



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
Dial 1-669-900-6833 to attend by phone.
Enter Meeting ID (access code): 606 584 8411
Or, click the link below to attend using Zoom:
<https://libraryiq.zoom.us/j/6065848411>
June 11, 2020, at 4:00 p.m.

BOARD OF DIRECTORS MEETING AGENDA

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

CONSENT AGENDA (Action)

1. May 14, 2020 Board Regular Meeting Minutes
2. May 26, 2020 Board Special Meeting Minutes
3. JCLD Monthly Financial Report

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.)

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2020-2021 BUDGET

1. Resolution 2019/2020-09: Adopting Fiscal Year 2020-2021 Budget, Making Appropriations, Imposing and Categorizing Taxes (Action) – Lisa Marston

Supporting Documents:

- LB-1 Form Notice of Budget Hearing
- Approved Budget for Fiscal Year 2020-2021

REPORTS (Inform)

1. Library Director Report – Kari May
2. JCLF Report – Elisabeth Campbell
3. Transition Roadmap – Kari May & Lisa Marston

UNFINISHED BUSINESS (Discuss/Action)

Update on Staged Library Operations Plan – Kari May

NEW BUSINESS (Inform/Discuss/Action)

1. School Partnership Initiative – Kari May
2. Facilities Transfer Documents – Jacqueline Bunick
3. RFP for Retirement Plan Services – Finance Committee

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

Individual Board Member Reports

FUTURE MEETINGS/EVENTS/OBSERVANCES:

June 25, 2020 – Board Special Meeting
July 9, 2020 – Board Regular Meeting
August 14-15, 2020 – Board Annual Planning Meeting

The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jacksoncountylibrarydistrict.org. If you have further questions or would like to be added to the email notification list, please contact Administrative Assistant, Donovan Edwards at 541-423-1333 or dedwards@rvcoq.org

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Donovan Edwards at 541-423-1333. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.



MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (President), Cathy Shaw (Vice President), Jill Turner, Eric Dziura and George Prokop.

Additional attendees: Kari May (Lib Dir), Carey Hunt (Asst Lib Dir), Claudine Taillac (Asst Lib Dir), Crystal Stroud (Ops Mgr), Kristin Anderson (Area Mgr), Kevin Keating (JCLF Board Member), Kira Lesley (SOHS), Douglas McGeary (SOHS), Jacquelyn Bunick (Legal Counsel), Brynn Fogerty (HR Manager), Lisa Marston (Dist Admin), Donovan Edwards (Admin Asst)

CALL TO ORDER

Vice President Shaw called the meeting to order at 4:03 p.m.

CONSENT AGENDA

1. April 9, 2020 Board Meeting Minutes
2. April 23, 2020 Board Special Meeting Minutes
3. JCLD Monthly Financial Report
4. Resolution 2019/2020-08 Authorizing Creation of Special Revenue Fund

MOTION: Director Turner moved to approve the items on the consent agenda. Director Dziura seconded the motion. The motion was approved unanimously.

REPORTS

The following reports were included in the Board packet and presented by the individuals listed below:

1. Library Director Report – Kari May
2. Quarterly Statistical Report – Carey Hunt
3. SOHS Quarterly Report – Kira Lesley & Douglas McGeary
4. Transition Roadmap – Kari May & Lisa Marston

UNFINISHED BUSINESS

Staged Library Operations Plan

MOTION: Director Kiefer moved to approve the Staged Library Operations Plan. Director Shaw seconded the motion. The motion was approved unanimously.

NEW BUSINESS

City of Talent and Prospect School District Lease Assignments

MOTION: President Kiefer moved to approve the Talent and Prospect School District Lease Assignments. Director Prokop seconded the motion. The motion was approved unanimously.

Custodial Services Contract with Pathway Enterprises

MOTION: President Kiefer moved to approve the Custodial Services Contract with Pathway Enterprises. Director Dziura seconded the motion. The motion was approved unanimously.

Security Guard Services Contract with Concierge Home and Business Watch

MOTION: President Kiefer moved to approve the Security Guard Services Contract with Concierge Home and Business Watch. Director Dziura seconded the motion. The motion was approved unanimously.

Legal Services Contract with Jarvis, Dreyer, Glatte and Larsen, LLP

MOTION: Director Dziura moved to approve the Legal Services Contract with Jarvis, Dreyer, Glatte and Larsen, LLP. Vice President Shaw seconded the motion. The motion was approved unanimously.

Extension of Shared ILS Agreement with RCC

MOTION: President Kiefer moved to approve a one-year extension of the Shared ILS Agreement with RCC. Director Turner seconded the motion. The motion was approved unanimously.

NEXT MEETING

The next regular meeting will be held via Zoom on Thursday, June 11, 2020.

ADJOURN

Vice President Shaw adjourned the Regular Board meeting at 5:23 p.m.

/s/ Donovan Edwards

Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (President), Cathy Shaw (Vice President), Jill Turner, Eric Dziura and George Prokop (4:35).

Additional attendees: Kari May (Lib Dir), Carey Hunt (Asst Lib Dir), Claudine Taillac (Asst Lib Dir), Crystal Stroud (Ops Mgr), Terra McCloud (Area Mgr), Jacquelyn Bunick (Legal Counsel), Brynn Fogerty (HR Manager), Lisa Marston (Dist Admin), Donovan Edwards (Admin Asst)

CALL TO ORDER

Vice President Shaw called the meeting to order at 4:30 p.m.

NEW BUSINESS

Medford Remodel Project

The Board reviewed the revised drawings, findings, and recommendations included in the Board packet.

MOTION: Director Turner moved to approve the proposed changes to the Medford Remodel Project. Director Kiefer seconded the motion. The motion was approved unanimously.

RCC Lease

The Board discussed the recommendation in the agenda item memo that was included in the Board packet. The recommendation considered the financial constraints RCC is facing and being able to incorporate some of the RCC space into the current renovation project.

MOTION: Director Turner moved to approve an early termination of the lease agreement with Rogue Community College. Director Shaw seconded the motion. The motion was approved unanimously.

Facilities Transfer Documents

Jacquelyn Bunick reviewed the transition schedule for the facilities transfer, along with the other documents included in the Board packet. **MOTION:** Director Turner moved to approve the following documents:

Applegate (Assignment of Lease and Bill of Sale), Butte Falls (Quitclaim Deed), Eagle Point (Quitclaim Deed), Gold Hill (Quitclaim Deed and Assignment of Easement), Medford (Quitclaim Deed), Phoenix (Quitclaim Deed), Prospect (Bill of Sale), Rogue River (Quitclaim Deed), Ruch (Quitclaim Deed), Talent (Bill of Sale), White City (Quitclaim Deed) and Jackson County (Bill of Sale – Library Contents). Director Dziura seconded the motion. The motion was approved unanimously.

ADJOURN

Vice President Shaw adjourned the Special Board meeting at 4:50 p.m.

/s/ Donovan Edwards

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2020 Through 5/31/2020

101 - General Administration

	Budget- Current	Current Month			Percentage
	Year	Actual	YTD Actual	Budget Remaining	received or spent to
					date
Operating revenue					
Current Property Tax Collections	10,610,000.00	48,947.76	10,161,438.58	(448,561.42)	95.77%
Prior Year Property Tax Collections	200,000.00	7,634.13	174,015.54	(25,984.46)	87.00%
Interest Income	310,000.00	19,162.74	287,279.38	(22,720.62)	92.67%
Interest- Lindberg Note	13,000.00	1,099.67	12,404.48	(595.52)	95.41%
Other Income	5,000.00	27,378.46	29,975.48	24,975.48	599.50%
E Rate	106,000.00	8,848.50	97,261.50	(8,738.50)	91.75%
Reimbursements From RCC	34,100.00	0.00	29,988.57	(4,111.43)	87.94%
Ready To Read Grant	35,000.00	0.00	36,353.00	1,353.00	103.86%
Conference Room Rental	0.00	0.00	129.10	129.10	0.00%
Government Agency Rentals	109,420.00	0.00	109,420.14	0.14	100.00%
Inter-library Loan Fees	1,000.00	0.00	0.00	(1,000.00)	0.00%
Late Fee Charges- RCC/UMS	0.00	0.00	9,915.10	9,915.10	0.00%
Lost/Damaged Materials	0.00	0.00	7,490.86	7,490.86	0.00%
Photocopy/Fax Sales	9,000.00	0.00	6,875.63	(2,124.37)	76.39%
Patron Refunds	0.00	0.00	(2,403.28)	(2,403.28)	0.00%
Printer Sales	0.00	0.00	15,231.28	15,231.28	0.00%
On Line Fee Collections	0.00	71.37	800.19	800.19	0.00%
Hulburt Donation	130,000.00	0.00	131,527.00	1,527.00	101.17%
Library Friends Donations	65,000.00	0.00	24,159.43	(40,840.57)	37.16%
Library Foundation Donations	10,000.00	0.00	50,485.46	40,485.46	504.85%
General Public Donations	500.00	0.00	370.48	(129.52)	74.09%
OR Community Foundation- restricted	12,000.00	0.00	2,721.86	(9,278.14)	22.68%
OR Community Foundation- non	2,000.00	0.00	0.00	(2,000.00)	0.00%
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%
Carpenter Foundation-Restricted	3,000.00	0.00	3,000.00	0.00	100.00%
Library Foundation Donations- CP	10,000.00	0.00	0.00	(10,000.00)	0.00%
Oregon Community Foundation-	29,000.00	0.00	0.00	(29,000.00)	0.00%
Kaleidoscope grant	0.00	575.71	2,154.95	2,154.95	0.00%
Gebhard Estate	200,000.00	0.00	307,585.63	107,585.63	153.79%
Restricted Grants- Misc.	0.00	0.00	6,600.00	6,600.00	0.00%
Beginning Fund Balance-Unrestricted	7,700,000.00	0.00	7,212,782.85	(487,217.15)	93.67%
Beginning Fund Balance-Restricted	500,000.00	0.00	714,703.50	214,703.50	142.94%
Total Revenue	20,094,120.00	113,718.34	19,432,266.71	(661,853.29)	96.71%

true up from County

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2020 Through 5/31/2020

101 - General Administration

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Expenditures					
Personnel Expenses					
Salaries and Wages	90,825.00	14,408.43	106,512.35	(15,687.35)	117.27%
FICA and Medicare- payroll taxes	34,500.00	1,058.28	8,236.84	26,263.16	23.87%
Worker comp- payroll taxes	3,000.00	248.45	524.94	2,475.06	17.49%
Health/Dental Insurnace	50,400.00	1,908.78	13,613.34	36,786.66	27.01%
Retirement Contribution	30,686.00	744.18	8,185.98	22,500.02	26.67%
Payroll- SUTA	9,950.00	0.00	0.00	9,950.00	0.00%
Transition team	<u>360,059.00</u>	<u>0.00</u>	<u>0.00</u>	<u>360,059.00</u>	<u>0.00%</u>
Total Personnel Expenses	579,420.00	18,368.12	137,073.45	442,346.55	23.66%
Materials and Services					
Accounting Services	40,000.00	0.00	33,963.59	6,036.41	84.90%
Auditing Services	11,300.00	0.00	11,050.00	250.00	97.78%
Administrative Services	38,000.00	0.00	33,623.18	4,376.82	88.48%
Bank Fees/Interest Expense	1,000.00	69.66	857.88	142.12	85.78%
Consultant Fees	50,000.00	0.00	12,309.24	37,690.76	24.61%
Elections	0.00	0.00	334.00	(334.00)	0.00%
Insurance	30,000.00	0.00	22,167.00	7,833.00	73.89%
Legal Services	50,000.00	6,679.00	30,125.50	19,874.50	60.25%
Memberships, Dues and Subscriptions	5,000.00	0.00	3,422.30	1,577.70	68.44%
Supplies	5,000.00	0.00	2,681.68	2,318.32	53.63%
Postage	3,000.00	0.00	1,348.85	1,651.15	44.96%
Travel- airfare, lodging,meals etc	20,000.00	7.28	5,355.76	14,644.24	26.77%
Special fees and Expenses	1,000.00	0.00	1,017.64	(17.64)	101.76%
Advertising/Legal Notices	3,000.00	383.26	388.26	2,611.74	12.94%
Professional Development	0.00	0.00	416.25	(416.25)	0.00%
subtotal	257,300.00	7,139.20	159,061.13	98,238.87	
Alarm Services	3,465.00	38.00	1,877.67	1,587.33	54.18%
Building Repair/Maintenance	467,937.00	77,989.50	467,937.00	0.00	100.00%
Custodial Services	419,322.00	34,943.57	349,624.70	69,697.30	83.37%
Custodial Supplies	12,600.00	98.31	10,505.73	2,094.27	83.37%
Landscape Services	9,072.00	756.03	9,560.30	(488.30)	105.38%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	84,791.00	0.00	63,353.20	21,437.80	74.71%
Signs and Signal Materials	25,000.00	0.00	6,453.50	18,546.50	25.81%
Building Repair/Maintenance- B-7	245,000.00	0.00	0.00	245,000.00	0.00%
Fees- Lindberg Note	72.00	6.00	66.00	6.00	91.66%

