



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)**  
**BOARD MEETING AGENDA**  
Large Meeting Room, Medford Branch Library  
205 S Central Ave, Medford, OR  
Dial 1-669-900-6833 to attend by phone  
Enter Meeting ID (access code): 965 9527 6734  
Or, click the link below to attend using Zoom:  
<https://zoom.us/j/96595276734>  
June 15, 2022, at 4:00 p.m.

**CALL TO ORDER/ROLL CALL**  
**LAND ACKNOWLEDGEMENT**  
**INTRODUCTIONS / PROCLAMATIONS**  
**AGENDA AMENDMENTS AND APPROVAL**  
**CONSENT AGENDA**

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3. May 25, 2022 Board Work Session Minutes.....	6
4. Pathway Contract Renewal.....	7
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6. Amendment to SOHS Contract.....	67

**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 2022-2023 BUDGET (Action)**

Resolution 2022-06: Adopting Fiscal Year 2022-2023 Budget, Making Appropriations, Imposing and Categorizing Taxes – Brittany Brite.....	70
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**Supporting Documents:**

• LB-1 Form Notice of Budget Hearing.....	72
• Approved Budget for Fiscal Year 2022-2023.....	73
Resolution 2022-17: Authorizing A Budget Adjustment for Fiscal Year 2022-2023.....	95

**REPORTS (Inform)**

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8. Monthly Financial Report - Brittany Brite.....	105

**UNFINISHED BUSINESS (Inform/Discuss/Action)**

9. Policy Review: 5-05 Bulletin Board and Display Policy – Policy Committee.....	110
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**NEW BUSINESS (Inform/Discuss/Action)**

10. Board Leadership and Election of Officers (Discuss) - Eric Dziura	
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**COMMITTEE AND BOARD MEMBER REPORTS (Inform)**

11. Finance Committee	
12. Executive Committee	

**ADJOURNMENT**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

June 22-27, 2022 ALA Annual Conference, Washington DC  
July 20, 2022 JCLD Regular Board Meeting  
Dates TBA – JCLD Board Retreat

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

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



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BUDGET COMMITTEE MEETING**  
Medford Branch Library Board Room  
205 S Central Ave, Medford, OR  
Also offered virtually via Zoom  
May 4, 2022, 4:00 p.m.

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## MINUTES

### ATTENDEES

Present at the meeting were: Budget Committee Members Kevin Keating, Arti Kirch, Cathy de Wolfe, and Echo Fields. Kevin Keating arrived at 4:28. Board Members Eric Dziura (President), Jill Turner (Vice President), Susan Kiefer, Viki Brown and Kim Young.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Crystal Zastera (Facilities & Operations Manager), Parvaneh Scoggin, Parvaneh Scoggin, Ashley Johnson (Technical Services Supervisor) and Val Nowak (Executive Assistant).

Guests: Pat Gordon and Charlene Prinson

### CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:03 p.m. Roll call was taken.

### INTRODUCTIONS / PROCLAMATIONS

Budget Committee members and staff introduced themselves, and the JCLD Land Acknowledgement was read.

### CONSENT AGENDA

**MOTION:** Dziura noted that nomination of the budget chair needed to be added to the agenda. De Wolfe moved that the agenda be approved as amended. Kiefer seconded the motion, and the motion was approved unanimously.

### APPOINTMENT OF CHAIRPERSON

Eric Dziura nominated Director Young as the Chairperson of the Budget Meeting. There was no opposition and Young accepted the nomination.

### BUDGET MESSAGE

Finance Manager Brittany Brite presented an overview of the budget process. Director May then presented an overview of the 2020-2021 Fiscal Year and highlighted key accomplishments that the Library has achieved. She then presented the foundational goals of the adopted 2022-2026 Strategic Plan and explained that the proposed budget goals and priorities presented will align with these areas.

The proposed budget priorities are to expand library services through increased hours and technological innovations, to leverage the role of the library as a community convener, encourage and incentivize employee retention, and to provide consistent and equitable access to library services.

Finance Manager Brittany Brite presented detailed data regarding revenue and expense projections for 2022-2023. Director May followed with a presentation of the organizational chart, as well as an overview of new positions that have been outlined in the proposed budget. She then described which expenses each of the budget categories include. Brite detailed expense priorities in each category and followed with an explanation of the Miscellaneous Grant Fund.

Currently, the District is in a healthy financial position and has a starting fund balance of just over \$10 million dollars. Historically, the spending has come in under budget, and Director May explained that there had been designated funds in the FY21/22 budget that were not spent due to the COVID-19 pandemic, namely that

expanding branch hours and services that had been budgeted for the latter half of the 2021 fiscal year was not possible.

It was noted that while the District is authorized to levy a \$0.60 tax, it is proposed that JCLD will stay at the rate of \$0.52 for the FY2022-2023.

#### **COMMITTEE DISCUSSION AND INPUT**

As the year has not officially ended, current year actual expenses are unavailable, but as of the end of March, the Library is under budget, and is projected to stay that way. Discussion points included qualifying projected increases in spending and income, detailing the interest rate, as well as clarifying restricted and unrestricted grants and donation funds.

Library Directors Kari May explained the proposal to increase hours, and the additional staff positions needed to cover the proposed expansion. It was noted that a salary study has been conducted, and included in the presented budget is a proposal to increase staff salaries in order to bring compensation up to market.

There were several clarifying questions of line-by-line expenses, what is included in each of them, and explaining any major changes. The discussion was concluded with a brief conversation regarding utility expenses with specific regard to climate change and sustainability.

**PUBLIC INPUT:** none

**MOTION:** Director Turner moved that the Budget Committee approve the budget as presented, and to approve the permanent tax rate levy of \$0.52 per \$1,000 for the general funding of the library district in Jackson County. De Wolfe seconded the motion.

A discussion followed regarding whether or not a decrease of the tax rate to \$0.51 per \$1,000 would be recommended. Director May noted that this budget includes an increase in hours and services without raising the levy, while aiming for sustainability. Vice President Turner also noted that costs for contracts and services have been rising, especially for facilities improvements. The Committee concluded that the proposed rate of \$0.52 should stand.

The motion was passed by unanimous vote.

#### **ADJOURNMENT**

President Dziura adjourned the meeting at 5:43 p.m.

/s/ Val Nowak  
Recording Secretary



## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Jill Turner (Vice President), Susan Kiefer, Viki Brown and Kim Young.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Elanna Erhardt (Branch Manager, Central Point), Riley McGraw (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager), Crystal Zastera (Facilities & Operations Manager), Brynn Fogerty (HR Manager), Ashley Johnson (Technical Services Supervisor), Lewis Mauer (Upper Rogue Area Manager and Branch Manager, Eagle Point), and Val Nowak (Executive Assistant)

Guests: Charlene Prinson

### CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:01 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS / PROCLAMATIONS

Riley McGraw, legal counsel, introduced himself. McGraw was filling in for regular counsel, Jacquelyn Bunick, who was unavailable for today's meeting.

### CONSENT AGENDA

**MOTION:** Director Kiefer requested to add a discussion item regarding Board Governance to the agenda. Vice President Turner moved to approve the agenda as amended. Director Kiefer seconded, and the motion was approved unanimously.

Director Kiefer then moved to accept the consent agenda items. Director Brown seconded, and the motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS

#### Library Director's Report

Director May shared highlights from the Director's Report, which included staff day, increased program attendance, and national poetry month, as well as the inventory project. A brief discussion followed regarding the impact and results of the inventory project, and several board members also expressed appreciation that staff are being trained in the MyChart application, saying that it will provide needed help to the community.

#### Jackson County Library Foundation Report

In the absence of Foundation Executive Director Ginny Auer, Director May and Director Kiefer provided highlights of the report. They focused primarily on the Oregon Nonprofit Leadership Conference that Foundation members attended earlier this month. A brief discussion followed regarding the terms and term limits of Foundation Board

Members, and Director Kiefer mentioned that the Foundation is planning to establish an emeritus board as well.

### **Monthly Financial Report**

Finance Manager Brittany Brite presented an overview of the monthly financial report and added that the District received another deposit from the State for the Wildfire Distribution Fund. The Board asked for clarification of where certain grant funds had been spent and discussed possibilities for further uses of grants that were not limited, specifically regarding funds designated for use at the Ashland Branch.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

**Policy Review: Display and Bulletin Board Policy** – Assistant Director of Public Services Claudine Taillac presented an overview of the proposed revisions to the Display and Bulletin Board Policy. A brief discussion followed, focusing primarily on the language regarding library material displays, and whether or not the displays had to be related to library materials. That language had been primarily directed towards displays that were staff-driven, and it was agreed that the particular wording could be clarified. There also followed a discussion regarding the word “diversity” and its intended meaning. Dziura proposed that the Policy Committee review it after wording is clarified, and that the policy be brought to the board at a later date. No action was taken.

**Policy Review: Internet Acceptable Use Policy** – Assistant Director of Support Services Kelda Vath presented the proposed revisions to the Internet Acceptable Use Policy, namely that the wording and voice had been clarified, and that unnecessary sections had been removed. Director Turner noted that some minor formatting changes needed to be made. Director Kiefer asked if the term “sexually hostile” could be broadened to include other hostilities. It was noted that that phrase is included specifically due to the CIPA act. A discussion ensued regarding broadening the scope of the internet filter, and whether it could prevent hostile content that was created on library computers and distributed from them. It was noted that there is language in other policies that prohibits these actions, and it was agreed that broadening the filter would not be necessary.

**Motion:** Director Turner moved that Policy 5- 8 Internet Acceptable Use be adopted as revised. Director Brown seconded, and the motion was unanimously approved.

**HR Policies:** HR Manager Brynn Fogerty presented two policies that are proposed to be added to the JCLS Employee Handbook. Both are meant to strengthen the benefits package, increase retention, and encourage more robust and diverse applicant pools. In the discussion that followed, board members asked for clarification regarding the language of the proposed policies, and the lack of implementation directions. Fogerty responded that the wording included in the policy was intentional and written under the guidance of HR consultants. She also noted that these policies are meant to be included in the Employee Handbook and thus do not include implementation plans.

**Motion:** Brown moved that the two policies be adopted and included in the Employee Handbook. Director Kiefer seconded, and the motion was approved unanimously.

### **Discussion of Board Planning and Governance**

Director Kiefer requested that the Board set aside time for board members to meet and discuss their roles in relation to the Library and Library Director, plan for position duties, discuss strategies for training and development for board members, and plan for Board continuity and succession. Dziura observed that planning meetings and retreats have been held in previous years, usually in the summer, and that revisions to the Board Governance policies are underway. The Board agreed that a retreat should be held, and members discussed the topics and content that should be included. Members requested to review and clarify the processes, authorities, roles, and duties of the Library Director, Board, and Committees. The Board asked that an outside consultant or facilitator be brought in for the retreat. It was also agreed that an annual Board Calendar would be developed, and

acknowledged that additional meetings or work sessions may be necessary in order to address all of the requested discussion items.

Turner proposed that Board Members consult their calendars and send their availability to the Executive Assistant so that the meetings may be planned. Creating a Board Recruitment Package was identified as being a priority, especially with the next election cycle coming up next year. A discussion of committee logistics also occurred regarding membership, creation, and necessity. The executive committee will meet in order to plan these meetings further, and dates will be announced soon.

### **COMMITTEE AND BOARD MEMBER REPORTS**

Relationship Committee – May reported that the primary discussion at the April meeting revolved around the evaluation process of the Foundation Director. The Memorandum of Understanding was also discussed, specifically the financial agreements outlined in the document. The committee is working on an addendum to the MOU to clarify in-kind donations and include professional services support language. The addendum will then be brought to both boards for approval.

Executive Committee – President Dziura brought up that the Director Evaluation process has started, and members will receive evaluation forms soon. The process will be similar to what it has been in previous years. A brief overview of the process was given.

Vice President Turner proposed that the June 1 Board Work Session regarding Hours be postponed until after June 15, due to one of the board Members being absent during the proposed date. A discussion of possible alternative dates did not yield a firm result due to multiple conflicts. The Hours work session was moved to June 8, 2022.

May noted that she will be attending the ALA Annual Conference in June and will be serving on a panel at a session regarding health literacy.

### **ADJOURN**

President Dziura adjourned the meeting at 5:46 p.m.

/s/ Val Nowak  
Recording Secretary



## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Jill Turner (Vice President), Susan Kiefer, Viki Brown and Kim Young.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Kristin Anderson (Bear Creek Area and Ashland Branch Manager), Crystal Zastera (Facilities & Operations Manager), Brynn Fogerty (HR Manager), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor), and Val Nowak (Executive Assistant)

### CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:00 p.m. Roll call was taken and the Land Acknowledgement read.

### NEW BUSINESS

Director May and HR Manager Brynn Fogerty presented an overview of the current total compensation philosophy, and the variables that were measured in the salary and compensation study. Following a question from Director Dziura, they gave further details as to what criteria was used to define a comparable position, and how those data points were used in order to propose adjustments. Fogerty then explained the COLA process and presented a detailed overview of the salary study. She also provided information regarding the salary grades and steps that JCLS uses and ended the presentation by showing the adjustments to compensation that had been identified by the study.

A brief discussion followed the presentation. Director Young asked for clarification regarding how often salaries are reviewed, and staff acknowledged that ongoing effects from the COVID-19 pandemic accelerated the need for the study, which is typically conducted every 3-5 years. Staff also noted that increasing compensation would make JCLS more of a player in an increasingly competitive job market, and that it would encourage employee retention and appreciation.

### ADJOURN

President Dziura adjourned the meeting at 4:43 p.m.

/s/ Val Nowak  
Recording Secretary



Date: June 15, 2022

**Title:** Pathway Custodial Services

**From:** Kelda Vath, Assistant Director of Support Services

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**Summary:**

JCLS contracts with Pathway Enterprises for custodial and landscaping services. The amendment as presented extends the contract for services an additional year.

**Recommendation:**

Staff recommends that the Board approve the amendment to the contract with Pathway Enterprises dated June 4, 2015, for janitorial and landscaping services for Fiscal Year 2022/2023.

**Resource Requirements:**

The proposed annual cost for FY23 is \$593,191.10. This represents a 4.87% increase over costs in FY22 for existing services, and overall equals a 9.26% total increase over FY22 due to the addition of a new service, exterior power washing for all locations on a set schedule. This service addition with Pathway replaces a similar contracted service previously provided through Jackson County Facilities Maintenance. The cost for said services is included in the FY23 budget.

**Policies, Plans, and Goals Supported:**

The Pathway Proposal supports the District's goal of having safe, clean, and welcoming facilities.

**Background and Additional Information:**

JCLD entered into a contract for janitorial and landscaping services with Pathway Enterprises in 2015. The original contract term was 7/1/2015 through 6/30/2018, with the option for additional one-year extensions for up to five years. FY23 will be the fifth one-year extension.

**Attachments:**

Amendment 3 to the contract for services between JCLS and Pathway Enterprises



## Oregon Forward Proposal for Janitorial Services June 1, 2022

Jackson County Library District  
Janitorial Services

The accompanying workbooks outline the pricing for the janitorial services for the Jackson County Library District for the 2022 – 2023 contract year. These workbooks were developed to incorporate Pathway’s current wage rates, supply expenses, and equipment expenses. We have experienced wage inflation and have incorporating labor at \$16.00 per hour. Labor hour calculations were modified for Prospect, Butte Falls, and Shady Cove based on the time that is required to travel to and service these properties.

Based on expense experience I determined the following price structure for this proposal:

Costing Category	Proposed 22-23 Annual	Current 21-22 Pricing	Difference	% Increase
Daily Janitorial	484,352.20	465,580.74	18,771.46	4.03%
Landscaping	23,268.59	22,893.62	374.97	1.64%
Pressure Washing	23,889.15	0.00	23,889.15	N/A
Window Cleaning	22,452.00	21,765.62	686.38	3.15%
Floor Services	39,229.16	32,629.71	6,599.45	20.23%
Total	\$ 593,191.10	\$ 542,869.69	\$ 50,321.41	9.26%

This work requirement results in an additional annual cost of \$26,432.26 or 4.87% for our current comparable categories. This proposal adds in a new service which when factored in to the pricing results in an overall increase of 9.26%. Additional price breakdowns are attached.

Please feel free to contact me with any questions or concerns regarding this proposal. I respond fastest to email and text messaging. My contact information is as follows:

Richard Simpson  
[rpspei@gmail.com](mailto:rpspei@gmail.com)  
 Cell 541.601.4550

**22-23 RATES**

Building	Total Annual Billing Amount	Janitorial	Windows	Pressure Wash	Floors	Landscaping
APPLEGATE	6,030.91	3,813.80	276.75	853.18	1,087.18	-
ASHLAND	132,692.56	110,380.08	3,842.50	682.55	3,623.94	14,163.49
BUTTE FALLS	10,386.32	4,767.25	276.75	1,023.82	271.80	4,046.71
CENTRAL POINT	15,043.56	11,441.39	553.50	511.91	2,536.76	-
EAGLE POINT	16,013.42	11,441.39	830.25	1,023.82	2,717.96	-
GOLD HILL	15,288.63	11,441.39	830.25	1,023.82	1,993.17	-
JACKSONVILLE	9,456.53	4,767.25	968.63	1,365.09	2,355.56	-
MEDFORD	296,279.25	270,046.15	9,200.00	10,238.21	6,794.89	-
PHOENIX	13,925.32	9,534.49	830.25	1,023.82	2,536.76	-
PROSPECT	15,707.61	8,581.04	138.38	1,023.82	905.99	5,058.39
ROGUE RIVER	15,742.25	9,534.49	1,107.00	1,023.82	4,076.93	-
RUCH	8,385.82	3,813.80	830.25	1,023.82	2,717.96	-
SHADY COVE	15,384.18	11,441.39	1,107.00	1,023.82	1,811.97	-
TALENT	11,246.17	6,674.14	830.25	1,023.82	2,717.96	-
WHITE CITY	11,608.56	6,674.14	830.25	1,023.82	3,080.35	-
<b>ALL LIBRARIES</b>	<b>\$593,191.10</b>	<b>\$484,352.20</b>	<b>\$22,452.00</b>	<b>\$23,889.15</b>	<b>\$39,229.16</b>	<b>\$23,268.59</b>



**AMENDMENT #3 TO THE CONTRACT FOR SERVICES BETWEEN THE JACKSON COUNTY LIBRARY DISTRICT AND PATHWAY ENTERPRISES, INC.**

1. This is Amendment No. 3 to the Contract for Services dated June 4, 2015 (the “Contract”), between the Jackson County Library District (“District”) and Pathway Enterprises, Inc. (“Pathway”).
2. The purpose of this Amendment is to extend the term of the “Contract” through the end of the District’s 2023/2023 fiscal year, modify the maximum annual compensation amount to the Contract, and update the Scope of Work to be performed by Pathway. This Amendment No. 3 shall supplant and supersede Amendment No. 1 entered into by the Parties on May 14, 2018 and Amendment No. 2 entered into by the Parties on June 10, 2021.

The Agreement is hereby amended as follows:

**Section 2, DESCRIPTION OF CONTRACTOR’S SERVICES AND DELIVERY SCHEDULE shall be amended to replace Exhibit 1 with the revised Exhibit 1, attached hereto.**

**The first sentence of Section 3, COMPENSATION, is hereby amended and replaced in its entirety with the following:**

Payment for all work performed under this contract shall be made as set forth below from available and authorized District funds and shall not exceed the maximum sum of \$593,191.10.

The price schedule for work Pathway is authorized to perform under the Contract is attached hereto as Exhibit 2.

**Section 4, DATE AND DURATION, shall remain as written but the following shall be added as a second paragraph:**

The parties previously agreed to the extension of this Contract for additional periods of one (1) year each for the time periods from July 1, 2018 through June 30, 2019, July 1, 2019 through June 30, 2020, July 1, 2020 through June 30, 2021, and July 1, 2021 through June 30, 2022. The Parties further mutually agree to extend this Contract for an additional period of one (1) year commencing on July 1, 2022 and expiring on June 30, 2023.

Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect.

[Signatures to follow]



# Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program



**Oregon State Department of Administrative Services**  
Procurement, Fleet, and Surplus Services  
1225 Ferry Street SE, U140  
Salem, Oregon 97301  
(503) 378-4642

**SUMMARY OF ANNUAL COSTS**

revised: 4/5/2011

Oregon Department of Administrative Services  
Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name **Pathway Enterprises, Inc**  
Project **Jackson County Library District Janitorial 2021 - 2022**

**Executive Director Signature:**

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**Raw Materials**

Per Time Use - Supplies	(from supplies worksheet)	\$ 10,365.84
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 6,609.85
		<b>Subtotal 1</b> \$ 16,975.69

**Labor**

Direct Labor	(from labor daily worksheet)	\$ 327,554.06
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**Overhead**

See Overhead Worksheet		\$ 93,116.15
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**Delivery**

Transportation	(from Trans & Reserve worksheet)	\$ -
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**Total Before Margin** \$ 437,645.89

**Reserve**

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 27,934.84
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**Total Bid Yearly** \$ 465,580.74  
**Monthly** \$ 38,798.39

**Work Area**

Wages are based on the average wage surveyed by the DOL for the subject region as of May 2019. This data is published at [https://www.bls.gov/oes/current/oes\\_32780.htm](https://www.bls.gov/oes/current/oes_32780.htm).

