JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Click the link below to attend using Zoom:
https://zoom.us/j/96595276734
June 18, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment. The Board will listen to all comments but will not respond during the meeting)

REPORTS (Inform)

6. Financial Report – Heather Scott

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2025-2026 BUDGET

ADOPTION OF FISCAL YEAR 2025-2026 BUDGET AND APPROPRIATIONS (Action)

UNFINISHED BUSINESS (Discuss/Action)

NEW BUSINESS (Discuss/Action)

11. JCLD Board Annual Retreat

EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660(2)(i): *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public offer, employee or staff member who does not request an open hearing.*

NEW BUSINESS (Discuss/Action)

12. Extension of the Library Director Contract

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

ADJOURNMENT

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday 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 the Interim Executive Assistant Erinn Agne at 541-774-6408 or director@jcls.org.

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact the Executive Assistant at 541-774-6408. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.

FUTURE MEETINGS/EVENTS/OBSERVANCES:
July 2, 2025, 3:30pm JCLD Board Work Session
July 16, 2025, 4:00pm Regular Board Meeting

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BUDGET COMMITTEE WORK SESSION
Medford Branch Library
Board Meeting Room
205 S Central Ave, Medford, OR
April 2, 2025, 3:30 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Budget Committee members Viki Brown (JCLD Board President), Susan Kiefer (JCLD Board Vice President), Kevin Keating, Marta Tarantsey, Arti Kirch, Cathy de Wolfe, Echo Fields, David Mathieu, and Doug Townsend.

Additional attendees: Kari May (Library Director), Joan Vigil (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), Daniel Madrigal (Senior Accountant), Crystal Zastera (Operations Coordinator), and Erinn Agne (Finance Assistant)

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 3:33 p.m. Roll call was taken.

LAND ACKNOWLEDGEMENT

INTRODUCTION OF BUDGET COMMITTEE MEMBERS AND STAFF

Overview of budget process

Finance Manager Heather Scott presented a basic overview of the budget process and Oregon Budget Law as it pertains to both the current and future meetings. Scott presented the FY25 budgeted expenses and the projected expenses in personnel and contracted services for FY26. Scott presented revenue projections for FY26.

Presentation of proposed spending priorities

May presented the general proposed spending priorities for FY26 and how they align with the goals from the five-year Strategic Plan. Major projects include collection maintenance, the digital collection platform Libby, art installations, and enhancing outdoor spaces.

Discussion of presentation: Input from Budget Committee members

May reported that if IMLS funding is unavailable, it may impact the Library's access to statewide library databases.

The committee discussed surveying the community and employees about the Library's success regarding the goals of the Strategic Plan as we come into the final year. May and Scott answered questions about the contingency category and the five-year forecast. The Committee discussed Goal 3, Engaging the Community More Fully, and the focus populations listed in the Strategic Plan. The Committee discussed the development of the next Strategic Plan and possible impacts to the budget in future years. Continued discussion included topics of community engagement, methods of sharing library data and success stories with the public, and advocacy/outreach currently taking place in the community. The Committee discussed fire safety, emergency management, the role of the library in case of a large-scale emergency, and partnerships with other community organizations that focus on emergency preparedness. The Committee discussed keeping spending as low as possible while still providing the most service to the community. Scott answered questions and explained categories on the budget report that were allocated differently between FY24 and FY25.

The meeting concluded with a brief discussion of future meeting dates and open JCLD board seats at the May 20 election.

Future meetings for the Fiscal Year 2025-2026 Budget Process:
   a.   First meeting is on Wednesday, May 7, 2025, at 3:45p.m.

b. If needed, a second meeting will be held Wednesday, May 14, 2025, at 3:45 p.m.
c. Budget Hearing is on Wednesday, June 18, 2025, at 4:00 p.m.

ADJOURN

President Brown adjourned the meeting at 4:46 p.m.

/s/ Erinn Agne

Recording Secretary

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD WORK SESSION
Medford Branch Library
Board Room
205 S Central Ave, Medford, OR
May 6, 2025, 4:00 p.m.

EXECUTTIVE SESSION MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer (Vice President), Marissa Barrientos Shepherd, Marta Tarantsey, and Kevin Keating.

Additional attendees: Kari May (Library Director) and Hannah Harding (Legal Counsel)

Guests: Maura Deedy (Consultant)

CALL TO ORDER/ROLL CALL

Director Brown called the Executive Session to order at 4:04 p.m. Roll call was taken, and the Land Acknowledgement read.

Executive Session pursuant to ORS 192.660(2)(i): *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public offer, employee or staff member who does not request an open hearing.*

ADJOURNMENT

Director Brown adjourned the Executive Session at 4:29 p.m.

WORK SESSION

Attendees in addition to the above: Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Heather Scott (Finance Manager), Ryan Bradley (Marketing Manager), Brynn Fogerty (Human Resources Manager), and Erinn Agne (Finance Assistant).

CALL TO ORDER

Director Brown called the Regular Work Session to order at 4:33 p.m.

DIRECTOR EVALUATION TRAINING

Consultant Maura Deedy from Local Librarian Consulting led attendees in a training session focusing on the evaluation process of the Library Director.

ADJOURNMENT

Director Brown adjourned the Regular Work Session at 4:52 p.m.

/s/ Erinn Agne

Recording Secretary

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BUDGET COMMITTEE MEETING
Medford Branch Library
Large Meeting Room
205 S Central Ave, Medford, OR
May 7, 2025, 3:45 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Budget Committee members Viki Brown (President), Susan Kiefer (Vice President), Susan Kiefer, Marissa Barrientos Shepherd, Kevin Keating, Marta Tarantsey, Cathy de Wolfe, Echo Fields, David Mathieu, and Doug Townsend.

Absent: Arti Kirch

Additional attendees: Kari May (Library Director), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), and Erinn Agne (Finance Assistant)

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 3:55 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS

Library Director Kari May introduced the staff involved in the budget process, including Finance Manager and Budget Officer Heather Scott, Assistant Director of Public Services Joan Vigil, Assistant Director of Support Services Kelda Vath, and Human Resources Manager Brynn Fogerty.

APPOINTMENT OF CHAIRPERSON Director Brown volunteered to be the Chairperson for the meeting and the committee agreed.

Marta Tarantsey joined the meeting at 4:04 p.m.

BUDGET MESSAGE

Library Director Kari May introduced the proposed FY26 Budget. Scott presented the objectives for the Budget Committee Meeting, the purpose of the FY26 Budget, and the entire budget process. May presented the accomplishments made during the current fiscal year which included *A Baby's First Book*, published by the library, the installation of a second book locker, the JCLS website refresh, and in-person author visits by Jonathan Evison and Ross Gay. May reported that the Library of Things was moved into the JCLS Catalog, increasing usage. The Library implemented new supporting technologies which included an HRIS, an incident reporting and email marketing platform, and updated patron notices. The Library celebrated the third full year of the Dolly Parton Imagination Library and has registered over 40% of the eligible children in Jackson County. May presented the library's KPI (Key Performance Indicator) data on the number of physical and digital items borrowed, public computer sessions logged, branch visits, and new cardholders. May presented a review of the four strategic goals of the adopted 2022-2026 Strategic Plan and explained how the proposed budget goals and priorities align with those areas.

Scott presented the expense projections for FY26. Using the District's historical data and reviewing Jackson County's revenue proposal, staff determined an assessed value increase of 5.12%, which is higher than the annual statutory increase of 3%. With a projected 94% collection rate (based on the County's historical data), they projected $15,765,000 in current year property tax revenues. An additional $935,000 in revenues is expected to come from the prior year property tax revenues, interest, printing and copying fees, fines,

charges for services, and e-rate reimbursements for internet. Scott explained that in addition to the projected operating revenues, the district plans to transfer funds from both the capital improvement reserve fund and the grants fund into the general fund. The operating expenses for FY26 are expected to come in around $17.5M, with personnel costs approximately $11.89M and materials/services $5.56M. Scott presented historical data on the regional salary increases and the turnover rate. Scott noted JCLD has maintained less than a 3% turnover rate.

May explained the functional areas included in the budget narrative, which include Public Services, Support Services, Community Engagement, and Library Administration. May described significant areas in the budget such as Library Materials, Major Contracts, and Utilities. May presented the capital improvement projects in the Capital Improvements Fund and expenditures budgeted in the Miscellaneous Grants Fund.

Scott presented the historical and projected data for the General, Capital Improvement and the Miscellaneous Grants Funds. Scott also presented a 5-Year Forecast for the JCLD Budget.

COMMITTEE DISCUSSION

The Committee discussed the proposed budget, the 5-year Forecast, and the addition of 2 FTE in staff positions. May stated that whenever a position is vacated, it is evaluated to see whether any changes are necessary, including the position itself. The Committee discussed changes in the proposed budget from prior years, including moving security costs from Support Services to Public Services and the change in legal and postage allocations. The committee discussed the use of the Capital Improvement Fund and miscellaneous grants funds for proposed projects and prioritizing expenditures to ensure funding in the future.

PUBLIC INPUT

Director Brown invited comment from the public, of which there were none. Brown opened the floor for further discussion. None was given.

Scott proposed sample motions to approve the 2025-2026 Budget as presented or as suggested for modification.

MOTION: Budget Committee Member Cathy De Wolf moved that the Jackson County Library District Budget Committee approve the fiscal year 2025-2026 Budget as presented and the permanent tax rate levy of .60 per $1,000 for the general funding of the library district in Jackson County. Echo Fields seconded the motion.

Director Brown called for a roll call vote.

Kiefer – Yes

Brown – Yes

Shepherd – Yes

Tarantsey – Yes

Keating – No

De Wolfe – Yes

Mathieu – Yes

Fields – Yes

Townsend – Yes

The motion passed.

ADJOURNMENT

Scott announced the next meeting will be the Budget Hearing held on Wednesday, June 18, at 4:00PM. May

thanked the Citizen Committee Members and Board Members for their thoughtful deliberation and for taking the time to be part of the JCLD Budget Process. May thanked the JCLD staff who helped with the budget preparation.

President Brown adjourned the meeting at 4:50 p.m.

/s/
Recording Secretary
Erinn Agne

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Room
205 S Central Ave, Medford, OR
May 21, 2025, 4:00 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (Vice President), Marissa Barrientos Shepherd, Marta Tarantsey, and Kevin Keating.

Absent: Board Member Viki Brown

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Heather Scott (Finance Manager), Brynn Fogerty (Human Resources Manager), Ryan Bradley (Marketing Manager), Cameron Tippins (IT Manager), Regina Mannino (Data and Analytics Coordinator), Jacquelyn Bunick (Legal Counsel), and Erinn Agne (Finance Assistant)

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 4:04 p.m. The Land Acknowledgement read and roll call was taken.

INTRODUCTIONS/PROCLAMATIONS

Director Kiefer congratulated the newly elected board members Marta Tarantsey and Patty Jensen. Library Director Kari May introduced Cameron Tippins, the new IT Manager.

CONSENT AGENDA

MOTION: Director Tarantsey moved to approve the consent agenda, Director Keating seconded; the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Director's Report

Library Director Kari May presented the Director's Report and noted that AI helped create a cohesive voice for the writing of the report. May highlighted that Libby, through the Oregon Digital Library Consortium, has increased the number of items a patron can check out at a time. May noted that the collection development team visited the SOHS Library and the SOU Hannon Library, the AGE+ program had their first graduating class, and the Advocacy Committee presented at the Central Point City Council meeting. May highlighted the library's participation in the SOESD annual library symposium and the success of the Día celebration at the end of April. May announced that the library has hired a Community Engagement Manager and their start day will be June 23. May reported that Amy Kotek Wilson, Oregon's First Lady, visited the Medford Library this morning to promote the DPIL program. Director Kiefer and May both commented on the success of library participation at Rogue Comic Con.

