834		
<i>MS Email Subscription</i>							9,000		
<i>People Counters</i>				4,500					
<i>Springshare (website, calendar)</i>							6,500		
<i>STEM Tech Labs - Mfd, Ash</i>		30,000							
<i>Switches/Phones</i>		2,500							
<i>Telecommunications - WAN, internet</i>								167,500	
<i>Website Development – New Project</i>						20,000			
<i>WiFi Hotspots - data</i>								52,000	
<b>TOTAL:</b>	<b>\$ 980,211</b>	<b>\$60,000</b>	<b>\$241,600</b>	<b>\$23,220</b>	<b>\$34,500</b>	<b>\$100,000</b>	<b>\$54,000</b>	<b>\$247,391</b>	<b>\$219,500</b>

## Administrative Services

Administrative Services plans, coordinates, and directs the activities of Finance, Human Resources, and Facilities, which serve and support the District's governing Board, director, employees, volunteers, and patrons in accordance with Board-approved policies and applicable federal, state, and local laws. Administrative Services is also responsible for public contracting and procurement, budget planning, and risk management.

## Finance

Finance is responsible for maintaining salary administration, payroll processing, and accounting at the District level, as well as preparing the financial statements for the District's annual financial audit.

<b>Finance &amp; Administration</b>	<b>Accounting Services</b>	<b>Auditing Services</b>	<b>Special Fees &amp; Expenses</b>	<b>Legal Notices</b>	<b>Memberships</b>	<b>Professional Development</b>	<b>Software, Licensing &amp; Subscriptions</b>	<b>Supplies</b>
<i>Accounting/Payroll Support (RVCOG)</i>	27,650							
<i>Annual Financial Audit</i>		12,350						
<i>Bank Fees, Interest, Lindberg Note</i>			2,072					
<i>Incode 10 ERP Software</i>							22,548	
<i>Incode 10 Implementation</i>							50,000	
<i>Budget Meeting/Hearing Notices</i>				3,000				
<i>Membership Dues, Subscriptions</i>					2,580			
<i>Office Supplies</i>								7,000
<i>Staff Training &amp; Development</i>						1,500		
<b>TOTAL:</b>	<b>\$128,700</b>	<b>\$27,650</b>	<b>\$12,350</b>	<b>\$2,072</b>	<b>\$3,000</b>	<b>\$2,580</b>	<b>\$72,548</b>	<b>\$7,000</b>

## Human Resources

Human Resources is responsible for maintaining all personnel records, employee recruitment, new employee orientation, benefits, employee relations, staff training and development, and volunteer services at the District level.

<b>Human Resources</b>	<b>Background Checks</b>	<b>Memberships / Professional Development</b>	<b>Recruitment</b>	<b>Software, Licensing &amp; Subscriptions</b>	<b>Supplies</b>	<b>Volunteer and Staff Recognition</b>
<i>Background Checks – staff, volunteers</i>	5,000					
<i>Employee Recruitment</i>			10,000			
<i>HR Staff Development</i>		2,350				
<i>Membership Dues - SHRM</i>		220				
<i>Office, Training &amp; Safety Supplies</i>					3,000	
<i>Recognition for Staff &amp; Volunteers</i>						3,500
<i>Staff Development Day</i>		7,000				
<i>Staff Training (paid trainers)</i>		5,000				
<i>Vlogistics (volunteer database)</i>				700		
<b>TOTAL:</b>	<b>\$36,770</b>	<b>\$5,000</b>	<b>\$14,570</b>	<b>\$10,000</b>	<b>\$700</b>	<b>\$3,000</b>
				<b>\$700</b>	<b>\$3,000</b>	<b>\$3,500</b>

## Facilities

Facilities is responsible for maintaining the District’s fifteen library buildings and four fleet vehicles. The Facilities Department is also responsible for purchasing materials and services and managing vendor contracts. The goal of facilities management is to provide patrons with safe, welcoming public spaces by maintaining and enhancing the District’s properties and assets.

<b>Facilities</b>	<b>Building Repair &amp; Maintenance / Landscaping</b>	<b>Capital Outlay</b>	<b>Custodial Services &amp; Supplies / Landscaping</b>	<b>Insurance</b>	<b>Minor Equipment</b>	<b>Professional Development</b>	<b>Supplies</b>	<b>Vehicle Maintenance &amp; Fuel</b>	<b>Utilities</b>	
<i>Capital Building Maintenance</i>		125,000								
<i>Electricity, gas, water, etc.</i>									362,565	
<i>GL, Property, Auto</i>				105,000						
<i>Jackson County Contract</i>	504,366									
<i>Misc. Equipment</i>					50,000					
<i>Misc. Supplies</i>							4,500			
<i>Pathways Contract</i>			498,674							
<i>SDAO Training/Conference</i>						1,500				
<i>Vehicles</i>		40,000						12,000		
<b>TOTAL:</b>	<b>\$1,703,605</b>	<b>\$504,366</b>	<b>\$165,000</b>	<b>\$498,674</b>	<b>\$105,000</b>	<b>\$50,000</b>	<b>\$1,500</b>	<b>\$4,500</b>	<b>\$12,000</b>	<b>\$362,565</b>



## Library Administration

Library Administration is led by the Library Director, who reports directly to the Board of Directors. Library Administration supports the District Board and manages system-wide activities with the support of the Management Team. Administration plans, coordinates, and directs JCLS's operations, activities, programs, services, and personnel. Administration is tasked with ensuring delivery of high quality programs and services to the communities JCLS serves; directs the planning, development, and implementation of the District's strategic plan and annual action plans; and markets and promotes the variety of services provided by JCLS.