**RAW MATERIALS**

Supplies  
Pathway Enterprises, Inc  
Jackson County Library District Janitorial 2021 - 2022

**Raw Materials:**  
This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap	Broom and dustpan
Cleaning chemicals or products	Floor Wax
Spray bottles	Scrub brushes or scouring pads

**Per Use/Per Item Manufactured - Supplies**

Item	Unit Price	Units Needed Per Month	Monthly Cost	Annual Cost
1 Arsenal #10 Top Clean	\$ 0.93	180.0000	\$ 167.400000	\$ 2,008.80
2 Arsenal #2 Window Clean	\$ 0.82	35.0000	\$ 28.700000	\$ 344.40
3 Arsenal #5 Restroom Cleaner	\$ 0.67	25.0000	\$ 16.750000	\$ 201.00
4 Arsenal #6 Vindicator	\$ 0.95	125.0000	\$ 118.750000	\$ 1,425.00
5 Barkeepers Friend Liquid	\$ 4.25	22.0000	\$ 93.500000	\$ 1,122.00
6 Chewing Gum Remover	\$ 3.74	2.0000	\$ 7.480000	\$ 89.76
7 Stay Brite Stainless Cleaner	\$ 3.95	4.0000	\$ 15.806667	\$ 189.68
8 Take Down Fresh and Clean	\$ 20.53	1.0000	\$ 20.530000	\$ 246.36
9 Wenco Aero Glass Cleaner	\$ 2.24	6.0000	\$ 13.440000	\$ 161.28
10 Ziz-O Paste	\$ 5.94	2.0000	\$ 11.880000	\$ 142.56
11 Angler Broom	\$ 5.90	1.0000	\$ 5.900000	\$ 70.80
12 Cleaning Terry Cloth Rag	\$ 0.49	100.0000	\$ 48.750000	\$ 585.00
13 Dust Mop 36" Frame	\$ 3.20	0.5000	\$ 1.600000	\$ 19.20
14 Dust Mop Handle	\$ 6.80	0.5000	\$ 3.400000	\$ 40.80
15 Dust Mop Head 36"	\$ 8.27	0.5000	\$ 4.135000	\$ 49.62
16 Dust Pan	\$ 2.65	2.0000	\$ 5.300000	\$ 63.60
17 Easy Adapter hose	\$ 22.08	-	\$ -	\$ -
18 High Rise Duster	\$ 9.32	1.2500	\$ 11.650000	\$ 139.80
19 Melamine Erasing Sponge (24)	\$ 27.50	0.5000	\$ 13.750000	\$ 165.00
20 Ninja T Bar	\$ 3.38	0.5000	\$ 1.691000	\$ 20.29
21 Pro Guard Nitrile Gloves (1000)	\$ 110.00	1.5000	\$ 165.000000	\$ 1,980.00
22 Scour Sponge White (Case)	\$ 38.30	0.2500	\$ 9.575000	\$ 114.90
23 Toilet Brush	\$ 1.83	5.0000	\$ 9.15	\$ 109.80
24 Trigger Sprayer w/ Bottle	\$ 2.40	10.0000	\$ 24.000000	\$ 288.00
25 Unger Micro Washer Sleeve	\$ 1.95	1.0000	\$ 1.950000	\$ 23.40
26 Mop Head	\$ 9.35	1.0000	\$ 9.350000	\$ 112.20
27 Mopster W Fluid Reservoir	\$ 44.63	0.2500	\$ 11.157500	\$ 133.89
28 20" Black Strip Pads	\$ 3.58		\$ -	\$ -
29 20" Brown Strip Pads	\$ 3.74		\$ -	\$ -
30 20" White Polish Pads	\$ 4.26		\$ -	\$ -
31 3m Square Scrub Turf Pad	\$ 43.22		\$ -	\$ -
32 60" Handle	\$ 7.30		\$ -	\$ -
33 Deep Six Defoamer	\$ 12.11		\$ -	\$ -
34 doodle bug pad	\$ 2.26		\$ -	\$ -
35 Double Diamond Floor Finish	\$ 14.01		\$ -	\$ -
36 Arsenal Neutralizer Packs	\$ 0.29		\$ -	\$ -
37 Easy Shine Reusable Pouches	\$ 10.61		\$ -	\$ -
38 Folex Carpet Spotter	\$ 13.25		\$ -	\$ -
39 Heavy Duty Stripper	\$ 18.45		\$ -	\$ -
40 Sensor Bags (10 Pack)	\$ 15.14	1.5000	\$ 22.710000	\$ 272.52
41 Pro Team Vac Pack Bags (12 Pack)	\$ 18.56	0.5000	\$ 9.280000	\$ 111.36
42 Brute Caddy Bag	\$ 22.47	0.5000	\$ 11.235000	\$ 134.82
43			\$ -	\$ -
44			\$ -	\$ -
45			\$ -	\$ -
46			\$ -	\$ -
47			\$ -	\$ -
48			\$ -	\$ -
49			\$ -	\$ -
50			\$ -	\$ -
<b>Total</b>			\$ 863.820167	\$ 10,365.84

Areas in green are formula driven.

**Monthly Cost =** Monthly cost is computed by multiplying the total unit cost by the units needed per month.

**Annual Cost =** Annual cost is computed by monthly cost times 12 months.







There are many different ways organizations allocate overhead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount)

**FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!**

**1. Enter Overhead as a Percent of Total Costs**

OR

**2. Enter Allocated Overhead as a Dollar-Figure Sum**

OR

**3. Overhead as a Percent of Total Direct Labor Hours**

**Percent of Total Cost Method:**

For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a

**Dollar-Figure Sum Method:**

You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.

**Percent of Total Direct Labor Method:**

To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.

Total Annual Direct Labor Hours	<input style="width: 50px;" type="text"/>
Input Total from Worksheet on Below	
Overhead per labor hour	\$ -
Time required to complete contract	14,914
<b>Total Assigned Overhead</b>	<b>\$ -</b>

Worksheet		
	Total Annual Operations	
	ORGANIZATION	DEPARTMENTAL
<b>INDIRECT COSTS</b>		
Management Salaries	\$ 224,660.00	
Management Payroll Tax Expense	\$ 11,832.00	
Management Medical Insurance	\$ 35,850.00	
Management Pension Plan Expense	\$ 7,450.00	
Sales & Administrative Salaries	\$ 477,463.00	
Sales & Administrative Payroll Tax Expense	\$ 36,526.00	
Sales & Administrative Medical Insurance	\$ 106,244.00	
Sales & Administrative Pension Plan Expense	\$ 23,500.00	
Office Rent		\$ 33,600.00
Advertising and Public Education	\$ 21,261.00	\$ 4,800.00
Background Checks & Urinalysis	\$ 8,260.00	\$ 1,650.00
Professional & Accounting / Audit Fees	\$ 18,279.00	
Training & Worker Safety	\$ 6,850.00	\$ 825.00
Insurance	\$ 32,414.00	
Telephone	\$ 8,500.00	\$ 7,350.00
Utilities	\$ 14,035.00	\$ 3,450.00
Property Taxes/Licenses/Fees	\$ 1,890.00	\$ 450.00
Dues & Subscriptions	\$ 6,371.00	\$ 31,086.00
Depreciation-office building	\$ 15,330.00	
Depreciation-office equipment	\$ 24,350.00	
Repairs & Maintenance-office	\$ 78,500.00	
Cleaning and Maintenance	\$ 45,600.00	
Office Equipment Rental	\$ 7,427.00	
Office Supplies	\$ 3,675.00	\$ 650.00
Postage & Freight	\$ 28,750.00	\$ 450.00
Rehab		
Miscellaneous Expense		
Bad Debts		
Contract Management Fee		\$ 157,932.00
Interest Expenses	\$ 16,337.00	
Other: *		
Other: *		
<b>TOTAL INDIRECT COSTS</b>	<b>\$ 981,562.00</b>	<b>\$ 522,035.00</b>
CPI Factor	1.40%	1.40%
<b>Total</b>	<b>\$ 1,524,647.36</b>	

**WORK AREA:**

Use the area below to show how you arrived at the final figure that you show as your total Overhead

Agency Revenue = \$7,447,389 \*\*\*\*\* Total Overhead = \$1,524,647\*\*\*\*\* 1,524,647 / 7,447,389 = 20%

**Delivery & Reserve**

Pathway Enterprises, Inc

**Project Costing Worksheet**

Jackson County Library District Janitorial 2021 - 2022

The State of Oregon reimburses employee use of their own vehicles on State business by the mile . The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissible to capture costs in both spreadsheets.

It is permissible to use this spreadsheet to capture vehicle costs for the following situations:

- (a) Transporting the individuals who will perform the service to the location where the service will be provided.
- (b) Services dependent on vehicle in the provision of that service.

[GSA - Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)

**Services Contract**

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
5				\$ -		\$ -
6				\$ -		\$ -
7				\$ -		\$ -
8				\$ -		\$ -
9				\$ -		\$ -
10				\$ -		\$ -
				\$ -		\$ -

**Margin**

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

6.0%

**Work Area**

# Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program



**Oregon State Department of Administrative Services**  
Procurement, Fleet, and Surplus Services  
1225 Ferry Street SE, U140  
Salem, Oregon 97301  
(503) 378-4642

**SUMMARY OF ANNUAL COSTS**

revised: 4/5/2011

Oregon Department of Administrative Services  
Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc.  
Project Jackson County Library District Carpet and Hard Floor Cleaning 2021-2022

**Executive Director Signature:**

---

**Raw Materials**

Per Time Use - Supplies	(from supplies worksheet)	\$ 2,459.55
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 818.40
		<b>Subtotal 1</b> \$ 3,277.95

**Labor**

Direct Labor	(from labor daily worksheet)	\$ 21,194.34
--------------	------------------------------	--------------

**Overhead**

See Overhead Worksheet		\$ 6,199.65
------------------------	--	-------------

**Delivery**

Transportation	(from Trans & Reserve worksheet)	\$ -
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**Total Before Margin** \$ 30,671.93

**Reserve**

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,957.78
------------------------	----------------------------------	-------------

**Total Bid Yearly** \$ 32,629.71  
**Monthly** \$ 2,719.14

**Work Area**

Workbook was updated for fringe rates and wage survey data. Survey data is from 2018  
[https://www.bls.gov/oes/current/oes\\_32780.htm#37-0000](https://www.bls.gov/oes/current/oes_32780.htm#37-0000)

**RAW MATERIALS**

Supplies

Pathway Enterprises, Inc.

Jackson County Library District Carpet and Hard Floor Cleaning 2021-2022

**Raw Materials:**

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

- |                                |                                |
|--------------------------------|--------------------------------|
| Paper products and soap        | Broom and dustpan              |
| Cleaning chemicals or products | Floor Wax                      |
| Spray bottles                  | Scrub brushes or scouring pads |

**Per Use/Per Item Manufactured - Supplies**

Item	Unit Price	Units Needed Per Month	Monthly Cost	Annual Cost
1 20" Black Strip Pads	\$ 3.58	1.5000	\$ 5.370000	\$ 64.44
2 20" Brown Strip Pads	\$ 3.74	1.5000	\$ 5.604000	\$ 67.25
3 20" Red Polish Pads	\$ 5.59	0.2500	\$ 1.397500	\$ 16.77
4 20" White Polish Pads	\$ 4.26	0.2500	\$ 1.065000	\$ 12.78
5 3M Square Scrub Prep Pad Black	\$ 13.19	2.0000	\$ 26.374000	\$ 316.49
6 60" Handle	\$ 7.30	1.0000	\$ 7.300000	\$ 87.60
7 Deep Six Defoamer	\$ 12.11	0.5000	\$ 6.055000	\$ 72.66
8 doodle bug pad	\$ 2.26	1.0000	\$ 2.260000	\$ 27.12
9 Double Diamond Floor Finish	\$ 14.01	6.0000	\$ 84.060000	\$ 1,008.72
10 Easy Shine Reusable Pouches	\$ 10.61	0.7500	\$ 7.956000	\$ 95.47
11 Folex Carpet Spotter	\$ 18.65	2.0000	\$ 37.300000	\$ 447.60
12 Heavy Duty Stripper	\$ 18.45	1.0000	\$ 18.450000	\$ 221.40
13 Heavy Foil Protectors	\$ 21.25	0.0833	\$ 1.770833	\$ 21.25
14			\$ -	\$ -
15			\$ -	\$ -
16			\$ -	\$ -
17			\$ -	\$ -
18			\$ -	\$ -
19			\$ -	\$ -
20			\$ -	\$ -
21			\$ -	\$ -
22			\$ -	\$ -
23			\$ -	\$ -
24			\$ -	\$ -
25			\$ -	\$ -
26			\$ -	\$ -
27			\$ -	\$ -
28			\$ -	\$ -
29			\$ -	\$ -
30			\$ -	\$ -
31			\$ -	\$ -
32			\$ -	\$ -
33			\$ -	\$ -
34			\$ -	\$ -
35			\$ -	\$ -
36			\$ -	\$ -
37			\$ -	\$ -
38			\$ -	\$ -
39			\$ -	\$ -
40			\$ -	\$ -
41			\$ -	\$ -
42			\$ -	\$ -
43			\$ -	\$ -
44			\$ -	\$ -
45			\$ -	\$ -
46			\$ -	\$ -
47			\$ -	\$ -
48			\$ -	\$ -
49			\$ -	\$ -
50			\$ -	\$ -
<b>Total</b>			\$ 204.962333	\$ 2,459.55

Areas in green are formula driven.

**Monthly Cost =** Monthly cost is computed by multiplying the total unit cost by the units needed per month.

**Annual Cost =** Annual cost is computed by monthly cost times 12 months.







OVERHEAD  
Overhead Costs  
Pathway Enterpris Jackson County Library District Carpet and Hard Floor Cleaning 2021-2022

Oregon Department of Administrative Services  
Project Costing Worksheet

There are many different ways organizations allocate overhead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount)

**FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!**

1. Enter Overhead as a Percent of Total Costs

OR

2. Enter Allocated Overhead as a Dollar-Figure Sum

OR

3. Overhead as a Percent of Total Direct Labor Hours

**Percent of Total Cost Method:**

For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a

**Dollar-Figure Sum Method:**

You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.

**Percent of Total Direct Labor Method:**

To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.

Total Annual Direct Labor Hours	<input style="width: 50px;" type="text"/>
Input Total from Worksheet on Below	<input style="width: 50px;" type="text"/>
Overhead per labor hour	\$ -
Time required to complete contract	974
<b>Total Assigned Overhead</b>	<b>\$ -</b>

Worksheet		
INDIRECT COSTS	Total Annual Operations	
	ORGANIZATION	DEPARTMENTAL
Management Salaries	\$ 224,660.00	
Management Payroll Tax Expense	\$ 11,832.00	
Management Medical Insurance	\$ 35,850.00	
Management Pension Plan Expense	\$ 7,450.00	
Sales & Administrative Salaries	\$ 477,463.00	
Sales & Administrative Payroll Tax Expense	\$ 36,526.00	
Sales & Administrative Medical Insurance	\$ 106,244.00	
Sales & Administrative Pension Plan Expense	\$ 23,500.00	
Office Rent	\$ 33,600.00	
Advertising and Public Education	\$ 21,261.00	\$ 4,800.00
Background Checks & Urinalysis	\$ 8,260.00	\$ 1,650.00
Professional & Accounting / Audit Fees	\$ 18,279.00	
Training & Worker Safety	\$ 6,850.00	\$ 825.00
Insurance	\$ 32,414.00	
Telephone	\$ 8,500.00	\$ 7,350.00
Utilities	\$ 14,035.00	\$ 3,450.00
Property Taxes/Licenses/Fees	\$ 1,890.00	\$ 450.00
Dues & Subscriptions	\$ 6,371.00	\$ 31,086.00
Depreciation-office building	\$ 15,330.00	
Depreciation-office equipment	\$ 24,350.00	
Repairs & Maintenance-office	\$ 78,500.00	
Cleaning and Maintenance	\$ 45,600.00	
Office Equipment Rental	\$ 7,427.00	
Office Supplies	\$ 3,675.00	\$ 650.00
Postage & Freight	\$ 28,750.00	\$ 450.00
Rehab		
Miscellaneous Expense		
Bad Debts		
INTEREST EXPENSES		\$ 157,932.00
EMPLOYEE ACTIVITIES	\$ 16,337.00	
AUTO REPAIRS		
MANAGEMENT CONTRACT		
<b>TOTAL INDIRECT COSTS</b>	<b>\$ 981,562.00</b>	<b>\$ 522,035.00</b>
CPI Factor	1.40%	1.40%
<b>Total</b>	<b>\$ 1,524,647.36</b>	

**WORK AREA:**

Use the area below to show how you arrived at the final figure that you show as your total Overhead

Agency Revenue = \$7,447,389 \*\*\*\*\* Total Overhead = \$1,524,647\*\*\*\*\* 1,524,647 / 7,447,389 = 20%

**Delivery & Reserve**

Pathway Enterprises, Inc.

**Project Costing Worksheet**

Jackson County Library District Carpet and Hard Floor Cleaning 2021-2022

The State of Oregon reimburses employee use of their own vehicles on State business by the mile . The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissible to capture costs in both spreadsheets.

It is permissible to use this spreadsheet to capture vehicle costs for the following situations:

- (a) Transporting the individuals who will perform the service to the location where the service will be provided.
- (b) Services dependent on vehicle in the provision of that service.

[GSA - Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)

**Services Contract**

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
5				\$ -		\$ -
6				\$ -		\$ -
7				\$ -		\$ -
8				\$ -		\$ -
9				\$ -		\$ -
10				\$ -		\$ -
				\$ -		\$ -

**Margin**

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

6.0%

**Work Area**

# Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program



**Oregon State Department of Administrative Services**  
Procurement, Fleet, and Surplus Services  
1225 Ferry Street SE, U140  
Salem, Oregon 97301  
(503) 378-4642

**SUMMARY OF ANNUAL COSTS**

revised: 4/5/2011

Oregon Department of Administrative Services  
Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc  
Project Jackson County Library District Window Cleaning 2021-2022

**Executive Director Signature:**

---

**Raw Materials**

Per Time Use - Supplies	(from supplies worksheet)	\$ 696.12
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 11,177.13
<b>Subtotal 1</b>		\$ 11,873.25

**Labor**

Direct Labor	(from labor daily worksheet)	\$ 4,233.31
--------------	------------------------------	-------------

**Overhead**

See Overhead Worksheet		\$ 4,353.12
------------------------	--	-------------

**Delivery**

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

**Total Before Margin** \$ 20,459.68

**Reserve**

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,305.94
------------------------	----------------------------------	-------------

**Total Bid Yearly** \$ 21,765.62  
**Monthly** \$ 1,813.80

**Work Area**

Wages are based on the average wage surveyed by the DOL for the subject region as of May 2019. This data is published at [https://www.bls.gov/oes/current/oes\\_32780.htm](https://www.bls.gov/oes/current/oes_32780.htm).

**RAW MATERIALS**

Supplies

Pathway Enterprises, Inc

Jackson County Library District Window Cleaning 2021-2022

**Raw Materials:**

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

- |                                |                                |
|--------------------------------|--------------------------------|
| Paper products and soap        | Broom and dustpan              |
| Cleaning chemicals or products | Floor Wax                      |
| Spray bottles                  | Scrub brushes or scouring pads |

**Per Use/Per Item Manufactured - Supplies**

Item	Unit Price	Units Needed Per Month	Monthly Cost	Annual Cost
1 Scrapers	\$ 0.68	1.0000	\$ 0.680000	\$ 8.16
2 A-BEN-A-QUI Vandalism Remover	\$ 8.88	0.7500	\$ 6.660000	\$ 79.92
3 XL Nitrile Gloves	\$ 8.44	0.5000	\$ 4.220000	\$ 50.64
4 Microfiber Towels	\$ 21.60	0.5000	\$ 10.800000	\$ 129.60
5 12" Squeejees Handles	\$ 16.00	0.5000	\$ 8.000000	\$ 96.00
6 18" Squeejees Handles	\$ 18.50	0.5000	\$ 9.250000	\$ 111.00
7 12" Squeejees Rubber Blades	\$ 0.75	1.0000	\$ 0.750000	\$ 9.00
8 18" Squeejees Rubber blades	\$ 0.85	1.0000	\$ 0.850000	\$ 10.20
9 Glass Cleaner Concentrate	\$ 5.80	1.0000	\$ 5.800000	\$ 69.60
10 50' Garden Hose	\$ 22.00	0.5000	\$ 11.000000	\$ 132.00
11			\$ -	\$ -
12			\$ -	\$ -
13			\$ -	\$ -
14			\$ -	\$ -
15			\$ -	\$ -
16			\$ -	\$ -
17			\$ -	\$ -
18			\$ -	\$ -
19			\$ -	\$ -
20			\$ -	\$ -
21			\$ -	\$ -
22			\$ -	\$ -
23			\$ -	\$ -
24			\$ -	\$ -
25			\$ -	\$ -
26			\$ -	\$ -
27			\$ -	\$ -
28			\$ -	\$ -
29			\$ -	\$ -
30			\$ -	\$ -
31			\$ -	\$ -
32			\$ -	\$ -
33			\$ -	\$ -
34			\$ -	\$ -
35			\$ -	\$ -
36			\$ -	\$ -
37			\$ -	\$ -
38			\$ -	\$ -
39			\$ -	\$ -
40			\$ -	\$ -
41			\$ -	\$ -
42			\$ -	\$ -
43			\$ -	\$ -
44			\$ -	\$ -
45			\$ -	\$ -
46			\$ -	\$ -
47			\$ -	\$ -
48			\$ -	\$ -
49			\$ -	\$ -
50			\$ -	\$ -
<b>Total</b>			\$ 58.010000	\$ 696.12

Areas in green are formula driven.