JCLF Report

Ginny Auer presented the JCLF Director's report. Auer announced that all of the Oregon zip codes are participating in the DPIL. Auer highlighted the partnership with the JCLD Outreach department which began with Cup of Delights and Comic Con. Auer reported that she anticipates the Foundation will join the Outreach team at the Health Fair in June at the Rogue Valley Manor. Auer noted growth in the JCLF fundraising programs and that they exceeded their $40,000 goal to reach $60,000 during the Library Giving Day.

Financial Report

Finance Manager Heather Scott presented the Q3 Financial Report. Scott noted that expenses are at 63% and personnel costs at 73%, which are in good standing. Scott noted that utilities, legal services, and mileage are slightly over budget, and the FY26 budget has been adjusted accordingly. Scott reported that the Grants fund is at 50%, and the Capital Improvement fund is at 25% because there are projects that have been pushed to the next fiscal year. The board discussed which projects were moving to FY26, and the definition of "in district" mileage.

Hotspot Lending Program

Support Services Assistant Director Kelda Vath and Data and Analytics Coordinator Regina Mannino presented information about the retirement of the Hotspot Lending Program. Vath described the history of the hotspot lending program, the reasons for its retirement, and how other libraries in the Urban Library Council were changing their hotspot collections. Vath noted the cost per check out, staff time commitment, and 14% loss rate of the hotspots were some of the reasons for the program's retirement. Vath announced that September 30th will be the retirement date and that patrons will be given notice when they check out a hotspot beginning in June. Vath noted the internet services the library continues to provide to the public.

The Board discussed the possibility of donating or selling the hotspots to another organization who may be able to use them. The Board asked about the loss rate and the procedures for following up with patrons who did not return the hotspots. They discussed the efforts of the Oregon Broadband Office and Hunter Communications to provide internet services to a wider area and thanked Vath and staff who evaluated the program for their detailed presentation and their hard work. Directors Keating and Shepherd expressed disappointment in ending what has been a popular program but understood why the decision was made.

Ashland Art Installation

Library Director Kari May presented the proposal for the stained-glass art installation to be located on two windowpanes in the stairwell of the Ashland branch. May explained that with the recommended proposal, the Library would issue a call for quotes to the local art community in Ashland with a budget not exceeding $25,000. The board discussed using the term "stained-glass effect" in the call for quotes and that restricted funds would fund the art installation. Director Shepherd expressed the desire to direct attention to the Medford art installation as well. May stated that both the art installation projects are moving forward, and the Medford art installation will have a proposal brought to the board in the coming months.

MOTION: Director Tarantsey moved to approve the proposal to put out a call for quotes for the Ashland art installation with a budget not to exceed $25,000. Director Keating seconded. Director Kiefer, Keating, and Tarantsey voted in favor. Director Shepherd against. The motion passed.

Animals in the Library Policy

Assistant Director of Public Services Joan Vigil presented the updated Animals in the Library Policy. Vigil highlighted the changes to the policy which included a change in the policy name, clarification that animals will not be denied entrance due to patron's allergies or discomfort with animals, and an addition that prohibits animals being tethered outside of the library.

MOTION: Director Keating moved to approve the updated Animals of the Library Policy, Director Kiefer seconded; the vote was unanimous, and the motion passed.

Meeting Room Policy

Assistant Director of Public Services Joan Vigil presented the updated Meeting Room Policy. Vigil noted the changes to the policy, which included standardizing the meeting room access hours across the district, adding a list of prohibited items in meeting rooms, and adding an exception allowing youth focused events to be closed to the public. Vigil noted new sections in the policy, one outlining the responsibility for meeting room users to arrange security if necessary and another for study rooms that reflects the difference between meeting and study rooms.

The board discussed what meetings may require additional security.

MOTION: Director Tarantsey moved to approve the updated Meeting Room Policy, Director Keating seconded; the vote was unanimous, and the motion passed.

Facilities Committee Report

Director Keating reported that the Facilities Committee discussed the Pollinator Project being moved to FY26, the Ashland Art installation options, and the proposed ELEA in Ashland. Director Keating attended the Ashland City Council meeting with intent to speak on the library's behalf, but there was not enough time to discuss the ELEA at the meeting.

Policy Committee

Director Keating reported that the Policy Committee discussed the Animals in the Library Policy and the Meeting Room Policy in preparation to present them at the meeting today. Keating reported that revisions to the Employee Handbook have been made. Library Director May reported that the Policy Committee is to give feedback on the changes and that the JCLD Board will schedule a work session to discuss the changes. May noted that some of the additions were recommended by SDAO.

Finance Committee

Director Kiefer reported that the Finance Committee reviewed the 3rd quarter financial reports and discussed the budget in preparation for the Budget Committee meeting earlier in the month.

Personnel Committee

Director Tarantsey reported on the Personnel Committee's preparation for the Library Director's evaluation and the JCLD Board meeting with Consultant Maura Deedy. Director Kiefer noted that the evaluation feedback from Board members is due today.

Director Kiefer adjourned the meeting at 5:09pm and the JCLD Board moved into Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

/s/ Erinn Agne

Recording Secretary

DIRECTOR'S REPORT

This report is designed to align with the strategic goals as outlined in the 2022–2026 Strategic Plan. This report demonstrates how the programs, services, and activities accomplished this month further the library's mission to connect everyone to information, ideas, and each other. ChatGPT was used to provide consistent voice among contributors.

Quote From A Patron:
"Thank you so much for lighting up my life! You put the jewels in my crown every day! I thank you! My dog thanks you!"

Goal 1: Energize Library Services & Resources

Strategy 1: Improve and Enhance the Collections

Oregon Heritage Commissioner Maureen Flanagan Battistella contacted Programs Coordinator Brystan Strong to offer a donation of museum-focused titles for the collection. After reviewing the items in accordance with the Collection Development Policy, Adult Selection Librarian Felishia Jenkins accepted several titles that will benefit both the community and staff. Staff are grateful for Commissioner Battistella's outreach. The titles added include *Archives 101* by Louis Hamill and *Developing and Maintaining Practical Archives* by Gregory S. Hunter.

Strategy 2: Diversify and Increase Programming and Events
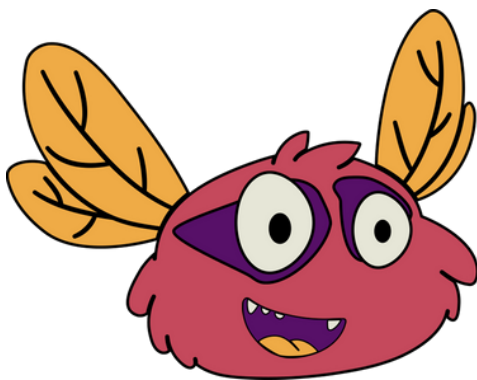
The 2025 Summer Reading Program, themed 'Embrace the Wild,' encourages participants to explore the natural world, their imaginations, and the excitement of summer reading. JCLS is offering hundreds of programs across all branches. Highlights include a continued partnership with the Pollinator Project, featuring programs on making gardens more inviting to native wildlife and a bilingual event about Monarch butterflies. Other offerings include storytelling with Will Hornyak, paracord crafting with certified climbing guide Izzy, Mexican folk dance with Ballet Folklorico, and new partnerships with Fish and Wildlife and the Klamath-Siskiyou Wildlands Center. Southern Oregon PBS is also hosting a panel of documentary filmmakers discussing their work in the field. The theme reflects the Rogue Valley's natural beauty and invites patrons to bring the library with them on their summer adventures.

Thank you for reading! Let's continue to support and innovate together at JCLD.

In Ruch, local artist and Friends of the Ruch Library member Thalia Truesdell led an 'Art from Hidden Treasures' program using recycled materials. Participants of all ages created sculptures, shared stories, and formed new social connections.

At Rogue River, Library Associate Jax Gordon facilitated 'Reduce Your Anxiety with Art,' engaging local teens and tweens, a notoriously difficult demographic for libraries to attract.

Hidden Treasures

Business Librarian Roslyn Donald presented on career resources, highlighting Peterson's Career & Education and Brainfuse JobNow. Donald also highlighted the library's Careers & Education webpage, sharing links to her preferred local job listings.

In Ashland, the Children and Teen departments collaborated with Ashland High School's Robotics Club to host a hands-on robotics program. Attendees interacted with robotics toys and mini FRC robots. The program will return in the fall.

Medford hosted an Ancestry Library Edition workshop led by Librarian Meghan Thompson. Attendees explored search tools and genealogy resources, with strong interest in future sessions.

Central Point's financial literacy series continued with a US Bank expert presenting 'Protection Against Identity Theft.' Attendees learned how to protect personal information and respond to potential fraud.

At Prospect, Open Craft Time was enhanced with a colorful mobile cart, making materials easier to access. Creations this month included slime, kaleidoscopes, and bath bombs, enjoyed by families working together.

Shady Cove welcomed Smokey Bear for a fire prevention event with books, crafts, snacks, and a story read by Ranger Sarah. Most children were thrilled to meet Smokey in person. The branch also hosted Ethan from the Pollinator Project for an Endangered Species Day program, featuring microscopes and pollinator education.

In Butte Falls, patrons decorated flowerpots and planted succulents for Mother's Day. The event was well attended and appreciated by those with limited access to shopping.

Community Librarian Evelyn Lorence and Education Services Specialist Bella Silva supported Butte Falls and White City branches with their first Little Readers Library Launch, a celebration for 1st graders. They also led Kindergarten visits at Central Point, showcasing library workers as Community Helpers.

At Eagle Point, Library Associate Sam Caredig and staff organized a mini golf tournament using creative in-library obstacles. The event was well-received, with attendees already requesting a return in the fall.

White City celebrated National Bee Day with Spark Space crafts and learning activities focused on pollination. OSU Master Gardener Grace Florjancic presented a drip irrigation workshop, making the topic accessible and engag

Technology Education Specialist Ryan Murphy helped Ashland patron James Gaasch format a manuscript, enabling him to publish Oaxaca Stories Along the Way. Mr. Gaasch recognized Murphy and Ashland staff in the book's acknowledgments.

Strategy 3: Enliven and Improve Facilities

JCLS added two new courier vans, now sporting vibrant branded wraps!

Eagle Point Library's roof replacement project is underway and expected to be completed by year's end. The Eagle Point Game Cave also received a new vinyl couch to replace the original, enhancing comfort and cleanliness in this high-use space. Additional seating will be added next fiscal year.

At Talent Library, ongoing improvements include new flooring, layout updates, and an upcoming roof replacement. In May, Branch Manager Patrick Mathewes refreshed the children's play area with a new red barn and wooden train cars, which were quickly embraced by young patrons.

Goal 2: Extend Access to the Library

Strategy 2: Expand and Diversity Marketing & Promotion

At Rogue Valley Manor's Inquiring Minds event, At Home Services Library Specialist Mackenzie Pollock and Medford Adult Services Librarian Carrie Tannehill highlighted the breadth of services available at JCLS. Pollock introduced residents to At Home Services, while Tannehill demonstrated how to explore the Library of Things through the catalog and provided information on JCLS's Notary and Discovery services. Residents also learned how a library card opens access to meeting rooms and a wide range of databases, including those for newspapers, vehicle repair manuals, and genealogy research.

Strategy 3: Work to Remove Barriers to Use of the Library

In Jacksonville, a patron recovering from hand injuries rediscovered the joy of playing piano using the library's instrument in the meeting room. She expressed appreciation for the quality of the piano and the opportunity to regain her skills. During one of her visits, she attended a classical music program and expressed interest in returning for more events.

Phoenix Branch Manager Jody Fleming and Spanish Services Coordinator Milagros Morales attended the Kinder Round Up for the Phoenix/Talent School District. Morales provided essential language support, helping Spanish-speaking parents navigate school registration and learn how JCLS services can support their children's education. Fleming noted the significant impact of having a Spanish-speaking colleague present.

