



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD WORK SESSION AGENDA**
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Enter Meeting ID (access code): 862 0256 0821
click the link below to attend using Zoom:
<https://us06web.zoom.us/j/86202560821>
March 5, 2025, at 3:30 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

DISCUSSION ITEMS (Inform/Discuss)

1. Review 6-month Financial FY 24-25
2. Budget Calendar FY 25-26

Please note that there is no period allotted for public comment, and no action will be taken by the Board during the Work Session.

ADJOURNMENT

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Monday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact Val Nowak at 541-774-6406 or vnowak@jcls.org.

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Val Nowak at 541-774-6406. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.

JACKSON COUNTY LIBRARY DISTRICT
 24-25 ANNUAL BUDGET

| REVENUE | 24-25 Budget | 12/31/24 YTD | % Used |
|----------------------|---------------------|---------------------|---------------|
| Property Tax | 15,266,261 | 14,136,784 | 93% |
| Grants | 477,500 | 265,410 | 56% |
| Interest | 620,000 | 345,239 | 56% |
| Other | 250,000 | 24,881 | 10% |
| Total Revenue | 16,613,761 | 14,772,314 | 89% |

| GENERAL FUND | 24-25 Budget | 12/31/24 YTD | % Used |
|---------------------------------------|---------------------|---------------------|---------------|
| <i>Appropriated Expenses</i> | | | |
| Public Services | | | |
| Personnel | 6,078,574 | 3,140,702 | 52% |
| Materials & Services | 238,750 | 73,315 | 31% |
| Support Services | | | |
| Personnel | 1,452,812 | 715,152 | 49% |
| Materials & Services | 4,777,850 | 2,260,514 | 47% |
| Capital Outlay | 150,000 | 3,514 | 2% |
| Community Engagement | | | |
| Personnel | 1,820,436 | 794,119 | 44% |
| Materials & Services | 139,400 | 81,291 | 58% |
| Administrative Services | | | |
| Personnel | 1,621,177 | 793,421 | 49% |
| Materials & Services | 417,850 | 152,800 | 37% |
| TOTAL GENERAL FUND | | | |
| Personnel | 10,973,000 | 5,443,393 | 50% |
| Materials & Services | 5,573,850 | 2,567,921 | 46% |
| Capital Outlay | 150,000 | 3,514 | 2% |
| <i>Unappropriated Expenses</i> | | | |
| Contingency | 500,000 | - | 0% |
| Transfers | 250,000 | - | 0% |

| CAPITAL IMPROVEMENT FUND | | 24-25 Budget | 12/31/24 YTD | % Used |
|---------------------------------|--|--------------|--------------|--------|
| <i>Appropriated Expenses</i> | | | | |
| Support Services | | | | |
| Materials & Services | | 500,000 | 7,298 | 1% |
| Capital Outlay | | 1,050,000 | 259,486 | 25% |
| <i>Unappropriated Expenses</i> | | | | |
| Transfers | | (250,000) | - | 0% |

| GRANTS FUND | | 24-25 Budget | 12/31/24 YTD | % Used |
|------------------------------|--|--------------|--------------|--------|
| <i>Appropriated Expenses</i> | | | | |
| Public Services | | | | |
| Materials & Services | | 96,800 | 18,965 | 20% |
| Support Services | | | | |
| Materials & Services | | 300,000 | 57,446 | 19% |
| Capital Outlay | | 250,000 | 40,000 | 16% |
| Community Engagement | | | | |
| Materials & Services | | 235,112 | 164,787 | 70% |
| Administrative Services | | | | |
| Materials & Services | | - | 1,212 | -100% |
| Total Grants Fund | | | | |
| Materials & Services | | 631,912 | 242,410 | 38% |
| Capital Outlay | | 250,000 | 40,000 | 16% |

| GRAND TOTAL | | | | |
|----------------------|--|------------|-----------|-----|
| Personnel | | 10,973,000 | 5,443,393 | 50% |
| Materials & Services | | 6,705,762 | 2,817,629 | 42% |
| Capital Outlay | | 1,450,000 | 303,000 | 21% |
| Contingency | | 500,000 | - | 0% |
| Transfers | | - | - | 0% |