**Monthly Cost =** Monthly cost is computed by multiplying the total unit cost by the units needed per month.

**Annual Cost =** Annual cost is computed by monthly cost times 12 months.



Worker Description	Work Hours	Hourly Rate	% Productivity	Sub-Total 1	FICA	Sub-Total 2	Workers comp%	Sub-Total 3	Unemployment %	Sub-Total 4	Other Benefits %	Other Benefits Monthly \$	Other Benefits SubTotal 5	Daily/Per Item Labor	Times Per Yr.	Annual/Total Labor	Annual Hours Labor
1 APPLGATE	2.00	\$ 14.84	100%	\$ 29.68	0.0765	\$ 2.27	2.60%	\$ 0.77	1.42%	\$ 0.42	28.00%	\$ 8.31	\$ 41.45	2	\$ 82.91	4.0	
2 ASHLAND	20.00	\$ 14.84	100%	\$ 296.80	0.0765	\$ 22.71	2.60%	\$ 7.72	1.42%	\$ 4.21	28.00%	\$ 83.10	\$ 414.54	2	\$ 829.08	40.0	
3 BUTTE FALLS	2.00	\$ 14.84	100%	\$ 29.68	0.0765	\$ 2.27	2.60%	\$ 0.77	1.42%	\$ 0.42	28.00%	\$ 8.31	\$ 41.45	2	\$ 82.91	4.0	
4 CENTRAL POINT	4.00	\$ 14.84	100%	\$ 59.36	0.0765	\$ 4.54	2.60%	\$ 1.54	1.42%	\$ 0.84	28.00%	\$ 16.62	\$ 82.91	2	\$ 166.82	8.0	
5 EAGLE POINT	6.00	\$ 14.84	100%	\$ 89.04	0.0765	\$ 6.81	2.60%	\$ 2.32	1.42%	\$ 1.26	28.00%	\$ 24.93	\$ 124.36	2	\$ 248.72	12.0	
6 GOLD HILL	6.00	\$ 14.84	100%	\$ 89.04	0.0765	\$ 6.81	2.60%	\$ 2.32	1.42%	\$ 1.26	28.00%	\$ 24.93	\$ 124.36	2	\$ 248.72	12.0	
7 JACKSONVILLE	7.00	\$ 14.84	100%	\$ 103.88	0.0765	\$ 7.95	2.60%	\$ 2.70	1.42%	\$ 1.48	28.00%	\$ 29.09	\$ 145.09	2	\$ 290.18	14.0	
8 MEDFORD	0.00	\$ 14.84	100%	\$ -	0.0765	\$ -	2.60%	\$ -	1.42%	\$ -	28.00%	\$ -	\$ -	0	\$ -	0.0	
9 PHOENIX	6.00	\$ 14.84	100%	\$ 89.04	0.0765	\$ 6.81	2.60%	\$ 2.32	1.42%	\$ 1.26	28.00%	\$ 24.93	\$ 124.36	2	\$ 248.72	12.0	
10 PROSPECT	1.00	\$ 14.84	100%	\$ 14.84	0.0765	\$ 1.14	2.60%	\$ 0.39	1.42%	\$ 0.21	28.00%	\$ 4.16	\$ 20.73	2	\$ 41.45	2.0	
11 ROGUE RIVER	8.00	\$ 14.84	100%	\$ 118.72	0.0765	\$ 9.08	2.60%	\$ 3.09	1.42%	\$ 1.69	28.00%	\$ 33.24	\$ 165.82	2	\$ 331.63	16.0	
12 RUCH	6.00	\$ 14.84	100%	\$ 89.04	0.0765	\$ 6.81	2.60%	\$ 2.32	1.42%	\$ 1.26	28.00%	\$ 24.93	\$ 124.36	2	\$ 248.72	12.0	
13 SHADY COVE	8.00	\$ 14.84	100%	\$ 118.72	0.0765	\$ 9.08	2.60%	\$ 3.09	1.42%	\$ 1.69	28.00%	\$ 33.24	\$ 165.82	2	\$ 331.63	16.0	
14 TALENT	6.00	\$ 14.84	100%	\$ 89.04	0.0765	\$ 6.81	2.60%	\$ 2.32	1.42%	\$ 1.26	28.00%	\$ 24.93	\$ 124.36	2	\$ 248.72	12.0	
15 WHITE CITY	6.00	\$ 14.84	100%	\$ 89.04	0.0765	\$ 6.81	2.60%	\$ 2.32	1.42%	\$ 1.26	28.00%	\$ 24.93	\$ 124.36	2	\$ 248.72	12.0	
16 SUPERVISION	11.00	\$ 19.05	100%	\$ 209.55	0.0765	\$ 16.03	2.60%	\$ 5.45	1.42%	\$ 2.98	28.00%	\$ 58.67	\$ 292.68	2	\$ 585.36	22.0	
17				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
18				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
19				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
20				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
21				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
22				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
23				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
24				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
25				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
26				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
27				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
28				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
29				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
30				\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
<b>Total</b>													<b>\$ 2,116.66</b>	<b>Total</b>	<b>\$ 4,233.31</b>	<b>198.0</b>	

Areas in green are formula driven.

**Work Hours** = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item.

**Subtotal 1** = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity.

**Subtotal 2** = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%).

**Subtotal 3** = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

**Subtotal 4** = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

**Other Benefits %** = Input in this column if you calculate Other Benefits by a percentage.

**Subtotal 5** = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

**Daily Per Item Labor** = The sum of subtotals 1,2,3, 4, and 5

**Times Per Year** = This is the days or shifts worked per year

**Annual Total Labor** = Times per year multiplied by daily/per item labor

**Annual Labor Hours** = Work hours multiplied by times per year

**Other Benefits Mo. \$** = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g., Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column.

List "Other Benefits" Provided	
Health Insurance	16%
PTO	6%
Holiday	4%
Other	2%

For purposes of costing a project, it's important to distinguish between direct and indirect labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and capture the other 50%, as well as any other supervisory costs, in the indirect labor portion of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The description of work or specifications in the contract is the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even seconds, the times must be compiled into a Per-Time or Per-Item direct labor cost estimate. For example, in a custodial contract, first breakdown the work requirements into component tasks such as, loading and unloading equipment, emptying trash and recycle containers, vacuuming, sweeping, cleaning sinks, waxing floors, etc. (be sure to account for time between jobs also). Next, estimate the time required for each component task. Then, compile those estimates into a figure that represents the total number of hours per service. That figure is the required "work hours." This number will stay the same regardless of how many people are working. For example, 8 "work hours" can be accomplished by 1 person working at 100% productivity for 8 hrs. (1x8=8), or 2 people working at 100% productivity for 4 hrs. each (2x4=8). It could also be done by 8 people working at 50% productivity for 2 hrs. each. (8x.50=4, 4x2=8)

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage.  
 Matching FICA  
 Workers Comp at your cost  
 Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

**OVERHEAD**  
Overhead Costs  
Pathway Enterpris Jackson County Library District Window Cleaning 2021-2022

Oregon Department of Administrative Services  
Project Costing Worksheet

There are many different ways organizations allocate overhead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount)

**FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!**

**1. Enter Overhead as a Percent of Total Costs**

OR

**2. Enter Allocated Overhead as a Dollar-Figure Sum**

OR

**3. Overhead as a Percent of Total Direct Labor Hours**

**Percent of Total Cost Method:**

For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a

**Dollar-Figure Sum Method:**

You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.

**Percent of Total Direct Labor Method:**

To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.

Total Annual Direct Labor Hours	<input style="width: 50px;" type="text"/>
Input Total from Worksheet on Below	<input style="width: 50px;" type="text"/>
Overhead per labor hour	\$ -
Time required to complete contract	198
<b>Total Assigned Overhead</b>	<b>\$ -</b>

Worksheet		
	Total Annual Operations	
	ORGANIZATION	DEPARTMENTAL
<b>INDIRECT COSTS</b>		
Management Salaries	\$ 224,660.00	
Management Payroll Tax Expense	\$ 11,832.00	
Management Medical Insurance	\$ 35,850.00	
Management Pension Plan Expense	\$ 7,450.00	
Sales & Administrative Salaries	\$ 477,463.00	
Sales & Administrative Payroll Tax Expense	\$ 36,526.00	
Sales & Administrative Medical Insurance	\$ 106,244.00	
Sales & Administrative Pension Plan Expense	\$ 23,500.00	
Office Rent		\$ 33,600.00
Advertising and Public Education	\$ 21,261.00	\$ 4,800.00
Background Checks & Urinalysis	\$ 8,260.00	\$ 1,650.00
Professional & Accounting / Audit Fees	\$ 18,279.00	
Training & Worker Safety	\$ 6,850.00	\$ 825.00
Insurance	\$ 32,414.00	
Telephone	\$ 8,500.00	\$ 7,350.00
Utilities	\$ 14,035.00	\$ 3,450.00
Property Taxes/Licenses/Fees	\$ 1,890.00	\$ 450.00
Dues & Subscriptions	\$ 6,371.00	\$ 31,086.00
Depreciation-office building	\$ 15,330.00	
Depreciation-office equipment	\$ 24,350.00	
Repairs & Maintenance-office	\$ 78,500.00	
Cleaning and Maintenance	\$ 45,600.00	
Office Equipment Rental	\$ 7,427.00	
Office Supplies	\$ 3,675.00	\$ 650.00
Postage & Freight	\$ 28,750.00	\$ 450.00
Rehab		
Miscellaneous Expense		
Bad Debts		
Contract Management Fee		\$ 157,932.00
Interest Expenses	\$ 16,337.00	
Other: *		
Other: *		
<b>TOTAL INDIRECT COSTS</b>	<b>\$ 981,562.00</b>	<b>\$ 522,035.00</b>
CPI Factor	1.40%	1.40%
<b>Total</b>	<b>\$ 1,524,647.36</b>	

**WORK AREA:**

Use the area below to show how you arrived at the final figure that you show as your total Overhead

Agency Revenue = \$7,447,389 \*\*\*\*\* Total Overhead = \$1,524,647\*\*\*\*\* 1,524,647 / 7,447,389 = 20%



**Delivery & Reserve**

Pathway Enterprises, Inc

**Project Costing Worksheet**

Jackson County Library District Window Cleaning 2021-2022

The State of Oregon reimburses employee use of their own vehicles on State business by the mile . The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissible to capture costs in both spreadsheets.

It is permissible to use this spreadsheet to capture vehicle costs for the following situations:

- (a) Transporting the individuals who will perform the service to the location where the service will be provided.
- (b) Services dependent on vehicle in the provision of that service.

[GSA - Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)

**Services Contract**

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
5				\$ -		\$ -
6				\$ -		\$ -
7				\$ -		\$ -
8				\$ -		\$ -
9				\$ -		\$ -
10				\$ -		\$ -
				\$ -		\$ -

**Margin**

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

6.0%

**Work Area**

**Costing Workbook  
For Janitorial & Grounds Maintenance  
Contracts Under the  
Qualified Rehabilitation Facilities Program**



**Oregon State Department of Administrative Services**  
Procurement, Fleet, and Surplus Services  
1225 Ferry Street SE, U140  
Salem, Oregon 97301  
(503) 378-4642

**SUMMARY OF ANNUAL COSTS**

revised: 4/5/2011

Oregon Department of Administrative Services  
Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name **Pathway Enterprises, Inc**  
Project **Jackson County Library District Landscaping 2021-2022**

**Executive Director Signature:**

---

**Raw Materials**

Per Time Use - Supplies	(from supplies worksheet)	\$ 520.17
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 579.50
	<b>Subtotal 1</b>	\$ 1,099.67

**Labor**

Direct Labor	(from labor daily worksheet)	\$ 15,419.37
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**Overhead**

See Overhead Worksheet		\$ 4,578.72
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**Delivery**

Transportation	(from Trans & Reserve worksheet)	\$ 422.24
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**Total Before Margin** \$ 21,520.01

**Reserve**

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,373.62
------------------------	----------------------------------	-------------

**Total Bid Yearly** \$ 22,893.62  
**Monthly** \$ 1,907.80

**Work Area**

Wages are based on the average wage surveyed by the DOL for the subject region as of May 2019. This data is published at [https://www.bls.gov/oes/current/oes\\_32780.htm](https://www.bls.gov/oes/current/oes_32780.htm).

**RAW MATERIALS**

Supplies

Pathway Enterprises, Inc

Jackson County Library District Landscaping 2021-2022

**Raw Materials:**

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

- |                                |                                |
|--------------------------------|--------------------------------|
| Paper products and soap        | Broom and dustpan              |
| Cleaning chemicals or products | Floor Wax                      |
| Spray bottles                  | Scrub brushes or scouring pads |

**Per Use/Per Item Manufactured - Supplies**

Item	Unit Price	Units Needed Per Month	Monthly Cost	Annual Cost
1 RAKES	\$ 16.00	0.2500	\$ 4.000000	\$ 48.00
2 50' HOSE	\$ 26.00	0.2500	\$ 6.500000	\$ 78.00
3 WEED AND FEED FERTILIZER	\$ 37.00	0.5000	\$ 18.500000	\$ 222.00
4 WORK GLOVES	\$ 6.85	1.0000	\$ 6.850000	\$ 82.20
5 LINE FOR TRIMMER	\$ 29.99	0.2500	\$ 7.497500	\$ 89.97
6			\$ -	\$ -
7			\$ -	\$ -
8			\$ -	\$ -
9			\$ -	\$ -
10			\$ -	\$ -
11			\$ -	\$ -
12			\$ -	\$ -
13			\$ -	\$ -
14			\$ -	\$ -
15			\$ -	\$ -
16			\$ -	\$ -
17			\$ -	\$ -
18			\$ -	\$ -
19			\$ -	\$ -
20			\$ -	\$ -
21			\$ -	\$ -
22			\$ -	\$ -
23			\$ -	\$ -
24			\$ -	\$ -
25			\$ -	\$ -
26			\$ -	\$ -
27			\$ -	\$ -
28			\$ -	\$ -
29			\$ -	\$ -
30			\$ -	\$ -
31			\$ -	\$ -
32			\$ -	\$ -
33			\$ -	\$ -
34			\$ -	\$ -
35			\$ -	\$ -
36			\$ -	\$ -
37			\$ -	\$ -
38			\$ -	\$ -
39			\$ -	\$ -
40			\$ -	\$ -
41			\$ -	\$ -
42			\$ -	\$ -
43			\$ -	\$ -
44			\$ -	\$ -
45			\$ -	\$ -
46			\$ -	\$ -
47			\$ -	\$ -
48			\$ -	\$ -
49			\$ -	\$ -
50			\$ -	\$ -
<b>Total</b>			\$ 43.347500	\$ 520.17

Areas in green are formula driven.

**Monthly Cost =** Monthly cost is computed by multiplying the total unit cost by the units needed per month.

**Annual Cost =** Annual cost is computed by monthly cost times 12 months.



Worker Description	Work Hours	Hourly Rate	% Productivity	Sub-Total 1	FICA	Sub-Total 2	Workers comp%	Sub-Total 3	Unemployment %	Sub-Total 4	Other Benefits %	Other Benefits Monthly \$	Other Benefits SubTotal 5	Daily/Per Item Labor	Times Per Yr.	Annual/Total Labor	Annual Hours Labor
1 Ashland	7.00	\$ 16.11	100%	\$ 112.77	0.0765	\$ 8.63	2.60%	\$ 2.93	1.42%	\$ 1.60	28.00%	\$ 31.58	\$ 157.51	52	\$ 8,190.30	364.0	
2 Butte Falls	2.00	\$ 16.11	100%	\$ 32.22	0.0765	\$ 2.46	2.60%	\$ 0.84	1.42%	\$ 0.46	28.00%	\$ 9.02	\$ 45.00	52	\$ 2,340.09	104.0	
3 Prospect	2.50	\$ 16.11	100%	\$ 40.28	0.0765	\$ 3.08	2.60%	\$ 1.05	1.42%	\$ 0.57	28.00%	\$ 11.28	\$ 56.25	52	\$ 2,925.11	130.0	
4				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
5 Supervisor	1.00	\$ 27.04	100%	\$ 27.04	0.0765	\$ 2.07	2.60%	\$ 0.70	1.42%	\$ 0.38	28.00%	\$ 7.57	\$ 37.77	52	\$ 1,963.87	52.0	
6				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
7				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
8				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
9				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
10				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
11				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
12				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
13				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
14				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
15				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
16				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
17				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
18				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
19				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
20				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
21				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
22				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
23				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
24				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
25				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
26				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
27				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
28				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
29				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
30				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		\$ -	0.0	
<b>Total</b>													<b>\$ 296.53</b>	<b>Total</b>	<b>\$ 15,419.37</b>	<b>650.0</b>	

Areas in green are formula driven.

**Work Hours** = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item.

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**Subtotal 2** = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%).

**Subtotal 3** = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

**Subtotal 4** = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

**Other Benefits %** = Input in this column if you calculate Other Benefits by a percentage.

**Subtotal 5** = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

**Daily Per Item Labor** = The sum of subtotals 1,2,3, 4, and 5

**Times Per Year** = This is the days or shifts worked per year

**Annual Total Labor** = Times per year multiplied by daily/per item labor

**Annual Labor Hours** = Work hours multiplied by times per year

**Other Benefits Mo. \$** = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g., Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column.

List "Other Benefits" Provided	
Health Insurance	16%
PTO	6%
Holiday	4%
Other	2%

For purposes of costing a project, it's important to distinguish between direct and indirect labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and capture the other 50%, as well as any other supervisory costs, in the indirect labor portion of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The description of work or specifications in the contract is the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even seconds, the times must be compiled into a Per-Time or Per-Item direct labor cost estimate. For example, in a custodial contract, first breakdown the work requirements into component tasks such as, loading and unloading equipment, emptying trash and recycle containers, vacuuming, sweeping, cleaning sinks, waxing floors, etc. (be sure to account for time between jobs also). Next, estimate the time required for each component task. Then, compile those estimates into a figure that represents the total number of hours per service. That figure is the required "work hours." This number will stay the same regardless of how many people are working. For example, 8 "work hours" can be accomplished by 1 person working at 100% productivity for 8 hrs. (1x8=8), or 2 people working at 100% productivity for 4 hrs. each (2x4=8). It could also be done by 8 people working at 50% productivity for 2 hrs. each. (8x.50=4, 4x2=8)

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage.  
 Matching FICA  
 Workers' Comp at your cost  
 Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD  
Overhead Costs  
Pathway Enterpris Jackson County Library District Landscaping 2021-2022

Oregon Department of Administrative Services  
Project Costing Worksheet

There are many different ways organizations allocate overhead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount)

**FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!**

1. Enter Overhead as a Percent of Total Costs

OR

2. Enter Allocated Overhead as a Dollar-Figure Sum

OR

3. Overhead as a Percent of Total Direct Labor Hours

**Percent of Total Cost Method:**

For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a

**Dollar-Figure Sum Method:**

You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.

**Percent of Total Direct Labor Method:**

To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.