<b>Library Administration &amp; System Support</b>	<b>Consultant Fees</b>	<b>Elections</b>	<b>Legal Services</b>	<b>Meetings, Meals, Events</b>	<b>Memberships</b>	<b>Mileage &amp; Travel</b>	<b>Postage</b>	<b>Professional Development</b>	<b>Supplies</b>	
<i>Board Meetings and Events</i>				2,000						
<i>Board Training and Development Facilitators</i>	10,000							2,500		
<i>In-District Meetings, Meals, Events</i>				500						
<i>In-District/Out-of-District Mileage</i>						22,500				
<i>Jarvis, Dreyer, Glatte &amp; Larsen, LLP</i>			30,000							
<i>May 2021 Special Election</i>		45,000								
<i>Memberships, Dues</i>					1,655					
<i>Postage and Delivery</i>							23,000			
<i>Staff Meetings and Events</i>				3,000						
<i>Staff Room/Business Office Supplies</i>									10,000	
<i>Staff Training and Development</i>								2,500		
<i>Strategic Plan, Facilities Master Plan</i>	75,000									
<i>Travel - Airfare, lodging, meals</i>						10,000				
<b>TOTAL:</b>	<b>\$237,655</b>	<b>\$85,000</b>	<b>\$45,000</b>	<b>\$30,000</b>	<b>\$5,500</b>	<b>\$1,655</b>	<b>\$32,500</b>	<b>\$23,000</b>	<b>\$5,000</b>	<b>\$10,000</b>

## Marketing

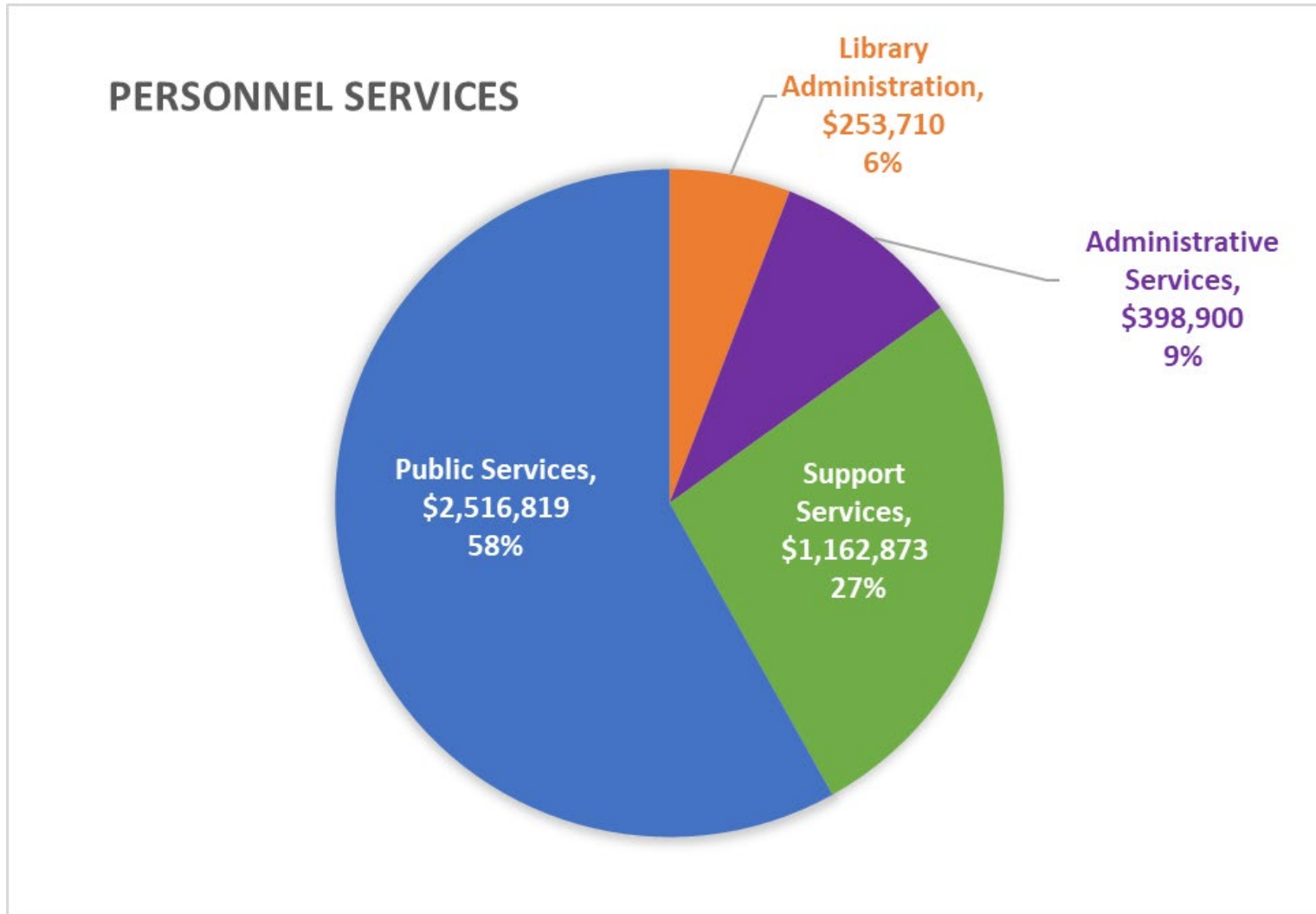
Marketing is responsible for public relations, branding, marketing, printing, and signage and provides support to Friends of the Library and the Jackson County Library Foundation.