Public Services-Community Facing Services and Branch Services
Support Service-IT, Technical Services, Collection Management, and Facilities
Community Engagement-Spanish Engagement, Marketing, Outreach, and Tech Ed
Administrative Services-Library Administration, Foundation, HR, and Finance

PUBLIC SERVICES SUMMARY

| GENERAL FUND | | | |
|---------------------|--|--|--|
|---------------------|--|--|--|

| PERSONNEL | 24-25 BUDGET | 6 MOS YTD | % Used |
|------------------|--------------|-----------|--------|
| Salaries & Wages | 4,553,811 | 2,370,724 | 52% |
| Taxes & Fringe | 1,524,764 | 769,978 | 50% |
| Total | 6,078,574 | 3,140,702 | 52% |

| MATERIALS & SERVICES | 24-25 BUDGET | 6 MOS YTD | % Used |
|-------------------------------------|--------------|-----------|--------|
| Computers and technology | 7,000 | - | 0% |
| Facility Furnishing Expense | 68,500 | 57 | 0% |
| In District meetings, meals, events | - | 224 | -100% |
| In District Mileage | 8,100 | 6,195 | 76% |
| Library Materials- physical | - | 280 | -100% |
| Memberships, Dues and Subscriptions | 500 | 1,055 | 211% |
| Professional Development | - | 535 | -100% |
| Professional Services | 18,900 | 9,966 | 53% |
| SOHS Contract | 30,000 | 15,000 | 50% |
| Staff Recognition | 6,600 | 667 | 10% |
| Supplies | 98,650 | 39,336 | 40% |
| Volunteer Recognition | 500 | - | 0% |
| Total | 238,750 | 73,315 | 31% |

| GRANTS FUND | | | |
|--------------------|--|--|--|
|--------------------|--|--|--|

| MATERIALS & SERVICES | 24-25 BUDGET | 6 MOS YTD | % Used |
|---------------------------------|--------------|-----------|--------|
| Facility Furnishing Expense | 4,800 | 428 | 9% |
| Library Materials-other | 12,500 | - | 0% |
| Professional Services | 15,000 | 6,799 | 45% |
| Staff Recognition | 1,500 | 229 | 15% |
| Supplies | 63,000 | 11,509 | 18% |
| Total | 96,800 | 18,965 | 20% |

SUPPORT SERVICES SUMMARY

| GENERAL FUND | | | |
|---------------------|------------------|----------------|------------|
| PERSONNEL | 24-25 BUDGET | 6MOS YTD | % Used |
| Salaries & Wages | 1,088,385 | 526,038 | 48% |
| Taxes & Fringe | 364,427 | 189,114 | 52% |
| Total | 1,452,812 | 715,152 | 49% |

| MATERIALS & SERVICES | 24-25 BUDGET | 6MOS YTD | % Used |
|-----------------------------------|------------------|------------------|------------|
| A/V Equipment | 22,000 | 1,882 | 9% |
| Building Repair/Maintenance | 577,400 | 296,904 | 51% |
| Computer Software and Licensing | 193,750 | 78,901 | 41% |
| Computers and technology | 93,000 | 667 | 1% |
| Copier Expense | 74,300 | 32,671 | 44% |
| Custodial Services | 760,000 | 379,622 | 50% |
| Custodial Supplies | 25,000 | 10,429 | 42% |
| E Rate Services | 42,000 | 13,616 | 32% |
| Electricity | - | 126,936 | -100% |
| Equipment Repair/Maintenance | 7,100 | 4,449 | 63% |
| Facility Furnishing Expense | 45,000 | 12,421 | 28% |
| Garbage Service | - | 11,868 | -100% |
| In District Mileage | 2,900 | 861 | 30% |
| Insurance | 185,000 | 87,522 | 47% |
| Inter-Library Loan Fees | 800 | 164 | 20% |
| Library Databases | 150,000 | 81,660 | 54% |
| Library Materials - Digital | 450,000 | 220,386 | 49% |
| Library Materials - Other | 18,000 | 5,746 | 32% |
| Library Materials - Physical | 900,000 | 434,626 | 48% |
| Maintenance and Fuel for Vehicles | 25,000 | 10,683 | 43% |
| Minor Equipment | 95,000 | 13,916 | 15% |
| Natural Gas | - | 23,023 | -100% |
| Professional Development | - | 309 | -100% |
| Professional Services | 31,500 | 14,611 | 46% |
| Security Services | 290,000 | 153,255 | 53% |
| Signs and Signal Materials | 5,000 | - | 0% |
| Staff Recognition | 1,150 | 85 | 7% |
| Supplies | 33,500 | 18,766 | 56% |
| Telecom- Hot Spots | 96,000 | 34,218 | 36% |
| Telecom-Voice and LD | 29,450 | 15,904 | 54% |
| Telecom-Wide Area Network | 250,000 | 121,400 | 49% |
| Utilities | 375,000 | 53,014 | 14% |
| Total | 4,777,850 | 2,260,514 | 47% |