At the Housing Authority of Jackson County's Cherry Creek site, At Home Services Library Specialists Mackenzie Pollock and Kateri Warnick connected with residents to share information about JCLS's At Home Services. Their presence helped bridge the gap for individuals facing mobility or access challenges.

Goal 3: Engage the Community More Fully

Strategy 1: Increase Outreach and Community Partnerships

Medford Children's Department hosted a special storytime in partnership with the Library Foundation, Rotary, and Dolly Parton's Imagination Library. Oregon's First Lady Aimee Kotek Wilson served as guest reader, and the event helped connect families to early literacy services.

https://www.kdrv.com/news/top-stories/oregons-first-lady-reads-to-local-families-in-support-of-early-childhood-literacy/article_8ea5433d-3ccd-4bb9-a8e2-3b0a9b82544b.html

The Prospect branch capped off a successful year of school visits from Prospect Charter School. Students enjoyed gaming battles with Tech Ed specialist Jacob Spillman, summer reading previews, and hands-on activities like coloring wildlife transparencies for summer decorations. Branch Manager April Bozada-Armstrong embraced her nickname 'The Loudest Librarian' by ending the final visit with noisemakers. Pre-K students also participated in a fire safety storytime with Smokey Bear and received Summer Reading materials during the school's Literacy Night. This strong partnership has boosted library visits and circulation.

In Talent, Spanish Services Coordinator Milagros Morales visited Talent Middle School's 5th Grade Family Night to share information about the library and the upcoming Summer Reading Program. Students were excited to take home a book to begin their summer reading adventures.

White City welcomed five 1st grade classes from Table Rock Elementary for the Little Readers Literacy Launch. Students enjoyed storytime, toured the branch, and each received a book to take home, sponsored by JCLF. A few students later returned with their families, eager to share what they had learned.

In Ashland, Librarian Lyn Heerema participated in the Rotary-sponsored Ashland Reads event. Later that day, a young patron recognized her at the service desk, delighted to connect the librarian with the earlier program. Weeks later, children continued to mention seeing her on stage.

As part of the "Spring into Action" theme, Children created coloring sheets that were then shared with older adults in the Food & Friends (Jackson County's Meals on Wheels) Program. Programs Coordinator Brystan Strong received a thank you card in appreciation of this thoughtful gesture.

In Eagle Point, two siblings became Battle Masters in the 2024–25 UBOB season by reading every book in their category. One sibling's achievement motivated the other to complete the challenge just in time to earn a matching pin.

In Butte Falls, high school juniors and seniors from Butte Falls Charter School worked with the library to solve a mock crime scene as part of 'The Jewel Heist,' a forensic science activity provided by Breakout EDU. Students learned about evidence handling and investigative techniques before successfully identifying the suspect.

Applegate Library welcomed K-3 students from Applegate School for a fun visit that included storytime, puzzles, a scavenger hunt, and free books, stickers, and treats.

Gold Hill Branch Manager Julie Doty coordinated a visit with Patrick Elementary. Following the visit, the school sent a heartfelt thank-you note, highlighting the educational and welcoming experience that sparked curiosity and enthusiasm for learning.

The Community Resources Department expanded its collaboration with the Housing Authority of Jackson County (HAJC), which is shifting to an online-only application process for Section 8 housing. JCLS staff will provide in-person support to help applicants navigate the system and submit documentation, reinforcing the library's role as an essential access point for public services.

The DART van participated in the Sparking Action wildfire safety event at ScienceWorks. Technology Education Specialists Maddy Tuttle and Ryan Murphy provided information about fire safety, library card registration, and available resources.

Outreach staff continued building community ties through school visits and youth events. Community Librarian Evelyn Lorence, Education Services Specialist Bella Silva and Teen Specialist Sydney Salisburg represented JCLS at the Rogue Valley Mentoring Youth Panel. They also facilitated Book Speed Dating with Talent Middle School 7th graders and promoted the Summer Reading Challenge during lunchtime pop-ups at Hedrick Middle School.

At Rogue Comic Con, the Outreach team, DART van, and Jackson County Library Foundation recorded nearly 1,000 individual interactions across both event booths. While at the Jackson County Library Foundation booth, a young man in costume noticed the signage for the Dolly Parton Imagination Library and the donation jar. He approached, reached into his wallet, and offered the only cash he had on hand—a single dollar bill— saying he wanted to give it to support the Dolly Library. He shared that he had received books from the program as a child and that those books played a part in shaping who he is today. Now, he hoped to help another child experience the same. This brief exchange is a powerful reminder of the lasting impact of early literacy.

Also at Comic Con, Library Director Kari May participated in a special panel, Read for Your Rights - Banned Books, with local author Holly Searcy and the local bookshop owners of Rebel Heart Books and Village Books.

Strategy 3: Advance Ongoing Work to Foster a Welcoming and Inclusive Environment

In Medford, Spanish notary services brought in several new patrons, including a family visiting for the first time. After their paperwork was complete, Spanish Services Coordinator Milagros Morales introduced them to the children's area, where they signed up for library cards and Dolly Parton's Imagination Library. They expressed excitement about exploring more library offerings.

In Eagle Point, a patron benefited from a local service initiated by Library Specialist Jenna Steigleder, who had coordinated with youth and scouting groups to assist community members in need. The patron, unable to clear their yard alone, got connected with a group that helped remove debris and brush.

The Outreach team continues to support inclusive programming through events like tabling at the Homeschool Summer Kick-off Carnival, adding a storytime at the Ivy School in the Medford Children's Museum, and providing a bilingual storytime by Amanda Maya Dickson at the Oregon Childhood Development Coalition's Art Night.

Goal 4: Nurture the Library's Infrastructure

Strategy 3: Support Professional Development

Technology Education Supervisor Eric Molinsky attended the Net Inclusion 25 Conference, hosted by the Gila River Indian Community near Phoenix, Arizona, from May 20–22. The conference brought together 800 attendees to explore best practices, innovation, and community engagement in digital literacy. Molinsky participated in workshops covering topics such as bridging the digital divide for multilingual learners, integrating AI in digital skills curricula, and addressing digital inclusion in rural America. These discussions were especially timely given ongoing funding challenges in the sector.

Collection Development Manager Laurin Arnold and Technical Services Specialist Diana Truly collaborated to update the routed professional development magazine program. The refreshed program now offers access to Library Journal and School Library Journal to all interested employees, regardless of their role. The program includes both digital and print formats and involves staff partnerships across branches to maintain a sustainable system for distribution.

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of Jackson County Library District
hereby adopts the budget for fiscal year 2025-2026 in the total amount of $34,913,381.
This budget is now on file at **Jackson County Library District** in Medford, Oregon**.**

The above resolution statement was approved and declared adopted on June 18, 2025**.**

By: Attest:

 X_____   X_____
Board President   Recording Secretary

150-504-065 (Rev. 11-19-21)

Board Vote:

Viki Brown   _____
Susan Keifer   _____
Kevin Keating   _____
Marta Tarantsey   _____
Marissa Barrientos Shepherd   _____

<center>**RESOLUTION No. 2025-04**</center>

<center>**RESOLUTION MAKING APPROPRIATIONS**</center>

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning
July 1, 2025, for the following purposes:

General Fund		**Capital Improvement Fund**	
Program:		Program:	
Public Services	7,482,150	**Support Services**	1,500,000
Support Services	6,533,553	Not Allocated to Organizational Unit or Program:	
Community Engagement	1,881,190	Transfers Out…………	825,000
Administrative Services	1,555,238	**Total………....**	**$2,325,000**
Not Allocated to Organizational Unit or Program:			
Transfers Out…………	250,000	**Grants Fund**	
Contingency…………..……	500,000	Program:	
Total………....	**$18,202,131**	**Public Services**	160,382
		Support Services	669,463
		Community Engagement	155,619
		Administrative Services	1,500
		Not Allocated to Organizational Unit or Program:	
		Transfers Out…………	235,000
		Total………....	**$1,221,964**

Total APPROPRIATIONS, All Funds	**$19,939,095**
Total Unappropriated and Reserve Amounts, All Funds	14,974,286
TOTAL ADOPTED BUDGET	**$34,913,381**

The above resolution statement was approved and declared adopted on June 18, 2025**.**

By: Attest:

X_____   X_____
Board President   Recording Secretary

150-504-065 (Rev. 11-19-21)

Board Vote:

Viki Brown	_____
Susan Keifer	_____
Kevin Keating	_____
Marta Tarantsey	_____
Marissa Barrientos Shepherd	_____

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RESOLUTION No. 2025-05

<u>RESOLUTION IMPOSING THE TAX</u>

</div>

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2025 - 2026:

 (1) In the amount of $ 0.60 per $1000 of assessed value for permanent rate tax;

The above resolution statement was approved and declared adopted on June 18, 2025**.**

By: Attest:

 X_____   X_____

Board President   Recording Secretary

150-504-065 (Rev. 11-19-21)

Board Vote:

Viki Brown	_____
Susan Keifer	_____
Kevin Keating	_____
Marta Tarantsey	_____
Marissa Barrientos Shepherd	_____

RESOLUTION No. 2025-06

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..........$0.60/$1,000

The above resolution statement was approved and declared adopted on June 18, 2025.

By: Attest:

  X_____   X_____
Board President   Recording Secretary

150-504-065 (Rev. 11-19-21)

Board Vote:

Viki Brown   _____
Susan Keifer   _____
Kevin Keating   _____
Marta Tarantsey   _____
Marissa Barrientos Shepherd   _____

A public meeting of the Jackson County Library District will be held on June 18, 2025 at 4:00pm at the Medford Library, 205 South Central Ave., Medford, Oregon. The meeting will be available virutally through Teams video conference. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 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 the Library Business Office, 205 South Central Ave., Medford, Oregon between the hours of 10:00a.m. and 4:00p.m. or online at jcls.org. This budget is for an annual budget period. This budget was prepared on a modified accrual basis of accounting which is the same as the preceding year.

Contact: Heather Scott   Telephone:541-494-3268   Email: hscott@jcls.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2023-24	Adopted Budget This Year 2024-25	Approved Budget Next Year 2025-26
Beginning Fund Balance/Net Working Capital	18,155,466	18,022,290	16,050,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	87,280	25,000	50,000
Federal, State & all Other Grants, Gifts, Allocations & Donations	561,080	702,500	793,381
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	250,000	1,310,000
All Other Resources Except Current Year Property Taxes	1,028,987	840,000	945,000
Current Year Property Taxes Estimated to be Received	12,730,993	15,046,259	15,765,000
Total Resources	**32,563,806**	**34,886,049**	**34,913,381**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

	Actual Amount 2023-24	Adopted Budget This Year 2024-25	Approved Budget Next Year 2025-26
Personnel Services	10,300,839	10,950,000	11,900,001
Materials and Services	5,420,359	6,728,760	6,764,094
Capital Outlay	115,430	1,450,000	1,275,000
Debt Service	0	0	0
Interfund Transfers	0	250,000	1,310,000
Contingencies	0	500,000	500,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	16,727,178	15,007,289	13,164,286
Total Requirements	**32,563,806**	**34,886,049**	**34,913,381**

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			
Public Services	6,351,877	6,660,716	7,642,532
FTE	86.95	90.7	93.625
Support Services	5,778,152	7,199,957	8,703,016
FTE	17.75	19.75	22
Community Engagement	1,887,632	2,134,734	2,036,809
FTE	24	24	19.75
Administrative Services	1,556,953	1,583,353	1,556,738
FTE	14.5	11.5	11.5
Not Allocated to Organizational Unit or Program	16,989,192	17,307,289	14,974,286
	0	0	0
Total Requirements	**32,563,806**	**34,886,049**	**34,913,381**
Total FTE	**143.20**	**145.95**	**146.88**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

On May 14, 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 $.60/$1,000 of assessed value. The District expanded library service hours in April 2023. Major contracts for this budget year include the following: building maintenance (Jackson County Facility Maintenance); landscaping (Prolawn) custodial services and supplies (Pathway Enterprises); network, internet/wireless access (Hunter Communications), and security services (Northwest Defense). The 2024-25 adopted and 2025-26 approved budgets include an increase to the full approved tax rate $.60/$1,000 to support total requirements. The capital improvement projects planned for FY26 include lighting upgrades at the Ashland and Medford branches, carpet replacement at the Jacksonville and Rogue River branches, security upgrades at the Phoenix, Ashland, and White City branches, art installations in Ashland and Medford, and enhancement of outdoor spaces at select libraries. The budget also includes a transfer of $250,000 to the Capital Improvement Fund.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2023-24	Rate or Amount Imposed This Year 2024-25	Rate or Amount Approved Next Year 2025-26
Permanent Rate Levy (rate limit 0.60 per $1,000)	0.52	0.60	0.60
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	$0	$0
Other Bonds	$0	$0
Other Borrowings	$0	$0
Total	**$0**	**$0**

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

Jackson County Library District

2025-2026 Budget

MISSION

CONNECT PEOPLE TO INFORMATION, IDEAS, AND EACH OTHER.