Total Annual Direct Labor Hours	<input style="width: 50px;" type="text"/>
Input Total from Worksheet on Below	<input style="width: 50px;" type="text"/>
Overhead per labor hour	\$ -
Time required to complete contract	650
<b>Total Assigned Overhead</b>	<b>\$ -</b>

Worksheet		
	Total Annual Operations	
	ORGANIZATION	DEPARTMENTAL
<b>INDIRECT COSTS</b>		
Management Salaries	\$ 224,660.00	
Management Payroll Tax Expense	\$ 11,832.00	
Management Medical Insurance	\$ 35,850.00	
Management Pension Plan Expense	\$ 7,450.00	
Sales & Administrative Salaries	\$ 477,463.00	
Sales & Administrative Payroll Tax Expense	\$ 36,526.00	
Sales & Administrative Medical Insurance	\$ 106,244.00	
Sales & Administrative Pension Plan Expense	\$ 23,500.00	
Office Rent		\$ 33,600.00
Advertising and Public Education	\$ 21,261.00	\$ 4,800.00
Background Checks & Urinalysis	\$ 8,260.00	\$ 1,650.00
Professional & Accounting / Audit Fees	\$ 18,279.00	
Training & Worker Safety	\$ 6,850.00	\$ 825.00
Insurance	\$ 32,414.00	
Telephone	\$ 8,500.00	\$ 7,350.00
Utilities	\$ 14,035.00	\$ 3,450.00
Property Taxes/Licenses/Fees	\$ 1,890.00	\$ 450.00
Dues & Subscriptions	\$ 6,371.00	\$ 31,086.00
Depreciation-office building	\$ 15,330.00	
Depreciation-office equipment	\$ 24,350.00	
Repairs & Maintenance-office	\$ 78,500.00	
Cleaning and Maintenance	\$ 45,600.00	
Office Equipment Rental	\$ 7,427.00	
Office Supplies	\$ 3,675.00	\$ 650.00
Postage & Freight	\$ 28,750.00	\$ 450.00
Rehab		
Miscellaneous Expense		
Bad Debts		
Contract Management Fee		\$ 157,932.00
Interest Expenses	\$ 16,337.00	
Other: *		
Other: *		
<b>TOTAL INDIRECT COSTS</b>	<b>\$ 981,562.00</b>	<b>\$ 522,035.00</b>
CPI Factor	1.40%	1.40%
<b>Total</b>	<b>\$ 1,524,647.36</b>	

**WORK AREA:**

Use the area below to show how you arrived at the final figure that you show as your total Overhead

Agency Revenue = \$7,447,389 \*\*\*\*\* Total Overhead = \$1,524,647\*\*\*\*\* 1,524,647 / 7,447,389 = 20%

**Delivery & Reserve**

Oregon Department of Administrative Services

Pathway Enterprises, Inc

**Project Costing Worksheet**

Jackson County Library District Landscaping 2021-2022

The State of Oregon reimburses employee use of their own vehicles on State business by the mile . The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissible to capture costs in both spreadsheets.

It is permissible to use this spreadsheet to capture vehicle costs for the following situations:

- (a) Transporting the individuals who will perform the service to the location where the service will be provided.
- (b) Services dependent on vehicle in the provision of that service.

[GSA - Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)

**Services Contract**

	<b>Delivery Description</b>	<b>Miles Per Service</b>	<b>Rate Per Mile</b>	<b>Daily Cost</b>	<b>Services per Year</b>	<b>Annual Trans Cost</b>
1	Material Dump	14	0.58	\$ 8.12	52	\$ 422.24
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
5				\$ -		\$ -
6				\$ -		\$ -
7				\$ -		\$ -
8				\$ -		\$ -
9				\$ -		\$ -
10				\$ -		\$ -
				\$ 8.12		\$ 422.24

**Margin**

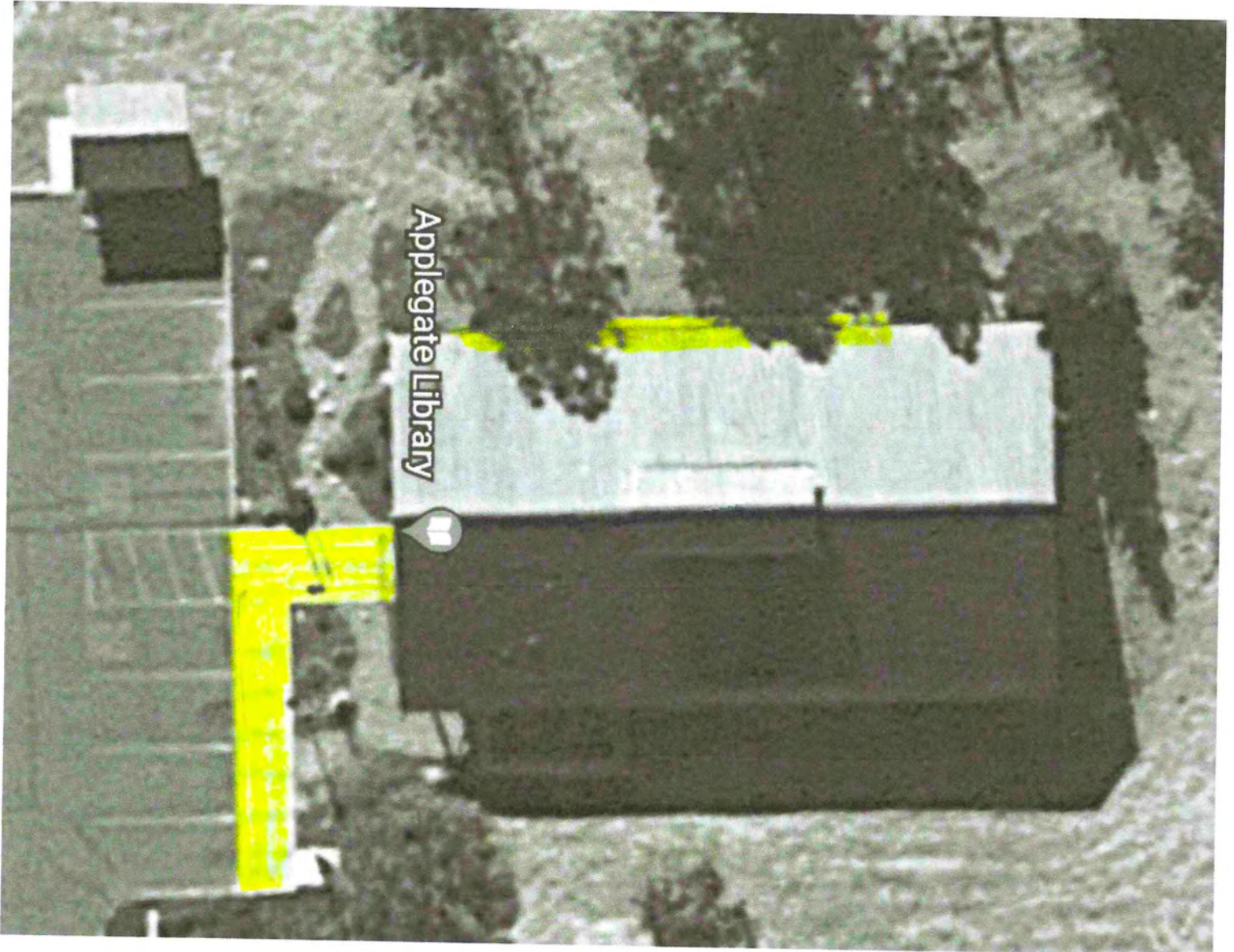
The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