<b>Marketing</b>	<b>Marketing &amp; Advertising</b>	<b>Minor Equipment</b>	<b>Printing Services</b>	<b>Signage</b>	<b>Software, Licensing &amp; Subscriptions</b>	<b>Supplies</b>
<i>Adobe Creative Commons, Misc. Tools</i>					6,000	
<i>Content Creation</i>	27,000	20,000				
<i>Digital Signage Software</i>					3,000	
<i>Digital/Social Media</i>	5,000					
<i>Direct Mail Campaign</i>	7,000					
<i>Email Marketing</i>	1,500					
<i>Misc. Brochures, Bookmarks, Stickers</i>			11,000			
<i>Outreach Kits</i>						5,000
<i>Quarterly Event Guide</i>			40,000			
<i>Signage - Exterior</i>				15,000		
<i>Traditional Media</i>	8,000					
<b>TOTAL:</b>	<b>\$148,500</b>	<b>\$20,000</b>	<b>\$51,000</b>	<b>\$15,000</b>	<b>\$9,000</b>	<b>\$5,000</b>

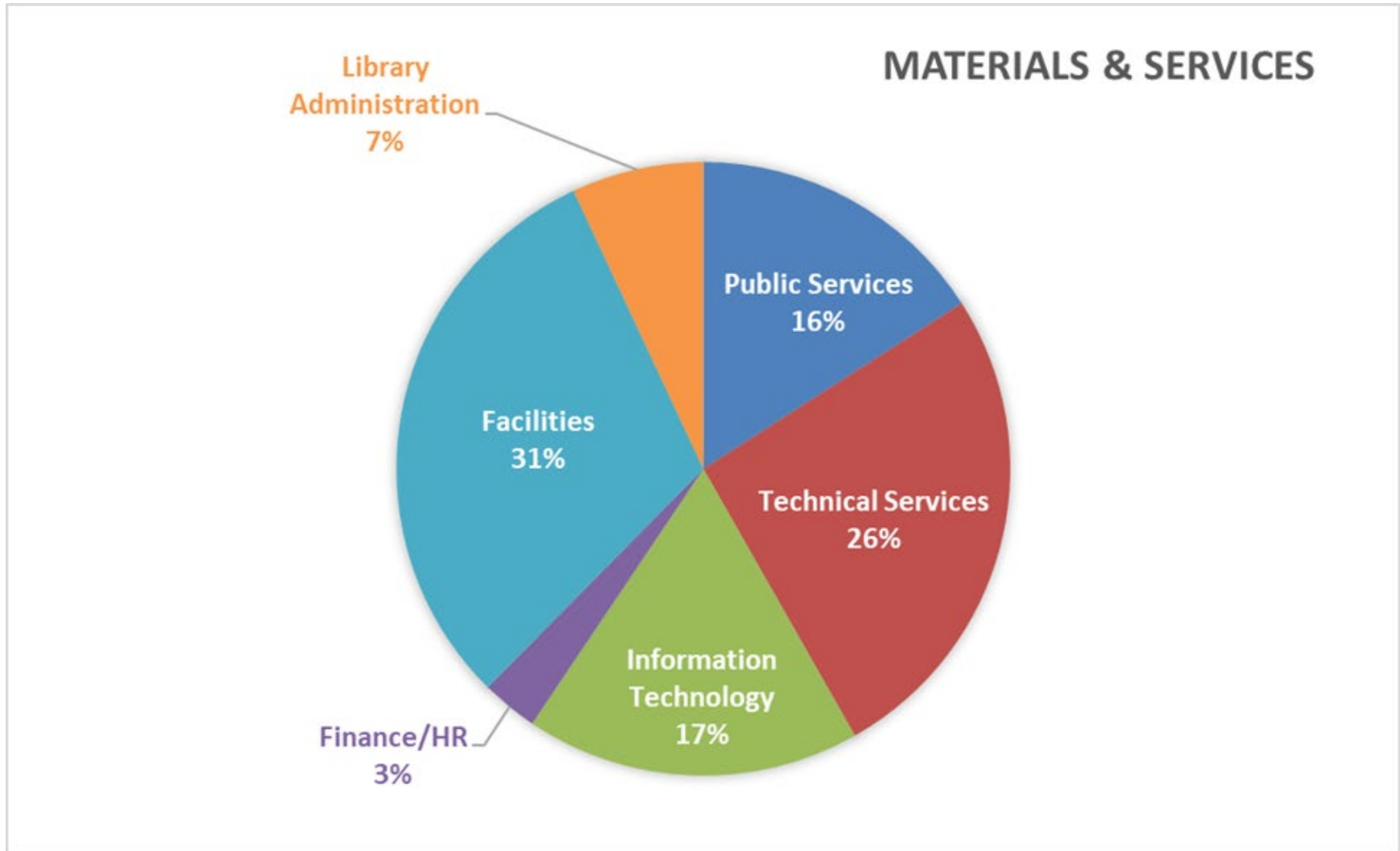
## 5-Year Capital Facilities Maintenance Plan