| CAPITAL OUTLAY | 24-25 BUDGET | 6MOS YTD | % Used |
|-----------------------|--------------|----------|--------|
| Capital Outlay | 150,000 | 3,514 | 2% |

| CAPITAL IMPROVEMENT FUND | | | |
|---------------------------------|--------------|----------|--------|
| MATERIALS & SERVICES | 24-25 BUDGET | 6MOS YTD | % Used |
| Building Repair/Maintenance | 500,000 | 7,298 | 1% |

| CAPITAL OUTLAY | 24-25 BUDGET | 6MOS YTD | % Used |
|-----------------------|--------------|----------|--------|
| Capital Outlay | 1,050,000 | 259,486 | 25% |

| GRANTS FUND | | | |
|---------------------------------|----------------|---------------|------------|
| MATERIALS & SERVICES | 24-25 BUDGET | 6MOS YTD | % Used |
| Facility Furnishing Expense | 100,000 | - | 0% |
| Library databases | - | 1,498 | -100% |
| Library Materials- physical | 200,000 | 55,949 | 28% |
| Total | 300,000 | 57,446 | 19% |

| CAPITAL OUTLAY | 24-25 BUDGET | 6MOS YTD | % Used |
|-----------------------|--------------|----------|--------|
| Capital Outlay | 250,000 | 40,000 | 16% |

COMMUNITY ENGAGEMENT

| GENERAL FUND | | | |
|---------------------|--|--|--|
|---------------------|--|--|--|

| PERSONNEL | 24-25 BUDGET | 6MOS YTD | % Used |
|------------------|--------------|----------|--------|
| Salaries & Wages | 1,363,794 | 589,970 | 43% |
| Taxes & Fringe | 456,643 | 204,149 | 45% |
| Total | 1,820,436 | 794,119 | 44% |

| MATERIALS & SERVICES | 24-25 BUDGET | 6MOS YTD | % Used |
|-------------------------------------|--------------|----------|--------|
| Advertising | 60,000 | 29,142 | 49% |
| Advertising/Recruitment | - | 3,213 | -100% |
| Computer Software and Licensing | 32,250 | 16,205 | 50% |
| Facility Furnishing Expense | 2,000 | - | 0% |
| In District Mileage | 7,500 | 9,449 | 126% |
| Memberships, Dues and Subscriptions | 3,500 | 2,486 | 71% |
| Minor Equipment | 2,000 | - | 0% |
| Printing Services | - | 11,337 | -100% |
| Professional Development | - | 956 | -100% |
| Professional Services | 18,000 | 5,547 | 31% |
| Staff Recognition | 1,150 | - | 0% |
| Supplies | 13,000 | 2,784 | 21% |
| Travel- airfare, lodging, meals etc | - | 171 | -100% |
| Total | 139,400 | 81,291 | 58% |

| GRANTS FUND | | | |
|--------------------|--|--|--|
|--------------------|--|--|--|

| MATERIALS & SERVICES | 24-25 BUDGET | 6MOS YTD | % Used |
|-------------------------------------|--------------|----------|--------|
| Computer Software and Licensing | - | 2,850 | -100% |
| Memberships, Dues and Subscriptions | 6,500 | 4,363 | 67% |
| Professional Services | 148,300 | 129,125 | 87% |
| Staff Recognition | 2,500 | - | 0% |
| Supplies | 77,812 | 28,449 | 37% |
| Total | 235,112 | 164,787 | 70% |