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2020 Through 5/31/2020

101 - General Administration

	Budget- Current	Current Month			Percentage
	Year	Actual	YTD Actual	Budget Remaining	received or spent to
					date
Copier Expense	0.00	3,277.96	8,471.97	(8,471.97)	0.00%
Equipment Repair/Maintenance	30,000.00	686.10	9,043.40	20,956.60	30.14%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	1,328.87	17,612.66	32,387.34	35.22%
Computers and technology	200,000.00	11,201.85	96,890.82	103,109.18	48.44%
Supplies and Expenses-Facilities	500.00	226.90	226.90	273.10	45.38%
Computer Software and Licensing	50,000.00	0.00	21,882.00	28,118.00	43.76%
subtotal	1,624,759.00	130,553.09	1,063,505.85	561,253.15	
Transition expenses	250,000.00	6,993.33	134,747.74	115,252.26	53.89%
LS&S Contract	5,738,291.00	466,435.84	5,161,582.13	576,708.87	89.94%
Library Materials	1,314,337.00	62,015.51	914,153.01	400,183.99	69.55%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	21,500.00	0.00	0.00	21,500.00	0.00%
E Rate Services	33,765.00	0.00	25,323.75	8,441.25	75.00%
Unique Management Services	16,883.00	0.00	12,662.25	4,220.75	75.00%
Comic Con	23,100.00	0.00	4,967.27	18,132.73	21.50%
LS &S- digital library staff	178,000.00	11,233.73	105,979.67	72,020.33	59.53%
SOHS contract	39,000.00	6,500.00	39,000.00	0.00	100.00%
Advertising	5,000.00	0.00	10,638.92	(5,638.92)	212.77%
JCLF contract	55,000.00	0.00	41,250.00	13,750.00	75.00%
Branch Support	15,000.00	0.00	0.00	15,000.00	0.00%
subtotal	7,706,576.00	553,178.41	6,450,304.74	1,256,271.26	
Electricity	241,500.00	13,789.30	154,324.47	87,175.53	63.90%
Natural Gas	31,500.00	2,676.21	30,346.79	1,153.21	96.33%
Garbage Service	15,750.00	1,231.58	14,100.12	1,649.88	89.52%
Water and Sewer Service	32,550.00	3,499.72	25,530.45	7,019.55	78.43%
Street and Storm Drain Fees	18,900.00	1,582.20	18,278.83	621.17	96.71%
Telecom-Voice and LD	27,000.00	1,545.01	20,805.96	6,194.04	77.05%
Telecom-Wide Area Network	115,500.00	8,700.00	99,481.04	16,018.96	86.13%
Telecom-Internet Services	25,200.00	1,925.00	22,495.76	2,704.24	89.26%
Municipal Assessments	3,550.00	364.28	3,378.47	171.53	95.16%
Telecom- Hot Spots	52,000.00	2,573.56	41,776.70	10,223.30	80.33%
subtotal	563,450.00	37,886.86	430,518.59	132,931.41	
Maintenance & Fuel for Vehicles	16,000.00	151.90	8,619.51	7,380.49	53.87%
Hulburt Donation	125,000.00	5,175.90	56,287.27	68,712.73	45.02%
Library Friends Donations	65,000.00	40.00	22,847.27	42,152.73	35.14%
Library Foundation Donations	110,000.00	2,217.60	48,369.98	61,630.02	43.97%
General Public Donations	2,500.00	0.00	0.00	2,500.00	0.00%
OR Community Foundation-restricted	42,000.00	0.00	2,570.54	39,429.46	6.12%
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2020 Through 5/31/2020

101 - General Administration

	Budget- Current	Current Month			Percentage
	Year	Actual	YTD Actual	Budget Remaining	received or spent to date
Carpenter Foundation Books	3,000.00	0.00	0.00	3,000.00	0.00%
Ready to Read Grant	70,000.00	0.00	0.00	70,000.00	0.00%
Kent Family Trust	5,000.00	0.00	433.72	4,566.28	8.67%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
Lindberg Estate expense	100,000.00	0.00	0.00	100,000.00	0.00%
2018 Ready to Read Grant	0.00	0.00	33,277.87	(33,277.87)	0.00%
Kaleidoscope grant expenditures	0.00	0.00	2,251.10	(2,251.10)	0.00%
Gebhard Estate expenditures	200,000.00	0.00	0.00	200,000.00	0.00%
Restricted grants- expenses	0.00	0.00	1,210.00	(1,210.00)	0.00%
subtotal	<u>772,600.00</u>	<u>7,433.50</u>	<u>167,247.75</u>	<u>605,352.25</u>	<u>0.00</u>
Total Materials and Services	10,940,685.00	736,342.96	8,279,257.57	2,661,427.43	75.67%
Other expenditures					
Capital Outlay	250,000.00	0.00	76,785.48	173,214.52	30.71%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	<u>5,524,015.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,524,015.00</u>	<u>0.00%</u>
Total Other expenditures	6,524,015.00	0.00	76,785.48	6,447,229.52	1.18%
Transfers to CIF					
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Transfers to CIF	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Expenditures	<u>20,094,120.00</u>	<u>754,711.08</u>	<u>10,543,116.50</u>	<u>9,551,003.50</u>	<u>52.47%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(640,992.74)</u>	<u>8,889,150.21</u>	<u>8,889,150.21</u>	<u>0.00%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2020 Through 5/31/2020

201 - Capital Improvement Fund

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Beginning Fund Balance-Unrestricted	4,016,279.00	0.00	4,068,211.60	51,932.60	101.29%
Transfer from General fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Revenue	<u>6,066,279.00</u>	<u>0.00</u>	<u>6,118,211.60</u>	<u>51,932.60</u>	<u>100.86%</u>
Expenditures					
Other expenditures					
Capital Outlay	6,066,279.00	48,059.27	48,059.27	6,018,219.73	0.79%
Total Expenditures	<u>6,066,279.00</u>	<u>48,059.27</u>	<u>48,059.27</u>	<u>6,018,219.73</u>	<u>0.79%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(48,059.27)</u>	<u>6,070,152.33</u>	<u>6,070,152.33</u>	<u>0.00%</u>

RESOLUTION: 2019/2020-09

A RESOLUTION ADOPTING FISCAL YEAR 2020-2021 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

1. The Jackson County Library District Budget Committee approved the Fiscal Year 2020-2021 budget on May 11, 2020.
2. The notice of this budget hearing (Form LB-1) was published in the *Mail Tribune* on June 2, 2020, and posted on the District's website on May 27, 2020.

BE IT RESOLVED:

1. Adopting the Budget. That the Board of Directors of the Jackson County Library District hereby adopts the Budget approved for Fiscal Year 2020-2021 in the total of \$26,826,224* now on file at the Jackson County Library District's Business Office in Medford, Oregon.

*Aggregate sum of budget requirements for all funds.

2. Making Appropriation. That the amounts for the Fiscal Year beginning July 1, 2020 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Personnel Services	\$	6,555,950	
Materials & Services	\$	5,341,918	
Capital Outlay	\$	215,000	
Interfund Transfers	\$	1,343,085	
Contingency	\$	<u>750,000</u>	
Total Appropriations			\$ 14,205,953

CAPITAL IMPROVEMENT FUND

Materials & Services	\$	100,000	
Capital Outlay	\$	6,486,279	
Total Appropriations			\$ 6,586,279

GRANT FUND

Personnel Services	\$	145,000	
Materials & Services	\$	604,575	
Capital Outlay	\$	219,585	
Total Appropriations			<u>\$ 969,160</u>

Total Appropriations – All Funds **\$ 21,761,392**

Total Unappropriated Ending Fund Balance \$ 5,064,832

Total Budget **\$ 26,826,224**

3. Imposing and Categorizing the Tax. That the Board of Directors of the Jackson County Library District hereby imposes the taxes provided for in the adopted budget at the rate of \$.52 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed for the tax year 2020-2021 upon the assessed value of all taxable property within the District as follows:

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

4. The District Administrator is authorized and directed to certify to the Assessor of Jackson County, Oregon, the levy made by the Resolution.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this ____ day of _____, 2020.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Cathy Shaw _____
 George Prokop _____
 Susan Kiefer _____
 Jill B. Turner _____
 Eric Dziura _____

A public meeting of the Jackson County Library District will be held via Zoom on June 11, 2020 at 4:00 p.m. Dial 1-699-900-6833 at the designated time and enter the Meeting ID: 606 5848 411#, or join the Zoom meeting online at <https://libraryiq.zoom.us/j/6065848411>. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 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 online at www.jacksoncountylibrarydistrict.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Lisa Marston, District Administrator

Telephone: 541-774-6508

Email: lmaston@jacksoncountylibrarydistrict.org**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2018-2019	Adopted Budget This Year 2019-2020	Approved Budget Next Year 2020-2021
Beginning Fund Balance/Net Working Capital	9,934,180	12,216,279	13,384,239
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	283,931	158,520	211,330
Federal, State & all Other Grants, Gifts, Allocations & Donations	518,175	602,600	514,075
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	2,050,000	2,050,000	1,343,085
All Other Resources Except Current Year Property Taxes	575,514	523,000	652,500
Current Year Property Taxes Estimated to be Received	10,160,757	10,610,000	10,720,995
Total Resources	23,522,557	26,160,399	26,826,224

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	112,439	579,420	6,700,950
Materials and Services	9,248,606	10,940,685	6,046,493
Capital Outlay	115,814	6,316,279	6,920,864
Debt Service	0	0	0
Interfund Transfers	2,050,000	2,050,000	1,343,085
Contingencies	0	750,000	750,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	11,995,698	5,524,015	5,064,832
Total Requirements	23,522,557	26,160,399	26,826,224

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			
Jackson County Library District	23,522,557	26,160,399	26,826,224
FTE	1.00	5.25	92.07
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	23,522,557	26,160,399	26,826,224
Total FTE	1	5	92

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

On May 24, 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. Until May 21, 2018 the District contracted for all of its services. On May 21, the District hired a District Administrator. This was the only employee of the District until February 2020, when the District hired a Human Resources Manager. All other services were contracted. Beginning on July 1, 2020, the libraries will be operated by employees of the District. This budget includes 92.07 FTE and their salaries and benefits. The Board has also decided to create a Grant Fund and move all of the restricted revenues and expenses from the General Fund to this special revenue fund. This is reflected in the General Fund as a transfer to the Grant Fund. The budget also includes a reduced transfer of \$300,000 to a Capital Improvement Fund for future projects, including major building repairs or renovations.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2018-2019	Rate or Amount Imposed This Year 2019-2020	Rate or Amount Approved Next Year 2020-2021
Permanent Rate Levy (rate limit <u>.60</u> per \$1,000)	.52	.52	.52
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total	none	none