CAPITAL LIBRARY PROJECTS BY FISCAL YEAR	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	\$ 125,000	\$ 675,000	\$ 420,000	\$ 500,000	\$ 200,000
<b>2020-2021</b>					
White City Library: Replace concrete/Patio/add gate	\$ 75,000				
Rogue River: Exterior paint	\$ 25,000				
Phoenix: Exterior paint	\$ 25,000				
	\$ 125,000				
<b>2021-2022</b>					
White City Library: Roof replacement		\$ 50,000			
Eagle Point Library: Replace HVAC		\$ 50,000			
Ashland Library: Replace HVAC		\$ 400,000			
Medford Library: Replace carpet Phase 1		\$ 175,000			
		\$ 675,000			
<b>2022-2023</b>					
Eagle Point: Carpet replacement			\$ 60,000		
Medford library: Replace Carpet Phase 2			\$ 150,000		
Phoenix Library: Replace HVAC			\$ 30,000		
Jacksonville Library: Replace HVAC			\$ 30,000		
Medford Library: Interior light upgrade (LED)			\$ 150,000		
			\$ 420,000		
<b>2023-2024</b>					
Medford library: Replace roof				\$ 400,000	
Medford Library: Replace Boilers				\$ 100,000	
				\$ 500,000	
<b>2024-2025</b>					
Ashland Library: Interior lighting upgrade (LED)					\$ 200,000
					\$ 200,000

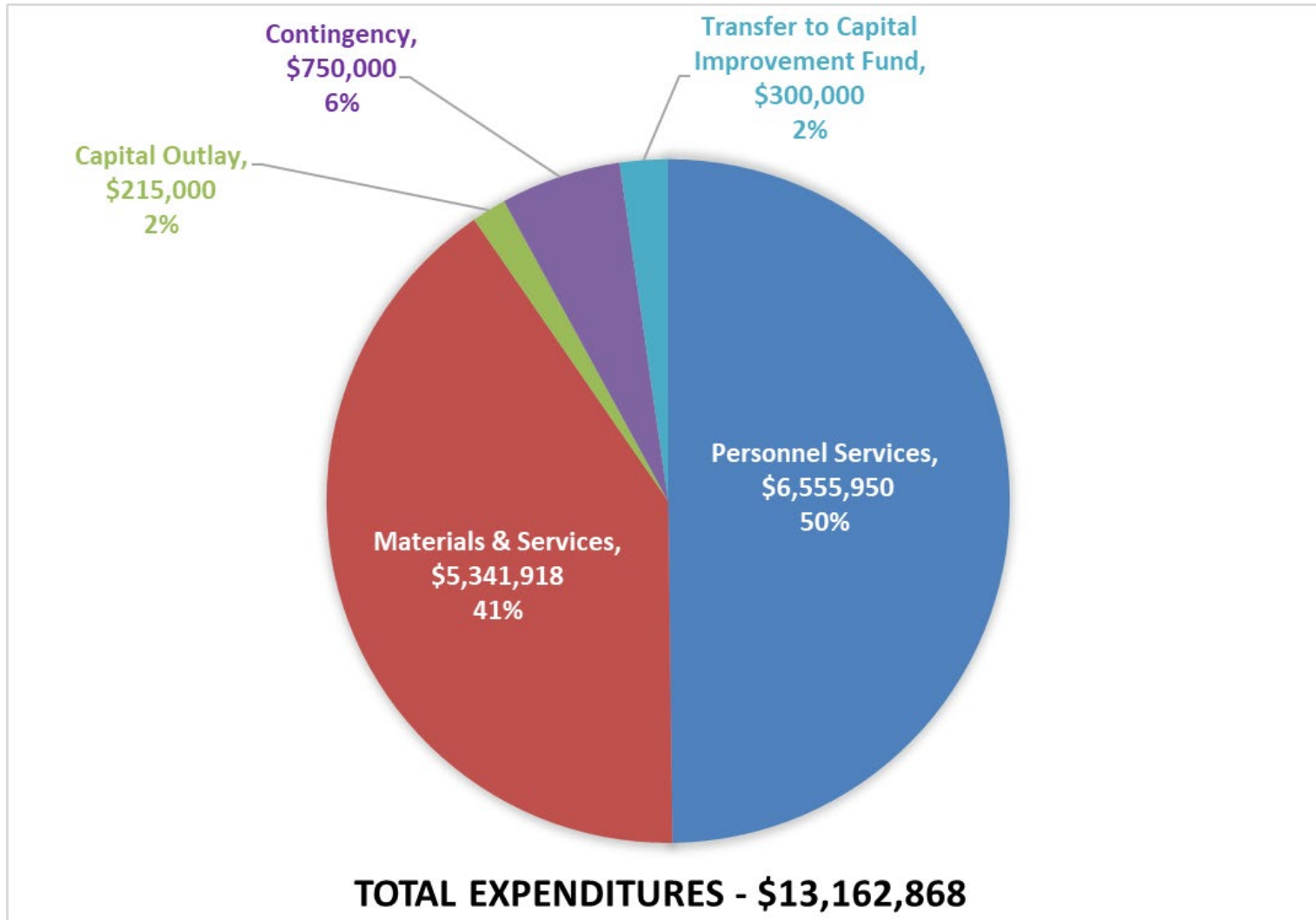
## Personnel Services – Expenditures by Department – Chart 1