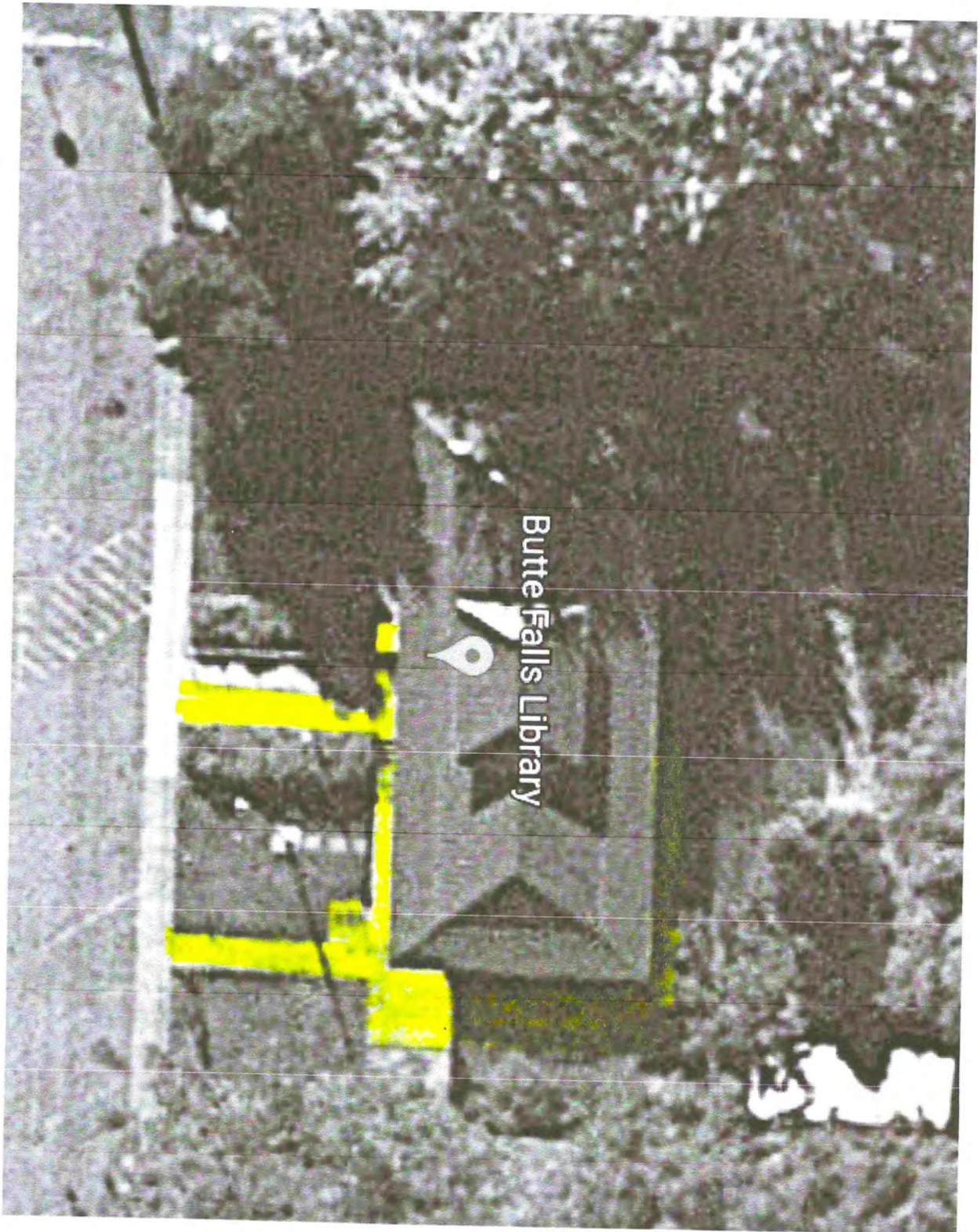
6.0%

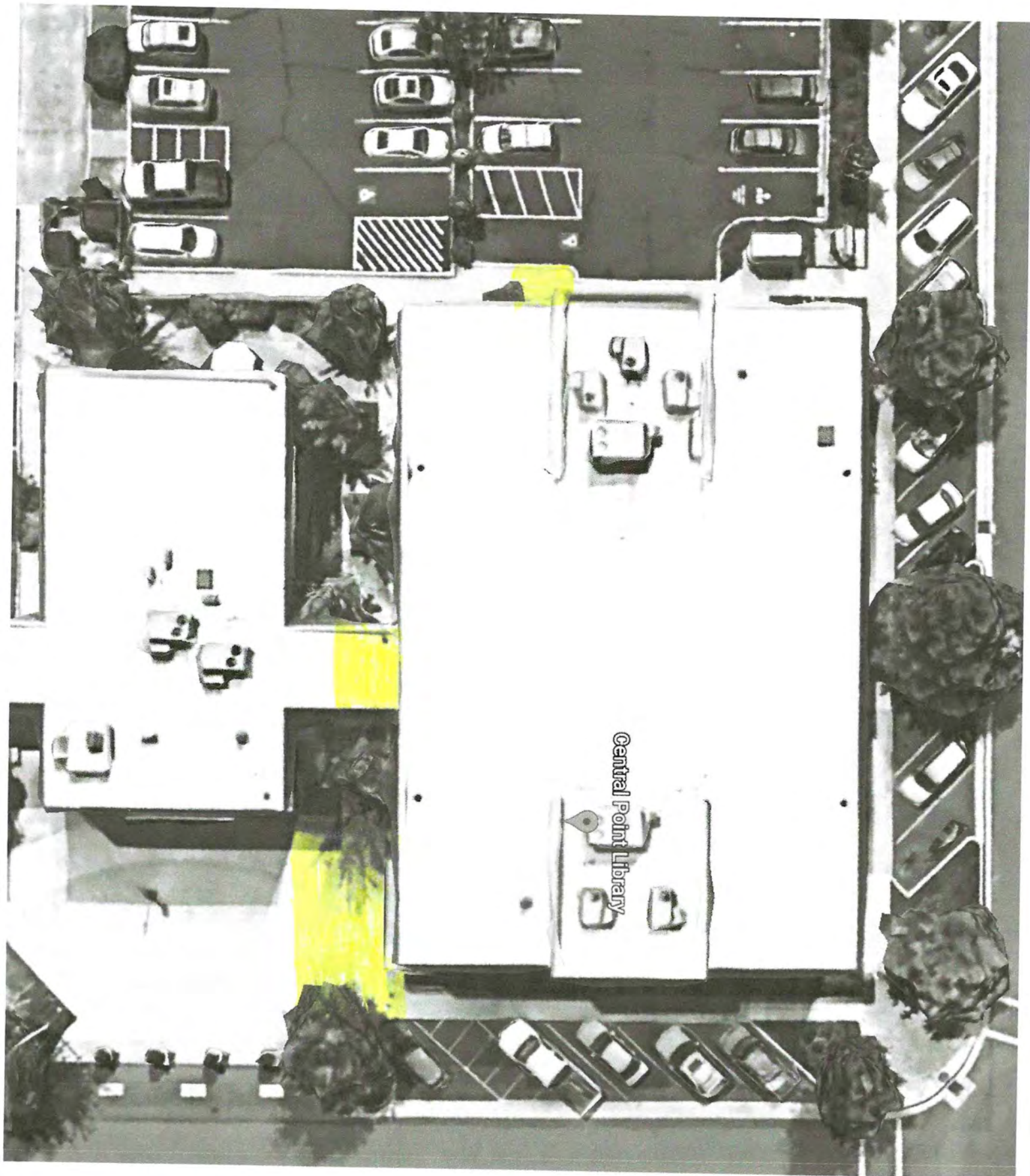
**Work Area**



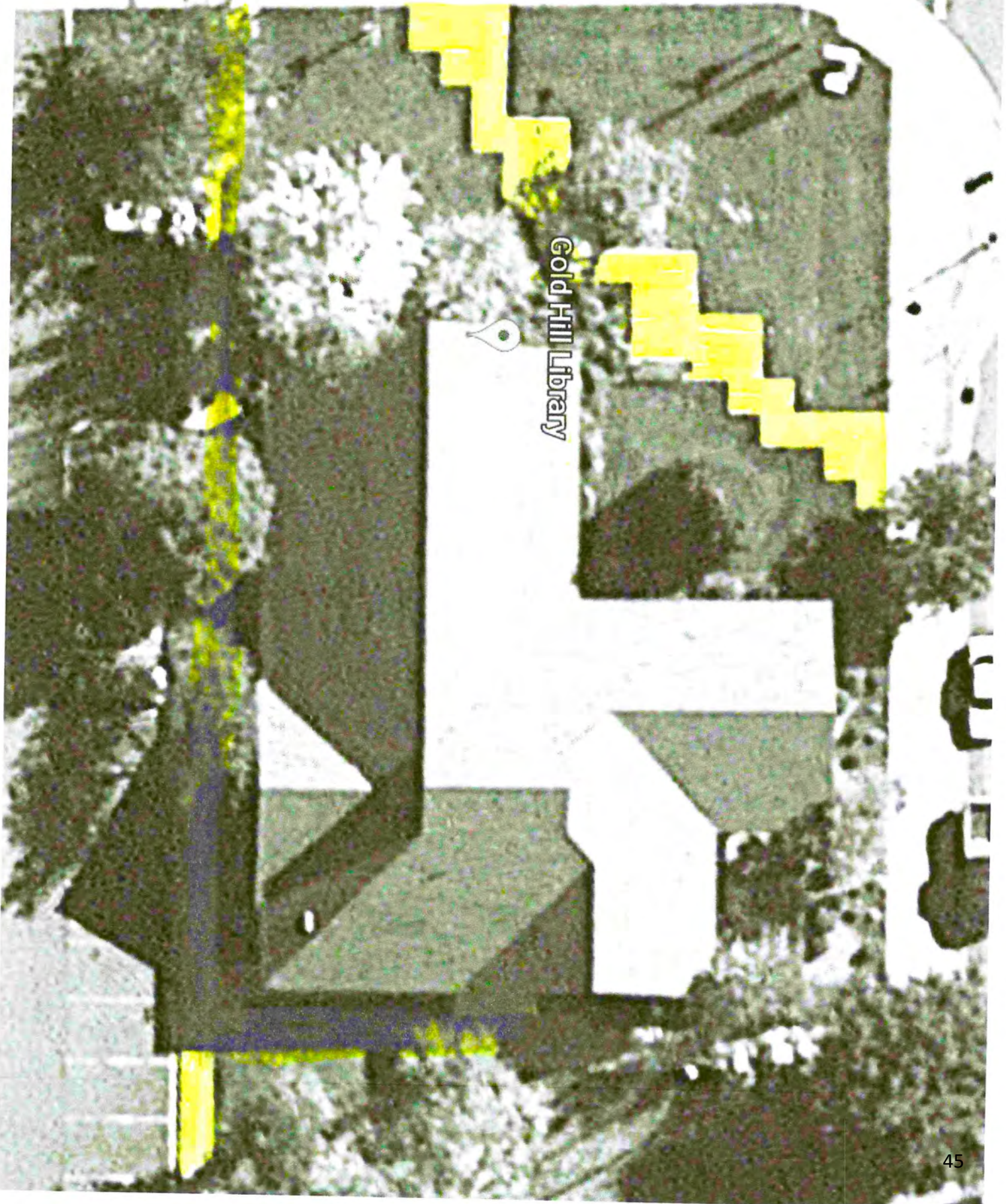


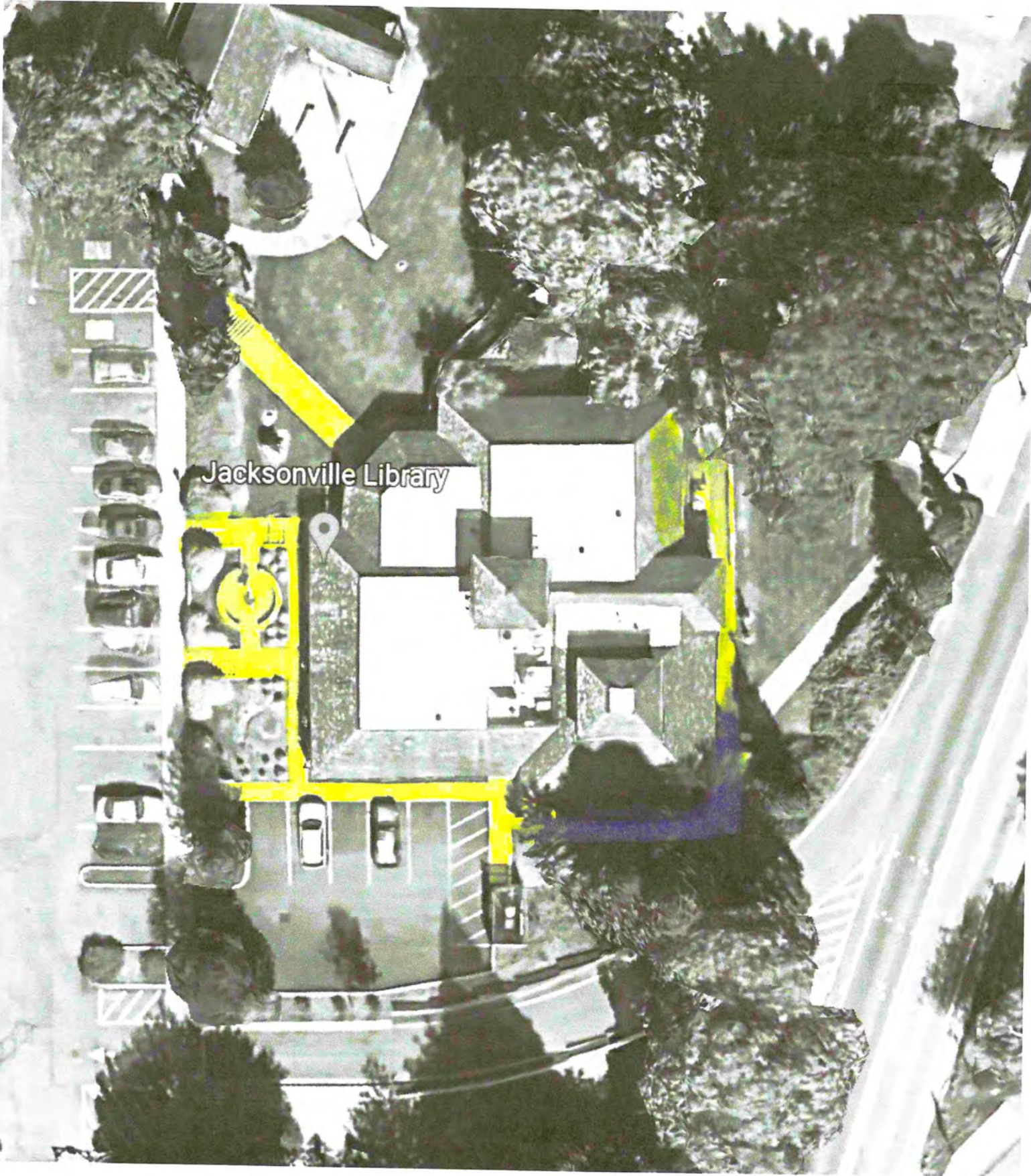






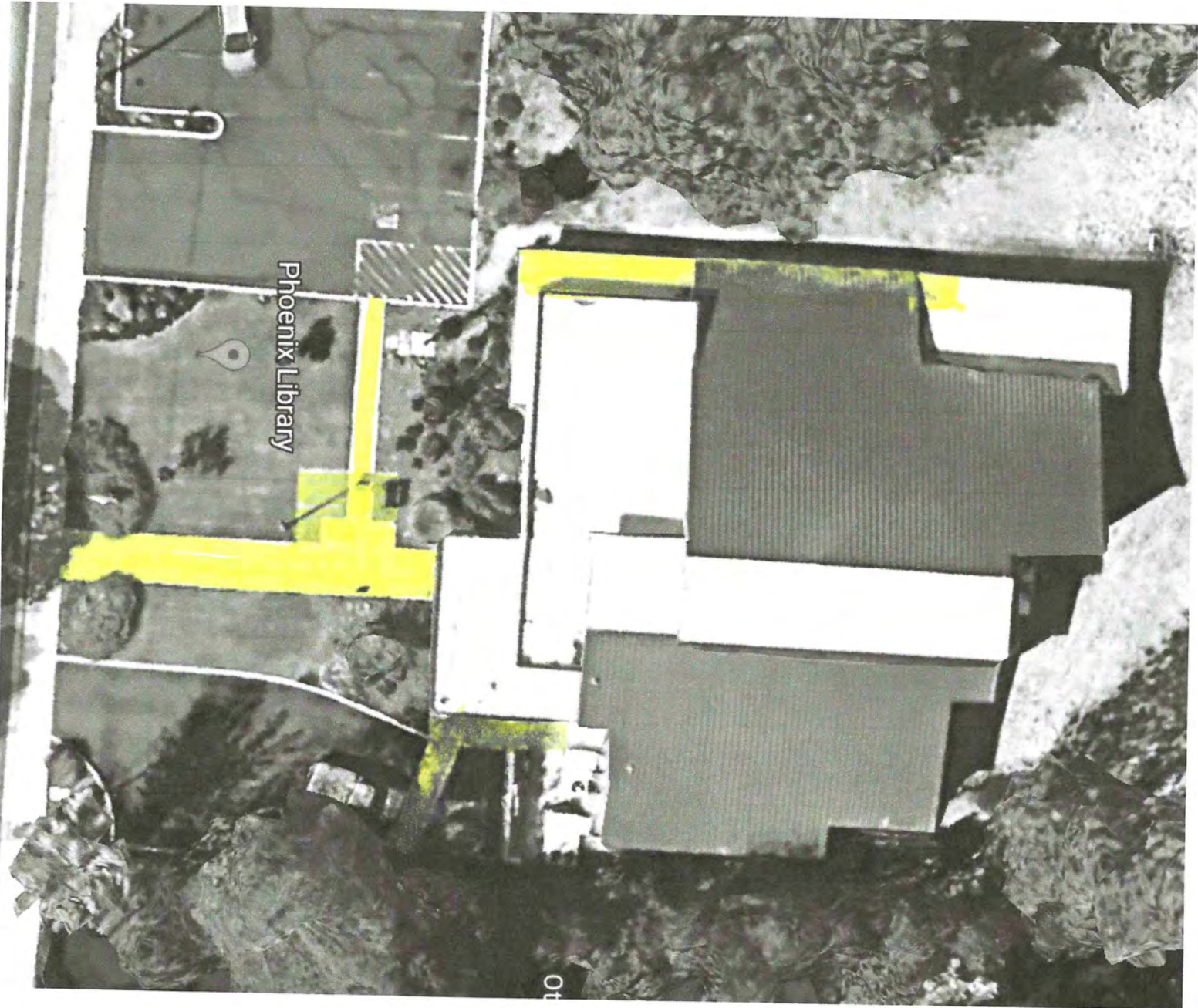


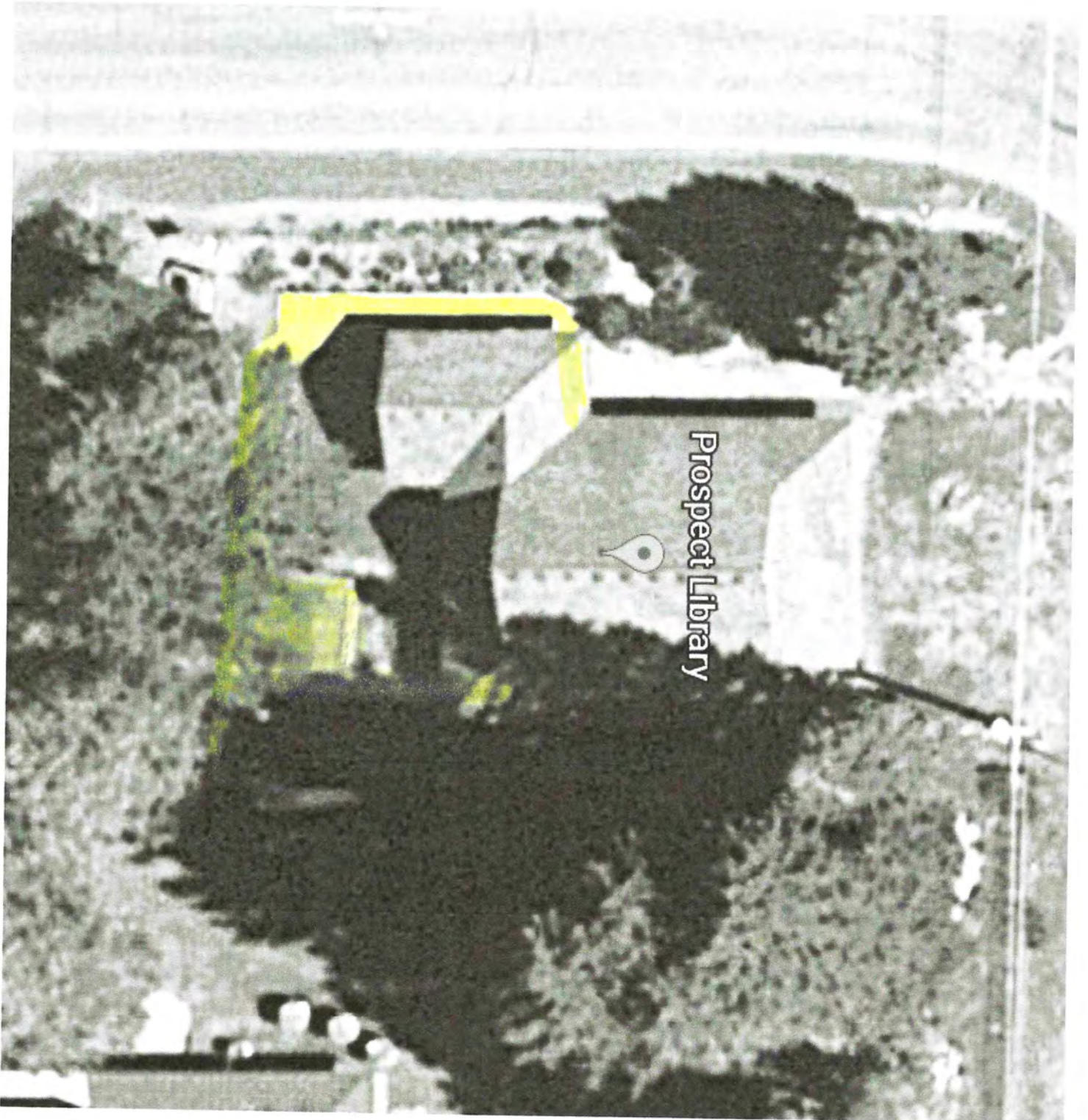










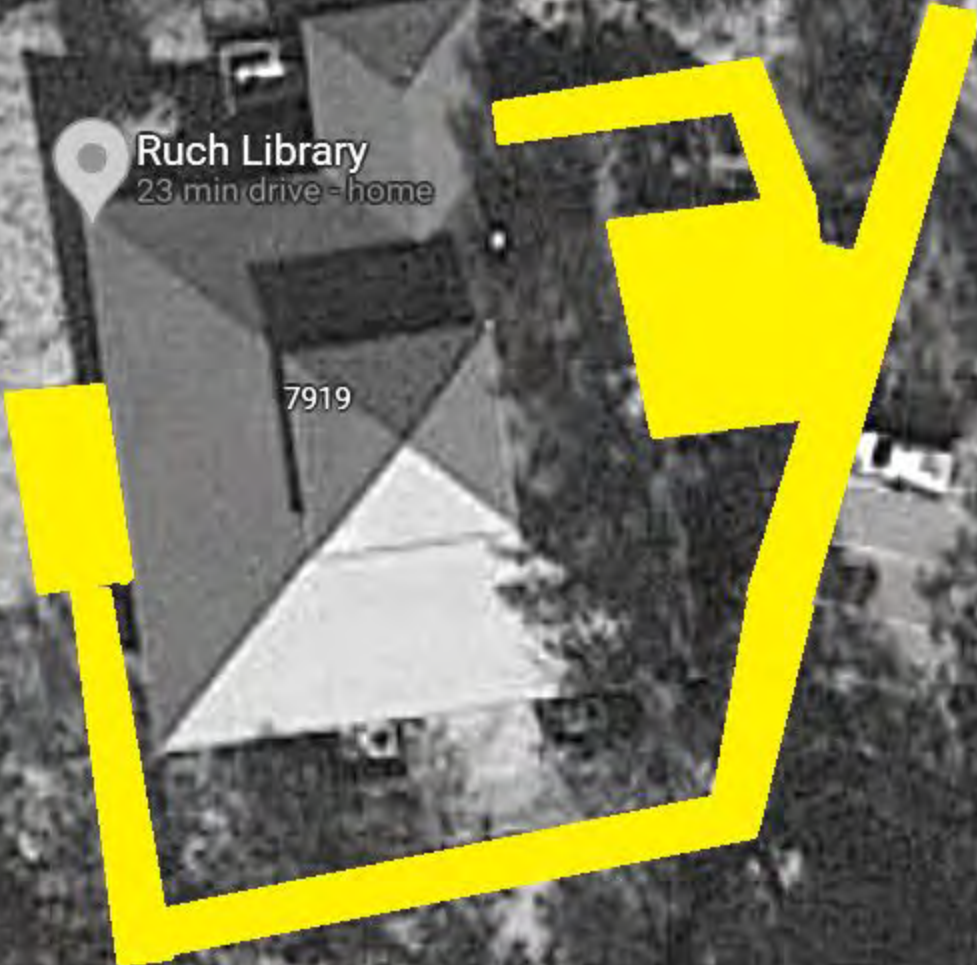


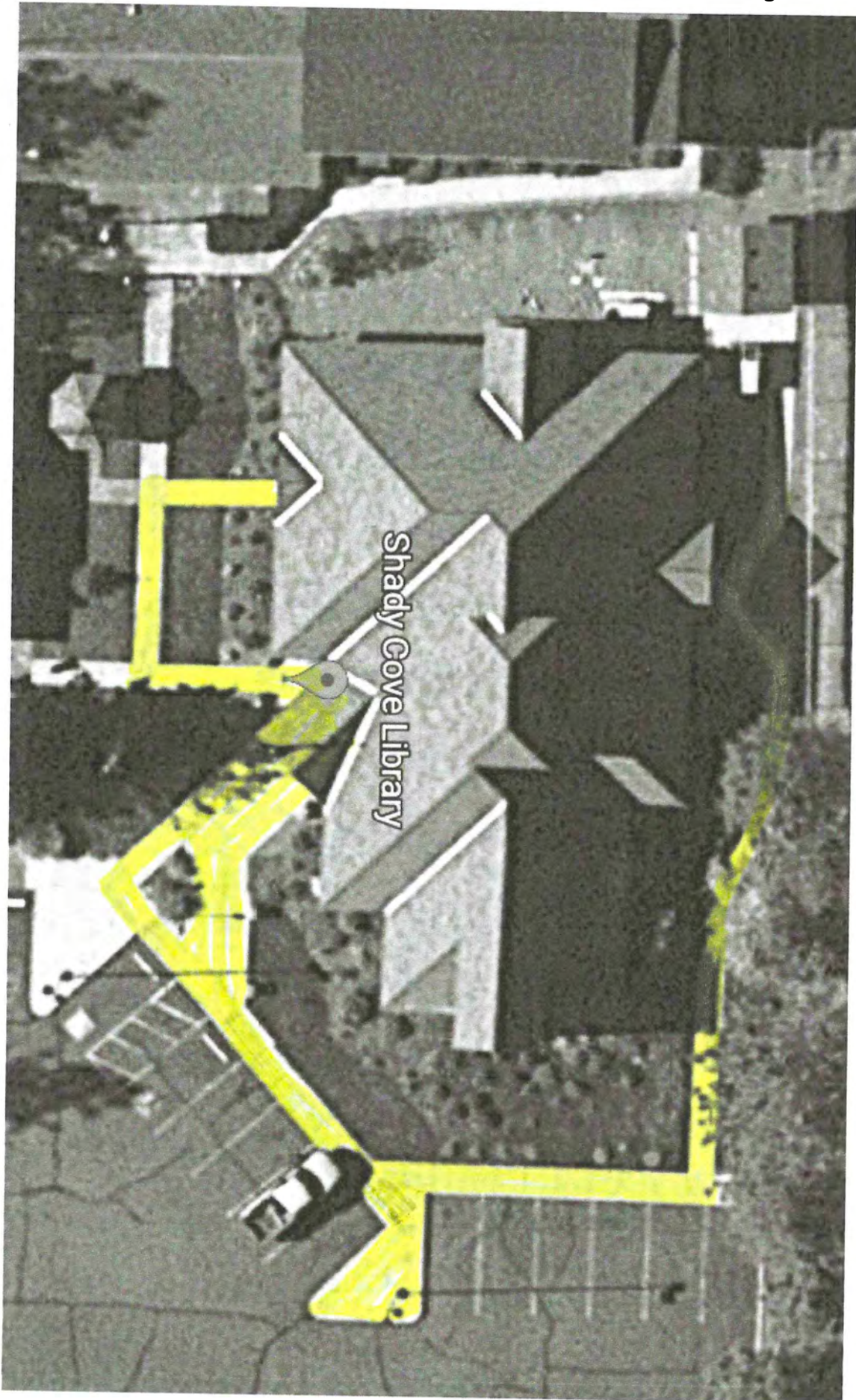


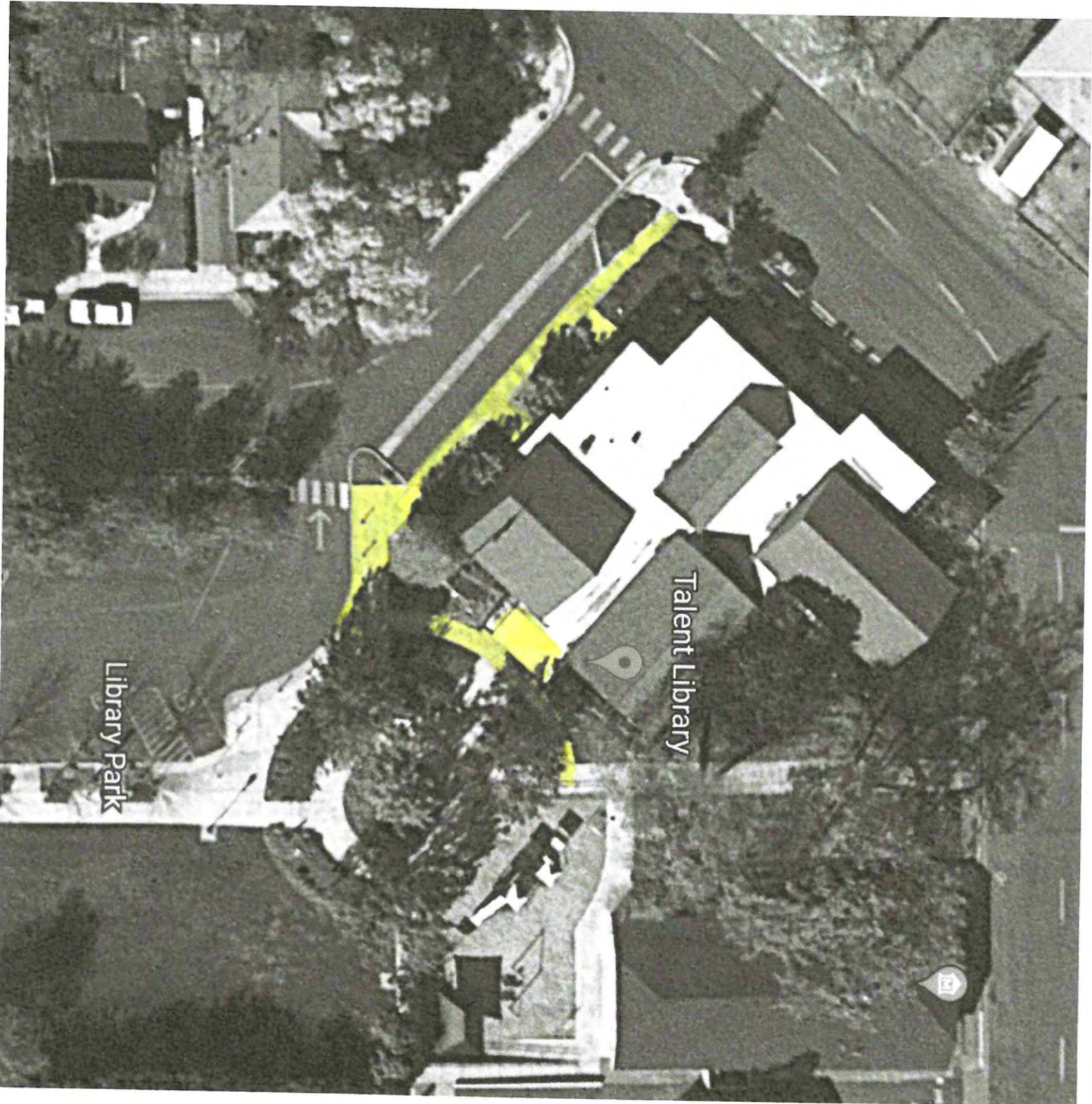


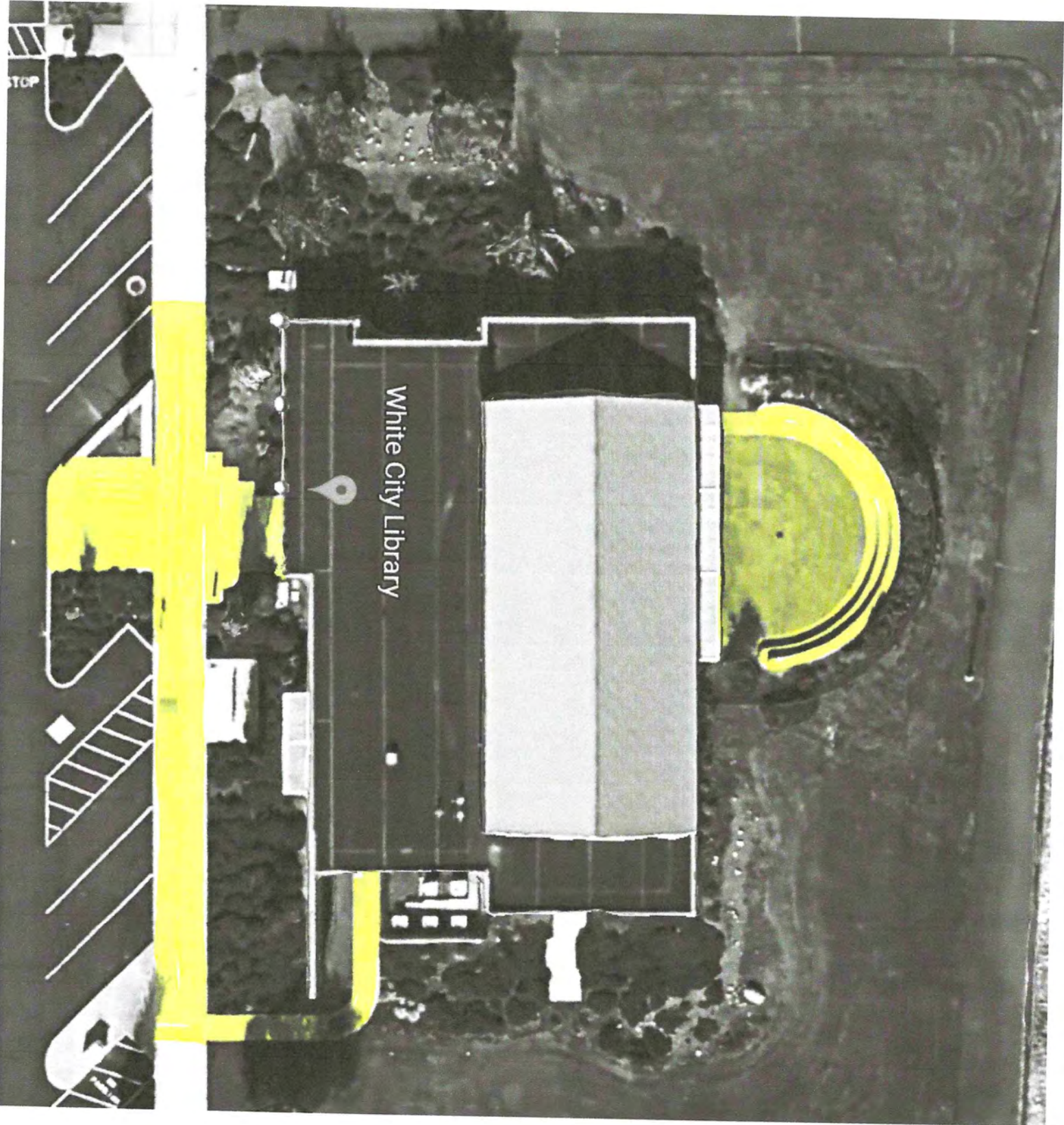
Ruch Library  
23 min drive - home

7919











Communication

Teamwork

Professionalism

Opportunity



Office: (541) 973-2728

Fax: (541) 973-2729

CCB#LBPR218417

## Oregon Forward Proposal for Janitorial Services June 1, 2022

Jackson County Library District  
Janitorial Services

The accompanying workbooks outline the pricing for the janitorial services for the Jackson County Library District for the 2022 – 2023 contract year. These workbooks were developed to incorporate Pathway’s current wage rates, supply expenses, and equipment expenses. We have experienced wage inflation and have incorporating labor at \$16.00 per hour. Labor hour calculations were modified for Prospect, Butte Falls, and Shady Cove based on the time that is required to travel to and service these properties.