VISION

THROUGH THE JACKSON COUNTY LIBRARIES, INDIVIDUALS REACH THEIR FULL POTENTIAL, AND OUR COMMUNITIES THRIVE.

VALUES

INCLUSION: our libraries welcome everyone, and we honor diversity and individual perspectives.

TRUST: we champion free and open access to knowledge and value and respect everyone's right to privacy and confidentiality when accessing library resources.

STEWARDSHIP: we are responsible, honest stewards of public resources.

COLLABORATION: we foster an environment that inspires building relationships and working together.

INNOVATION: we encourage creative ideas and solutions.

RESPECT: we build and foster an environment where everyone is heard and treated fairly and with kindness.

Introduction

Jackson County Library District was formed in 2014 to serve the information needs of 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, independent of Jackson County, secured a dedicated tax base for library funding.

The JCLS mission is to connect everyone to information, ideas, and each other. With 15 branches throughout the County, JCLS offers in-person and virtual programs, computer training and education, At Home Services for patrons who cannot come to the library, resources and storytimes through Outreach to Childcare, free internet access, 24-hour online resources, and a staff of experts. Patrons can browse the online catalog and curated staff booklists, read the Library Connect blog and JCLS Beyond YouTube channel, and download books and audiobooks to their phones or tablets.

The team that contributed to putting together this budget utilized a zero-based budgeting approach. That means that each member was tasked with first establishing what is needed to provide the best value to the communities served. Historic information was used to help support forecasting, and limitations were established to ensure good stewardship of the resources available to Jackson County Library District (JCLD).

Budget Message from the Director

Jackson County Library Services continued to serve residents across Jackson County with programs and services in our 15 branch locations as well as through participation in numerous community and outreach events. We are pleased to be able to continue to be open more than 500 hours per week, and over 10,000 new library cards have been issued in the past year.

Some significant accomplishments over the past year include the installation of a second book locker at the YMCA in Ashland, which has proven to be a popular place to pick up holds. We hired our first Spanish Language Services Coordinator and increased engagement with Spanish-speaking patrons around the county. We also upgraded the audio-visual equipment in the Large Meeting Room in Medford.
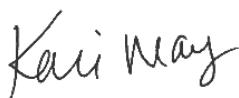
We welcomed not one but two authors to the library for special programs. Washington-state based author Jonathan Evison spoke about his frequently-challenged book Lawn Boy during National Library Week in September 2024. For our 5th annual Rogue Reads community program, essayist and poet Ross Gay delighted a capacity audience at the Medford Library with excerpts from his *Book of Delights*.

In January 2025, we celebrated the third year that the Dolly Parton Imagination Library program is available in Jackson County. With over 40% of eligible kids from birth to age 5 enrolled in the program, we are ahead of the state average. This program gifts a book to a child each month, building their home libraires and helping ensure they reach kindergarten ready to learn.

Libraries remain vital community resources. From access to our collections, to the physical spaces for community to gather and enjoy a program together, to connecting small business owners to key information, libraries and library staff improve the quality of life of the individuals who walk through our doors – or who reach us virtually. As I make formal and informal presentations around the county, I frequently hear someone remark with amazement at a service the library offers. We are continually recalibrating our services so that we remain relevant to you all.

We look forward to continuing to offer quality resources and services to you in the coming year.

Sincerely,

Kari May
Library Director,
Jackson County Library Services
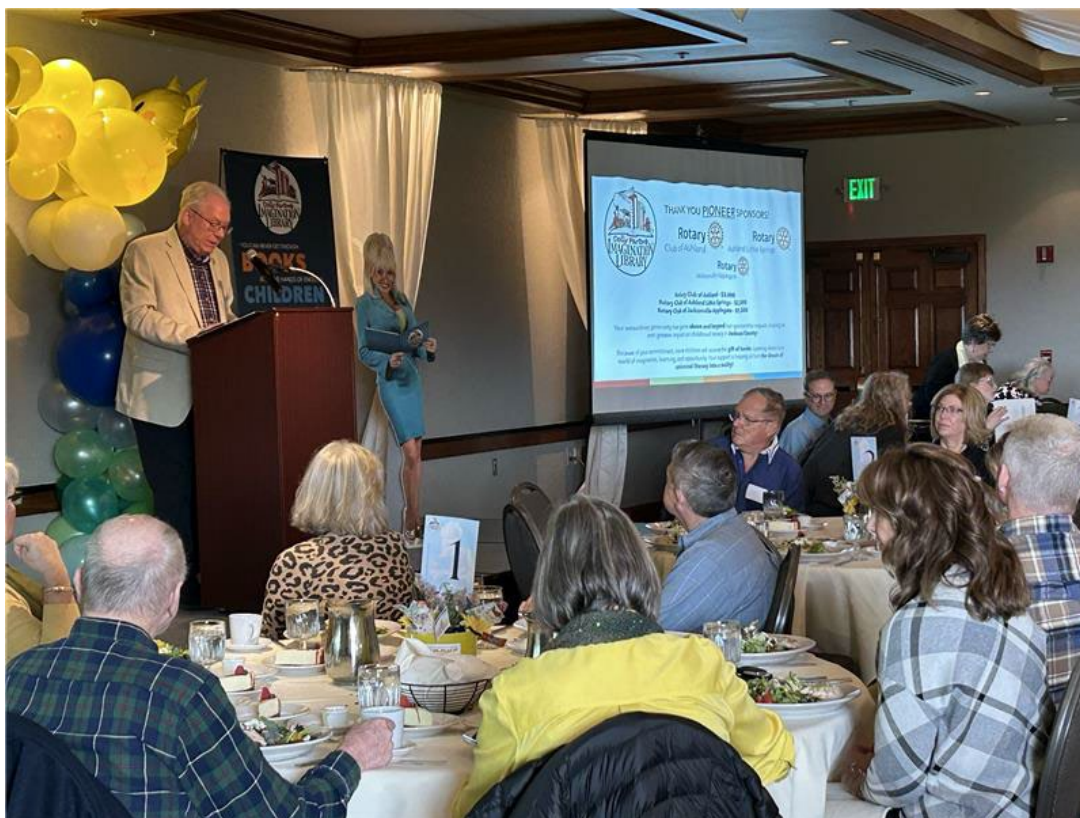
Budget Priorities

Budget spending priorities align with the goals of the 2022-2026 strategic plan as follows:

- Goal 1: Energize Library Services and Resources – Build on the current foundation, enliven facilities, collections, programs and other services to more robustly serve the community. Focus will be on collection maintenance, the digital library platform Libby, public art installations, and enhancement of outdoor spaces.
- Goal 2: Extend Access to the Library – Increase the awareness, use, and accessibility of the Library. Priority will be updating the communications plan and removing barriers to access.
- Goal 3: Engage the Community More Fully – Support the inclusion and advancement of the varied communities in Jackson County. The Library will expand community partnerships, particularly in rural areas and schools, and will foster welcoming and inclusive environments with a focus on Latinx, homeschool groups, the unhoused, and Tribal members.
- Goal 4: Nurture the Library Infrastructure – Further the Library as an effective, efficient, well-supported organization with a cohesive and supportive internal culture. The Library will continue to make staff a top priority while focusing on departmental alignment and providing professional development opportunities.

Budget Structure

As required by Oregon State Budget Law, the budget presented is structured by funds. A "Fund" is a self-balancing set of accounts used to estimate **resources** (Revenues, Transfers In, Beginning Fund Balance) and **requirements** (Expenses, Capital Outlay, Transfers Out, Ending Fund Balance). The total resources and total requirements must always balance.

JCLD currently has three funds presented in this budget:
- **General Fund** – general operations of the District
- **Miscellaneous Grants Fund** – restricted donations/gifts/grants provided to JCLD
- **Capital Improvement Fund** – a "reserve" fund for planned improvements to the facilities and property acquired by JCLD

The Library operates with four core "function" areas. These are:
1. Public Services (Branch Services, Programming, and Community Resources)
2. Support Services (IT, Technical Services, Collection Management, and Facilities)
3. Community Engagement (Outreach, Marketing and Public Relations, Tech Ed, and Spanish Engagement)
4. Administrative Services (Library Administration, Foundation, HR, and Finance)

Library Director and Direct Reports
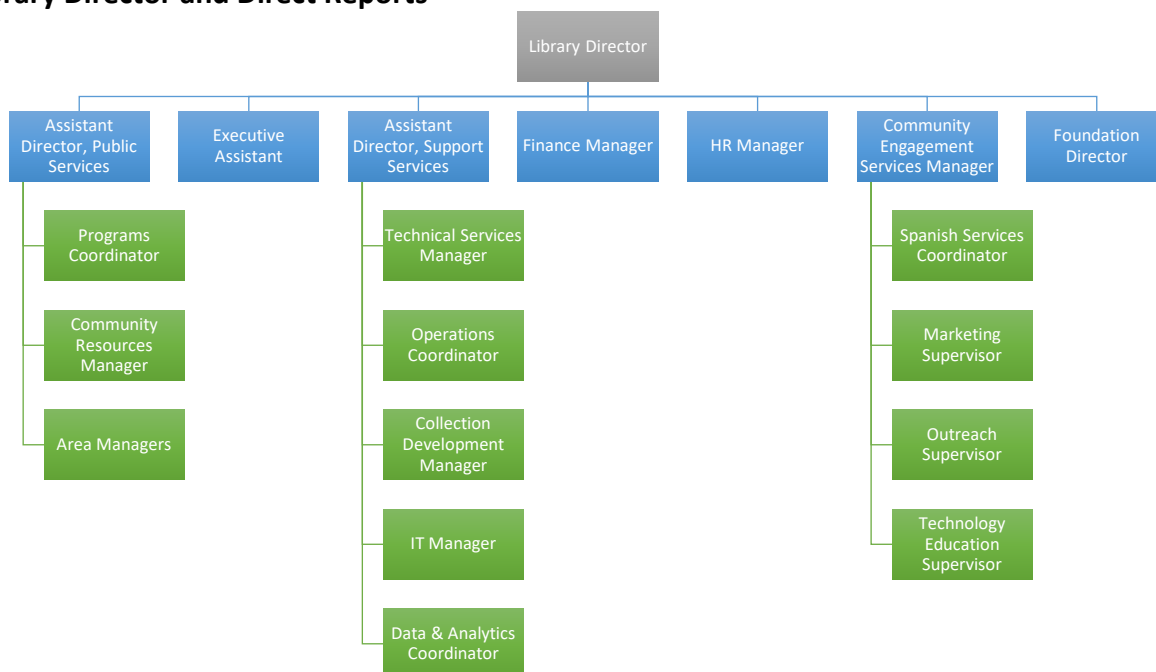
Proposed Budget

JCLD uses a modified accrual method of accounting. In strict accrual accounting, revenues are recognized when they become available and measurable, and expenses are incurred when liabilities are incurred. In the modified accrual accounting method, a few exceptions are made to better reflect the cash-based timing of receipt of resources or the disbursement of requirements. Most of the information in this document focuses on the General Fund, as that is where most of the activity takes place.