## Materials & Services – Expenditures by Department – Chart 2



### Total Expenditures by Object Classification – Chart 3



Jackson County Library District 2020-2021 Revenues

FORM  
LB-20

RESOURCES

General  
(Fund)

Jackson County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019						
1				1 Available cash on hand* (cash basis) or				1
2	7,285,062	8,017,901	8,200,000	2 Net working capital (accrual basis)	7,207,960	7,207,960	7,207,960	2
3	280,847	253,838	200,000	3 Previously levied taxes estimated to be received	200,000	200,000	200,000	3
4	142,558	219,743	323,000	4 Interest	312,000	312,000	312,000	4
5				5 Transferred IN, from other funds				5
6				6 <b>OTHER RESOURCES</b>				6
7	77,967	51,204	15,000	7 Fees	34,000	34,000	34,000	7
8	203,496	232,727	143,520	8 Charges for services	177,330	177,330	177,330	8
9	822,781	518,175	602,600	9 Grants and donations *	106,000	106,000	106,000	9
10				10				10
11				11				11
12				12 *note- Special revenue grant funds have been				12
13				13 moved to a new Special Revenue Fund (LB-10)				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	8,812,711	9,293,588	9,484,120	29 Total resources, except taxes to be levied	8,037,290	8,037,290	8,037,290	29
30			10,610,000	30 Taxes estimated to be received	10,720,995	10,720,995	10,720,995	30
31	9,722,161	10,160,757		31 Taxes collected in year levied				31
32	<b>18,534,872</b>	<b>19,454,345</b>	<b>20,094,120</b>	32 <b>TOTAL RESOURCES</b>	<b>18,758,285</b>	<b>18,758,285</b>	<b>18,758,285</b>	32

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

# 2020-2021 Expenditures – General Fund – Form LB-31

FORM  
LB-31

## DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

	Historical Data			Expenditure Description	NO. OF EE'S	G R A D E	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year Year 2019-2020				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019								
1				1						1
2				2			106,267	106,267	106,267	2
3				3	1.00	IT-J	42,404	42,404	42,404	3
4				4	1.00	IT-S	65,783	65,783	65,783	4
5				5	1.00	IT-U	74,751	74,751	74,751	5
6				6	4.625	C	139,378	139,378	139,378	6
7				7	27.25	F	950,990	950,990	950,990	7
8				8	1.00	G	36,630	36,630	36,630	8
9				9	16.15	I	650,583	650,583	650,583	9
10				10	5.00	J	216,742	216,742	216,742	10
11				11	9.075	L	424,260	424,260	424,260	11
12				12	6.50	M	319,072	319,072	319,072	12
13				13	2.00	M	99,682	99,682	99,682	13
14				14	3.00	N	154,627	154,627	154,627	14
15				15	3.00	O	162,358	162,358	162,358	15
16				16	2.00	P	113,651	113,651	113,651	16
17				17	4.00	R	251,554	251,554	251,554	17
18				18	1.00	V	76,152	76,152	76,152	18
19				19	0.50	W	39,980	39,980	39,980	19
20	19,956	88,420	90,825	20	3.00	Z	277,688	277,688	277,688	20
21				21	1.00		125,000	125,000	125,000	21
22			360,059	22						22
23	19,956	88,420	450,884	23	92.10		4,327,552	4,327,552	4,327,552	23
24		7,260	34,500	24			326,388	326,388	326,388	24
25		241	3,000	25			53,274	53,274	53,274	25
26		-	9,950	26			89,500	89,500	89,500	26
27		7,891	50,400	27			1,400,000	1,400,000	1,400,000	27
28		8,627	30,686	28			335,736	335,736	335,736	28
29				29			23,500	23,500	23,500	29
30	-	24,019	128,536	30			2,228,398	2,228,398	2,228,398	30
31				31						31
32	19,956	112,439	579,420	32			6,555,950	6,555,950	6,555,950	32
33	19,956	112,439	579,420	33			6,555,950	6,555,950	6,555,950	33