Based on expense experience I determined the following price structure for this proposal:

Costing Category	Proposed 22-23 Annual	Current 21-22 Pricing	Difference	% Increase
Daily Janitorial	484,352.20	465,580.74	18,771.46	4.03%
Landscaping	23,268.59	22,893.62	374.97	1.64%
Pressure Washing	23,889.15	0.00	23,889.15	N/A
Window Cleaning	22,452.00	21,765.62	686.38	3.15%
Floor Services	39,229.16	32,629.71	6,599.45	20.23%
Total	\$ 593,191.10	\$ 542,869.69	\$ 50,321.41	9.26%

This work requirement results in an additional annual cost of \$26,432.26 or 4.87% for our current comparable categories. This proposal adds in a new service which when factored in to the pricing results in an overall increase of 9.26%. Additional price breakdowns are attached.

Please feel free to contact me with any questions or concerns regarding this proposal. I respond fastest to email and text messaging. My contact information is as follows:

Richard Simpson  
[rpspei@gmail.com](mailto:rpspei@gmail.com)  
 Cell 541.601.4550





Communication

Teamwork

Professionalism

Opportunity



Office: (541) 973-2728

Fax: (541) 973-2729

CCB#LBPR218417

22-23 RATES

Building	Total Annual Billing Amount	Janitorial	Windows	Pressure Wash	Floors	Landscaping
APPLEGATE	6,030.91	3,813.80	276.75	853.18	1,087.18	-
ASHLAND	132,692.56	110,380.08	3,842.50	682.55	3,623.94	14,163.49
BUTTE FALLS	10,386.32	4,767.25	276.75	1,023.82	271.80	4,046.71
CENTRAL POINT	15,043.56	11,441.39	553.50	511.91	2,536.76	-
EAGLE POINT	16,013.42	11,441.39	830.25	1,023.82	2,717.96	-
GOLD HILL	15,288.63	11,441.39	830.25	1,023.82	1,993.17	-
JACKSONVILLE	9,456.53	4,767.25	968.63	1,365.09	2,355.56	-
MEDFORD	296,279.25	270,046.15	9,200.00	10,238.21	6,794.89	-
PHOENIX	13,925.32	9,534.49	830.25	1,023.82	2,536.76	-
PROSPECT	15,707.61	8,581.04	138.38	1,023.82	905.99	5,058.39
ROGUE RIVER	15,742.25	9,534.49	1,107.00	1,023.82	4,076.93	-
RUCH	8,385.82	3,813.80	830.25	1,023.82	2,717.96	-
SHADY COVE	15,384.18	11,441.39	1,107.00	1,023.82	1,811.97	-
TALENT	11,246.17	6,674.14	830.25	1,023.82	2,717.96	-
WHITE CITY	11,608.56	6,674.14	830.25	1,023.82	3,080.35	-
<b>ALL LIBRARIES</b>	<b>\$593,191.10</b>	<b>\$484,352.20</b>	<b>\$22,452.00</b>	<b>\$23,889.15</b>	<b>\$39,229.16</b>	<b>\$23,268.59</b>





Date: June 15, 2022

**Title:** Legal Services Contract with Jarvis, Dreyer, Glatte, Larsen, & Bunick, LLP

**From:** Kari May, Library Director

---

**Summary:**

JCLS retains the services of legal counsel to address any questions that come up over the course of the year, and to ensure that the District is in compliance with all applicable local, state, and federal laws.

**Recommendation:**

The Library Director recommends approval of the attached legal services contract with Jarvis, Dreyer, Glatte, Larsen, & Bunick, LLP, the firm where Jacquelyn Bunick has her law practice. Approval of the attached contract authorizes the Board President to sign the contract on behalf of the District.

**Resource Requirements:**

The contract includes a \$5/hour increase for services. The District has budgeted \$30,000 for legal services during FY2022-2023, and expected services will fall within budget.

**Policies, Plans, and Goals Supported:**

The prudent use of legal services minimizes risk for the Board and the District; supports best practices as recommended by the Special Districts Association of Oregon; and helps to ensure the District conducts its business in compliance with applicable federal, state, and local laws.

**Background and Additional Information:**

Jacquelyn Bunick has been the District's attorney since June 2018 and has gained familiarity with the District and issues common to libraries. Bunick reviews contracts before they are signed and helps draft amendments to existing contracts as needed. Bunick was instrumental in the transfer of properties from Jackson County to the District in 2020. Her regular attendance at library meetings and quick response time when the Director has questions is much appreciated.

**Attachment:**

Legal Services Contract

**JACKSON COUNTY LIBRARY DISTRICT  
CONTRACT FOR PERSONAL SERVICES – CONSULTING SERVICES**

This contract is between JACKSON COUNTY LIBRARY DISTRICT, a library district organized under Chapters 198 and 357, hereinafter called “District”, and Jarvis, Dreyer, Glatte, Larsen, and Bunick, LLP, hereinafter called “Contractor”. The parties agree as follows:

**1. CONTRACTOR’S INFORMATION**

NAME: JARVIS, DREYER, GLATTE, LARSEN & BUNICK, LLP

ADDRESS: 823 ALDER CREEK DRIVE, MEDFORD, OR 97504

CITIZENSHIP: US

Non-resident alien:     Yes     No

Federal Tax ID Number: 93-1254813

Oregon Business License #: 18-00028570

This information herein will be reported to the Internal Revenue Services (IRS) under the name and taxpayer ID number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject Contractor to 31% backup withholding.

**2. DESCRIPTION OF CONTRACTOR’S SERVICES AND DELIVERY SCHEDULE**

**Exhibit A** – Scope of Work

**3. COMPENSATION**

Payment for all work performed under this contract shall be made as set forth below from available and authorized District funds, at the rate of \$235 per hour for general legal services; \$215 per hour for attendance at District meetings; and \$245 per hour for extraordinary services, as defined herein, and SHALL NOT EXCEED THE MAXIMUM SUM OF \$30,000.00. Reimbursable and other expenses of the Contractor shall be reimbursed by District as specifically provided herein as a supplementary condition.

“Extraordinary services” means representation in litigation, whether in court or arbitration, appellate work, including appellate courts, LUBA, or other administrative agencies; and extensive research or preparation such as for novel legal theories.

Support staff work and costs are generally included in the above rates. In certain circumstances support staff time is billed at \$100/hour. Such billing is rare and would be subject to prior written approval by the District.

- a.    **Reimbursable and other expenses:** Reimbursable and other expenses anticipated to be incurred in providing legal services include, but are not limited to filing fees, recording fees, postage, and photocopy charges. If representation requires travel outside of the Medford city limits, costs may include mileage, meals, and lodging.
- b.    **Cost calculation:** Legal hourly rates are subject to an increase of \$5/hour each calendar year.

- Costs and reimbursement generally will be calculated by the actual cost. Mileage reimbursement will be consistent with the Internal Revenue Services' standard mileage rate.
- c. Interim payments shall be made to Contractor following District's review and approval of billings submitted by Contractor. Contractor will also submit copies of other billings for work performed under the contract when such bills are to be paid by other parties. These other billings are not subject to the maximum compensation amount of this contract.
  - d. Contractor shall not submit billings for, and District will not pay, any amount in excess of the maximum compensation amount of this contract, including any reimbursable and other expenses. If the maximum compensation amount is increased by amendment of this contract, the amendment must be fully effective before Contractor performs work subject to the amendment. Contractor shall notify District's Library Director or her designee in writing 30 calendar days before this contract expires of the upcoming expiration of the contract. No payment will be made for any services performed before the beginning date or after the expiration date of this contract. This contract will not be amended after the expiration date.
  - e. Contractor shall submit monthly billings for work performed. Billing statements will include fees and costs from the first of the month to the end of the month. The billings shall describe all work performed with particularity, by whom and on the date it was performed, the number of hours spent performing such work, and shall itemize and explain all expenses for which reimbursement is claimed. Billings shall be sent to Jackson County Library District, 205 S Central Ave, Medford, OR 97501.
  - f. Payment and any protest shall be made within 30 days of receipt of the billing statement.

#### **4. EFFECTIVE DATE AND DURATION**

This Contract shall become effective on 07/01/2022 and approved as required by applicable law. Unless earlier terminated or extended, this contract shall expire on 06/30/2023, or when Contractor's completed performance has been accepted by District, **whichever event occurs first**. However, such expiration shall not extinguish or prejudice District's right to enforce this contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor's performance that has not been cured.

#### **5. CONTRACT DOCUMENTS**

This contract between the parties consists of this Contract for Services and Scope of Work (**Exhibit A**) which contain all the terms and conditions of the contract.

#### **6. AMENDMENTS**

The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

#### **7. INDEPENDENT CONTRACTOR; RESPONSIBILITY FOR TAXES AND WITHHOLDING; RETIREMENT SYSTEM STATUS**

- a. Contractor shall perform the work required by this contract as an independent contractor. Although the District reserves the right (i) to determine (and modify) the delivery schedule for the work to be performed and (ii) to evaluate the quality of the completed performance, the District cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.
- b. Contractor represents and warrants that Contractor (i) is not an employee of Jackson County Library District (ii) is not currently employed by the Federal Government, and (iii) meets the specific independent contractor standards of ORS 670.600, as certified below in paragraph 24.

- c. Contractor shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amounts(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this contract, except as a self-employed individual.

## **8. SUBCONTRACTS AND ASSIGNMENT**

Contractor shall not enter into any subcontracts for any of the Work required by this Contract or assign or transfer any of its interest in this Contract without District's prior written consent. Any proposed use of a subcontractor which is located outside the United States or use of subcontract labor or facilities located outside the United States must be called to the specific attention of District. District's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

## **9. SUCCESSORS AND ASSIGNS**

Neither party shall subcontract, assign or transfer its interest in this Contract without the express written consent of the other party, and such consent shall not be unreasonably withheld. In addition to any other provisions, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound to the same provisions herein as if the subcontractor were the Contractor. The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns. Consent of District given to a subcontractor does not relieve the Contractor of any obligations and responsibilities under this Contract, including Contractor's responsibility for any goods and services to be provided by any subcontractor.

## **10. NO THIRD-PARTY BENEFICIARIES**

District and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

## **11. FUNDS AVAILABLE AND AUTHORIZED**

District has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the District's fiscal year budget. Contractor understands and agrees that District's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on District appropriations, or other expenditure authority sufficient to allow District, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event the District has insufficient appropriations, limitations or other expenditure authority, District may terminate this contract without penalty or liability to the District, effective upon the delivery of written notice to Contractor, with no further liability to Contractor.

## **12. TERMINATION**

- a. Mutual Consent or No-Cause. This contract may be terminated at any time by mutual consent of both parties or upon 30 days' written notice by either party.
- b. For Cause. District may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to Contractor, or at such later date as may be established by District, under any of the following conditions:
  - i. If District funding from federal, state, or other sources is not obtained and continued at

- levels sufficient to allow for the purchase of the indicated quantity of services;
    - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract; or
    - iii. If any license or certificate required by law or regulation to be held by Contractor to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.
  - c. For Default or Breach.
    - i. Either District or Contractor may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, or within such other period as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice.
    - ii. The rights and remedies of District provided in this subsection c are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.
  - d. Obligation/Liability of Parties. Termination or modification of this contract pursuant to subsections a or b above shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination, Contractor shall immediately cease all activities under this contract, unless expressly directed otherwise by District in the notice of termination. Further, upon termination and District's request, Contractor shall deliver to District all contract documents, information, works-in-progress and other property that are or would be deliverables had the contract been completed. District shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.

**13. RECORDS MAINTENANCE; ACCESS; OWNERSHIP OF WORK PRODUCT; LICENSE**

- a. Records Maintenance; Access. Contractor shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principles, and federal circulars (as applicable). In addition, Contractor shall maintain any other records pertinent to this contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that District and its duly authorized representatives shall have access to such fiscal records and to all other books, documents, electronic files, papers, plans and writings of Contractor that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. Contractor further acknowledges records generated as a result of this Contract may be subject to disclosure pursuant to the Oregon Public Records Act.
- b. Ownership of Work Product; License. All work products of the Contractor that result from this contract ("the work products") are the exclusive property of the District. In addition, if any of the work products contain intellectual property of the Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants District a perpetual, royalty-free, fully paid-up, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part, and to authorize others to do so, all such work products, including but not limited to any information, designs, plans or works provided or delivered to the District or produced by the Contractor under this contract.

#### **14. COMPLIANCE WITH APPLICABLE LAW**

Contractor shall comply with all federal, state and local laws and ordinances as applicable to the work under this contract. Failure to comply with such requirements shall constitute a breach of Contract and shall be grounds for Contract termination. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following as applicable: (i) Title VI and VII of Civil Rights Act of 1964, as amended; (ii) Section 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) The Health Insurance Portability and Accountability Act of 1996; (iv) The Americans with Disabilities Act of 1990, as amended; (v) ORS Chapter 659A; as amended (vi) All regulations and administrative rules established pursuant to the foregoing laws; and (vii) All other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

#### **15. GOVERNING LAW; JURISDICTION; VENUE**

This contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between the District (and/or any other entity or department of the State of Oregon) and the Contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Jackson County for the State of Oregon. If, however, the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Jackson County, Oregon. Contractor, by the signature herein of its authorized representative, hereby consents to the *in personam* jurisdiction of said courts. In no event shall this section be construed as a waiver by District of any form of defense or immunity, based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction.

#### **16. INSURANCE**

Contractor shall at its own expense provide the following insurance:

- a. Worker's Compensation insurance in compliance with ORS 656.017.
- b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.
- c. General Liability insurance including Products & Completed Operations coverage with a combined single limit, or the equivalent, of not less than \$1,000,000/\$3,000,000 Aggregate for Bodily Injury and Property Damage.

Notice of cancellation or change. There shall be no cancellation, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days' written notice from the Contractor or its insurer(s) to the District.

#### **17. FORCE MAJEURE**

Neither District nor Contractor shall be held responsible for delay or default caused by fire, riot, pandemic, acts of God, or war where such cause was beyond, respectively, District's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

#### **18. SEVERABILITY**

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.



**19. WAIVER**

The failure of District to enforce any provision of this contract shall not constitute a waiver by District of that or any other provision.

**20. EXECUTION AND COUNTERPARTS**

This contract may be exercised in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

**21. PRIOR APPROVAL REQUIRED**

Approval by the Jackson County Library District’s Board of Directors is required before any work may begin under this contract.

**22. NOTICE**

Notices required by this contract must be given in writing by personal delivery or mail, at the following addresses, unless some other means or method of notice is required by law.

Jackson County Library District  
205 S. Central Ave.  
Medford, OR 97501

Jarvis, Dreyer, Glatte, Larsen & Bunick, LLP  
823 Alder Creek Drive.  
Medford, OR 97504

Each party will notify the other of any change of address.

**23. MERGER CLAUSE**

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**24. CERTIFICATIONS/REPRESENTATIONS:**

Contractor, under penalty of perjury, certifies that (a) the number shown on this form is its correct taxpayer ID and (b) Contractor is not subject to backup withholding because (i) it is exempt from backup withholding or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Contractor further represents and warrants to District that (a) it has the power and authority to enter into and perform the work, (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, (c) the work under the Contract shall be performed in accordance with professional standards, and (d) Contractor is qualified, professionally competent and duly licensed to perform the work. Contractor also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, it is an independent contractor as defined in the contract documents, and has checked four or more of the following criteria:

- (1) I carry out the labor or services at a location separate from my residence or in a specific portion of my residence, set aside as the location of the business.
- (2) Commercial advertising or business cards or a trade association membership are purchased for the business.
- (3) Telephone listing is used for the business separate from the personal residence listing.
- (4) Labor or services are performed only pursuant to written contracts.
- (5) Labor or services are performed for two or more different persons within a period of one year.
- (6) I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.

\_\_\_\_\_  
Contractor (Date)

**IN WITNESS WHEREOF, THE PARTIES OR THEIR DULY AUTHORIZED REPRESENTATIVES HAVE SIGNED THIS CONTRACT:**

\_\_\_\_\_  
Contractor (Date)

Title: \_\_\_\_\_

\_\_\_\_\_  
Jackson County Library District (Date)

Title: \_\_\_\_\_

**Exhibit A    SCOPE OF WORK**

Description of Contractor's Services and Delivery Schedule:

LEGAL SERVICES FOR LIBRARY DISTRICT



June 15, 2022

**Title:** Southern Oregon Historical Society Contract

**From:** Director Kari May

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**Recommendation:**

The Library Director recommends approval of the attached one year contract amendment with SOHS.

**Budget Impacts**

\$30,000, which was included in the FY22/23 budget.

**Policies, Plans, and Goals Supported:**

This contract supports the continued free and open access to SOHS archives by Jackson County residents with full-service library cards.

**Background and Additional Information:**

When the contract with SOHS was reviewed and updated in November 2021, the contract extension included an additional one-year contract from July 1, 2022 – June 30, 2023 of \$30,000 will be entered into if certain deliverables were met.

**Attachments:**

Extension and Amendment of contract between JCLD and SOHS

## EXTENSION AND AMENDMENT OF AGREEMENT

Effective Date: July 1, 2022

Parties: **Jackson County Library District (“JCLD”)**  
**Southern Oregon Historical Society (“SOHS”)**

### Recitals

A. On November 17, 2021, the parties entered into an agreement (“Agreement”) under which JCLD would provide funding to SOHS in exchange for SOHS maintaining consistent public access to the SOHS Library and Archives, providing services to Jackson County residents and active JCLD card holders, and providing requested trainings and reports to JCLD, among other things. The initial term of the agreement expires on June 30, 2022.

B. The Agreement provides for an option to extend the Agreement term upon written consent by SOHS under terms and conditions that are mutually agreeable to both Parties.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

### Agreements

1. The Recitals set forth above are incorporated herein and deemed a material part of this Extension and Amendment of Agreement

2. The Agreement shall be extended for an additional term of one (1) year, commencing July 1, 2022 and terminating on June 30, 2023.

3. Section 4.2 of the Amendment shall be amended and restated as follows:

4.2 This payment shall be monthly in the amount of \$2,500 (\$30,000.00 total) and will be sent to:

Southern Oregon Historical Society  
106 N. Central Ave.  
Medford, OR 97501

3. This Extension and Amendment of Agreement and the original Agreement comprise the entire, final, and complete agreement of the parties. This document may not be altered, amended, changed or modified except by written agreement executed by the parties hereto.



**RESOLUTION: 2022-06**

**A RESOLUTION ADOPTING FISCAL YEAR 2022-2023 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 2022-2023 budget on May 4, 2022.
2. The notice of this budget hearing (Form LB-1) was published in the Mail Tribune on May 26, 2022, and posted on the District's website on May 26, 2022.