The budget forms present the previous year's (FY25) adopted budget along with the preceding two years (FY24 and FY23) of audited activity. The audited beginning General Fund balance for FY24-25 was $1.6M lower than what was budgeted. Considering spending trends and increase in costs, the presented beginning General Fund balance of $7.5M for FY26 is the current estimate of carryover resources expected and exceeds policy of maintaining at least 4 months of operating expenses.

Revenues

Total operating revenues for FY26 are budgeted at $16,700,000 in the General Fund. Most of the operating revenue for the General Fund comes from the collection of property taxes. The property taxes are computed by the total assessed value of properties in the District multiplied by the District Tax Levy of 0.60 mills (.00060% of assessed value). The District is authorized to collect up to 0.60, and the proposed FY26 and adopted FY25 budget collect the full 0.60 assessment, increased from previous years' assessments of 0.52 to support current and future year expenditure projections, including sustaining the expanded hours of operation.

The forecasted property tax levy considers both estimated assessed property value as provided by Jackson County, as well as the Library's average annual increase in property tax collections. For the 2025-2026 budget, a 4.79% increase over the prior year's tax levy was used. The 94% collection rate being utilized is based on JCLD's average collection rate over the past ten years as well as the rate utilized by the county.

Jackson County Library District Operating Levy Projection

2024-2025 Assessed Value	$	26,677,768,381
Estimated Growth		5.12%
202-2026 Estimated Value	$	27,390,081,633
JCLS 5 Year Average Annual Increase		4.79%
JCLS 2024-2025 Levy	$	16,006,661
2025-2026 Estimated Levy	$	16,773,128
Estimated Collection Rate		94%
Estimated Taxes to be Received	**$**	**15,765,000**

Transfers In

In the years 2022-2025, interest income has been allocated to the Capital Improvement Fund and Miscellaneous Grants funds using a percentage of the total fund balance. It is not necessary to maintain this income within these funds, and in the 25-26 budget the total balance from previous years totaling $800,000, plus the estimated interest allocation for the 25-26 year of $260,000, has been recorded as a transfer-in to the General Fund to support operational expenses.

Adding the projected revenues and transfer-in to the beginning fund balance yields approximately $25M of resources for the annual budget.

Expenses

Following Oregon Budget Law, expenses are broken down into three major categories under each of the four core function areas:

1. Personnel

2. Materials & Services

3. Capital Outlay

Some expense categories have been consolidated to provide a more concise and understandable budget document. A detailed budget will always be available for the Board, Budget Committee, and community members who wish to have greater insight into the budget process. The following is a summary of the categories and changes made for the current and prior budget years:

Current year budget changes:

- Expense categories are broken down under each core function area.

- Utilities are separated by type.

- Security Services moved from support services to public services.

Prior year budget changes:

- Parking permits moved from fringe benefits to administrative services.

Summary of Expenditures

Total expenditures are expected to be $17,952,131 in the General Fund in FY26. Of this, $500,000 is for contingency, which represents 2.8% of the expense budget. Considering that the contingency is not expected to be necessary, that leaves operating expenses at approximately $17.45m.

Expenditures by Department (MM)

Department	Personnel	Materials & Services
Community Engagement	1.69	0.19
Public Services	7	0.46
Support Services	1.95	4.58
Administrative Services	1.23	0.32

■ Personnel ■ Materials & Services
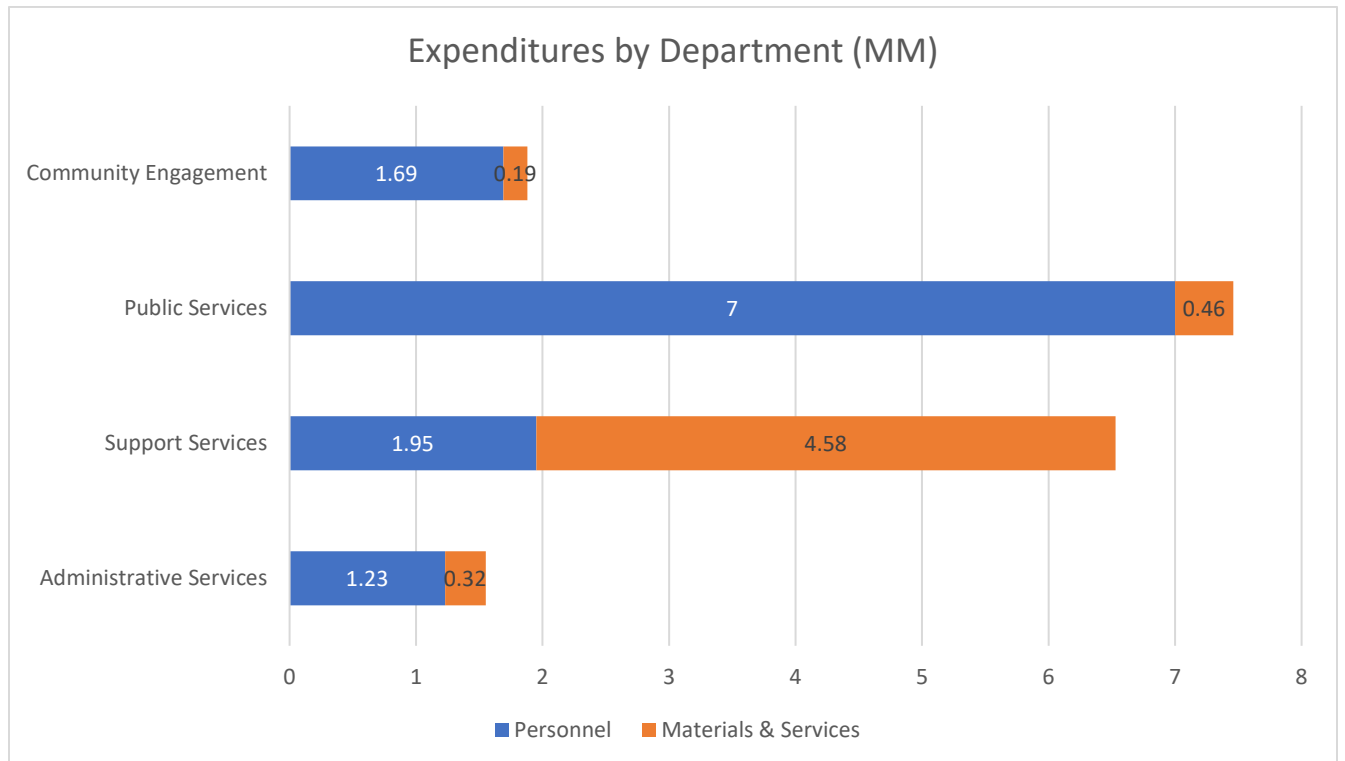
Personnel

JCLD recognizes that its staff are its greatest asset. As such, Personnel represents the largest expense category in the budget, at approximately 68%. The budget includes a 3% Cost of Living Adjustment (COLA) and a 1.5% step increase for every position, excepting those staff members hired after March 31, 2025, who would not receive the step increase.

New positions will be evaluated as we move into the new fiscal year and will be filled mid-year (Q3), as needed. The positions included are:

- Accounting & Payroll Specialist: Decreased .25 FTE. With staff stability in this department and the Finance Manager analyzing work flows the past year, it has been determined that decreasing this position will right-size the Finance Department.
- IT Technician: additional 1 FTE for the IT Department. As the District has grown, the impact on this department has increased.
- Technical Services Acquisitions Specialist: An additional .25 FTE for the Technical Services Department will be added to keep up with workflows within the department.
- Specialist: .5 FTE. A mid-year evaluation will be made to balance out Public Services staff.
- Specialist: .25 FTE. A mid-year evaluation will be made to balance out Community Engagement staff. If it is determined that this is needed, the FTE would be added to an existing position.

Total FTEs & % of GF Budget

	FY21	FY22	FY23	FY24	FY25	FY26 Proposed
Total FTEs	97	109	136	144	146	147
% of GF Budget	51%	59%	61%	62%	63%	68%
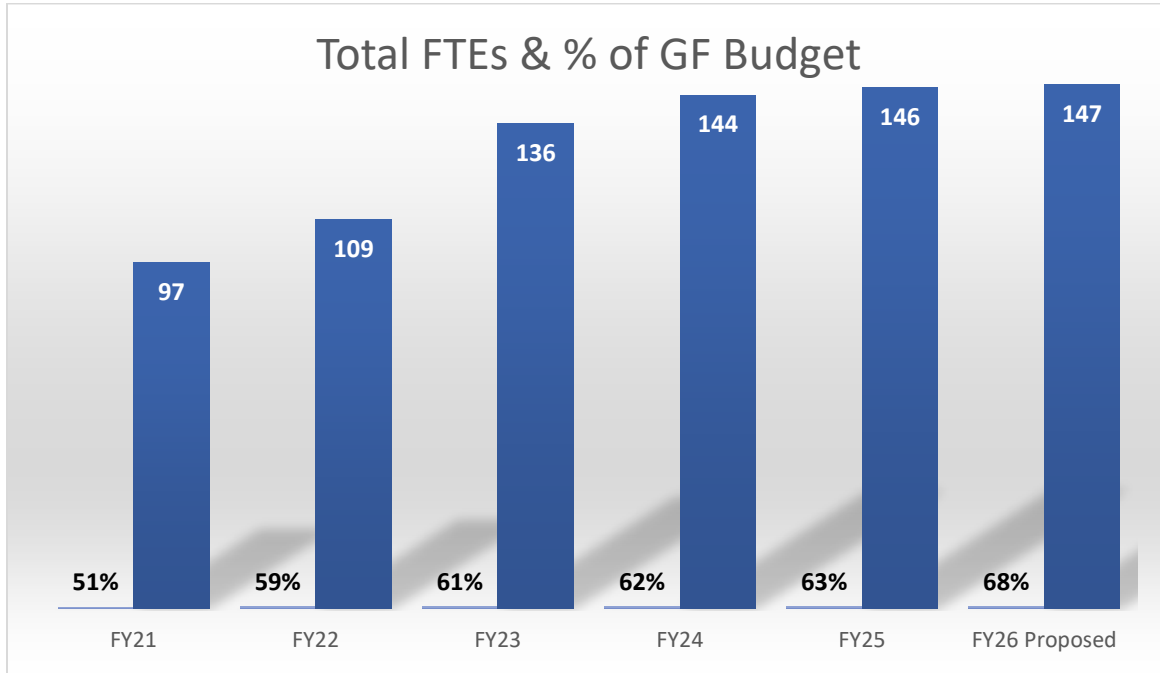
25/26 Positions	25/26 FTE	Area	25/26 Additional Positions	25/26 FTE	Area
Accounting & Payroll Specialist	0.75	Admin Svcs	IT Technician	1.0	Support Svcs
Administrative Assistant	0.5	Lib Admin	Specialist	0.50	Public Svcs
Adult Services Librarian	2.0	Public Svcs	Specialist	0.25	Community Engmt
Area Manager	4.00	Public Svcs	Technical Services Aquisitions Specialist	0.25	Support Svcs
Assistant Director, Public Services	1.0	Public Svcs			
Assistant Director, Support Services	1.0	Support Svcs			
Branch Manager I	10.2	Public Svcs			
Business Librarian	1.0	Public Svcs			
Children's Librarian	2.0	Public Svcs		2.00	
Circulation Supervisor	2.0	Public Svcs			
Collection Development Manager	1.0	Support Svcs			
Community Engagement Manager	1.0	Community Engmt			
Community Resource Manager	1.0	Public Svcs			
Community Resource Specialist	5.0	Public Svcs			
Courier	3.0	Support Svcs			
Data and Analysis Coordinator	1.0	Support Svcs			
Education Services Specialist	1.0	Community Engmt			
Executive Assistant	1.0	Lib Admin			
Facilities Assistant	1.0	Support Svcs			
Finance Assistant	0.75	Admin Svcs			
Finance Manager	1.0	Admin Svcs			
Foundation Executive Director	1.0	Lib Admin			
Human Resources Manager	1.0	Admin Svcs			
Human Resources Specialist	2.0	Admin Svcs			
ILS Administrator	1.0	Support Svcs			
IT Manager	1.0	Support Svcs			
IT Technician	1.0	Support Svcs			
Librarian	8.25	Public Svcs			
Library Associate	33.05	Public Svcs			
Library Clerk	5.75	Public Svcs			
Library Director	1.0	Lib Admin			
Library Specialist	14.875	Public Svcs			
Library Specialist	3.8	Community Engmt			
Marketing Specialist	1.75	Community Engmt			
Marketing Supervisor	1.0	Community Engmt			
Network Administrator	1.0	Support Svcs			
On-Call Substitutes	0.0	Public Svcs			
Operations Coordinator	1.0	Support Svcs			
Outreach Supervisor	1.0	Community Engmt			
Programs Coordinator	1.0	Public Svcs			
Selection Librarian	3.0	Support Svcs			
Senior Accountant	1.0	Admin Svcs			
Senior IT Administrator	1.0	Support Svcs			
Spanish Services Coordinator	1.0	Community Engmt			
Staff Development Coordinator	1.0	Admin Svcs			
Technical Services Acquisition Specialist	2.75	Support Svcs			
Technical Services Supervisor	1.0	Support Svcs			
Technology Education Specialist	8.0	Community Engmt			
Technology Education Supervisor	1.0	Community Engmt			
Teen Librarian	2.0	Public Svcs			
Volunteer Coordinator	0.5	Admin Svcs			
Website Administrator	1.0	Support Svcs			
	144.88		**Total Budget FTE**	**146.88**	