Jackson County Library District APPROVED Budget 2020-2021



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Budget Narrative

Introduction

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

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

Budget Message

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

Budget Priorities

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

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

Major Contracts

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

Budget Highlights

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

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

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

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

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

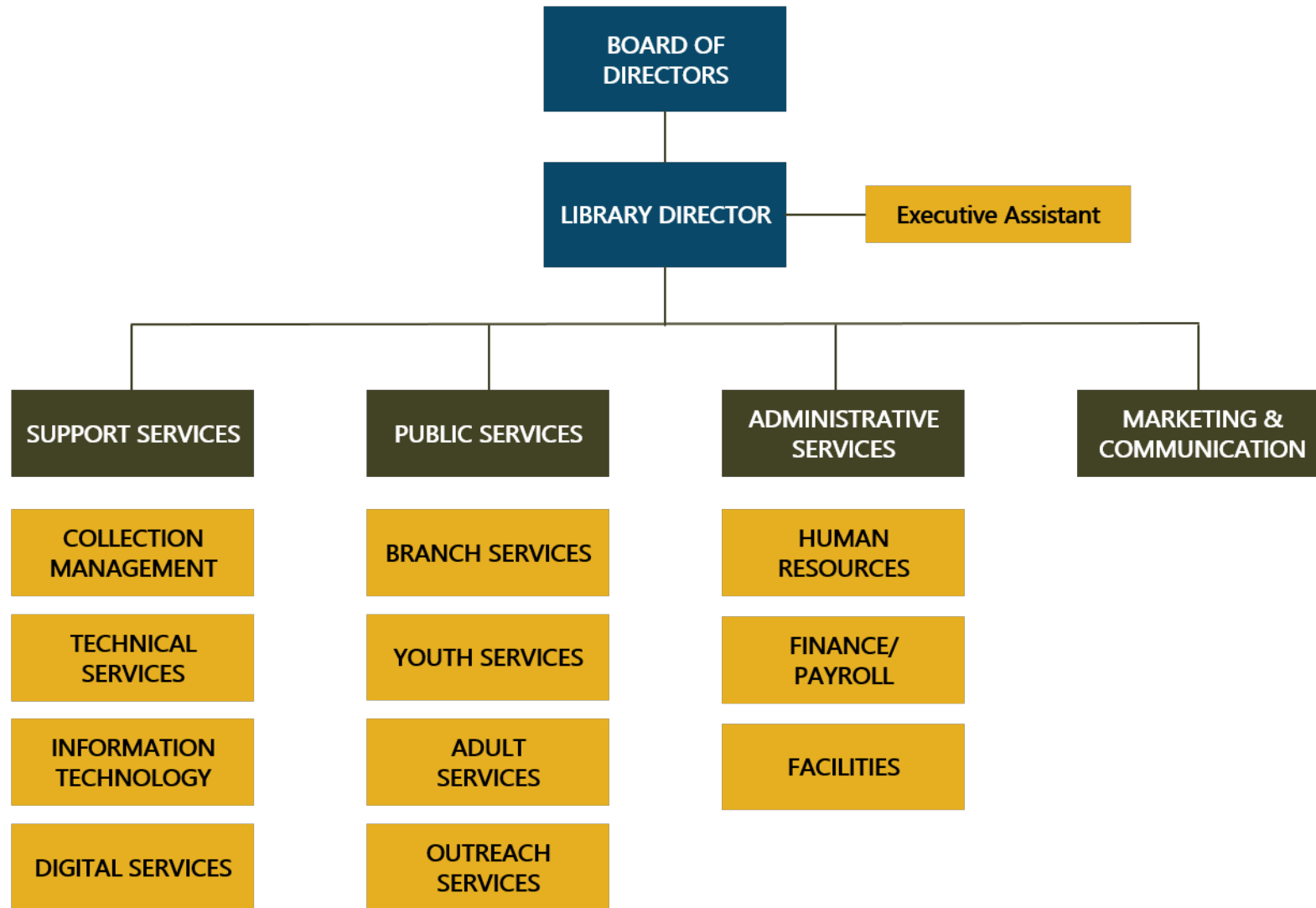
Andrew Carnegie (1835-1919)
Industrialist, Entrepreneur and Philanthropist



Hours of Operation

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

JCLS Organizational Chart



Tax Projections

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

Jackson County Library District Operating Levy Projection

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

Restricted Funds Balance as of March 31, 2020

Restricted Fund	Purpose of Funds	Balance 7/1/2019	Revenues	Expenditures	Balance 3/31/2020
EJ Smith Corpus	Purchase Pacific Northwest related books	8,870	-	-	8,870
EJ Smith #2453	Interest	77	-	-	77
Ted Gerlock Corpus	Purchase books about forestry	1,540	-	-	1,540
Hulburt Trust #2575	Enrichment programs for youth and mature readers	216,624	131,527	46,319	301,832
Kent Family Trust	To benefit library operation	2,418	-	434	1,984
Ready to Read 2018	Early literacy	8,140	-	8,140	-
Ready to Read 2019	Early literacy	34,951	-	24,823	10,128
Ready to Read 2020	Early literacy	-	36,353	-	36,353
Carpenter Foundation	Purchase books for Carpenter collection	629	3,000	-	3,629
Kaleidoscope Grant	Kindergarten preparation	-	1,579	2,089	-510
Miscellaneous Grants	Census Assistance, Think and Drink	-	6,600	1,210	5,390
OCF - Talent Library Fund	Summer reading program and collection materials	6,731	2,722	-	9,453
OCF - Finstrom Fund	Outreach to Homebound Program	6,443	-	2,571	3,872
OCF - Bixler Fund	Library cards for Applegate School students	5,000	-	-	5,000
OCF - Eunice Gray	Serve the sight impaired community	4,943	-	-	4,943
Ashland Levy	Enhance programs at Ashland Library	16,700	-	-	16,700
Helen Gebhard Estate	Support for Central Point Library	-	307,586	-	307,586
Lindberg Estate	For use by Ashland Library	401,637	3,329	-	404,966
TOTALS:		\$714,703	\$492,696	\$85,586	\$1,121,813

Jackson County Library Foundation and Friends of the Library

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

General Fund Cost Centers

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

General Fund Materials and Services Detail

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

Public Services

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

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

Support Services

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

Technical Services

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

Collection Management

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

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

Information Technology (IT)

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

Digital Services

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

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

Administrative Services

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

Finance

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

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

Human Resources

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

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

Facilities

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

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

Library Administration

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

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

Marketing

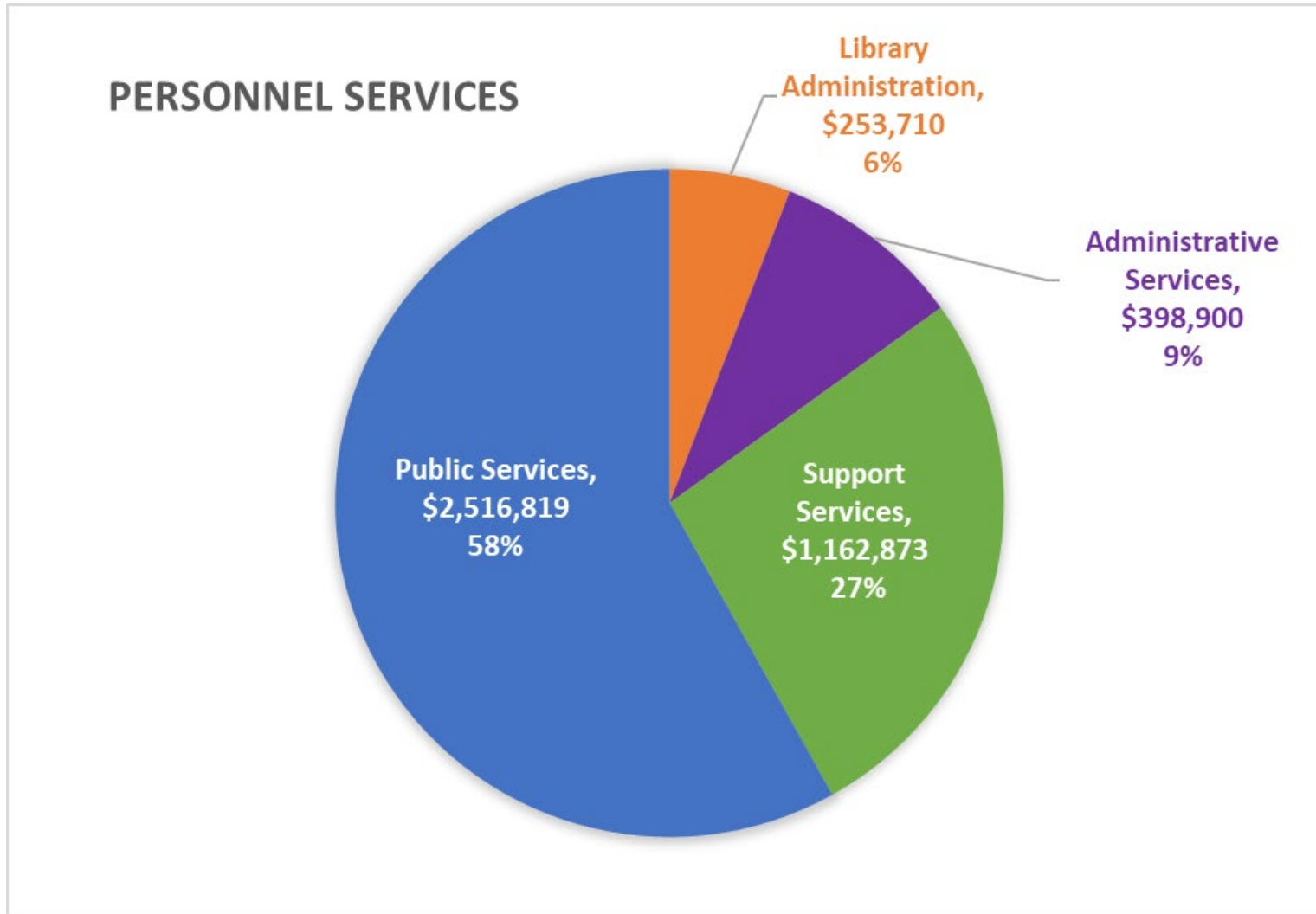
Marketing is responsible for public relations, branding, marketing, printing, and signage and provides support to Friends of the Library and the Jackson County Library Foundation.

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

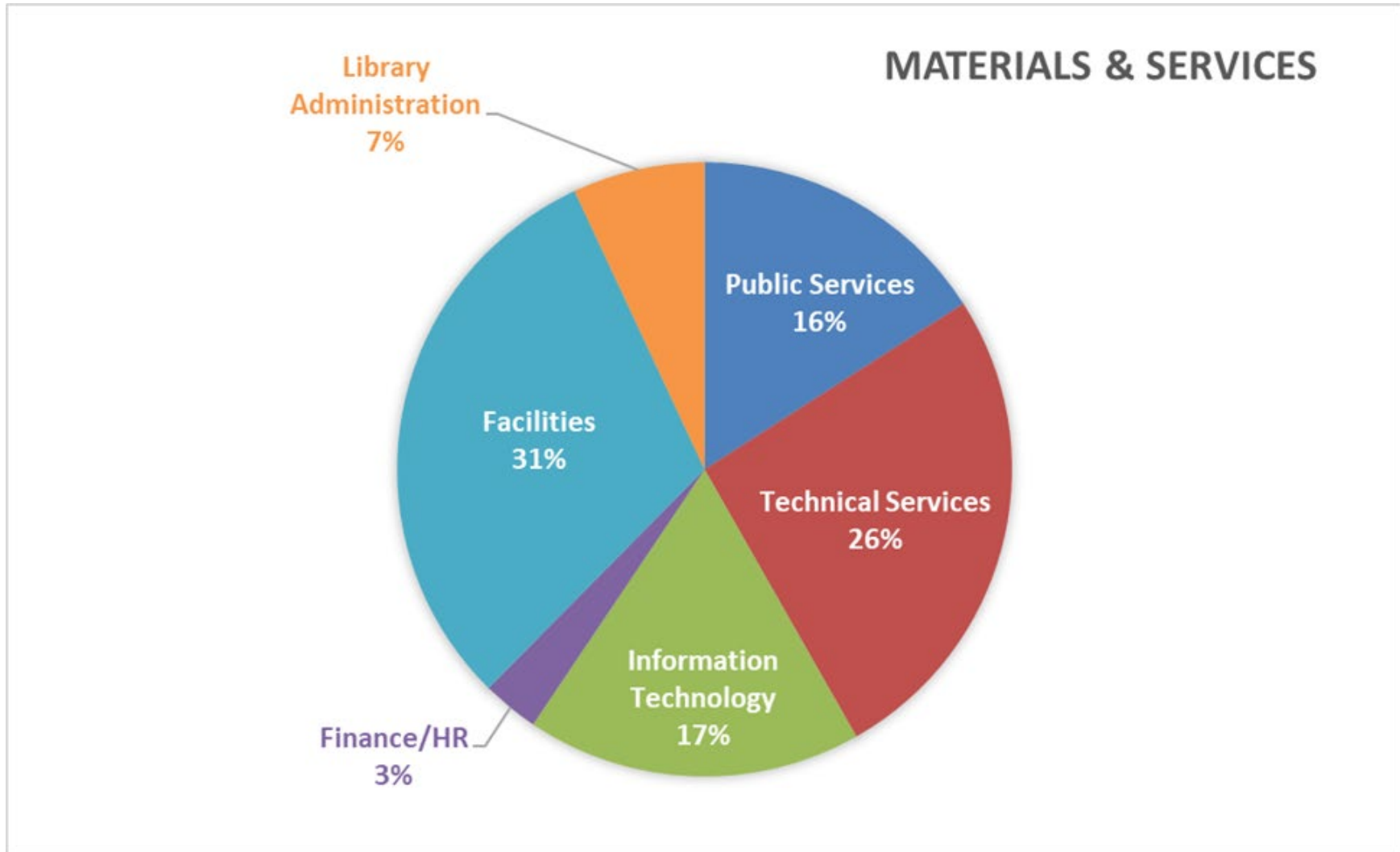
5-Year Capital Facilities Maintenance Plan