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 2022-2023 in the total of \$29,515,436\* 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, 2022 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Personnel Services	\$ 9,109,005
Materials & Services	\$ 4,927,011
Capital Outlay	\$ 250,000
Interfund Transfers	\$ 300,000
Contingency	\$ 750,000
<b>Total Appropriations</b>	<b>\$15,336,016</b>

CAPITAL IMPROVEMENT FUND

Materials & Services	\$ 200,000
Capital Outlay	\$3,000,000
<b>Total Appropriations</b>	<b>\$3,200,000</b>

GRANT FUND

Personnel Services	\$ 300,000
Materials & Services	\$ 650,000
Capital Outlay	\$ 250,000
<b>Total Appropriations</b>	<b>\$1,200,000</b>

**Total Appropriations -All Funds \$19,736,016**

**Total Unappropriated Ending Fund Balance \$9,779,420**

**Total Budget \$29,515,436**

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 2022-2023 upon the assessed value of all taxable property within the District as follows:

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

4. The Library Director 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 15<sup>th</sup> day of June, 2022.

**By:**

**Attest:**

X

Board President

X

Recording Secretary

**Board Vote:**

Eric Dziura -

Jill Turner -

Susan Kiefer -

Vicki Brown -

Kim Young -



**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Jackson County Library District will be held on June 15, 2022 at 4:00pm at the Medford Library, 205 South Central Ave, Medford, Oregon. The meeting will also be available via Zoom video conference. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the Jackson County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Library Business Office, 205 South Central Ave, Medford, OR, between the hours of 9:00 a.m. and 4:00 p.m. or online at jcls.org. This budget is for an annual budget period. This budget was prepared on the modified accrual basis of accounting that is the same as the preceding year.

Contact: Brittany Brite, Finance Manager

Telephone: 541 494-3268

Email: bbrite@jcls.org

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount 2020-2021</b>	<b>Adopted Budget This Year 2021-2022</b>	<b>Approved Budget Next Year 2022-2023</b>
Beginning Fund Balance/Net Working Capital	13,776,584	15,600,000	16,670,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	22,258	30,000	25,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	69,812	106,500	10,000
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	1,408,342	50,000	300,000
All Other Resources Except Current Year Property Taxes	1,202,735	763,500	796,500
Current Year Property Taxes Estimated to be Received	11,122,223	11,423,499	11,713,936
<b>Total Resources</b>	<b>27,601,954</b>	<b>27,973,499</b>	<b>29,515,436</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	5,349,900	8,288,534	9,409,005
Materials and Services	4,616,781	5,846,432	5,777,011
Capital Outlay	696,877	2,050,000	3,500,000
Debt Service			
Interfund Transfers	1,408,342	50,000	300,000
Contingencies	0	500,000	750,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	15,530,054	11,238,533	9,779,420
<b>Total Requirements</b>	<b>27,601,954</b>	<b>27,973,499</b>	<b>29,515,436</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
<b>Name of Organizational Unit or Program FTE for that unit or program</b>			
Jackson County Library District Resources	27,601,954	27,973,499	29,515,436
FTE	91.50	120.30	139.10
<b>Total Requirements</b>	<b>27,601,954</b>	<b>27,973,499</b>	<b>29,515,436</b>
<b>Total FTE</b>	<b>91.50</b>	<b>120.30</b>	<b>139.10</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

On May 14, 2014, the Jackson County voters approved the formation of a special district named Jackson County Library District ("District") with a permanent rate tax cap of \$.60/\$1,000 of assessed value. Until June, 30, 2020 the District contracted for most of its services. Fiscal year ending 2020/2021 was the first year of the District having employees (91.5 FTEs) and in fiscal year 2021/2022, the District returned to full hours of operation. In this budget, the District plans to increase hours in line with the strategic plan which creates an increase in FTEs and salaries. The major contracts for this budget year include the following: building maintenance and landscaping (Jackson County Facility Maintenance); custodial services and supplies (Pathway Enterprises); network, internet/wireless access (Hunter Communications) and telephone voice services (TouchPoint and InfoStructure). The District is expecting capital outlay expenditures to cover a large upgrade to the Medford meeting room and study room upgrades at most branches. The budget also includes a transfer of \$300,000 to a Capital Improvement Fund. This is the sixth year that the District has included a transfer to this fund.

<b>PROPERTY TAX LEVIES</b>			
	<b>Rate or Amount Imposed 2020-2021</b>	<b>Rate or Amount Imposed This Year 2021-2022</b>	<b>Rate or Amount Approved Next Year 2022-2023</b>
Permanent Rate Levy (rate limit 0.60 per \$1,000)	.52	.52	.52
Local Option Levy			
Levy For General Obligation Bonds			

<b>STATEMENT OF INDEBTEDNESS</b>		
<b>LONG TERM DEBT</b>	<b>Estimated Debt Outstanding on July 1.</b>	<b>Estimated Debt Authorized, But Not Incurred on July 1</b>
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>



# **Jackson County Library District 2022-2023 Budget**

## MISSION



**CONNECT PEOPLE TO INFORMATION, IDEAS, AND EACH OTHER.**

## VISION

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

## VALUES



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

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

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

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

**INNOVATION:** we encourage creative ideas and solutions.

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

## Introduction

Jackson County Library District was formed in 2014 to serve the information needs of Jackson County residents through its fifteen branch libraries. The first library system in the County was created in 1919 when the Medford Library Board contracted with the County to serve as the hub for eight other library branches. As a department of Jackson County, the system expanded in the 1970s to the 15 branch libraries still in operation today. The formation of the Library District in 2014 secured a dedicated tax base for library funding. The Library celebrated 100 years of services in 2019, and is positioned to continue offering quality services for the next 100 years to come.

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

## Budget Message

The global pandemic continued to disrupt library services in 2021-2022, leading to temporary library closures and return to front-door services at different times over the course of the year. As we move into the next fiscal year, we anticipate that most of the disruptions to services are behind us and have budgeted based on a full year of normal operations. Some of the new services that were introduced during the pandemic will continue, such as the popular Take & Make kits. Hybrid programming that allows people to attend some of our programs virtually or in person will also continue.

FY21/22 represents the second full year of operations post-LS&S contract for library services. Over the past two years, we have continued to improve our processes and set up new systems, particularly in our HR and Finance departments, that will provide administrative support for the District. Our libraries are continuously evolving to best meet the needs of our communities, and the proposed budget reflects changes and additions to staff that will position us to best meet those needs.

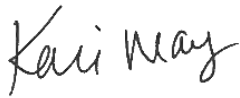
The Library Board adopted a new Strategic Plan for 2022-2026, which will guide our services and activities over the next five years. The four main goal areas of the Plan are:

- Energize library services and resources
- Extend access to the library
- Engage the community more fully
- Nurture the library infrastructure

One of the priorities identified in the strategic plan, and supported by the Budget Committee, is the expansion of library service hours, which will be implemented in FY22/23. Staff have

reviewed data, considered community feedback, and proposed new hours that we hope will best serve each of our communities. Look for these new hours to start sometime in the first half of the new fiscal year.

Over the ups and downs of the past two years, one thing has been constant: community support for libraries. We heard from individuals who were grateful for the online resources they could access when the physical doors to the library were closed, parents who were thrilled to return to storytimes last fall, and job seekers who needed access to our computers to apply for jobs. Library services are not “one size fits all,” and we are pleased to present a budget that represents the diverse needs of our communities.



Kari May  
Library Director,  
Jackson County Library Services



## Budget Priorities

- Expand library services through expanded hours and technological innovations.
- Leverage the role of the library as community convener.
- Encourage employee retention by offering a competitive wage and benefits package, fostering staff engagement, and facilitating professional development.
- Provide consistent and equitable access to library services. Increase library usage by promoting library services to reach new audiences.

## Budget Structure

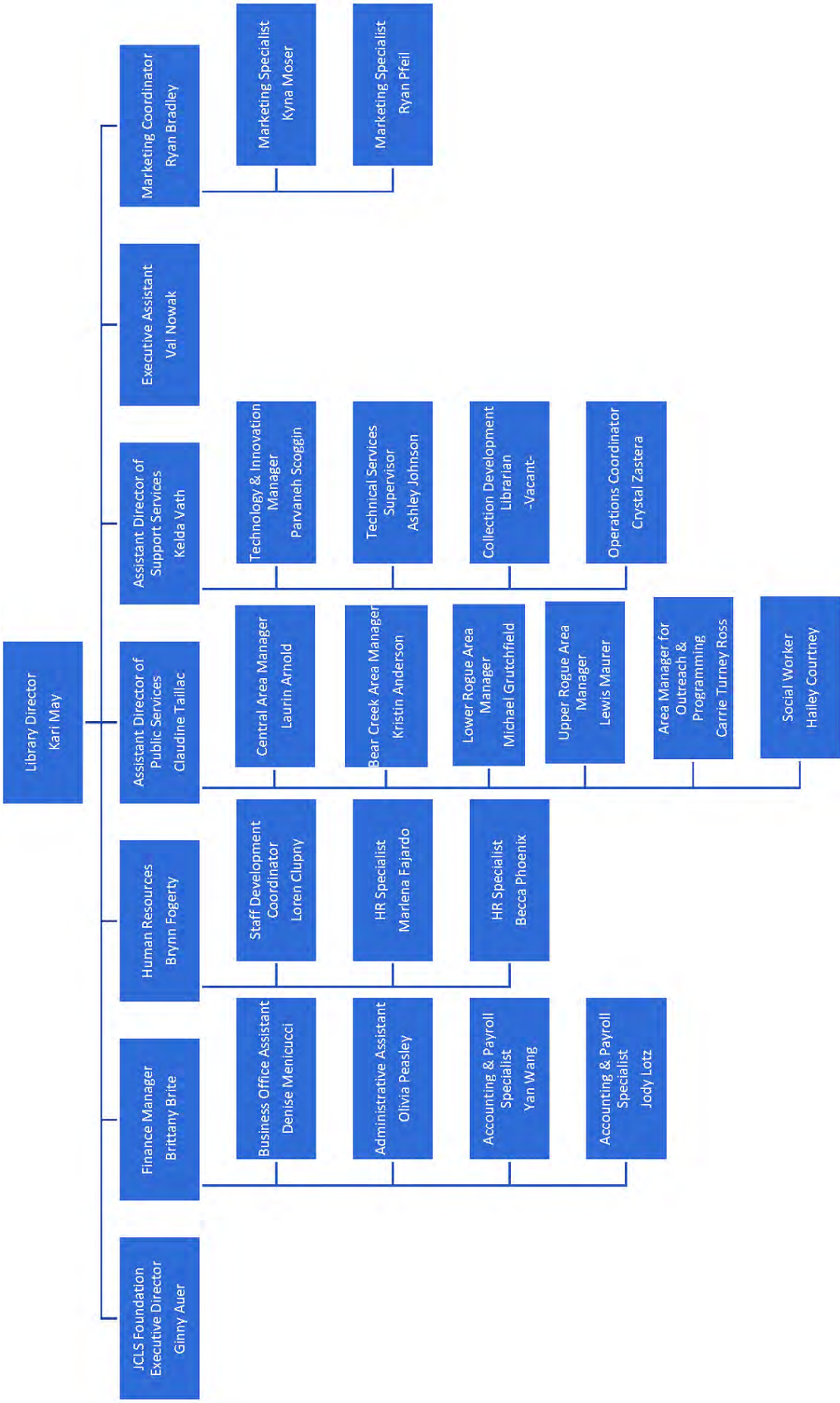
As required by Oregon State Budget Law, the budget presented is structured by funds. A “Fund” is a self-balancing set of accounts used to estimate **resources** (Revenues, Transfers In, Beginning Fund Balance) and **requirements** (Expenses, Capital Outlay, Transfers Out, Ending Fund Balance). The total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

JCLD currently has three funds presented in this budget:

- **General Fund** – general operations of the District
- **Miscellaneous Grants Fund** – established in FY20/21, this fund tracks all restricted donations/gifts/grants provided to JCLD
- **Capital Improvement Fund** – this is a “reserve” fund that was established for planned improvements to the facilities and property acquired by JCLD

The Library operates with four core “function” areas. These are:

1. Public Services (community-interacting services)
2. Support Services (IT, technical services, material acquisitions, and facilities)
3. Library Administration (Library Director and Marketing)
4. Administrative Services (HR and Finance)



## Proposed Budget

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

The budget forms present the previous year's (FY21/22) adopted budget along with the preceding two years (FY19/20 and FY20/21) of actual activity. The fiscal year ending June 30, 2021, is currently under audit and is scheduled to be completed by June 30, 2022. However, with confidence from the auditors that the district's books are not materially misstated, the current books are sufficient for the purpose of estimating a beginning fund balance for FY22/23. Based on projected spending trends, the presented beginning fund balance of just over \$10.3M is the current estimate of carryover resources expected.

### Revenues

Total operating revenues for FY22/23 are budgeted at \$12,251,436 in the General Fund. Adding the projected revenues to the beginning fund balance yields approximately \$23M of resources for the annual budget. Most of the operating revenue for the General Fund comes from the collection of property taxes. The property taxes are computed by the total assessed value of properties in the District multiplied by the District Tax Levy of 0.52 mills (.00052% of assessed value). While the District is authorized to collect up to 0.60, the proposed budget recommends maintaining the same assessment rate of 0.52.

In creating revenue estimates for the FY22/23 budget, JCLD took into consideration the fact that in 2020, devastating fires destroyed approximately 2,500 residences, resulting in a loss of close to \$250M in assessed value and greatly impacting the lives of many of our community members. As the community rebuilds, JCLD will monitor the changes in assessed values and the possible implementation of a new urban renewal district that would impact the future anticipated revenue stream of the District.

Despite these initial losses, recovery is taking place with new construction, and an increase in property values due to the desirability of Southern Oregon is expected. These factors create a low vacancy rate that has driven home value up. The chart below shows the basis for property tax revenues in this year's budget. While the FY21/22 amount is still a projection at this time, over 97% of the amount projected has been received and total collections are expected to exceed the budgeted amount.

The assumption used for the 2022-23 budget for tax collections is 3.50% growth rate in assessed value. This rate reflects an increase in both assessed property value and inventory of



new housing units. The 94% collection rate being utilized is based on JCLD’s average collection rate over the past eight years.

Revenues from Grants and Donations (unrestricted) decreased significantly because a majority of grants and donations are restricted donations, which will be made into the separate Miscellaneous Grants Fund.

### Jackson County Library District Operating Levy Projection

January 2022 Assessed Value	\$ 23,061,880,741
Growth	3.50%
January 2022 Estimated Value	\$23,869,046,567
Rate	0.52
Gross Levy	\$12,411,904
Net Collection Rate	94.0%
<b>Estimated taxes to be received</b>	<b>\$11,713,936</b>

*Table 1 - Property Tax Estimates*

#### Expenses

Following Oregon Budget Law, expenses are broken down into three major categories:

1. Personnel
2. Materials & Services
3. Capital Outlay

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

Current year budget changes:

- “Fines and Fees” revenue line item is now labeled “Printing/Copying/Fines.”
- Facilities salaries have moved from Administrative Services to Support Services.
- “Advertising – Legal Notices” will now be labeled “Advertising – Recruitment.”
- E-Rate Service charges will be presented under Consultant Fees.

Prior year(s) budget changes:

- Personnel is presented by functional area in the budget sheets. The total budgeted amounts from last year are presented in Table 3 that follows to provide greater detail of the positions budgeted moving forward and FTE (Full Time Equivalent) requirements.

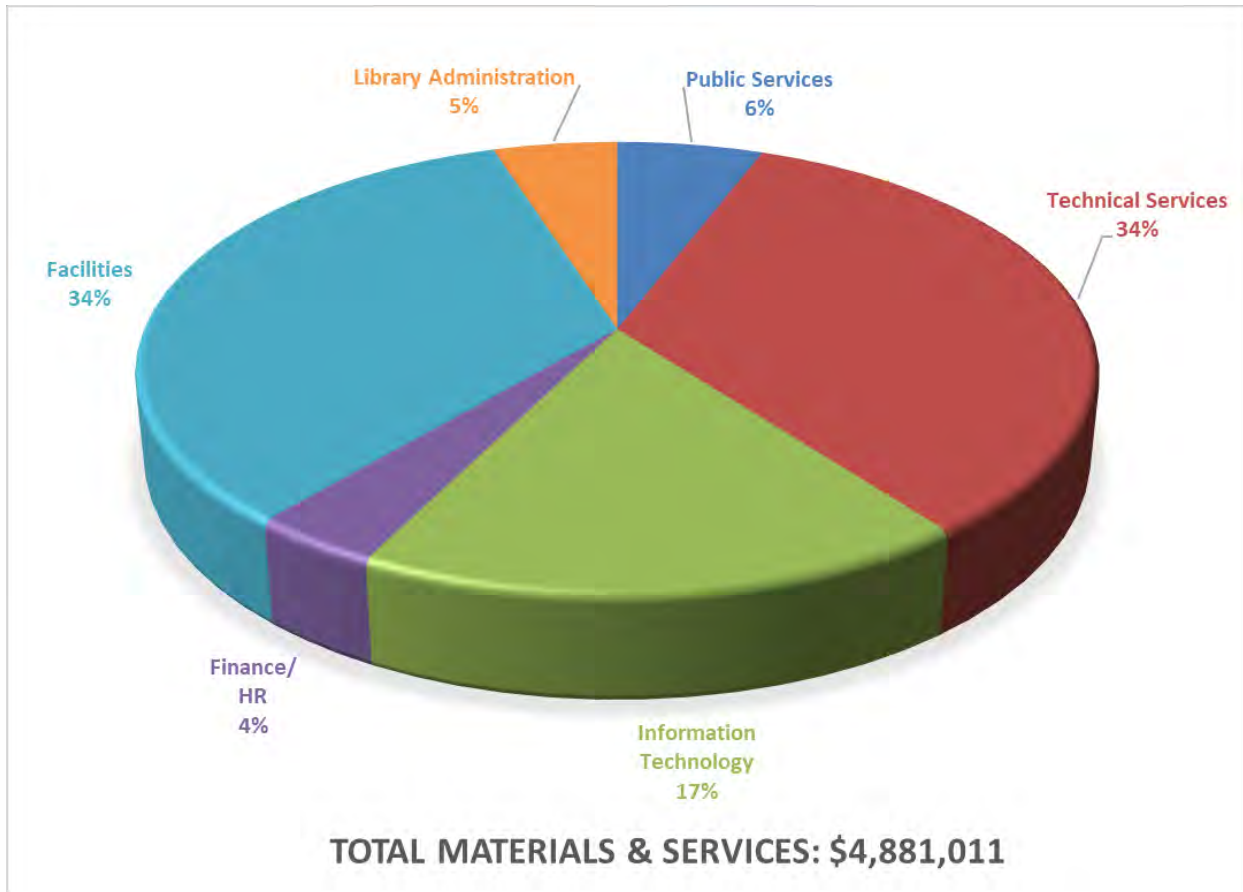
- The following accounts will be removed: “Administrative Services,” “Transition expenses,” “LS&S Contract,” “Comic Con,” “Strategic Plan,” “JCLF contract,” “Branch Support;” and all previous grant-named expenses, which will now be summarized in the Grant Fund.
- “Mileage” will be consolidated with other “Travel” expenses for presentation.
- Major “B-7s” Repair will either be classified as “Capital Outlay” or “Repairs/Maintenance” depending on size of repair.
- “Landscape Services” and “Maintenance Services” are presented as part of “Custodial Services.”
- “Electricity,” “Natural Gas,” “Garbage Services,” “Municipal Assessments,” “Water & Sewer Services,” “Street & Storm Drain Fees,” and “Alarm Services” will be presented as “Utilities.”
- All “Telecom” related line items will be presented as a single expense under “Telecom - Voice and LD.”

## Summary of Expenditures

Total expenditures are expected to be \$15,036,016 in FY22/23. Of this, \$250,000 is for capital outlay and \$750,000 for contingency, which represents 6.7% of the expense budget. Considering that capital outlay is for one-time projects and expenditures, and the contingency is not expected to be necessary, that leaves operating expenses at approximately \$14M. Although budgeted expenditures are higher than expected revenues, JCLD recognizes that the District has a healthy beginning fund balance of approximately \$10M. JCLD plans to use these funds to enable one-time purchases that support the 2022-2026 Strategic Plan, including acquiring book lockers and self-check stations, and updating technologies.