**DETAILED EXPENDITURES**

**General**  
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2020-2021				
	Actual		Adopted Budget This Year Year 2019-2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1				1				1	
2				2	<b>MATERIALS AND SERVICES</b>			2	
3				3				3	
4	43,123	44,701	40,000	4	Accounting Services	27,650	27,650	27,650	4
5	10,501	10,750	11,300	5	Auditing Services	12,350	12,350	12,350	5
7	97,551	61,175	38,000	7	Administrative Services	-	-	-	7
8	930	879	1,072	8	Bank Fees/Interest Expense	1,072	1,072	1,072	8
9	18,926	32,331	50,000	9	Consultant Fees	112,000	112,000	112,000	9
10	-	44,761	-	10	Elections	45,000	45,000	45,000	10
11	18,779	19,526	30,000	11	Insurance	105,000	105,000	105,000	11
12	18,187	29,859	50,000	12	Legal Services	30,000	30,000	30,000	12
13	<b>207,997</b>	<b>243,982</b>	<b>220,372</b>	13	<b>Subtotal</b>	<b>333,072</b>	<b>333,072</b>	<b>333,072</b>	13
14				14					14
15	2,890	3,606	5,000	15	Membership and Dues and Subscriptions	6,605	6,605	6,605	15
16	1,072	2,048	5,000	16	Supplies	197,000	197,000	197,000	16
17	2,207	2,144	4,000	17	Postage	24,000	24,000	24,000	17
19	1,996	905	3,000	19	Advertising/Legal Notices	13,000	13,000	13,000	19
20	<b>8,165</b>	<b>8,703</b>	<b>17,000</b>	20	<b>Subtotal</b>	<b>240,605</b>	<b>240,605</b>	<b>240,605</b>	20
21				21					21
22	7,660	10,623	20,000	22	Travel- airfare, lodging, meals etc.	10,000	10,000	10,000	22
23				23	Mileage	22,500	22,500	22,500	23
24				24	Meetings, Meals, Events	5,500	5,500	5,500	24
25				25	Professional Development	29,850	29,850	29,850	25
26				26	Volunteer and staff recognition	3,500	3,500	3,500	26
27				27	Background checks	5,000	5,000	5,000	27
28	<b>7,660</b>	<b>10,623</b>	<b>20,000</b>	28	<b>Subtotal</b>	<b>76,350</b>	<b>76,350</b>	<b>76,350</b>	28
29				29					29
30	2,356	3,138	3,465	30	Alarm Services	3,465	3,465	3,465	30
31	432,635	451,031	467,937	31	Building Repair/Maintenance/Landscaping	514,366	514,366	514,366	31
32	40,863	21,423	245,000	32	Building Repair/Maintenance-Major/B-7's	-	-	-	32
33	337,738	380,043	419,322	33	Custodial Services	485,072	485,072	485,072	33
34	11,831	12,653	12,600	34	Custodial Supplies	7,169	7,169	7,169	34
35	<b>1,049,245</b>	<b>1,131,596</b>	<b>1,405,696</b>	35	<b>Subtotal this page</b>	<b>1,660,099</b>	<b>1,660,099</b>	<b>1,660,099</b>	35