Key Operating Expenses by Department

PUBLIC SERVICES				
PERSONNEL		**General**		**Grants**
Salaries & Wages	$	5,236,250	$	10,000
Taxes & Fringe		1,782,278		
	$	7,018,528	$	10,000
MATERIALS & SERVICES				
Security Services	$	300,000		
Supplies		90,408	$	79,681
SOHS Contract		30,000		
Professional Services		19,950		66,700
In District Mileage		9,459		
Staff Recognition		6,850		
Memberships, Dues and Subscriptions		3,400		4,000
Postage		1,872		
Minor Equipmnet		1,500		
In District meetings, meals, events		184		
	$	463,623	$	150,381
Total Public Services Budgeted Expenses	$	7,482,151	$	160,381

Public Services includes the library areas that provide direct services and resources to the public, including service desks, circulation, programming, and community resources. Services can be accessed at the fifteen branches located throughout Jackson County, virtually at jcls.org. and throughout the community through partnerships and outreach programs and events.

JCLS's security contract with Northwest Defense will be extended for FY26. The added security continues to improve the experience patrons have at the Medford Library. Many staff have reported that patrons are coming back and commenting that they feel safer and are appreciative that the library has taken steps to ensure the safety of all, while still being a welcoming environment. Northwest Defense works closely with Community Resources and the Medford Branch Manager to collaborate on problem areas.

The Community Resources Department has expanded its services system-wide. Resource Specialists visit assigned branches to provide up-to-date resources and assist patrons on site. The Medford branch continues to be a hub for patrons needing additional resources. Services offered include referrals to other agencies and services, bus tokens, hygiene kits and more.

Programming will continue to offer robust programs and services to support the strategic plan. Program offerings will continue to engage the community. Rogue Reads will return in FY26, offering a book title for adults and younger children. All books offered will be available in English and Spanish. Like last year, the selected author will appear in person to talk about their book. Other popular programs, such as Summer Reading, storytime, and Windows in Time will continue to be offered and heavily supported systemwide.

SUPPORT SERVICES			
	General	Grants	Capital Imp
PERSONNEL			
Salaries and Wages	$ 1,453,008		
Taxes and Fringe	497,425		
	$ 1,950,432		
MATERIALS & SERVICES			
Library Materials - Physical	$ 900,000	$ 180,500	
Custodial Services	740,000		
Building Repair/Maintenance	516,270		$ 350,000
Library Materials - Digital	450,000	274,463	
Electricity	266,575		
Telecom-Wide Area Network	250,000		
Computer Software and Licensing	247,420	14,500	
Insurance	193,000		
Library Databases	150,000		
Landscape Services	155,000		
Utilities	111,350		
Computers and technology	80,000		
Copier Expense	75,000		
Building Repair/Maintenance-Non-Contract	50,000		
Facility Furnishing Expense	50,000	75,000	
Natural Gas	48,425		
E Rate Services	44,000		
Minor Equipment	43,000		
Supplies	36,800		
Telecom-Voice and LD	30,000		
Custodial Supplies	25,000		
Garbage Service	25,000		
Telecom- Hot Spots	25,000		
Maintenance and Fuel for Vehicles	25,000		
Professional Services	15,000		
Library Materials - Other	14,000		
Equipment Repair/Maintenance	9,500		
Alarm Services	3,000		
In District Mileage	2,130		
Staff Recognition	1,050		
Memberships, Dues, & Subscriptions	800		
Property Rental/Lease Expense	500		
Inter-Library Loan Fees	300		
	$ 4,583,120	$ 544,463	$ 350,000
CAPITAL OUTLAY			
Capital Outlay			$ 1,150,000
Total Support Services Budgeted Expenses	$ 6,533,553	$ 544,463	$ 1,500,000

Support Services include the library areas that support Public Services. These "behind-the-scenes" operations that all libraries depend on include collection development, technology, infrastructure, and facilities maintenance.

Support Services priorities for FY26 include continuing efforts to enhance the library's physical collections, with special focus on updating non-fiction and early literacy collections and enhancing digital collections as well as supporting branch staff and leading ongoing collection analysis. Support Services will continue to develop the Integrated Library System (ILS) and the JCLS app and enhance the usability of the library's catalog through its discovery layer. IT will focus on updating IT infrastructure for enhanced cybersecurity as a selected participant in the E-Rate pilot cybersecurity grant through USAC. IT will also continue to streamline internal workflows and documentation and develop improvements for the library's website.

In FY25, Jackson County Library Services launched its second book locker for holds pickup in Ashland offsite at the Ashland Family YMCA, which will soon include a library book drop to accept library returns, increasing access and convenience for library patrons at the south end of Jackson County.

Multiple software systems ensure the smooth administration of the District. Public-facing systems include the library catalog, library website, and wireless printing services, as well as the library's online calendar of events and programs and meeting room booking system, The calendar and meeting room booking systems will be evaluated and possibly replaced with a new system in FY26. Operating behind the scenes are HR and finance systems, and the internal ticketing system used by all Support Services staff.

Major contracts managed by Support Services:
- In FY25, JCLD engaged in an RFP process to secure a consolidated landscaping services contract, supporting the Strategic Plan goal to enhance outdoor spaces across the District. Pro Lawn began their contract in April 2025. Costs for landscaping services are projected at $155,000.
- Through an IGA with Jackson County Facilities Maintenance, JCLD contracts for services such as regular building maintenance and repairs, project management for large projects, and assistance with day-to-day building needs. The facilities maintenance contract was adjusted to remove landscaping services and was calculated with a 5% increase for the continuing maintenance services. Overall, the contracted amount was reduced to $516,270. An additional $50,000 was budgeted for repair and maintenance provided by the county that falls outside of the contracted services.
- JCLD contracts with Pathway Enterprises for various custodial services across the District, including regular janitorial and specialty cleaning services (floors, windows, pressure washing). With the removal of landscaping services for FY26 along with minor service adjustments, the janitorial services increase comes in at 1.88% for a projected contract cost of $740,000.

COMMUNITY ENGAGEMENT		
PERSONNEL	**General**	**Grants**
Salaries and Wages	$ 1,261,504	
Taxes and Fringe	428,298	
	$ 1,689,802	
MATERIALS & SERVICES		
Advertising	$ 70,000	$ 5,000
Computer Software and Licensing	33,000	119
Printing Services	25,000	
In District Mileage	22,700	
Supplies	17,500	39,000
Professional Services	15,000	101,000
Memberships, Dues, and Subscriptions	4,088	2,500
Minor Equipment	2,000	
Staff Recognition	1,100	
Computers and Technology	1,000	
Library Materials-other	-	8,000
	$ 191,388	$ 155,619
Total Community Engagement Budgeted Expenses	$ 1,881,190	$ 155,619

Community Engagement is a new core funciton area created with the reorganization of the Outreach and Programming Department. Community Engagement includes Outreach, Marketing and Public Relations, Tech Ed, and Spanish Services.

Resource allocations for Marketing include support for the strategic goals of reaching our rural and underserved communities. Efforts include direct mail campaigns to rural areas, ValPak mailings, and more targeted email campaigns. Additionally, they will focus on marketing our diverse Outreach services such as Education Services, DART, and Digital Services where those departments are looking to reach underserved areas.

The Outreach team will continue to increase their efforts to create partnerships with the community by working with schools, community organizations, and local businesses. Technology Education Services continues to bring technology out to the community by visiting various senior living facilities and other community partners. Computer classes are taught in the new technology classroom at the Medford Library. DART, the District's mobile technology van, will continue to bring Wi-Fi connections and relevant technologies out into the community.

ADMINISTRATIVE SERVICES		
	General	**Grants**
PERSONNEL		
Salaries and Wages	$ 917,702	
Taxes and Fringe	313,536	
	$ 1,231,238	$ -
MATERIALS & SERVICES		
Computer Software and Licensing	$ 74,800	
Professional Development	52,500	
Auditing Services	42,500	
Consultant Fees	32,000	
Legal Services	25,000	
Parking Permits	23,000	
Memberships, Dues and Subscriptions	21,450	
Postage - Finance	20,000	
In District meetings, meals, events	8,100	
Staff Recognition	5,650	$ 1,500
Advertising/Recruitment	4,500	
Bank Fees/Interest Expense	3,750	
Supplies	3,750	
Travel- airfare, lodging,meals etc	3,000	
In District Mileage	2,000	
Background Checks	1,500	
Volunteer Recognition	500	
	$ 324,000	$ 1,500
Total Administrative Services Budgeted Expenses	$ 1,555,238	$ 1,500

Administrative Services includes Library Administration, Foundation, Finance, and Human Resources departments, which provide the administrative infrastructure for the organization. Administrative Services support the organization through Board-approved policies and follow all applicable federal, state, and local laws.

Library Administration is led by the Library Director, who reports directly to the Board of Directors. Library Administration plans, coordinates, and directs JCLD's operations, activities, programs, and services; directs the planning, development, and implementation of the strategic plan; and markets and promotes the Library. Library Administration also includes costs for Board development, legal services, and the annual audit.

Both the Finance and HR departments have little need for materials and services for their operations. The priority for both functional areas over this budget year is to continue the development and implementation of systems and standard operating procedures to ensure all departments have the staff, tools, and resources necessary to perform their jobs.

Library Board
Expenditures for the Board include the annual planning retreat, membership in professional organizations, training, and consulting services related to the governance of the Library District.

Library Foundation
The District supports the operational and administrative costs of the Jackson County Library Foundation through in-kind support. The original Memorandum of Understanding has been extended with a renewal option for the next four years.

Other Funds

Miscellaneous Grants Fund

The Miscellaneous Grants Fund was established in FY21 to support the tracking of restricted funds separately from the General Fund. As with most grant funding, expenses are budgeted higher than expected to allow flexibility to utilize these restricted funds in the budget year. Some grant funds have clear timelines for spending, but most will carry over into future years. The ending fund balance is expected to be higher than the budget document.