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

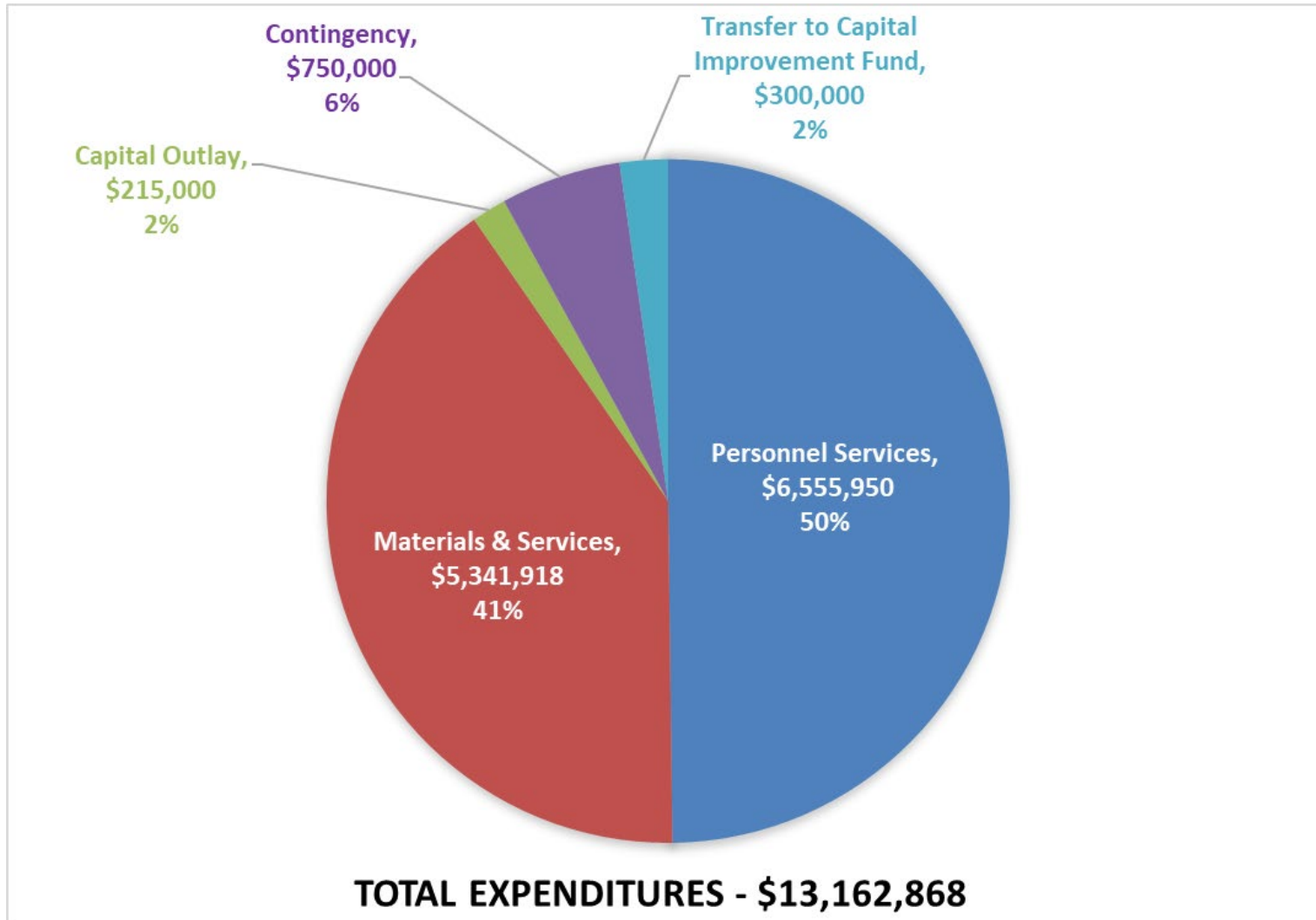
Personnel Services – Expenditures by Department – Chart 1



Materials & Services – Expenditures by Department – Chart 2



Total Expenditures by Object Classification – Chart 3



2020-2021 Revenues – General Fund – Form LB-20

**FORM
LB-20**

RESOURCES

General

(Fund)

Jackson County Library District

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019						
1			1	Available cash on hand* (cash basis) or				1
2	7,285,062	8,017,901	8,200,000	2 Net working capital (accrual basis)	7,207,960	7,207,960		2
3	280,847	253,838	200,000	3 Previously levied taxes estimated to be received	200,000	200,000		3
4	142,558	219,743	323,000	4 Interest	312,000	312,000		4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	77,967	51,204	15,000	7 Fees	34,000	34,000		7
8	203,496	232,727	143,520	8 Charges for services	177,330	177,330		8
9	822,781	518,175	602,600	9 Grants and donations *	106,000	106,000		9
10				10				10
11				11				11
12				12 *note- Special revenue grant funds have been				12
13				13 moved to a new Special Revenue Fund (LB-10)				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	8,812,711	9,293,588	9,484,120	29 Total resources, except taxes to be levied	8,037,290	8,037,290	-	29
30			10,610,000	30 Taxes estimated to be received	10,720,995	10,720,995		30
31	9,722,161	10,160,757		31 Taxes collected in year levied				31
32	18,534,872	19,454,345	20,094,120	32 TOTAL RESOURCES	18,758,285	18,758,285	-	32

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

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

FORM
LB-31

DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

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

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

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

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

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

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

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

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year Year 2019-2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019						
1				1				1
2	257,127	115,814	250,000	2 CAPITAL OUTLAY	215,000	215,000		2
3				3				3
4	-	-	750,000	4 CONTINGENCY	750,000	750,000		4
5				5				5
6	-	2,050,000	2,050,000	6 TRANSFER TO CAPITAL IMPROVEMENT FUND	300,000	300,000		6
7				7				7
8				8 TRANSFER TO GRANT FUND	1,043,085	1,043,085		8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31	10,516,971	11,526,859		31 TOTAL EXPENDITURES				31
32			5,524,015	32 UNAPPROPRIATED ENDING FUND BALANCE	4,552,332	4,552,332		32
33	10,516,971	11,526,859	20,094,120	33 TOTAL	18,758,285	18,758,285		33

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Grant Fund
(Fund)

Jackson County Library District
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-2021				
	Actual		Adopted Budget Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1				1	RESOURCES				1
2				2	Cash on hand * (cash basis), or				2
3				3	Working Capital (accrual basis)				3
4				4	Previously levied taxes estimated to be received				4
5				5	Interest	30,500	30,500		5
6				6	Transferred IN, from other funds	1,043,085	1,043,085		6
7				7	Restricted Revenues	408,075	408,075		7
8				8					8
9				9					9
10	0	0	0	10	Total Resources, except taxes to be levied	1,481,660	1,481,660	0	10
11				11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	0	0	0	13	TOTAL RESOURCES	1,481,660	1,481,660	0	13
14				14	REQUIREMENTS **				14
15				15					15
16				16	Personnel Services	145,000	145,000		16
17				17					17
18				18	Materials and supplies	604,575	604,575		18
19				19					19
20				20	Capital outlay	219,585	219,585		20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29				29	Ending balance (prior years)				29
30				30	UNAPPROPRIATED ENDING FUND BALANCE	512,500	512,500		30
31	0	0	0	31	TOTAL REQUIREMENTS	1,481,660	1,481,660	0	31

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

Capital Improvement Fund – Form LB-11

FORM LB-11

This fund is authorized and established by resolution / ordinance number _____ on (date) _____ for the following specified purpose:

RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: _____

Capital Improvement fund
(Fund)

Jackson County Library District
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-2021				
	Actual		Adopted Budget Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1				1	RESOURCES				1
2				2	Cash on hand * (cash basis), or				2
3		1,916,279	4,016,279	3	Working Capital (accrual basis)	6,176,279	6,176,279		3
4				4	Previously levied taxes estimated to be received				4
5	35,670	101,933		5	Interest	110,000	110,000		5
6	2,050,000	2,050,000	2,050,000	6	Transferred IN, from other funds	300,000	300,000		6
7				7					7
8				8					8
9				9					9
10	2,085,670	4,068,212	6,066,279	10	Total Resources, except taxes to be levied	6,586,279	6,586,279	0	10
11				11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	2,085,670	4,068,212	6,066,279	13	TOTAL RESOURCES	6,586,279	6,586,279	0	13
14				14	REQUIREMENTS **				14
15				15					15
16				16	Materials and Services	100,000	100,000		16
17				17					17
18	169,391	0	6,066,279	18	Capital Outlay	6,486,279	6,486,279		18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	1,916,279	4,068,212		29	Ending balance (prior years)				29
30			0	30	UNAPPROPRIATED ENDING FUND BALANCE	0	0		30
31	2,085,670	4,068,212	6,066,279	31	TOTAL REQUIREMENTS	6,586,279	6,586,279	0	31



Director's Report June 2020

Highlights

Library Director Kari May met virtually with library directors around the state, attended webinars, and read daily updates from Jackson County officials to stay abreast of local and library responses to COVID-19. The Admin Team prepared for moving to Stage 5, which happened on Monday, June 8. During Stage 4, which included the introduction of computer services by appointment to the Front Door Services, over 150 patrons used the computers during the three weeks. Response from patrons continues to be positive.

Library Director Kari May and Board Director Jill Turner met with Southern Oregon Educational Service District (SOESD) Education Coordinator Mark Angle-Hobson to discuss the potential for partnerships between JCLS and local school districts. More information about this meeting is addressed under a separate agenda item, School Partnership Initiative.

Support Services

Collection Development and Technical Services staff completed Acquisitions training with Innovative Interfaces (Polaris vendor) and are ready to implement Acquisitions onto the current Polaris server. Patrons will benefit from increased transparency by being able to see exactly how many copies of a title have been ordered. Staff will be better able to compare holds to number of copies ordered to keep up with demand.

The Library has added a subscription to the database Newsbank, which indexes both the *Ashland Tidings* (back to 2004) and *Mail Tribune* back to 2015. Subscription begins July 1 and will be promoted and available on the website by that date.

Technical Services, along with Circulation Supervisors Alyssa Drake and Alexandra Aftreth, completed Circulation Parameters training with Innovative to increase understanding on streamlining Polaris to improve management of patron cards and communication. JCLS has used Polaris for so many years that it is good to have refresher training to stay up to date on system changes and enhancements.

Digital Services has been busy managing patron questions via email and telephone now that they have been back in the building. They also managed the computer access telephone line, specifically established so that patrons could call and make appointments for in-building computer use.

A major step in the transition was completed successfully May 26 when JCLS emails were migrated from LS&S to the District's Office 365 setup. IT will be working on migrating JCLD emails the week of June 1. All District & JCLS staff will have access to Microsoft Teams and Sharepoint as part of the subscription to Office 365 email. Teams will replace the need for staff Zoom accounts for video staff meetings and provide chat to replace the current Slack software that the staff are using to communicate across buildings, departments and branches.

Public Services

Programs

The Public Services team continued to connect with patrons through virtual programs, some of which were continuations of programs started in April and some that were newly added. Staff hosted 22 virtual programs with a total of 161 attendees. The Children's Librarians and support staff recorded new storytimes, and Booktalker Anna Monders recorded new book talks. The Star Wars Trivia event, held on May 4th, drew the largest virtual crowd. Participants played on teams, and the winning team won gift cards to a local business.

The Summer Reading Program launched on June 6. The Adult Services team has planned more than 40 virtual adult programs spanning topics such as the Women's Movement, climate change, health & wellness, books, origami, crafts, writing, business, and more. The Youth programs that were planned pre-pandemic, including in-person storytellers, Traveling Lantern theater performances, and John Jackson science programs, will all be made available for virtual participation. The program calendar has been rounded out with Take & Make programs that will be available for patrons on a pre-registration basis during the 2nd and 4th weeks of June, July, and August. The Take & Make activities have been created by talented and enthusiastic library staff across the branches. All staff have been trained on Beanstack, and an SRP promotional postcard was mailed to homes across Jackson County around the first of June. Information about the program and how to sign up can be found at jcls.org/srp.

Youth Services Coordinator Brystan Strong and Book Talker Anna Monders filmed a 30-minute spot for SOPBS in partnership with the Medford School District and the Medford Anywhere Learning TV program. The feature was a combination of book talk and Summer Reading plug. It will air on the Medford Anywhere Learning TV YouTube channel, SOPBS, and 4 local news channels.

Community Connections

The new Readers Advisory Library Connect Blog (jcls.org/blog) launched this month. It is curated by Adult and Youth Services staff to engage patrons with the Library team and the physical and digital collections. Book lists are attached to each blog post, and book lists are also being added to Bibliocommons to pair with virtual programs. There have been 178 visits to the blog so far.

The Adult Services Team has created a Resource Guide for patrons to use for quick reference to Jackson County services and job seeking assistance. This guide is available on the Library's website and hard copies were available for patrons who have been using the computers during Stage 4.