**DETAILED EXPENDITURES**

**General**  
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year Year 2019-2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019						
<b>1</b>				<b>1</b> <b>MATERIALS AND SERVICES (CONTINUED)</b>				<b>1</b>
2	2,552	10,294	9,072	2 Landscape Services - Pathway	8,433	8,433	8,433	2
3	-	-	2,000	3 Maintenance Services - Central Point	-	-	-	3
4	68,649	73,796	84,791	4 Security Services	141,827	141,827	141,827	4
5	-	390	25,000	5 Signage	15,000	15,000	15,000	5
<b>6</b>	<b>896,624</b>	<b>952,768</b>	<b>1,269,187</b>	<b>6 Subtotal</b>	<b>1,175,332</b>	<b>1,175,332</b>	<b>1,175,332</b>	<b>6</b>
7				7 Copier/Printer Lease	23,220	23,220	23,220	7
8	7,547	5,163	30,000	8 Equipment Repair/Maintenance	34,500	34,500	34,500	8
9	-	-	25,000	9 Facility Furnishing Expense	25,000	25,000	25,000	9
10	11,863	15,341	50,000	10 Minor Equipment	70,000	70,000	70,000	10
11	127,607	293,332	200,000	11 Computers and Technology	241,600	241,600	241,600	11
12	25,056	12,063	50,000	12 Software, Licensing & Subscriptions	156,639	156,639	156,639	12
13	-	-	250,000	13 Transition expenses	200,000	200,000	200,000	13
14	950	357	500	14 Supplies- Facilities	4,500	4,500	4,500	14
<b>15</b>	<b>173,023</b>	<b>326,256</b>	<b>605,500</b>	<b>15 Subtotal</b>	<b>755,459</b>	<b>755,459</b>	<b>755,459</b>	<b>15</b>
16	5,188,281	5,437,116	5,966,939	16 LS&S (formerly LSSI) Contract	158,000	158,000	158,000	16
17	813,500	1,178,431	1,314,337	17 Library Materials	1,331,000	1,331,000	1,331,000	17
18	27,258	23,297	23,100	18 Comic Con	-	-	-	18
19	22,871	89,418	26,500	19 Strategic Plan Initiative	500,000	500,000	500,000	19
20	13,000	39,000	39,000	20 Southern Oregon Historical Society contract	39,000	39,000	39,000	20
21	-	-	55,000	21 Jackson County Library Foundation contract	-	-	-	21
22	-	-	15,000	22 Branch support	-	-	-	22
23				23 Marketing and Advertising	48,500	48,500	48,500	23
24				24 Professional Services	70,000	70,000	70,000	24
25				25 Printing Services	51,000	51,000	51,000	25
<b>26</b>	<b>6,064,910</b>	<b>6,767,262</b>	<b>7,439,876</b>	<b>26 Subtotal</b>	<b>2,197,500</b>	<b>2,197,500</b>	<b>2,197,500</b>	<b>26</b>
27	233,739	229,599	241,500	27 Electricity	250,000	250,000	250,000	27
28	40,203	34,979	31,500	28 Natural Gas	32,000	32,000	32,000	28
29	12,963	15,422	15,750	29 Garbage Services	21,000	21,000	21,000	29
30	1,697	3,549	3,550	30 Municipal Assessments	3,550	3,550	3,550	30
31	31,400	29,035	32,550	31 Water and Sewer Services	32,550	32,550	32,550	31
32	19,146	20,144	18,900	32 Street and Storm Drain Fees	20,000	20,000	20,000	32
<b>33</b>	<b>339,148</b>	<b>332,728</b>	<b>343,750</b>	<b>33 Subtotal</b>	<b>359,100</b>	<b>359,100</b>	<b>359,100</b>	<b>33</b>
<b>34</b>	<b>6,648,282</b>	<b>7,510,726</b>	<b>8,509,989</b>	<b>34 Subtotal this page</b>	<b>3,477,319</b>	<b>3,477,319</b>	<b>3,477,319</b>	<b>34</b>

**DETAILED EXPENDITURES**

**General**  
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2020-2021				
	Actual		Adopted Budget		Proposed by	Approved by	Adopted by		
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	This Year Year 2019-2020						Budget Officer
1				1				1	
2				2	<b>MATERIALS AND SERVICES (CONTINUED)</b>			2	
3				3				3	
4	52,268	34,384	27,000	4	Telecom- Voice and LD	25,000	25,000	25,000	4
5	105,520	110,310	115,500	5	Telecom- Wide Area Network	115,500	115,500	115,500	5
6	20,173	45,824	52,000	6	Telecom- Hot Spots	52,000	52,000	52,000	6
7	26,618	24,462	25,200	7	Telecom- Internet Services	27,000	27,000	27,000	7
8	<b>204,579</b>	<b>214,980</b>	<b>219,700</b>	8	<b>Subtotal</b>	<b>219,500</b>	<b>219,500</b>	<b>219,500</b>	8
9	<b>15,253</b>	<b>12,061</b>	<b>16,000</b>	9	Maintenace for Vehicles	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	9
10				10					10
11				11	Grant Funded Programs				11
12	2,109	-	16,700	12	City Participation				12
13	103,924	96,507	125,000	13	Hulburt Donations				13
14	67,243	76,997	65,000	14	Library Friends Donations				14
15	18,148	34,935	10,000	15	Library Foundation Donations				15
16		120,026	50,000	16	Library Foundation Donations- Central Point				16
17			100,000	17	Library Foundation Donations- Medford				17
18	1,709	2,090	2,500	18	General Public Donations				18
19	2,174	14,293	42,000	19	Oregon Community Foundation				19
20			85	20	EJ Smith Trust Books				20
21			15	21	Gerlock Trust Books				21
22	28,370	18,109	70,000	22	Ready to Read Grant				22
23	5,960	5,883	5,000	23	Kent Family Trust				23
24	2,774	3,049	3,000	24	Carpenter Foundation Books				24
25	40,118	-	100,000	25	Lindberg Estate expenditures				25
26		-	200,000	26	Gebhard Estate - Central Point				26
27		7,354	-	27	Kaleidoscope Grant				27
28	<b>272,529</b>	<b>379,243</b>	<b>789,300</b>	28	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	28
29	<b>8,189,888</b>	<b>9,248,606</b>	<b>10,940,685</b>	29	<b>TOTAL MATERIALS AND SERVICES</b>	<b>5,341,918</b>	<b>5,341,918</b>	<b>5,341,918</b>	29
30				30					30
31				31					31
32				32					32