ADMINISTRATIVE SERVICES

| GENERAL FUND | | | |
|--|---------------------|-----------------|---------------|
| PERSONNEL | 24-25 BUDGET | 6MOS YTD | % Used |
| Salaries & Wages | 1,197,287 | 595,210 | 50% |
| Taxes & Fringe | 423,891 | 198,211 | 47% |
| Total | 1,621,177 | 793,421 | 49% |
| | | | |
| MATERIALS & SERVICES | 24-25 BUDGET | 6MOS YTD | % Used |
| Advertising/Recruitment | 8,500 | 196 | 2% |
| Auditing Services | 40,000 | 30,200 | 76% |
| Background Checks | 3,000 | 1,155 | 39% |
| Bank Fees/Interest Expense | 5,000 | 1,547 | 31% |
| Computer Software and Licensing | 74,000 | 41,080 | 56% |
| Consultant Fees | 56,000 | 13,969 | 25% |
| Elections | 45,000 | - | 0% |
| In District meetings, meals, events | 10,000 | 6,337 | 63% |
| In District Mileage | 6,500 | 1,026 | 16% |
| Legal Services | 10,000 | 10,004 | 100% |
| Memberships, Dues, and Subscriptions | 18,600 | 13,782 | 74% |
| Postage | - | 1,026 | -100% |
| Postage - Finance | 45,000 | 7,712 | 17% |
| Printing Services | 25,000 | - | 0% |
| Professional Development | 50,000 | 13,676 | 27% |
| Professional Services | 5,000 | - | 0% |
| Special Fees and Expenses | 1,400 | 105 | 8% |
| Staff Recognition | 1,100 | 7,738 | 703% |
| Supplies | 8,000 | 1,985 | 25% |
| Travel - Airfare, Lodging, Meals, etc. | 5,000 | 20 | 0% |
| Travel- airfare, lodging, meals etc | - | 1,242 | -100% |
| Volunteer Recognition | 750 | - | 0% |
| Total | 417,850 | 152,800 | 37% |

**Jackson County Library District
25-26 Budget Calendar**

| | ACTION | DUE DATE | COMPLETED |
|----|--|-----------------|---|
| 1 | Appoint Budget Officer | 1/15/2025 | 1/15/2025 Board Meeting |
| 2 | Appoint Budget Committee | 1/15/2025 | 1/15/2025 Board Meeting |
| 3 | Review Budget Process with Finance Committee | 2/26/2025 | Finance Committee Meeting |
| 4 | Board Work Session (invite Budget Committee) to Review 6 Months Budget to Actual | 3/5/2025 | |
| 5 | Prepare Budget/Draft Complete | 4/22/2025 | |
| 6 | Budget Committee Work Session | Early April | |
| 7 | Publish Notice of Budget Committee Meeting | TBD | 1st no more than 30 days before, 2nd at least 5 days before in paper or 10 days before online |
| 8 | Budget Committee Meets | TBD | End of April or beginning of May, Present Budget Message |
| 9 | Budget Committee Approves Budget | TBD | Second Meeting if Necessary |
| 10 | Publish Budget Summary and Notice of Budget Hearing | 6/2/2025 | Publish 5-30 days prior |
| 11 | Hold Budget Hearing | 6/18/2025 | Board Meeting |
| 12 | Adopt Budget, Make Appropriations, Impose Taxes, and Categorize Taxes | 6/18/2025 | Board Meeting |
| 13 | Certify Taxes | 7/11/2025 | Submit to Assessor (prior to 7/15) |
| 14 | Post-Adoption | 7/31/2025 | Submit to County Clerk (prior to 9/30) |