Area Manager Charlene Prinsen is once again serving on the planning committee for the annual countywide Emergency Preparedness Fair, usually held at the Rogue Valley Mall in September. While the physical Fair was canceled due to concerns over large group gatherings, the committee has asked the Library to host the event virtually. Part of the virtual program will feature a how-to on creating an emergency preparedness kit, and supplies for the kits will be made available for pick-up at the Medford Library.

The Storytelling Guild's annual festival in July has also been canceled. In its place the Guild will plan two parades, and each will culminate at a JCLS library (TBD) where they will give out "Festival in a Bag" kits, similar to the crafting stations featured at the annual festival.

An Ashland resident who was the recipient of a Baby's First Book after she gave birth sent a note of appreciation to the Friends of the Ashland Library:

Hi! When I gave birth at Ashland hospital last summer, I received a bag with a couple baby board books that said "provided by Friends of the Ashland Library." I just wanted to thank you, what an awesome gift and I hope you continue to do this. I knew how important it was to start reading at an early age but it didn't cross my mind to get board books since babies like to help turn the pages and regular paper books would get torn up fast. My baby instantly calms down when I say "wanna read a book?!" And one of his first words was "book." Just wanted to let you know your gift was greatly appreciated.

Hiring and Vacancy Report

Date Vacant	Vacated by	Position	Location	Hrs/Wk	Status	Date Filled	Name	Type (EXT/INT)
12/19/19	Julie Dregson	Librarian 1/Adult Services	Medford	40	Filled	6/1/20	Kayla Samnath	EXT
1/22/20	Amy Greenwold	Librarian 2/Head of Adult Services	Ashland	40	Under Recruitment			
2/3/20	Andrea Leone	Librarian 1	Ashland	20	Filled	6/1/20	Ethan Craft	EXT
2/20/20	Petra Lilley	LA1	Ashland	15	Under Recruitment			
3/18/20	Billy Wisdom	LA2	Ashland	30	Filled	6/1/20	Holly Mills	INT
3/31/20	Maya Lomeli	LA2/Floater	Systemwide	20	Redistributed	7/1/20	Joyce Keith	INT
5/1/20	Leigh Blair	LA3/Floater	Systemwide	20	Redistributed	7/1/20	Brianna Levesque Laurel Bucher	INT
5/4/20	Romina Ramos Tapia	LA2/Floater	Systemwide	20	Redistributed			
5/15/20	Joy Hess	LA1	Medford	20	Under Recruitment			



Jackson County Library FOUNDATION

Operations Report for the District Board- June 2020

*We secure resources to strengthen innovation and literacy in our community.
– JCLF Mission Statement*

Board Meetings:

The JCLF Board of Directors held a virtual board meeting on May 19, 2020. Elisabeth Campbell, Kari May, and Brynn Fogerty were also in attendance.

The next meeting is scheduled for **July 21, 2020**.

Board Committees:

Designated board committees are currently working on the following tasks:

- Review of and Recruitment for the position of Executive Director
- Print Newsletter to be distributed within six weeks (date TBD)

MCC 2020:

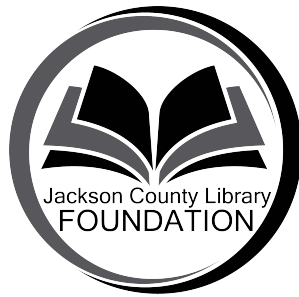
Final Statements for MCC 2020 will be submitted to Lisa Marston and Vicki Robinson no later than June 15, 2020.

JCLF Office/Staff:

Operations Manager Elisabeth Campbell continues to work remotely.

Attached:

Changes in Restricted Fund Balances for Q1 2020.



Changes in Restricted Fund Balances for Q1 2020

Restricted Funds Held by JCLF	Fund Balances at 12/31/2019	Fund Activity Q1 2020	Fund Balances at 3/31/2020
Branch - Applegate Fund Balance	\$ 1,552.89	\$ -	\$ 1,552.89
Branch - Ashland Fund Balance	10,107.72	480.14	10,587.86
Branch - Butte Falls Fund Balance	1,316.10	-	1,316.10
Branch - Central Point Fund Balance	272.16	-	272.16
Branch - Central Point/Marks Bequest Fund Balance	135,102.04	(5,500.00)	129,602.04
Branch - Eagle Point Fund Balance	9,490.04	-	9,490.04
Branch - Gold Hill Fund Balance	3,967.01	-	3,967.01
Branch - Jacksonville Fund Balance	3,801.27	-	3,801.27
Branch - Medford Fund Balance	1,074.43	-	1,074.43
Branch - Medford/Children's Fund Balance	3,604.75	(50.00)	3,554.75
Branch - Medford/Saunders Bequest Fund Balance	215,923.90	-	215,923.90
Branch - Phoenix Fund Balance	349.71	280.14	629.85
Branch - Phoenix/Children's Fund Balance	500.00	-	500.00
Branch - Prospect Fund Balance	1,255.50	-	1,255.50
Branch - Rogue River Fund Balance	588.79	-	588.79
Branch - Rogue River/Children's Fund Balance	500.00	-	500.00
Branch - Ruch Fund Balance	5,049.91	100.00	5,149.91
Branch - Shady Cove Fund Balance	3,396.92	500.00	3,896.92
Branch - Talent Fund Balance	7,999.37	-	7,999.37
Branch - White City Fund Balance	50,458.14	100.00	50,558.14
Branch - White City/Children's Fund Balance	500.00	-	500.00
Jackson County Library Programs Fund Balance	500.00	-	500.00
Outreach to Child Care Fund Balance	5,975.49	-	5,975.49
Outreach to Homebound Fund Balance	11,511.61	(1,253.60)	10,258.01
Outreach to Homebound/Restricted Grant Balance	9,185.00	-	9,185.00
Baby's First Book Fund Balance	25.00	1,000.00	1,025.00
Medford Comic Con Fund Balance	-	129.09	129.09
Collections Fund Balance	10,502.34	(4.00)	10,498.34
Collections/Restricted Grant Balance	2,045.00	-	2,045.00
Spark Space Fund Balance *	(705.60)	705.60	-
Art Committee Fund Balance	1,647.20	-	1,647.20
Owens Bequest Outreach Fund Balance	212,949.94	-	212,949.94
Total Restricted Funds Held by JCLF	\$ 710,446.63	\$ (3,512.63)	\$ 706,934.00

Transition milestones in process or completed within the last month

Jackson County Library District - 2020 Roadmap

Report Date: 6/5/2020

Big Rocks	Key Milestone	Responsible	Scheduled		New	Status	Notes / Task Owners
			Start	Stop	Actual		
Staffing	Hire Admin Staff	DA, HR	Mar-20	May-20	Jun-20	Behind schedule	Recruitment in process
	Hire Public Services Staff	AD-PS, HR	Mar-20	May-20	Jun-20	Behind schedule	Direct appointments in process
	Hire Support Services Staff	AD-SS, HR	Mar-20	May-20	Jun-20	Behind schedule	Direct appointments in process
Communication	Provide weekly update to staff	LD, LS&S, Board	Jan-20	Jun-20			Weekly communications to staff
	Provide additional answers to FAQs	LD, HR	Mar-20	May-20		Completed	May 31, 2020
	Draft and approve external communications plan	Advocacy Committee	Mar-20	Jun-20			
Human Resources	Approve Benefit Plans	Board	Jun-20	Jun-20		On target	June 25 Special Meeting
	Implement Tyler-Incode HR software	Tyler, Finance/HR	May-20	Jun-20	Oct-20	Behind schedule	Configuration starts June 8
Finance	Implement Tyler-Incode financial/payroll software	Tyler, Finance/HR	May-20	Jun-20	Oct-20	Behind schedule	Configuration starts June 8
Technology	Select and migrate over to new email system	IT	Mar-20	May-20		Completed	June 5, 2020
	Migrate District website to jcls.org	IT, DA, Marketing	Feb-20	May-20		Completed	June 5, 2020
	All contracts transferred from LS&S in place	AD-SS, DA, Legal	Feb-20	Jun-20			
Facilities	Approve buildings transfer, lease agreements	Board	Jul-19	Jun-20		On target	June 25 Special Meeting
Medford Renovation	Medford renovation construction	Contractor	Mar-20	Jun-20	Sep-20	Behind schedule	Contract fully executed April 29, 2020
	Furniture installation	Jackson County	Jun-20	Jun-20	Sep-20	Behind schedule	Phased installation - June-Sep 2020
	Move into new spaces	Staff	Jun-20	Jun-20	Sep-20	Behind schedule	New project schedule

Completed Transition Milestones

Jackson County Library District - 2020 Roadmap

Report Date: 6/5/2020

Big Rocks	Key Milestone	Responsible	Scheduled		New	Status	Notes / Task Owners	
			Start	Stop	Actual			
Staffing	Approve hiring Kari May as JCLS Library Director	Board	Jul-19	Jul-19		Completed	July 12, 2019	
	Approve Kari May's employment contract	Board	Dec-19	Dec-19	Jan-20	Completed	January 9, 2020	
	Hire HR Manager - recruitment by HR Answers	LD, DA	Dec-19	Mar-20	Feb-20	Completed	February 24, 2020	
Communication	Provide initial letter to library staff	LD, LS&S, Board	Jul-19	Jul-19		Completed	July 29, 2019	
	Provide update to staff on Staff Training Day	LD, LS&S, Board	Sep-19	Sep-19		Completed	September 18, 2019	
	Provide quarterly update to staff	LD, LS&S, Board	Oct-19	Oct-19	Nov-19	Completed	November 7, 2019	
	Provide first set of answers to FAQs	LD	Feb-20	Feb-20		Completed	February 21, 2020	
Human Resources	Approve contract with HR Consultant	Board	Sep-19	Sep-19		Completed	September 12, 2019	
	Job market analysis, total compensation survey	HR Consultant	Sep-19	Oct-19	Nov-19	Completed	November 14, 2019	
	Present salary/benefits recommendations to Board	HR Consultant	Oct-19	Oct-19	Nov-19	Completed	November 14, 2019	
	Present HR staffing recommendations	HR Consultant	Nov-19	Nov-19		Completed	November 14, 2019	
	Approve HR staffing recommendations	Board	Nov-19	Nov-19		Completed	November 21, 2019	
	Approve HR information system	Board	Nov-19	Nov-19		Completed	November 21, 2019	
	Approve salary schedule	Board	Nov-19	Nov-19	Feb-20	Completed	February 13, 2020	
	Approve employee benefits	Board	Nov-19	Nov-19	Feb-20	Completed	February 13, 2020	
	Present draft Employee Handbook to Board	HR, LD, DA	Mar-20	Mar-20		Completed	April 9, 2020	
	Approve Employee Handbook	Board	Jan-20	Jan-20	Apr-20	Completed	April 23, 2020	
	Approve Premium Conversion Plan (Section 125)	Board	Apr-20	Apr-20		Completed	April 9, 2020	
	Finance	Research accounting/HR/payroll solution	Finance Committee	Sep-19	Nov-19		Completed	November 14, 2019
		Approve accounting/HR/payroll system	Board	Nov-19	Nov-19		Completed	November 21, 2019
Update Board on long-range financial plan		Finance Committee	Jan-20	Jan-20	Mar-20	Completed	March 2, 2020	
Approve alternative payroll processing solution		Board	Mar-20	Mar-20		Completed	March 12, 2020	
	Tyler-Incode Current Future State Assessment	Tyler, Project Team	Mar-20	Mar-20		Completed	March 16-19, 2020	
Policies	Approve board governance policies	Board	Jul-19	Jan-20	Mar-20	Completed	March 12, 2020	
Technology	Receive draft report of IT assessment	Planning Team	Aug-19	Aug-19		Completed	August 20, 2019	
	Present IT assessment and recommendations	IT Consultant	Sep-19	Sep-19		Completed	September 12, 2019	
	Approve IT assessment and recommendations	Board	Oct-19	Oct-19	Sep-19	Completed	September 12, 2019	
	Approve Contract with LS&S for Polaris ILS	Board	Oct-19	Oct-19	Nov-19	Completed	November 21, 2019	
	Install/configure Tyler-Incode servers	IT, Tyler	Jan-20	Jan-20	Feb-20	Completed	February 5, 2020	
Facilities	Approve FFA Architecture Design Proposal	Board	Aug-19	Aug-19		Completed	August 8, 2019	
	Begin working on lease assignments, agreements	Legal Counsel	Sep-19	Sep-19	Jul-19	Completed	Negotiations ongoing	
	Approve facilities maintenance IGA with County	Board	Feb-20	Mar-20		Completed	March 12, 2020	
Medford Renovation	Approve renovation design and estimated Budget	Board	Dec-20	Dec-20		Completed	December 12, 2019	
	Approve B-7 to fund design/architecture	DA	Jan-20	Jan-20		Completed	January 14, 2020	
	100% Construction Drawings	ORW	Jan-20	Jan-20	Feb-20	Completed	February 14, 2020	
	Construction Invitation to Bid (ITB) advertised	Jackson County	Feb-20	Mar-20		Completed	February 19, 2020	



June 11, 2020

Title: School Partnership Initiative

From: Kari May, Library Director

Summary:

Working more closely with school librarians and teachers has been a long-standing goal at JCLS. The coronavirus pandemic and subsequent closure of schools has changed the landscape of classroom instruction. Library Administration recognized an opportunity to leverage the Library's human and digital resources to address the new demands on teachers and students through the creation of a School Partnership Initiative that will be led by an Education Services Specialist.