**DETAILED EXPENDITURES**

**General**  
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2020-2021				
	Actual		Adopted Budget This Year Year 2019-2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1				1				1	
2	257,127	115,814	250,000	2	CAPITAL OUTLAY	215,000	215,000	215,000	2
3				3					3
4	-	-	750,000	4	CONTINGENCY	750,000	750,000	750,000	4
5				5					5
6	-	2,050,000	2,050,000	6	TRANSFER TO CAPITAL IMPROVEMENT FUND	300,000	300,000	300,000	6
7				7					7
8				8	TRANSFER TO GRANT FUND	1,043,085	1,043,085	1,043,085	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	10,516,971	11,526,859		31	<b>TOTAL EXPENDITURES</b>				31
32			5,524,015	32	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	4,552,332	4,552,332	4,552,332	32
33	<b>10,516,971</b>	<b>11,526,859</b>	<b>20,094,120</b>	33	<b>TOTAL</b>	<b>18,758,285</b>	<b>18,758,285</b>	<b>18,758,285</b>	33

Grant Fund – Form LB-10

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Grant Fund  
(Fund)

Jackson County Library District  
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-2021				
	Actual		Adopted Budget Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1				1	RESOURCES				1
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	30,500	30,500	30,500	5
6				6	Transferred IN, from other funds	1,043,085	1,043,085	1,043,085	6
7				7	Restricted Revenues	408,075	408,075	408,075	7
8				8					8
9				9					9
10	0	0	0	10	Total Resources, except taxes to be levied	1,481,660	1,481,660	1,481,660	10
11				11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	0	0	0	13	<b>TOTAL RESOURCES</b>	<b>1,481,660</b>	<b>1,481,660</b>	<b>1,481,660</b>	13
14				14	REQUIREMENTS **				14
15				15					15
16				16	Personnel Services	145,000	145,000	145,000	16
17				17					17
18				18	Materials and supplies	604,575	604,575	604,575	18
19				19					19
20				20	Capital outlay	219,585	219,585	219,585	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	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	512,500	512,500	512,500	30
31	0	0	0	31	<b>TOTAL REQUIREMENTS</b>	<b>1,481,660</b>	<b>1,481,660</b>	<b>1,481,660</b>	31

These funds were budgeted in the general fund since July 1, 2015. Beginning July 1, 2020 they will be accounted for separately.

# Capital Improvement Fund – Form LB-11

## 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 2020-2021				
	Actual		Adopted Budget Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1				1	RESOURCES				1
2				2	Cash on hand * (cash basis), or				2
3		1,916,279	4,016,279	3	Working Capital (accrual basis)	6,176,279	6,176,279	6,176,279	3
4				4	Previously levied taxes estimated to be received				4
5	35,670	101,933		5	Interest	110,000	110,000	110,000	5
6	2,050,000	2,050,000	2,050,000	6	Transferred IN, from other funds	300,000	300,000	300,000	6
7				7					7
8				8					8
9				9					9
10	2,085,670	4,068,212	6,066,279	10	Total Resources, except taxes to be levied	6,586,279	6,586,279	6,586,279	10
11				11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	<b>2,085,670</b>	<b>4,068,212</b>	<b>6,066,279</b>	13	<b>TOTAL RESOURCES</b>	<b>6,586,279</b>	<b>6,586,279</b>	<b>6,586,279</b>	13
14				14	REQUIREMENTS **				14
15				15					15
16				16	Materials and Services	100,000	100,000	100,000	16
17				17					17
18	169,391	0	6,066,279	18	Capital Outlay	6,486,279	6,486,279	6,486,279	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	1,916,279	4,068,212		29	Ending balance (prior years)				29
30			0	30	UNAPPROPRIATED ENDING FUND BALANCE	0	0	0	30
31	<b>2,085,670</b>	<b>4,068,212</b>	<b>6,066,279</b>	31	<b>TOTAL REQUIREMENTS</b>	<b>6,586,279</b>	<b>6,586,279</b>	<b>6,586,279</b>	31