These grants come from both public and private sources that generously support the mission of JCLD. Some key partners include:
- Hulburt Family Trust
- Ready to Read Grant from the State Library of Oregon
- Oregon Community Foundation (with special thanks to the Finstrom, Bixler and Gray families)
- Carpenter Foundation

Donations from the Jackson County Library Foundation and the Friends organizations are included in the miscellaneous grants fund. The District recognizes the integral role that these organizations play in supporting the Library's mission, funding special programs, and advocating for libraries in the community.

Capital Improvement Fund

The Capital Improvement Fund was established to prepare for capital outlay and significant improvements to the library facilities that keep them well-maintained. At the beginning of this fiscal year, the Fund Balance is anticipated to total $4.75M. This year, $250,000 is budgeted to transfer from the General Fund to the Capital Improvement Fund.

The capital improvement projects planned for FY26 include lighting upgrades at the Ashland and Medford branches, carpet replacement at the Jacksonville and Rogue River branches, security upgrades at the Phoenix, Ashland, and White City branches, art installations in Ashland and Medford, Tech Ed department relocation at the Medford branch, and design guidelines for future capital projects. The Phoenix Pollinator Garden project, originally planned for FY25, will continue in FY26. Additional outdoor improvements will be made at other branches as time and resources allow.

FORM LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS

MISCELLANEOUS GRANTS FUND (Fund)

Jackson County Library Services (Name of Municipal Corporation)

Line	Historical Data — Actual: Second Preceding Year 2022-23	First Preceding Year 2023-24	Adopted Budget Year 2024-25	DESCRIPTION — RESOURCES AND REQUIREMENTS	Object Classification	Detail	Budget for Next Year 2025-26: Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Line
				RESOURCES						
2				Cash on hand * (cash basis), or						2
3	3,957,856	3,909,846	3,680,844	Working Capital (accrual basis)			3,800,000	3,800,000		3
4				Previously levied taxes estimated to be received						4
5	106,904	30,310	20,000	Interest			30,000	30,000		5
6				Transferred IN, from other funds						6
7	401,014	335,467	477,500	Restricted Revenues			593,381	593,381		7
8										8
9										9
10	4,465,774	4,275,623	4,178,344	Total Resources, except taxes to be levied			4,423,381	4,423,381		10
11				Taxes estimated to be received						11
12				Taxes collected in year levied						12
13	**4,465,774**	**4,275,623**	**4,178,344**	**TOTAL RESOURCES**			**4,423,381**	**4,423,381**	**-**	13
14				**REQUIREMENTS** **						14
15				Org Unit **or** Prog & Activity	Object Classification	Detail				15
16	17,500	10,000	150,000	PUBLIC SERVICES	Personnel		10,000	10,000		16
17				PUBLIC SERVICES	Materials & Services					17
18	54,426	34,183	63,000			Supplies	79,681	79,681		18
19	28,920	9,149	15,000			Professional Services	66,700	66,700		19
20	4,795	2,026	-			Memberships, Dues, & Subscrip	4,000	4,000		20
21	-	9,367	4,800			Facility Furnishings	-	-		21
22	1,100	442	-			Library Materials-Physical	-	-		22
23	850	-	-			Special Fees	-	-		23
24	185	310	1,500			Staff Recognition	-	-		24
25				SUPPORT SERVICES	Materials & Services					25
26	-	-	-			Library Materials-Digital	274,463	274,463		26
27	22,008	128,195	200,000			Library Materials-Physical	180,500	180,500		27
28	-	28,239	100,000			Facility Furnishings	75,000	75,000		28
29	6,173	6,173	-			Computer Software & Licensing	14,500	14,500		29
30	2,995	1,498	-			Library Databases	-	-		30
31	463	-	-			Library Materials-Other	-	-		31
32	8,850	-	-			Maintenance & Fuel for Vehicles	-	-		32
33	373,697	-	250,000	SUPPORT SERVICES	Capital Outlay		125,000	125,000		33
34	-	-	150,000	COMMUNITY ENGAGEMENT	Personnel		-	-		34
35				COMMUNITY ENGAGEMENT	Materials & Services					35
36	2,429	59,359	148,300			Professional Services	101,000	101,000		36
37	51,663	77,068	77,812			Supplies	39,000	39,000		37
38	520	226	12,500			Library Materials-Other	8,000	8,000		38
39	-	-	-			Advertising	5,000	5,000		39
40	-	856	6,500			Memberships, Dues, & Subscrip	2,500	2,500		40
41	5,700	950	-			Computer Software & Licensing	119	119		41
42	-	-	2,500			Staff Recognition	-	-		42
43	-	2,273	-			Facility Furnishings	-	-		43
44	918	-	-			Library Materials-Physical	-	-		44
45	-	-	-	ADMINISTRATIVE SERVICES	Materials & Services		-	-		45
46	-	3,872	-			Staff Recognition	1,500	1,500		46
47	-	-	-			Transfers Out to Other Funds	235,000	235,000		47
48	3,888,755	3,901,437	2,996,432	UNAPPROPRIATED ENDING FUND BALANCE		Ending balance (prior years)	3,201,418	3,201,418		48
49		2,996,432								49
50	**4,465,774**	**4,275,623**	**4,178,344**	**TOTAL REQUIREMENTS**			**4,423,381**	**4,423,381**	**-**	50

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

***List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

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RESERVE FUND
RESOURCES AND REQUIREMENTS

CAPITAL IMPROVEMENT FUND

(Fund)

Jackson County Library Services
(Name of Municipal Corporation)

#		Historical Data — Actual		Adopted Budget	DESCRIPTION — RESOURCES AND REQUIREMENTS		Budget for Next Year 2025 - 26			#
		Second Preceding Year 2022 - 23	First Preceding Year 2023 - 24	Year 2024 - 25		Object Classification / Detail	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					RESOURCES					
1										1
2					Cash on hand * (cash basis), or					2
3		4,904,095	4,842,666	4,741,446	Working Capital (accrual basis)		4,750,000	4,750,000		3
4					Previously levied taxes estimated to be received					4
5		117,541	252,345	200,000	Interest		230,000	230,000		5
6		300,000	-	250,000	Transferred IN, from other funds		250,000	250,000		6
7										7
8										8
9										9
10		5,321,636	5,095,011	5,191,446	Total Resources, except taxes to be levied		5,230,000	5,230,000	-	10
11					Taxes estimated to be received					11
12					Taxes collected in year levied					12
13		**5,321,636**	**5,095,011**	**5,191,446**	**TOTAL RESOURCES**		**5,230,000**	**5,230,000**	**-**	13
					**REQUIREMENTS **	Org. Unit **or** Prog. & Activity				
14										14
15						Materials & Services				15
16		4,604	184,357	500,000	Support Services		350,000	350,000		16
17										17
18		474,366	77,657	1,050,000	Support Services	Capital Outlay	1,150,000	1,150,000		18
19										19
20						Transfers Out	825,000	825,000		20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29		4,842,666	4,832,997		Ending balance (prior years)					29
30				3,641,446	**UNAPPROPRIATED ENDING FUND BALANCE**		2,905,000	2,905,000		30
31		**5,321,636**	**5,095,011**	**5,191,446**	**TOTAL REQUIREMENTS**		**5,230,000**	**5,230,000**	**-**	31

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

RESOURCES
GENERAL FUND

Jackson County Library Services
(Name of Municipal Corporation)

(Fund)

Budget for Next Year 2025-2026

	Historical Data — Actual		Adopted Budget This Year		Proposed By	Approved By	Adopted By	
#	Second Preceding Year 2022-23	First Preceding Year 2023-24	Year 2024-25	**RESOURCE DESCRIPTION**	Budget Officer	Budget Committee	Governing Body	#
1	10,079,017	9,402,954	9,600,000	Available cash on hand* (cash basis) **or**	7,500,000	7,500,000		1
2	126,150	230,093	220,000	Net working capital (accrual basis)	250,000	250,000		2
3	307,011	516,239	400,000	Previously levied taxes estimated to be received	435,000	435,000		3
4		-		Interest				4
5				Transferred IN, from other funds	1,060,000	1,060,000		5
6				OTHER RESOURCES				6
7	30,329	46,029	25,000	Printing/Copying/Fines	50,000	50,000		7
8	30,299	41,251	-	Charges for Services				8
9	160,526	225,613	225,000	Grants and Donations (unrestricted)	200,000	200,000		9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	10,733,332	10,462,179	10,470,000	Total resources, except taxes to be levied	9,495,000	9,495,000	-	29
30	12,075,840	12,730,993	15,046,261	Taxes estimated to be received	15,765,000	15,765,000		30
31				Taxes collected in year levied				31
32	22,809,172	23,193,172	25,516,261	**TOTAL RESOURCES**	25,260,000	25,260,000	-	32

150-504-020 (rev 10-16)

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

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FORM
LB-30

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

GENERAL FUND
(name of fund)

Jackson County Library Services
(name of Municipal Corporation)

Line	REQUIREMENTS FOR: PUBLIC SERVICES	Historical Data — Actual: Second Preceding Year 2022-23	Historical Data — Actual: First Preceding Year 2023-24	Adopted Budget This Year 2024-25	Budget For Next Year 2025-26: Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Line
1	PERSONNEL SERVICES							1
2	Salaries & Wages	3,523,036	4,634,787	4,600,971	5,236,250	5,236,250		2
3	Taxes & Benefits	1,520,285	1,468,940	1,589,945	1,782,278	1,782,278		3
4								4
5								5
6								6
7								7
8	TOTAL PERSONNEL SERVICES	5,043,321	6,103,727	6,190,916	7,018,528	7,018,528	-	8
9	Total Full-Time Equivalent (FTE)	82.175	86.95	90.70	93.625	93.625		9
10	MATERIALS AND SERVICES							10
11	Security Services				300,000	300,000		11
12	Supplies	55,046	84,188	98,650	90,408	90,408		12
13	SOHS Contract	30,000	30,000	30,000	30,000	30,000		13
14	Professional Services	25,045	10,860	18,900	19,950	19,950		14
15	In District Mileage	11,449	38,594	8,100	9,459	9,459		15
16	Staff Recognition	704	1,997	6,600	6,850	6,850		16
17	Memberships, Dues and Subscriptions	3,394	1,475	500	3,400	3,400		17
18	Postage	140			1,872	1,872		18
19	Minor Equipmnet	-	54		1,500	1,500		19
20	In District meetings, meals, events	385			184	184		20
21	Consultant fees	2,557	14,276		-	-		21
22	Professional Development	5,056	1,172		-	-		22
23	Facility Furnishing Expense	22,519		68,500	-	-		23
24	Volunteer Recognition	-		250	-	-		24
25	Computers and Technology	1,320		4,000	-	-		25
26	Library Materials-physical	-	57		-	-		26
27	Library Materials-other	513			-	-		27
28	TOTAL MATERIALS AND SERVICES	158,128	182,673	235,500	463,623	463,623	-	28
29	CAPITAL OUTLAY							29
30								30
31								31
32								32
33								33
34								34
35		-	-					35
36	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	36
37	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	5,201,449	6,286,400	6,426,416	7,482,151	7,482,151	-	37

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FORM LB-30

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND
(name of fund)

Jackson County Library Services
(name of Municipal Corporation)