Actions, Options, or Potential Motions:

Review, discuss, and move to approve.

Recommendation:

Library staff recommends the Initiative and new Education Services Specialist be approved.

Resource Requirements:

\$55,000 annual salary and benefits for a full-time position of Education Services Specialist. In the FY21 budget, up to \$500,000 has been approved to support a school partnership initiative.

Policies, Plans, and Goals Supported:

This initiative supports the strategic goal Learn: "JCLD supports learning with early literacy, promoting student success, and enhancing self-directed learning." This initiative specifically addresses the objective to provide information and tools needed for the academic success of students in public, private, home schools, trade schools and higher education, and working with school librarians and classroom teachers to foster a love of reading through book talks, class visits to the library, creative programming, and the development of strategies involving staff, technology, and space that better support distance learning.

Background and Additional Information:

Libraries across the country grapple with this question of how best to connect public and school libraries and demonstrate how the two entities complement each other and enhance every student's ability to develop critical thinking skills and foster of love of reading. In Jackson County,

library staff regularly host classroom visits from local schools, promote the Summer Reading Program at the schools, and try to make connections where they can. The Book Talker position was created in the late 1990s. Book Talker Anna Monders visits 3rd, 4th, and 5th grade classes around the county to spark excitement about books and reaches approximately 5700 students every school year. While these connections are significant, they are not sufficient to help the District meet its goal to have a library card in every student's hand. With the recent dramatic shift to online and remote learning that happened as a result of the coronavirus pandemic, connecting with students and reducing barriers to access to information is more critical than ever.

Library Director Kari May and Board Director Jill Turner recently met with Mark Angle-Hobson, Education Coordinator for Southern Oregon Educational Services District (SOESD), to discuss strategies for connecting JCLS resources with the nine school districts located in Jackson County. Recognizing that the ideas that sound good in concept might be difficult to implement in the classroom, by the conclusion of the meeting, all three agreed that putting together a survey and asking teachers and principals for their input on what programs and partnerships might have the most success was a logical first step. The proposed Education Services Specialist will be charged with creating the survey, making connections with the local school districts, and drafting the School Partnership Initiative.



June 11, 2020

Title: Facilities Transfer Documents for Board Approval

From: Jacquelyn Bunick

Recommendation:

District legal counsel recommends approval of the attached documents required for the transfer of the library buildings from Jackson County to the District. With the Board’s approval of the attached bills of sale, deeds, and assignments, the Board President will have the authority to sign the documents on behalf of the District.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

A smooth transfer of the library buildings and their contents supports the Board’s vision for a seamless transition on July 1, 2020.

Background and Additional Information:

The Board has already approved sixteen (16) facilities transfer documents—two on May 14 and fourteen on May 26. The attached transition roadmap for the facilities transfer shows the current status of the various documents. The Jacksonville lease assignment and bill of sale have been approved by the County and the City of Jacksonville and are attached below.

As of June 5, 2020, District legal counsel had not heard back from Sweed Machinery or the cities of Eagle Point and Shady Cove, and the Ashland and Central Point leases were still being negotiated. If any of these documents are approved by the respective entities prior to the June 11th Board meeting, they will be distributed separately.

Attachments:

1. Transition Roadmap – Facilities Transfer
2. Jacksonville – Lease Assignment and Amendment
3. Jacksonville – Bill of Sale

Transition Roadmap – Facilities Transfer Breakout

Entity	Document	Drafted	Approved by Entity	Approved by JCLD	Approved by County	Executed
Applegate	Assignment of Lease	X	X	X	X	X
Applegate	Bill of Sale	X	N/A	X	X	X
Ashland	Assignment & Extension of Lease or Agreement to Terminate and New Lease	X	X		X	
Butte Falls	Deed	X	N/A	X	X	X
Central Point	Assignment of Lease	X	X		X	
Central Point	Deed	X	X		X	
Eagle Point	Consent to Transfer of Easement/Assignment of Maintenance Agreement	X	X			
Eagle Point	Deed	X	N/A	X	X	X
Gold Hill	Deed	X	N/A	X	X	X
Gold Hill	Assignment of Easement	X	X	X	X	
Jacksonville	Assignment of Lease	X	X	X	X	X
Jacksonville	Bill of Sale	X	N/A	X	X	X
Medford	Deed	X	N/A	X	X	X
Phoenix	Deed	X	N/A	X	X	X
Prospect	Assignment of Lease	X	X	X	X	X
Prospect	Bill of Sale	X	N/A	X	X	X
Rogue River	Deed	X	N/A	X	X	X
Ruch	Deed	X	N/A	X	X	X
Shady Cove	IGA – Lease, Parking Lot, Well & Waterline	X	X		X	
Talent	Assignment of Lease	X	X	X	X	X
Talent	Bill of Sale	X	N/A	X	X	X
White City	Deed	X	N/A	X	X	X
County	Bill of Sale – Library Contents	X	N/A	X	X	X

X – Action completed

X – Pending Review/In Progress/Being Routed for Signatures

X – Delayed

**ASSIGNMENT OF GROUND LEASE DATED JUNE 28, 2002, ASSUMPTION,
CONSENT OF CITY OF JACKSONVILLE AND AMENDMENT NO. 3 TO GROUND
LEASE UPON ASSIGNMENT**

THIS ASSIGNMENT, ASSUMPTION, CONSENT, AND AMENDMENT (hereinafter the "Agreement"), is entered into by and between JACKSON COUNTY, a political subdivision of the State of Oregon, (hereinafter "COUNTY"), the JACKSON COUNTY LIBRARY DISTRICT, a library district organized pursuant to Chapters 198 and 357 of the Oregon Revised Statutes (the "DISTRICT"), and the CITY OF JACKSONVILLE, a political subdivision of the State of Oregon (hereinafter the "CITY") (collectively, the "Parties").

RECITALS

WHEREAS, the COUNTY and the CITY are the original parties to the Ground Lease dated June 28, 2002, amended by Amendment #1 effective as of October 28, 2002, and Amendment No. 2, effective as of June 16, 2015 (hereinafter the "Lease"), which permitted the use of a portion of the real property commonly known as 340 W. "C" Street, within the City of Jacksonville (hereinafter the "Premises") for the construction and operation of a county branch library;

WHEREAS, Amendment No. 2, effective as of June 16, 2015, to the Lease permitted the COUNTY to sublease the Premises to the DISTRICT;

WHEREAS, the COUNTY subleases the Premises to the DISTRICT, as authorized by Amendment No. 2 to the Lease, pursuant to the Intergovernmental Agreement Between Jackson County and Jackson County Library District for Lease and Sublease of Library Facilities and Property entered into on June 24, 2015 (hereinafter the "IGA");

WHEREAS the IGA terminates on June 30, 2020;

WHEREAS the COUNTY desires to assign all library property interests to the DISTRICT effective July 1, 2020;

WHEREAS the DISTRICT desires to assume all library property interests from the COUNTY;

WHEREAS the CITY desires for library operations to continue within the CITY and therefore desires to consent to the assignment and assumption of the Lease by the DISTRICT; and

WHEREAS the CITY and the DISTRICT desire to amend portions of the Lease in conjunction with the DISTRICT's assumption.

NOW THEREFORE, in consideration of mutual promises set forth in this Agreement, the Parties agree as follows:

//

//

Section 1. Assignment, Assumption, and Consent.

1.1 Assignment. For valuable consideration, receipt of which is hereby acknowledged, the COUNTY hereby assigns to the DISTRICT all of its rights, title, and interest in, under, and to the Lease, effective as of July 1, 2020 (the “Effective Date”).

1.2 Assumption. In consideration for the assignment as set forth in Section 1.1, above, the DISTRICT hereby assumes and agrees to perform all existing obligations, covenants, and conditions of the COUNTY under the Lease, in strict accordance with the terms of the Lease including any obligations to make payment or to perform obligations that accrued but remain unpaid and/or underperformed as of the Effective Date, and to defend, indemnify, and hold the COUNTY harmless from any such obligations, covenants, and conditions.

1.3 Consent of City of Jacksonville. The CITY hereby consents to the foregoing assignment of the Lease by the COUNTY to the DISTRICT and releases the COUNTY from any and all claims, demands, liabilities, and obligations under the terms of the Lease, in consideration of the assumption of the Lease by the DISTRICT and the DISTRICT’s agreement to amend the Lease as set forth in Section 2, below.

Section 2. Amendment No. 3 to Ground Lease

In conjunction with the foregoing assignment of the Lease from the COUNTY to the DISTRICT, the DISTRICT and the CITY hereby agree to this AMENDMENT No. 3 to the GROUND LEASE dated JUNE 28, 2002.

This is the third amendment to the original ground lease.

This Amendment is intended to become effective upon Assignment of Lease to the DISTRICT, and therefore shall be effective from and after the Effective Date.

For consideration, the receipt and sufficiency of which are hereby acknowledged, the DISTRICT and the CITY agree as follows:

1. Amend the Lease to modify Section 5.1, as previously amended by Amendment #1, to read: The DISTRICT, at its sole expense, shall be responsible for the development, maintenance, repair, and operation of library building constructed on the Premises and all freestanding features on the Premises whose primary use is for the benefit of the library (e.g., freestanding lighting, book drop, etc.). The DISTRICT shall be responsible for the care and maintenance of all plantings, landscaping, and irrigation (including the care and maintenance of the irrigation system and payment of bills for irrigation water) on the leased Premises as well as on any portions of the Property contained within the boundary depicted on the attached **Exhibit A**. The CITY shall be responsible, at its sole expense, for the cost of maintaining all other portions of the Property, including but not limited to the existing intermodal transit building and the existing automobile “off ramp” from State Highway 238 which is at the west side of the Land.

2. Except as expressly modified by this Amendment, and all prior Amendments, if any, all terms and conditions of this Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement with the intent that it be effective as of the Effective Date notwithstanding the actual date of signing or delivery of this Agreement.

JACKSON COUNTY

**JACKSON COUNTY LIBRARY
DISTRICT**

By: _____
Danny Jordan,
Jackson County Administrator

By: _____
Susan Kiefer, President

Dated: _____

Dated: _____

Approved as to Legal Sufficiency:

Approved as to Legal Sufficiency:

By:

By: Jacquelyn Bunick, District Counsel

CITY OF JACKSONVILLE

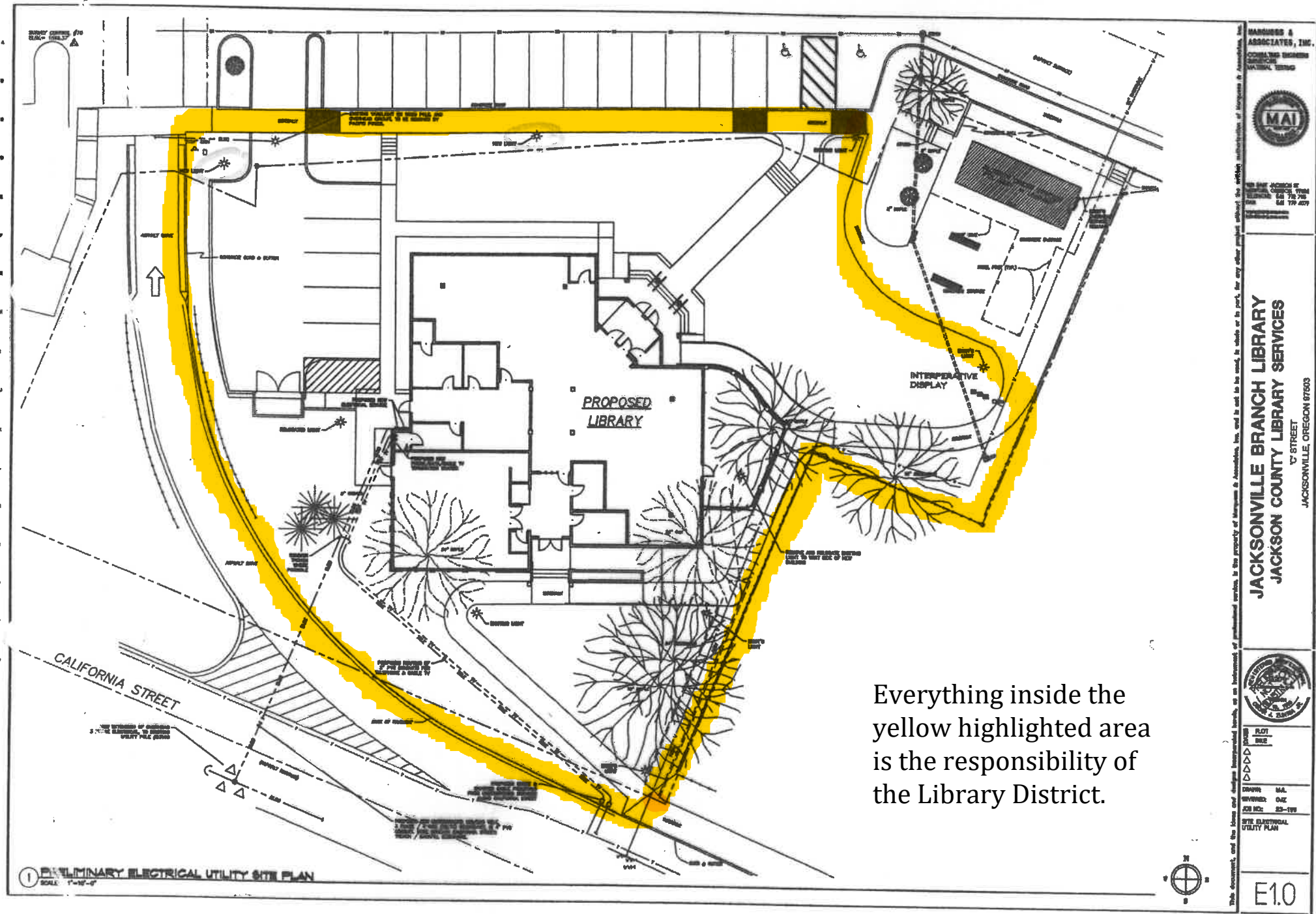
By: _____
Jeff Alvis, City Administrator

Dated: _____

Approved as to Legal Sufficiency:

By: Sydnee Dreyer, City Counsel

Exhibit "A" to Library District Ground Lease Agreement



Everything inside the yellow highlighted area is the responsibility of the Library District.

BILL OF SALE

JACKSON COUNTY, a political subdivision of the State of Oregon (hereinafter the "County") as, Grantor, does hereby transfer, sell and assign to the JACKSON COUNTY LIBRARY DISTRICT, a library district organized under Chapters 198 and 357 of the Oregon Revised Statutes (hereinafter the "District"), as Grantee, all of County's right, title and interest, as owned by the County on the effective date hereof, in and to all buildings, improvements, and facilities comprising the Jacksonville Branch Library (collectively, the "Improvements") as presently situated on a portion of real property commonly known as 340 W C Street, Jacksonville, Oregon, 97530, and more particularly described in the attached **Exhibit A**, for so long as the Improvements are used as a public library, provided that if the Improvements are no longer being used as a public library, and the City of Jacksonville, at its option, does not take title to the Improvements, the District's interest in the Improvements shall, at County's option, revert to the County and its successors and assigns.

DISTRICT ACKNOWLEDGES, AGREES, AND ACCEPTS THE IMPROVEMENTS "AS IS, WHERE IS, AND WITH ALL FAULTS". COUNTY EXPRESSLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION OF ANY KIND WHATSOEVER WITH RESPECT TO THE IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO TITLE, MERCHANTABILITY, HABITABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, DESIGN OR CONDITION OF THE IMPROVEMENTS.

There is no monetary consideration for this conveyance.

This sale is to be deemed effective as of July 1, 2020.

DATED this ___ day of _____, 2020.

COUNTY:

Danny Jordan
Jackson County Administrator

STATE OF OREGON)
) ss.
County of Jackson)

On this ___ day of May, 2020, personally appeared before me DANNY JORDAN, as Jackson County Administrator, on behalf of the Grantor, JACKSON COUNTY, and acknowledged said instrument to be its voluntary act and deed.

Notary Public for Oregon
My Commission Expires: _____

Acknowledged and Agreed:

DISTRICT

Susan Kiefer, President
Jackson County Library District Board

EXHIBIT A

Commencing at the southeastern corner of Lot Four (4) in Block One (1) of the Original Town of Jacksonville in Jackson County, Oregon, according to the official plat thereof, now of record, said point also being at the intersection of the western right-of-way line of Oregon Street and the northern right-of-way line of California Street, thence along the northern right-of-way line of said California Street, North $67^{\circ}16'00''$ West 217.73 feet, thence leaving said right-of-way line, North $22^{\circ}42'50''$ East 60.66 feet, thence North $67^{\circ}17'10''$ West 6.17 feet to the **true point of beginning** of the lease boundary to be described; thence NORTH 63.67 feet; thence WEST 7.31 feet; thence NORTH 7.01 feet; thence North $45^{\circ}00'00''$ West 20.06 feet; thence WEST 7.01 feet; thence NORTH 7.31 feet; thence WEST 65.67 feet; thence SOUTH 45.50 feet; thence WEST 4.50 feet; thence SOUTH 53.17 feet; thence EAST 37.04 feet; thence SOUTH 2.73 feet; thence EAST 26.13 feet; thence NORTH 9.23 feet; thence EAST 35.50 feet to the true point of beginning.

Containing 8,907 square feet, more or less.

Basis of Bearings: Survey No. 15266



June 11, 2020

Title: Retirement Plan Services Request for Proposal

From: Finance Committee

Recommendation:

This agenda item is for informational purposes only.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

The Retirement Plan Services RFP supports the District's goal of offering employees a competitive, high-quality 401(a) and 457 retirement plan.

Background and Additional Information:

The attached Retirement Plan Services RFP was issued on May 25, 2020. Interested firms were asked to submit a Statement of Interest by June 4, 2020, and the District received statements of interest from five (5) firms. An addendum and Q&A sheet were sent to interested firms on June 5, proposals are due on June 12, and the evaluation committee is scheduled to meet on June 16. A recommendation will be brought to the Board at a special meeting on June 25, 2020.

Attachments:

- Retirement Plan Services RFP
- Addendum No. 1
- Questions & Answers

**JACKSON COUNTY LIBRARY DISTRICT
205 SOUTH CENTRAL AVENUE
MEDFORD, OREGON 97501**

**RETIREMENT PLAN SERVICES REQUEST FOR PROPOSAL
MAY 26, 2020**

Jackson County Library District (JCLD) invites proposals from qualified firms to provide administration, recordkeeping, education, enrollment, and investment management services for its retirement plans.

A. BACKGROUND

Jackson County Library District is in the process of bringing an outsourced workforce in house. Therefore, the District does not currently have a retirement plan or administrator. We plan to employ a single vendor to serve our 401/457 plans for our retirement programs. The contract will be for a term of five years with the option to renew for an additional term at Jackson County Library District's discretion. At the time of renewal, services and fees may be renegotiated.

Starting July 1, 2020, Jackson County Library District will have up to 120 employees, approximately 90 of which will be eligible for District benefits. The District intends to offer a 401(a) retirement plan with a 6% employer contribution and a possible match of up to 2%. Specifically, for every 1% that the employee contributes to the 401(a) plan, the District will contribute an additional .5%, up to 2%, for a total possible employer contribution of 8%. The District also intends to offer a 457 plan.

B. RFP PROCESS AND INSTRUCTIONS

RFP responses will be evaluated to determine the relative strengths of potential vendors for our plan. After evaluating responses, we may choose to request presentations from selected vendors or enter into contract negotiations with the highest ranked vendor.

We plan to adhere to the following schedule in implementing this bid process:

RFP PROCESS	NO LATER THAN
RFP released	May 26, 2020
Statement of interest received*	June 4, 2020
Deadline for receiving vendor questions	June 4, 2020
Response to vendor questions	June 5, 2020
Proposals due from vendors	June 12, 2020
Finalists selected	June 15, 2020
Finalist presentations (via Zoom)	June 16-18, 2020
Vendor selected	June 19, 2020
Plan implemented	July 31, 2020

*If you intend to respond to this RFP, notice of intent to respond must be sent to JCLD no later than **June 4, 2020 by 5:00 p.m. (Pacific Time)**. By submitting an intent to respond, you are certifying that you have read the scope of services and evaluation criteria for this RFP and that your firm is prepared to provide a response and services that adhere to the requirements set forth.

We reserve the right to forgo finalist presentations and select a vendor based solely on RFP responses. We also reserve the right to change this schedule in any way.

Statement of Interest & Questions

Send a statement of interest and questions in writing by e-mail to Lisa Marston, District Administrator, at Imarston@jacksoncountylibrarydistrict.org by **June 4, 2020, 5:00 p.m. (Pacific Time)**. All vendors sending questions or an expression of interest will receive responses to all questions by e-mail by June 5, 2020, 5:00 p.m. (Pacific Time) and any other addenda that may be released. Only addenda released or questions answered through this process will be binding.

Proposal Submission

Due to COVID-19, proposals must be emailed to the District Administrator at the email address listed below. Proposals must be received by 5:00 p.m. on June 12, 2020.

Email proposal to:

Lisa Marston, District Administrator

Email: Imarston@jacksoncountylibrarydistrict.org

Any proposal not received at the above email address by the prescribed time and date will be returned unopened to the proposer and will be considered non-responsive. Late proposals will not be accepted. Faxed proposals will not be accepted. Proposals must be submitted specifically as outlined and each request for information must be answered thoroughly and accurately.

Other Considerations

All responses, inquiries, and correspondence relating to or in reference to this RFP and all materials, charts, schedules, exhibits, and other documentation produced by proposers will become property of Jackson County Library District and will be available for public inspection upon execution of contract with the selected vendor. This RFP and the winning vendor's response will be incorporated into the contract by reference.

Issuance of this RFP and receipt of proposals does not commit Jackson County Library District to award a contract, and Jackson County Library District reserves the right to reject any and all proposals. The contract will be awarded to the qualified provider whose proposal is most advantageous to Jackson County Library District, based on a point evaluation system developed by Jackson County Library District. All providers are hereby notified that the execution of a contract pursuant to this RFP is dependent on the negotiation of an acceptable contract with the successful bidder. If such a contract cannot be negotiated within a reasonable period, Jackson County Library District will enter into negotiations with the next most highly rated bidder. This RFP and all written material received from the successful vendor will be considered contractual obligations unless they conflict with the signed contract.

The acceptance of the proposal will be an email by a duly authorized representative of Jackson County Library District. No other act of Jackson County Library District shall constitute the acceptance of a proposal.

C. MINIMUM REQUIREMENTS

Proposing firms must make an affirmative statement confirming conformance with the following requirements:

- The firm must have at least 10 years experience administering public sector 401 or 457 plans and must administer a minimum of \$5 billion in assets in public sector retirement plans.
- On-site service representatives of the vendor site must have at least two years of experience providing on-site services for public sector retirement plans.
- Representatives will be absolutely forbidden to sell ancillary products (such as life insurance) to participants without the express written consent of Jackson County Library District. Participant data is the sole property of Jackson County Library District and may not be used in any way to market other products or be sold to other organizations without the express written consent of Jackson County Library District. These provisions will be included in the contract with the vendor for the plans.
- A wide spectrum of investment options must be available to participants, including a stable value fund that does not restrict participant withdrawals or transfers (with the exception of transfers to “competing” fixed income funds) and the asset classes requested in the investment section of the questionnaire. Insurance company General Accounts may not be offered to the plans.
- There may be no termination, withdrawal or transfer charges or restrictions (including market value adjustments) throughout the term of the contract. The only exceptions are a) stable value fund restrictions against direct fund transfers into competing fixed income funds, b) a 12-month put on a stable value fund, c) charges for early withdrawal from fixed maturity or other structured investment products (such as CDs) which have a clearly defined investment period that if shortened would jeopardize the strategy and benefits to longer-term investors, and d) redemption fees for short-term trading.
- The vendor must accept full responsibility for processing errors it makes and they must be reported within a reasonable period of time. In the event a participant incurs a loss or a lost opportunity due to such an error, the vendor shall adjust the participant’s account to the same level as if the processing error had not occurred.
- The vendor must comply with all components of this RFP. Unless otherwise noted in your cover letter, it is assumed that by submitting a response to this RFP, your response conforms to all specifications in every way. After finalist selection, the proposal of additional terms may not be considered.

Any proposal not meeting these specifications will not be considered.

D. QUESTIONNAIRE

I. ORGANIZATION

1. Provide the name of the proposing organization and its address, telephone, e-mail address, and fax number. Provide the same for your organization's contact for this proposal.
2. How many public sector defined contribution and deferred compensation plans do you currently administer? What are the assets and number of participants in these public sector retirement plans?
3. What portion of a) your total retirement plan business and b) your company's total business is serving public sector plans?
4. Describe any regulatory censure or litigation involving the business of your firm with relation to its deferred compensation or defined contribution services in the past ten years.
5. Provide three references of public sector retirement plan clients. Include a contact name, title, phone number and e-mail address.
6. Provide your public sector retirement plan client retention rates for the last five years.

II. PARTICIPANT SERVICES

Education

1. Describe the enrollment and educational program that your on-site service representatives will perform during the implementation and on an ongoing basis.
2. Briefly describe how you encourage new employees to join the plan and how you assist participants nearing retirement.

3. Are your representatives salaried employees? On average, what percent of their total compensation is salary and what percent is bonus/commission? Is their compensation affected in any way by participant investment or disbursement decisions? Do your representatives receive any additional compensation for the sale of annuities or life insurance to participants?
4. Do you provide participants access to personalized financial plans? Please describe what they include and any fees associated. Describe how financial planning staff is compensated.
5. Provide samples of retirement plan educational publications materials available to employees.
6. How do you measure the success of your educational programs?

Web-Based Services

1. Describe the educational features offered to public employees on your Web site.
2. Describe investment advice and managed account services available to participants. What firm provides this service?
3. Describe the transactions that can be implemented by employees on-line.
4. What online reporting is available to plan sponsors?
5. Provide the URL for your participant Web site and a test account for us to view all functions.
6. Describe awards and national recognition received by your Web services over the past three years.

Call Center Services

1. What transactions and information are accessible through call center representatives and through your voice response system? Is it a dedicated line to public sector 457/401 service associates, or do they cover all other aspects of your business?
2. Describe training received and qualifications of call center personnel.
3. Describe how participants transfer from the voice response system to the call center. When are they notified they can transfer to a representative?
4. What hours are call center representatives available?
5. What procedures do you have in place for managing unusually large call volumes?
6. Provide the average call abandon rate and the average response time for your call center for the 12 months ending as of the last quarter-end.

Statements

1. Do you provide aggregate account information for participants if you administer multiple plans?
2. Provide a sample quarterly statement.
3. How many days after quarter-end are statements mailed? What percent of statements mailed over the past four quarters met this target?
4. Do your statements provide personalized investment performance?

Administrative Services

Address the following questions regarding your administrative services:

1. Describe in detail the annuity and non-annuity disbursement options available to plan participants.
2. How long does it take to mail a check to the participant once a withdrawal is authorized? How long does it take to mail a check to another vendor once a participant provides an instruction to make the transfer? What authorization do you require to make such a payment? Identify all participant-level or plan-level transfer or withdrawal restrictions.
3. Describe how you handle minimum required distributions.
4. Describe how you evaluate and process QDROs/DROs and hardship/emergency withdrawal requests.
5. Describe your loan service and how participants and the plan sponsor would implement a loan.
6. Describe the quality control procedures you have in place. What types of reconciliation and editing do you perform? How do you resolve data discrepancies with respect to transaction processing?
7. Describe your process for resolving issues that occur. What are your standards for the timing of resolving issues and how do you meet that target? What are your escalation procedures for issues that are not resolved within a standard period of time?
8. Provide your administrative and record keeping implementation plan with timelines.

III. PLAN SPONSOR SERVICES

1. Describe how you interact with plan sponsors on a daily basis and how you minimize the plan sponsor's workload through automation.
2. Describe the services you offer to help maintain compliance with current and proposed regulations as they relate to public sector retirement plans.
3. Do you have a model plan document and take responsibility for maintaining it in compliance with the current tax code? If so, please provide a sample. Is there a fee for maintaining that document?
4. What information do you provide to the plan sponsor to support their oversight of the plan? Provide samples of materials provided to support plan sponsor due diligence. How do you assist selection, monitoring, and, if necessary, replacement of funds?
5. Who will serve as our contact for daily questions and issues related to the administration of our plan?
6. Describe on-line services available to plan sponsors.
7. Provide the URL for your plan sponsor Web site and a test account for us to view all functions.

IV. INVESTMENT MANAGEMENT

1. Briefly describe your overall investment philosophy. What are your criteria for selecting and retaining funds offered to participants in the plan?

2. Provide a listing of the proposed investment options and include the criteria below. You may propose more than one fund per category:

Fund Name/Benchmark	1 Year Return	3 Year Return	5 Year Return	10 Year Return	Mstar. Rating
Intermediate-Term Bond					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Treasury Inflation Protected Bond					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
High-Yield Bond					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Large Cap Growth					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Large Cap Blend					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Large Cap Value					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Mid-Cap Growth					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Mid Cap Blend					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Mid Cap Value					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Small Cap Growth					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Small Cap Blend					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Small Cap Value					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A

Foreign					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Real Estate					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Risk-Based / Lifestyle					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Time-Based / Lifecycle					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A

Attach copies of Morningstar summary sheets for each fund proposed.

3. For your stable-value or equivalent investment option(s):
 - A. Provide the rate being paid in the current month. Provide a five-year history of credited rates by quarter. If a single portfolio rate is not used, provide new and old money rates by quarter for the period. Define how assets are distributed between the new and old money rates.
 - B. Provide the market-book ratio as of the end of the last quarter. Are plan-level or participant-level transfers or withdrawals limited in any way? Confirm that there are no charges of any kind (including market value adjustments) for plan-level or participant-level transfers or withdrawals from the fund.
 - C. How is the fund diversified by type of investment and contract issuer?
 - D. How do you monitor and manage the portfolio's credit risk?

4. What in-plan guaranteed income solutions are available?

V. FEES AND EXPENSES

1. Provide a description of your fees. All fees, including but not limited to plan asset based fees, participant fees, fund expenses, ancillary service fees and any other fees/expenses must be fully disclosed in response to this question. You will not be permitted to assess fees or expenses of any kind for services you have proposed that are not clearly disclosed in the written response.

Complete the following table to provide all asset-based fees and current expenses (as of the latest quarter-end) that you and the funds you propose will assess.

Asset Category	Fund Name	Gross Expense	Net Expense	All Other Asset Fees*	Total Fees & Net Expenses**	Total Revenue to Vendor
Stable Value						
Intermed Term Bond						
Treas Infl Prot Bond						
High-Yield Bond						
Large Cap Growth						
Large Cap Blend						
Large Cap Value						
Mid Cap Growth						
Mid Cap Blend						
Mid Cap Value						
Small Cap Growth						
Small Cap Blend						
Small Cap Value						
Foreign (1)						
Foreign (2)						
Real Estate						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
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Risk/Time Based						
Risk/Time Based						

*Administration fees, risk & mortality expense fees, etc. Do not include asset based fees for advice or managed accounts in this table.

**Total fees and expenses is the net expense ratio plus all other asset-based fees and expenses.

2. If expenses and/or revenue for the stable value fund are not disclosed, explain why.
3. Describe any per participant fees you will charge.
4. Describe all ancillary service fees and any other fees/expenses you will charge.

**JACKSON COUNTY LIBRARY DISTRICT
205 SOUTH CENTRAL AVENUE
MEDFORD, OREGON 97501**

RETIREMENT PLAN SERVICES REQUEST FOR PROPOSAL

**ADDENDUM #1
JUNE 5, 2020**

Based on the District's answer to a question from an interested firm, the District is issuing Addendum #1 to modify the **Minimum Requirements** as indicated below:

- The firm must have at least 10 years experience administering public sector 401 or 457 plans and must administer a minimum of ~~\$5 billion~~ **\$3.5 billion** in assets in public sector retirement plans.

Question that prompted Addendum #1:

Q: We have approximately \$4 billion in public sector retirement plans. Would we be excluded from consideration due to the amount of public sector assets under management?

A: No. In the interest of competition and because your firm manages over \$12 billion in broker/dealer assets, the District will consider your proposal so long as your firm meets the other minimum requirements.

Interested Firms:

- **Please acknowledge receipt of Addendum #1 in your proposal.**

**JACKSON COUNTY LIBRARY DISTRICT
205 SOUTH CENTRAL AVENUE
MEDFORD, OREGON 97501**

RETIREMENT PLAN SERVICES REQUEST FOR PROPOSAL

QUESTIONS & ANSWERS

JUNE 5, 2020

Q: We have approximately \$4 billion in public sector retirement plans. Would we be excluded from consideration due to the amount of public sector assets under management?

A: No. In the interest of competition and because your firm manages over \$12 billion in broker/dealer assets, the District will consider your proposal so long as your firm meets the other minimum requirements.

Q: To keep record keeping cost illustrations consistent between all record keepers, what estimated annual total contribution would you like us to utilize?

Q: What are the anticipated annual contributions for the plans?

A: \$240,000 (only includes the 6% employer contribution)

Q: Please provide the average annual salary for the eligible employees.

A: \$45,000

Q: Are you able to provide a sample blank employee enrollment packet for the current retirement plans? If so, please do.

A: No.

Q: Is there currently a single provider for your retirement plans? If so, will you please share the recorder's name?

A: The District does not have a retirement plan currently, so there is no provider. This will be the District's first retirement plan. The Jackson County Library District was formed by the voters of Jackson County, Oregon, on May 20, 2014. With the exception of a District Administrator, who was hired by the Board of Directors in May 2018, the libraries have been staffed with a contracted workforce. Starting July 1, 2020, library operations will no longer be outsourced, and all library staff will be employees of the District.

Q: Are there audited reports for the retirement plans identified in the RFP? If so, can you please direct us to the public document and/or share the document.

A: No.

Q: Are there existing assets in a current plan (401a and 457b) or is this a pure start-up plan? If assets exist, can you please provide details on total assets as well as breakdown by variable and fixed assets?

A: No. As noted above in previous answers, this is a pure start-up plan.

Q: Does the district have a third-party advisor that they have hired to offer unbiased, investment advice while vetting the investment line-up we are offering?

A: No, although contracting with a third-party advisor is a near-term priority. For this RFP, the District has invited a CFP to serve on the evaluation committee.

Q: What is the preferred date to begin contributions into the plan?

A: The District would like contributions into the plan to begin in July 2020. Payroll is bi-weekly and the last payday will be July 29, 2020. Note that all benefits-eligible employees hired to start on July 1, 2020 will be automatically enrolled in the District's 401(a) plan on Day 1 of their employment.

Q: If awarded the contract, would you like to utilize Empower's rollover team, at no additional cost, to assist with any outside assets to be rolled in by the 90 benefit-eligible participants?

A: The District would expect the winning firm to meet with and educate participants interested in bringing outside assets into the 457 plan. This is one reason why the District will be offering both a 401(a) plan and a 457 plan.

Q: Does the plan prefer a revenue requirement (implicit fee paid through revenue share of the plan) or an explicit per participant fee (asset based or per head) fee structure?

A: Since the District's plan is being developed through this RFP process, the plan's preferred pricing model will likely be dependent on the proposed investment options. As the plan fiduciary, the District expects the winning proposer's fee structure to be fair, reasonable, and 100% transparent for both the District and participants. Firms are encouraged to explain their

administrative and investment fees in a way that makes it easy for the District and participants to understand and evaluate plan costs, including the disparate impact a fee structure might have on account participants. That said, given the opaqueness of fees paid through revenue-sharing, the District would be interested in investment vehicles that offer a more explicit fee structure or even a blended fee structure.

Q: Does the plan prefer a fee assuming no proprietary funds in the plan? Or would the plan accept a fee assuming proprietary funds?

A: Since this is a start-up plan, the District will consider all options.

Q: Does the District have a preference for a fixed option type? Would you prefer a stable value or general account solution?

A: While the District is open to different options, fee transparency is very important to the District. Firms are therefore encouraged to include a stable value solution that would allow the underlying assets to be monitored and evaluated during planned fiduciary reviews. Whichever solution is offered, firms are encouraged to highlight any pros and cons the District should consider.

Q: In the RFP, the employer/matching contribution seems to be undecided at the moment.

A: As noted on page 1 of the RFP, the District will contribute 6% into the 401(a) plan for all account participants. No employee match is required. However, if employees do contribute their own monies into the plan, the District will match employee contributions up to 2%. Matching formula: For every 1% employees contribute, the District will match .5%, up to a maximum match of 2%.

Example 1: District contributes 6% into the employee's 401(a). The employee decides not to contribute any of their own monies into the plan, so the total contribution is 6%.

Example 2: District contributes 6% into the employee's 401(a). The employee wants to take full advantage of the employer match, so the employee contributes 4% of their own monies into the 401(a) plan. To match the 4% employee contribution, the District must contribute 2%, which is the maximum match amount. This brings the total contribution to 12% (8% employer plus 4% employee).