	Historical Data — Actual Second Preceding Year 2022-23	Historical Data — Actual First Preceding Year 2023-24	Adopted Budget This Year 2024-25		REQUIREMENTS FOR: SUPPORT SERVICES	Budget For Next Year 2025-26 Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1	PERSONNEL SERVICES				1
2	856,016	1,126,147	1,288,517	2	Salaries & Wages	1,453,008	1,453,008		2
3	369,394	356,919	430,590	3	Taxes & Benefits	497,425	497,425		3
4				4					4
5				5					5
6				6					6
7				7					7
8	1,225,411	1,483,066	1,719,107	8	TOTAL PERSONNEL SERVICES	1,950,433	1,950,433	-	8
9	27.50	17.75	19.75	9	Total Full-Time Equivalent (FTE)	22.00	22.00		9
10				10	MATERIALS AND SERVICES				10
11	874,038	797,785	900,000	11	Library Materials – Physical	900,000	900,000		11
12	519,624	733,541	760,000	12	Custodial Services	740,000	740,000		12
13	532,510	506,012	577,400	13	Building Repair/Maintenance	516,270	516,270		13
14	398,951	439,220	450,000	14	Library Materials – Digital	450,000	450,000		14
15	174,020	182,567	-	15	Electricity	266,575	266,575		15
16	85,518	146,601	375,000	16	Utilities	111,350	111,350		16
17	61,553	45,785	-	17	Natural Gas	48,425	48,425		17
18	18,683	19,399	-	18	Garbage Service	25,000	25,000		18
19	187,457	242,567	250,000	19	Telecom-Wide Area Network	250,000	250,000		19
20	128,091	85,900	193,750	20	Computer Software and Licensing	247,420	247,420		20
21	142,310	91,774	185,000	21	Insurance	193,000	193,000		21
22	176,759	78,247	150,000	22	Library Databases	150,000	150,000		22
23	23,269	-	-	23	Landscape Services	155,000	155,000		23
24	203,155	27,023	96,000	24	Computers and technology	80,000	80,000		24
25	23,979	39,934	74,300	25	Copier Expense	75,000	75,000		25
26	-	-	-	26	Building Repair/Maintenance-Non-Contract	50,000	50,000		26
27		77,087	45,000	27	Facility Furnishing Expense	50,000	50,000		27
28	38,500	40,850	42,000	28	E Rate Services	44,000	44,000		28
29	37,638	67,912	95,000	29	Minor Equipment	43,000	43,000		29
30	36,314	32,815	33,500	30	Supplies	36,800	36,800		30
31	35,323	30,482	29,450	31	Telecom-Voice and LD	30,000	30,000		31
32	20,854	21,455	25,000	32	Custodial Supplies	25,000	25,000		32
33	73,686	58,049	96,000	33	Telecom- Hot Spots	25,000	25,000		33
34	10,312	25,463	24,500	34	Maintenance and Fuel for Vehicles	25,000	25,000		34
35	16,986	5,362	31,500	35	Professional Services	15,000	15,000		35
36	334	10,451	18,000	36	Library Materials – Other	14,000	14,000		36
37	4,386	5,639	7,100	37	Equipment Repair/Maintenance	9,500	9,500		37
38	-	-	-	38	Alarm Services	3,000	3,000		38
39	450	-	2,900	39	In District Mileage	2,130	2,130		39
40	-	426	1,150	40	Staff Recognition	1,050	1,050		40
41	114	71	-	41	Memberships, Dues, & Subscriptions	800	800		41
42		500	500	42	Property Rental/Lease Expense	500	500		42
43	461	404	800	43	Inter-Library Loan Fees	300	300		43
44	0	423	-	44	In District meetings, meals, events	-	-		44
45	3,793	5,457	-	45	Professional Development	-	-		45
46	59,840	268,013	290,000	46	Security Services	-	-		46
47	213	1,137	5,000	47	Signs and Signal Materials	-	-		47
48	4,739	4,857	22,000	48	A/V Equipment	-	-		48
49	27	-	-	49	Depreciation Expense	-	-		49
50	3,893,887	4,093,208	4,780,850	50	TOTAL MATERIALS AND SERVICES	4,583,120	4,583,120	-	50
51				51	CAPITAL OUTLAY				51
52	58,202	37,773	150,000	52	Capital Outlay				52
53				53					53
54				54					54
55				55					55
56				56					56
57				57					57
58	58,202	37,773	150,000	58	TOTAL CAPITAL OUTLAY	-	-	-	58
59	5,177,500	5,614,047	6,649,957	59	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	6,533,553	6,533,553	-	59

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FORM LB-30

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

GENERAL FUND
(name of fund)

Jackson County Library Services
(name of Municipal Corporation)

	Historical Data — Actual		Adopted Budget	REQUIREMENTS FOR: COMMUNITY ENGAGEMENT	Budget For Next Year 2025-26			
	Second Preceding Year 2022-23	First Preceding Year 2023-24	This Year 2024-25		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				PERSONNEL SERVICES				1
2	939,524	1,236,006	1,140,358	Salaries & Wages	1,261,504	1,261,504		2
3	405,430	391,737	432,364	Taxes & Benefits	428,298	428,298		3
4								4
5								5
6								6
7								7
8	1,344,954	1,627,743	1,572,722	TOTAL PERSONNEL SERVICES	1,689,802	1,689,802	-	8
9	13.50	24.00	24.00	Total Full-Time Equivalent (FTE)	19.75	19.75		9
10				MATERIALS AND SERVICES				10
11	37,389	69,393	60,000	Advertising	70,000	70,000		11
12	18,084	2,659	32,250	Computer Software and Licensing	33,000	33,000		12
13	19,927	9,647	25,000	Printing Services	25,000	25,000		13
14	1,939	-	7,500	In District Mileage	22,700	22,700		14
15	12,235	15,876	13,000	Supplies	17,500	17,500		15
16	15,628	14,150	18,000	Professional Services	15,000	15,000		16
17	4,896	6,170	3,500	Memberships, Dues, and Subscriptions	4,088	4,088		17
18	433	-	2,000	Minor Equipment	2,000	2,000		18
19	578	264	1,150	Staff Recognition	1,100	1,100		19
20	-	-	-	Computers and Technology	1,000	1,000		20
21	2,175	998	-	Professional Development	-	-		21
22	150	-	-	Special Fees and Expenses	-	-		22
23	1,424	-	2,000	Facility Furnishings Expense	-	-		23
24								24
25								25
26								26
27	114,858	119,157	164,400	TOTAL MATERIALS AND SERVICES	191,388	191,388	-	27
28				CAPITAL OUTLAY				28
29								29
30								30
31								31
32								32
33								33
34								34
35	-	-	-	TOTAL CAPITAL OUTLAY	-	-	-	35
36	1,459,812	1,746,900	1,737,122	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,881,190	1,881,190	-	36

150-504-030 (Rev 11-18)

FORM
LB-30

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND
(name of fund)

Jackson County Library Services
(name of Municipal Corporation)

	Historical Data				REQUIREMENTS FOR: ADMINISTRATIVE SERVICES	Budget For Next Year 2025-26			
	Actual	Actual	Adopted Budget			Proposed By	Approved By	Adopted By	
	Second Preceding Year 2022-23	First Preceding Year 2023-24	This Year 2024-25			Budget Officer	Budget Committee	Governing Body	
1				1	PERSONNEL SERVICES				1
2	621,236	817,277	873,429	2	Salaries & Wages	917,702	917,702		2
3	268,080	259,026	293,826	3	Taxes & Benefits	313,536	313,536		3
4				4					4
5				5					5
6				6					6
7				7					7
8	889,316	1,076,303	1,167,255	8	TOTAL PERSONNEL SERVICES	1,231,238	1,231,238	-	8
9	13	14.5	11.5	9	Total Full-Time Equivalent (FTE)	11.5	11.5		9
10				10	MATERIALS AND SERVICES				10
11	28,948	30,821	74,000	11	Computer Software and Licensing	74,800	74,800		11
12	3,943	10,899	50,000	12	Professional Development	52,500	52,500		12
13	78,950	51,550	40,000	13	Auditing Services	42,500	42,500		13
14	21,770	222,082	56,000	14	Consultant Fees	32,000	32,000		14
15	18,343	15,844	10,000	15	Legal Services	25,000	25,000		15
16	-	23,058	23,000	16	Parking Permits	23,000	23,000		16
17	8,055	15,534	18,600	17	Memberships, Dues and Subscriptions	21,450	21,450		17
18	31,225	29,728	45,000	18	Postage - Finance	20,000	20,000		18
19	1,698	5,969	10,000	19	In District meetings, meals, events	8,100	8,100		19
20	953	8,834	1,100	20	Staff Recognition	5,650	5,650		20
21	26,900	4,432	8,500	21	Advertising/Recruitment	4,500	4,500		21
22	2,788	3,035	5,000	22	Bank Fees/Interest Expense	3,750	3,750		22
23	65,283	4,380	8,000	23	Supplies	3,750	3,750		23
24	16,514	13,539	5,000	24	Travel- airfare, lodging,meals etc	3,000	3,000		24
25	548	-	6,500	25	In District Mileage	2,000	2,000		25
26	3,590	2,744	3,000	26	Background Checks	1,500	1,500		26
27	-	488	1,000	27	Volunteer Recognition	500	500		27
28	140	252	-	28	Accounting Services	-	-		28
29	51,304	-	45,000	29	Elections	-	-		29
30	818	1,329	1,398	30	Special fees and Expenses	-	-		30
31	1,653	-	-	31	Minor Equipment	-	-		31
32	14,718	1,244	-	32	Advertising	-	-		32
33		31,016	5,000	33	Professional Servicers	-	-		33
34				34					34
35				35					35
36				36					36
37				37					37
38				38					38
39				39					39
40				40					40
41				41					41
42				42					42
43	378,141	476,778	416,098	43	TOTAL MATERIALS AND SERVICES	324,000	324,000	-	43
44				44	CAPITAL OUTLAY				44
45				45					45
46				46					46
47				47					47
48				48					48
49				49					49
50				50					50
51	-	-	-	51	TOTAL CAPITAL OUTLAY	-	-	-	51
52	1,267,457	1,553,081	1,583,353	52	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,555,238	1,555,238	-	52

150-504-030 (Rev 11-18)

FORM LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
(name of fund)

Jackson County Library Services
(name of Municipal Corporation)

	Historical Data — Actual		Adopted Budget		REQUIREMENTS DESCRIPTION	Budget For Next Year 2025-26			
	Second Preceding Year 2022-23	First Preceding Year 2023-24	This Year 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1	PERSONNEL SERVICES NOT ALLOCATED				1
2				2					2
3				3					3
4	-	-	-	4	**TOTAL PERSONNEL SERVICES**	-	-	-	4
5				5	**Total Full-Time Equivalent (FTE)**				5
6				6	MATERIALS AND SERVICES NOT ALLOCATED				6
7				7					7
8				8					8
9	-	-	-	9	**TOTAL MATERIALS AND SERVICES**	-	-	-	9
10				10	CAPITAL OUTLAY NOT ALLOCATED				10
11				11					11
12				12					12
13	-	-	-	13	**TOTAL CAPITAL OUTLAY**	-	-	-	13
14				14	DEBT SERVICE				14
15				15					15
16				16					16
17	-	-	-	17	**TOTAL DEBT SERVICE**	-	-	-	17
18				18	SPECIAL PAYMENTS				18
19				19					19
20				20					20
21	-	-	-	21	**TOTAL SPECIAL PAYMENTS**	-	-	-	21
22				22	INTERFUND TRANSFERS				22
23	300,000	-	250,000	23	Transfer to Capital Improvement Fund	250,000	250,000		23
24				24					24
25				25					25
26				26					26
27				27					27
28	300,000	-	250,000	28	**TOTAL INTERFUND TRANSFERS**	250,000	250,000	-	28
29			500,000	29	**OPERATING CONTINGENCY**	500,000	500,000		29
30			-	30	**RESERVED FOR FUTURE EXPENDITURE**	-	-		30
31			8,369,411	31	**UNAPPROPRIATED ENDING BALANCE**	7,057,868	7,057,868		31
32	**300,000**	-	**9,119,411**	32	**Total Requirements NOT ALLOCATED**	**7,807,868**	**7,807,868**	-	32
33	13,106,218	15,200,428	16,396,848	33	Total Requirements for **ALL Org.Units/Programs within fund**	17,452,132	17,452,132		33
34	9,402,954	7,992,744		34	Ending balance (prior years)				34
35	**22,809,172**	**23,193,172**	**25,516,259**	35	**TOTAL REQUIREMENTS**	**25,260,000**	**25,260,000**	-	35