## Materials & Services



*Table 2: Breakdown of Materials & Services by Department*

## Personnel

22/23 Positions	21/22 FTE	22/23 FTE	Area	22/23 Additional Positions	22/23 FTE	Area
Accounting & Payroll Specialist	2.0	2.0	Admin	Public Information Specialist	1.0	Admin
Administrative Assistant	0.5	1.0	Admin	Facilities Technician	0.5	Support
Adult Services Coordinator	1.0	1.0	Public	Librarian I- Selector	1.0	Support
Area Manager	4.0	5.0	Public	ILS Administrator	1.0	Support
Assistant Director	3.0	2.0	Pub/Sup	Webmaster	0.5	Admin
Branch Manager	8.4	8.4	Public	Library Specialist- DART	0.75	Public
Circulation Supervisor	2.0	2.0	Public	Additional PS Staff	20.05	Public
Courier	2.0	3.0	Support			
Digital Services Specialist	4.0	6.0	Public		<b>24.8</b>	
Digital Services Supervisor	1.0	1.0	Public			
Executive Assistant	1.0	1.0	Library Admin			
Finance Manager	1.0	1.0	Admin			
Foundation Executive Director	1.0	1.0	Library Admin			
Human Resources Specialist	1.5	2.0	Admin			
Human Resources Manager	1.0	1.0	Admin			
IT Technician	1.0	1.0	Support			
Librarian (Specialist)	1.0	2.0	Public			
Librarian I	2.0	2	Support			
Librarian I	7.8	7.8	Public			
Librarian II	3.0	4.0	Public			
Library Associate	24.5	24.1	Public			
Library Clerk	5.5	5.0	Public			
Library Director	1.0	1.0	Library Admin			
Library Specialist	11.0	13.3	Public			
Marketing Coordinator	1.0	1.0	Library Admin			
Marketing Specialist	1.0	1.5	Library Admin			
Network Administrator	1.0	1.0	Support			
On-Call Substitutes	0.0	0.0	Public			
Operations Coordinator	1.0	1.0	Support			
Resource Specialist		4.3	Public			
Senior IT Administrator		1.0	Support			
Social Worker	1.0	1.0	Public			
Staff Development Coordinator	1.0	1.0	Admin			
Technical Acquisition Specialist	1.0	2.0	Support			
Technical Services Supervisor	1.0	1.0	Support			
Technology & Innovation Manager		1.0	Support			
Youth Services Coordinator	1.0	1.0	Public			
	<b>97.2</b>	<b>114.30</b>		<b>Total Budget</b>	<b>139.10</b>	

**Table 3 – Personnel FTE Detail**

JCLD is fortunate to have incredible staff, whose hard work, dedication, and expertise are critical to making the organization as vibrant and valuable as it is. As such, Personnel represents the largest expense category in the budget. Some new staff positions were added to ensure that departments are appropriately staffed to help the District achieve the goals outlined in the Strategic Plan.

The Human Resources Department conducted a salary study in response to the inflation seen across the country due to the COVID-19 pandemic. This study led to the recommendation to reclassify several positions that were identified as being below market value. This budget reflects the adoption of the salary survey recommendations in their entirety. The proposed

budget includes a 3% Cost of Living Adjustment (COLA) and up to two 1.5% step increases for every position not receiving a grade increase in response to the completed salary study. Staff, at a minimum, will receive a total salary increase of 6%.

The transition from a private security company to an in-house resource specialist team, led by a Social Worker, also contributes to higher personnel costs, while lowering the amount budgeted in Security Services in Materials and Services.

Along with the salary increases, the proposed budget includes additional public services staff positions to support increased library services hours. With an estimated 30% total increase in hours across all 15 branches, staffing needs within the public services personnel are also estimated to increase by 30%.

## **Key Operating Expenses by Department**

### **Public Services**

Public Services encompasses the areas of the library which provide direct services and resources to the general public, including service desks, circulation, programming, digital services, and outreach. Services can be accessed at the fifteen branches located throughout Jackson County, virtually at [jcls.org](http://jcls.org), and throughout the community through partnerships and outreach programs and events.

Priorities include expanding hours and services to Jackson County residents, continuing the Rogue Reads community reading program, strengthening partnerships with schools, and sustaining a successful Summer Reading Program. DART (Direct Access to Resources and Technology), the mobile technology van that launched in June 2021, will continue to visit sites throughout the county and provide a mobile hotspot, laptops and tablets, and on-site classes.

### **Support Services**

Support Services encompasses the areas of the library that support Public Services. These “behind-the-scenes” operations that all libraries need include physical and digital collections, technology, infrastructure, and facilities maintenance.

Support Services priorities for FY22/23 include enhancing the library’s physical and digital collections, continuing to develop the Integrated Library System (ILS), and improving searchability through the discovery layer. IT will focus on enhancing internal customer service and workflows, a WiFi equipment upgrade at all locations, meeting room and study room enhancements, and replacing staff computers. Major facilities projects planned include an HVAC equipment upgrade at the Ashland Library, and ongoing safety enhancements including the installation of security cameras and updates to indoor and outdoor spaces at selected locations.

Multiple software systems ensure the smooth administration of the District. Public-facing systems include the library catalog, library website, and meeting room booking system.

Operating behind the scenes are HR and finance systems, as well as the internal ticketing system. As these systems were set up over the past two years, the expenses were charged to the transition line in the budget; however, the ongoing costs - including licenses and maintenance - are now included under “software licensing.”

### **Administrative Services**

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

Both the Finance and HR departments have little need for materials and services for their operations. The main priority for both functional areas over this budget year is to continue the development and implementation of systems and standard operating procedures to ensure all departments have the staff, tools, and resources necessary to perform their jobs. Most of the resources that are attributed to this area in this budget are HR, accounting, and payroll software costs. Towards the end of FY21/22, Human Resources implemented a new HRIS (Human Resources Information System) that includes an applicant tracking system, performance management, and benefits enrollment. This new system streamlines several processes for the department and increases efficiencies, which is important as the size of the staff continues to grow. HR also included an increased budget for recruitment, in anticipation of the 30% increase in staff related to increased library hours.

### **Library Administration**

The Library Administration is led by the Library Director, who reports directly to the Board of Directors, and includes the Marketing team and Foundation relationship. Library Administration plans, coordinates, and directs JCLD’s operations, activities, programs, and services; directs the planning, development, and implementation of the strategic plan; and markets and promotes the Library.

Areas of focus for Library Administration in the proposed budget include increasing community engagement as pandemic restrictions lift and leading the strategic planning process, from development to implementation. Additional staff and resources will be allocated to the Marketing department to increase library awareness and promotion in line with the strategic plan. Library Administration also includes costs for Board development, legal services, and the annual audit.

## **Other Funds**

### **Miscellaneous Grants Fund**

The Miscellaneous Grants Fund was established in FY20/21 to support the tracking of restricted funds separately from the General Fund. The budgeted expenditures allow for use of most of the funds, should they be necessary. As with most grant funding, expenses are budgeted higher than expected to allow flexibility to utilize these restricted funds in the budget year. Some grant

funds have clear timelines for spending, but most will carry over into future years. It is expected that the ending fund balance will be higher than what is in the budget document.

These grants come from both public and private sources that generously support the mission of JCLD. Some key partners include:

- Hulburt Family Trust
- Ready to Read Grant from the State Library of Oregon
- Oregon Community Foundation (with special thanks to the Finstrom, Bixler and Gray families)
- Carpenter Foundation

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

### **Capital Improvement Fund**

The Capital Improvement Fund was established to prepare for the capital outlay and significant improvements to the library facilities. On July 1, 2020, the Library District received ownership of 13 branches from Jackson County, who had previously owned the assets. The book value of those assets at July 1, 2020 was listed at \$12,688,458. Book value is the total cost of land and construction, minus any accumulated depreciation. As part of the FY20/21 audit, the fair market value of the 13 properties at the time of transfer is being determined. Over the past several years, the District has been proactive in transferring resources from the General Fund to prepare for significant renovations and deferred maintenance on these properties. At the beginning of this fiscal year, the Fund Balance is anticipated to be at \$4.5M. This year, \$300,000 is budgeted to transfer from the General Fund to the Capital Improvement Fund. In FY22/23, the Capital Improvement fund will be used, in part, for the Ashland Library HVAC system replacement and upgrade. It will also be used towards enhancing and enlivening library facilities, in line with JCLD's Strategic Plan.

**RESOURCES**  
**General Fund**

Jackson Count Library Services

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2022-23					
Actual		Adopted Budget This Year Year 2021-222		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2019-20	First Preceding Year 2020-21								
1			1	Available cash on hand* (cash basis) or			1		
2	\$ 7,927,487	\$ 7,730,657	\$ 8,900,000	2	Net working capital (accrual basis)	\$ 10,750,000		2	
3	\$ -	\$ 393,230	\$ 250,000	3	Property Taxes (previous years)	\$ 300,000		3	
4	\$ 183,784	\$ 90,419	\$ 250,000	4	Interest	\$ 200,000		4	
5				5	Transferred IN, from other funds			5	
6				6	<b>OTHER RESOURCES</b>			6	
7	\$ 38,408	\$ 22,258	\$ 30,000	7	Printing/Copying/Fines (formerly Fines and Fees)	\$ 25,000		7	
8	\$ 169,513	\$ 182,420	\$ 2,500	8	Charges for Services	\$ 2,500		8	
9	\$ 694,577	\$ 69,812	\$ 106,500	9	Grants and Donations (unrestricted)	\$ 10,000		9	
10				10				10	
11				11				11	
12				12				12	
13				13				13	
14				14				14	
15				15				15	
16				16				16	
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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	\$ 9,013,769	\$ 8,488,796	\$ 9,539,000	29	Total resources, except taxes to be levied	\$ 11,287,500		29	
30			\$ 11,423,499	30	Taxes estimated to be received	\$ 11,713,936		30	
31	\$ 10,770,658	\$ 11,122,223		31	Taxes collected in year levied			31	
32	\$ 19,784,427	\$ 19,611,019	\$ 20,962,499	\$ 32	<b>TOTAL RESOURCES</b>	\$ 23,001,436	\$ -	\$ -	32



Requirements  
General Fund

Jackson Count Library Services

	Historical Data			Requirements	FTE	Budget for Next Year 2022-23				
	Actual		Adopted Budget This Year Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2019-20	First Preceding Year 2020-21								
1	\$ 121,436	\$ 319,919	\$ 517,997	1	Administrative Salaries (Finance/HR)	9.5	\$ 452,895			1
2		\$ 2,718,496	\$ 4,162,567	2	Public Service Salaries (Librarian, Library Spec, etc)	107.6	\$ 4,789,448			2
3		\$ 253,778	\$ 337,649	3	Library Administration Salaries (Director/Marketing)	5.5	\$ 431,765			3
4		\$ 453,715	\$ 677,937	4	Support (IT, Technical Services, Acquisitions, Operations)	16.5	\$ 795,981			4
5				5	(See Table 3 for Details)					5
6	\$ 121,436	\$ 3,745,908	\$ 5,696,151	6	<b>SUBTOTAL SALARIES</b>		\$ 6,470,089	\$ -	\$ -	6
7				7						7
8	\$ 32,447	\$ 1,564,195	\$ 2,392,383	7	Fringe		\$ 2,638,916			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				31						31
32	\$ 153,883	\$ 5,310,103	\$ 8,088,534		<b>SUBTOTAL REQUIREMENTS (PERSONNEL)</b>	139.1	\$ 9,109,005	\$ -	\$ -	32

**Requirements  
General Fund**

Jackson Count Library Services

Historical Data				Requirements		Budget for Next Year 2022-23			
Actual		Adopted Budget This Year Year 2021-22	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2019-20	First Preceding Year 2020-21								
1	\$ 56,869	\$ 30,525	\$ 10,000	1	Accounting	\$ 3,500			1
2	\$ 11,050	\$ 12,850	\$ 12,350	2	Auditing	\$ 23,900			2
3	\$ 43,235			3	Administrative Services (removing account)				3
4	\$ 908	\$ 3,934	\$ 2,072	4	Bank & Special Fees	\$ 4,700			4
5	\$ 62,957	\$ 40,231	\$ 114,000	5	Consultant Fees	\$ 65,000			5
6	\$ 334	\$ 33,307		6	Elections	\$ 40,000			6
7	\$ 22,167	\$ 155,655	\$ 115,000	7	Insurance	\$ 126,000			7
8	\$ 47,051	\$ 20,333	\$ 30,000	8	Legal	\$ 20,000			8
9	\$ 3,658	\$ 10,213	\$ 8,835	9	Membership & Dues	\$ 15,650			9
10	\$ 3,779	\$ 115,670	\$ 154,500	10	Supplies	\$ 200,000			10
11	\$ 2,175	\$ 26,323	\$ 23,000	11	Postage	\$ 35,750			11
12	\$ 2,844	\$ 23,731	\$ 13,000	12	Advertising - Recruitment (formerly Advertising- Legal)	\$ 30,000			12
13	\$ 6,607	\$ -	\$ 32,500	13	Travel	\$ 15,900			13
14	\$ 1,018	\$ 5,122		14	Mileage (included in Travel Total)				14
15		\$ -	\$ 7,000	15	Meetings	\$ 3,500			15
16	\$ 3,416	\$ 23,327	\$ 32,350	16	Professional Development	\$ 37,600			16
17		\$ 3,581	\$ 5,000	17	Volunteer & Staff Recognition	\$ 3,000			17
18	\$ 2,624	\$ 3,433	\$ 3,500	18	Background Checks	\$ 4,000			18
19	\$ 1,878	\$ 2,141		19	Alarm Services (included in Utilities Total)				19
20	\$ 467,937	\$ 505,262	\$ 470,500	20	Building/Repairs	\$ 539,131			20
21				21	Major "B-7's" Repairs (included in Capital Outlay)				21
22	\$ 419,511	\$ 494,721	\$ 542,870	22	Custodial Services	\$ 525,000			22
23	\$ 10,976	\$ 5,563	\$ 10,000	23	Custodial Supplies	\$ 10,000			23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29				29					29
30				30					30
31				31					31
32	\$ 1,170,994	\$ 1,515,922	\$ 1,586,477	32	<b>SUBTOTAL REQUIREMENTS (M&amp;S)</b>	\$ 1,702,631	\$ -	\$ -	32

Requirements  
General Fund

Jackson County Library Services

	Historical Data			Requirements	Budget for Next Year 2022-23				
	Actual		Adopted Budget This Year Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
1	\$ 11,072	\$ 19,392		1	Landscape Services (included in Custodial)				1
2	\$ 1,611			2	Maintenance Services (included in Custodial)				2
3	\$ 78,190	\$ 71,975	\$ 72,384	3	Security Services	\$ 4,800			3
4	\$ 11,435	\$ 3,000	\$ 10,000	4	Signage	\$ 10,000			4
5	\$ 12,374	\$ 23,845	\$ 25,000	5	Copier	\$ 40,000			5
6	\$ 9,835	\$ 10,433	\$ 34,500	6	Equipment Repair	\$ 2,500			6
7		\$ 604	\$ 25,000	7	Facility Furnishing	\$ 71,500			7
8	\$ 29,714	\$ 45,487	\$ 62,000	8	Minor Equipment	\$ 109,000			8
9	\$ 140,603	\$ 79,352	\$ 404,566	9	Computers & Technology	\$ 336,600			9
10	\$ 23,445	\$ 178,089	\$ 168,890	10	Software Licensing	\$ 285,480			10
11	\$ 163,083	\$ 40,370		11	Transition Expenses (removing account)				11
12	\$ 227	\$ 1,906	\$ 20,000	12	Supplies - Facilities	\$ 16,000			12
13	\$ 5,771,609	\$ 100,000		13	LS&S Contract (removing account)				13
14	\$ 1,323,670	\$ 1,267,007	\$ 1,397,550	14	Library Materials	\$ 1,555,000			14
15	\$ 4,967			15	Comic Con (removing account)				15
16		\$ -		16	Strategic Plan (included in professional services)				16
17	\$ 39,000	\$ 39,000	\$ 39,000	17	Southern Oregon Historical Society Contract	\$ 30,000			17
18	\$ 55,000			18	JCLF Contract (removing account)				18
19				19	Branch Support (removing account)				19
20	\$ 11,318	\$ 8,405	\$ 43,000	20	Marketing and Advertising	\$ 28,000			20
21	\$ 671	\$ 47,274	\$ 60,500	21	Professional Services	\$ 63,500			21
22		\$ 14,704	\$ 49,500	22	Printing Services	\$ 35,000			22
23			\$ 362,565	23	Utilities (consolidating multiple accounts)	\$ 400,000			23
24	\$ 183,333	\$ 191,976		24	Electricity				24
25	\$ 33,417	\$ 44,718		25	Natural Gas (included in Utilities)				25
26	\$ 16,923	\$ 17,017		26	Garbage Services (included in Utilities)				26
27	\$ 4,155	\$ 4,976		27	Municipal Assessments (included in Utilities)				27
28	\$ 33,140	\$ 29,949		28	Water & Sewer Services (included in Utilities)				28
29	\$ 20,227	\$ 20,230		29	Street and Strom Drain Fees (included in Utilities)				29
30				30					30
31				31					31
32	\$ 7,979,020	\$ 2,259,709	\$ 2,774,455	32	<b>SUBTOTAL REQUIREMENTS (M&amp;S)</b>	\$ 2,987,380	\$ -	\$ -	32

**Requirements  
General Fund**

Jackson Count Library Services

	Historical Data			Requirements	Budget for Next Year 2022-23				
	Actual		Adopted Budget This Year Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
1	\$ 25,495	\$ 23,564	\$ 219,500	1	Telecom - Voice and LD	\$ 225,000.00			1
2	\$ 99,481	\$ 107,834		2	Telecom - Wide Area Network (in Telecom)				2
3	\$ 46,148	\$ 65,106		3	Telecom - Hot Spots (in Telecom)				3
4	\$ 24,866	\$ 23,960		4	Telecom - Internet Services (in Telecom)				4
5	\$ 9,168	\$ 8,338	\$ 16,000	5	Maintenance for Vehicles	\$ 12,000.00			5
6				6					6
7				7	City Participation				7
8	\$ 76,949			8	Hulburt Donations				8
9	\$ 23,064			9	Library Friends Donations				9
10	\$ 60,271			10	Library Foundation Donations				10
11				11	Central Point Donations				11
12				12	Medford Donations				12
13				13	General Public Donations				13
14	\$ 11,271			14	OCF				14
15				15	EJ Smith Trust Books				15
16				16	Gerlock Trust Books				16
17	\$ 34,113			17	Ready to Read Grant				17
18	\$ 2,418			18	Kent Family Trust				18
19	\$ 2,331			19	Carpenter Foundation				19
20	\$ 72			20	Lindberg Estate				20
21				21	Gebhard Estate				21
22	\$ 3,834			22	Kaleidoscope				22
23	\$ 2,148			23	Restricted Grant				23
24				24					24
25	\$ 421,629	\$ 228,802	\$ 235,500		<b>SUBTOTAL THIS SHEET</b>	\$ 237,000.00	\$ -	\$ -	25
26									26
27	\$ 9,571,643	\$ 4,004,433	\$ 4,596,432	27	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$ 4,927,011	\$ -	\$ -	27
28									28
29				29					29
30									30
31				31					31
32				32					32

Requirements  
General Fund

Jackson Count Library Services

	Historical Data			Requirements	Budget for Next Year 2022-23				
	Actual		Adopted Budget This Year Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
1	\$ 153,883	\$ 5,310,103	\$ 8,088,534		TOTAL PERSONNEL	\$ 9,109,005		1	
2	\$ 9,571,643	\$ 4,004,433	\$ 4,596,432		TOTAL MATERIALS & SERVICES	\$ 4,927,011		2	
3								3	
4				4				4	
5	\$ 278,244	\$ 86,825	\$ 600,000	5	CAPITAL OUTLAY	\$ 250,000		5	
6				6				6	
7				7				7	
8				8				8	
9		\$ -	\$ 500,000	9	CONTINGENCY	\$ 750,000		9	
10				10				10	
11	\$ 10,003,770	\$ 9,401,361	\$ 13,784,966	11	SUBTOTAL EXPENDITURES	\$ 15,036,016		11	
12				12				12	
13	\$ 2,050,000	\$ 300,000	\$ 50,000	13	TRASFERS TO CAPITAL IMPROVEMENT FUND	\$ 300,000		13	
14				14				14	
15		\$ 1,108,342		15	TRANSFERS TO GRANT FUND			15	
16				16				16	
17				17				17	
18	\$ 12,053,770	\$ 10,809,703	\$ 13,834,966	18	SUBTOTAL EXPENDITURES AND TRANSFERS OUT	\$ 15,336,016		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	\$ 7,730,657	\$ 8,801,316	\$ 7,127,533	31	UNAPPROPRIATED ENDING FUND BALANCE	\$ 7,665,420		31	
32	\$ 19,784,427	\$ 19,611,019	\$ 20,962,499	32	TOTAL REQUIREMENTS	\$ 23,001,436	\$ -	\$ -	32

Historical Data				Budget for Next Year 2022- 23		
Actual		Adopted Budget Year 2021 - 22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019 - 20	First Preceding Year 2020 - 21					
			RESOURCES			
			Cash on hand * (cash basis), or			
\$ 4,068,212	\$ 6,045,927	\$ 5,600,000	Working Capital (accrual basis)	\$ 4,550,000		
			Previously levied taxes estimated to be received			
\$ 133,377	\$ 41,278		Interest	\$ 30,000		
\$ 2,050,000	\$ 300,000	\$ 50,000	Transferred IN, from other funds	\$ 300,000		
\$ 6,251,589	\$ 6,387,205	\$ 5,650,000	Total Resources, except taxes to be levied	\$ 4,880,000	\$ - \$ -	
			Taxes estimated to be received			
			Taxes collected in year levied			
<b>\$ 6,251,589</b>	<b>\$ 6,387,205</b>	<b>\$ 5,650,000</b>	<b>TOTAL RESOURCES</b>	<b>\$ 4,880,000</b>	<b>\$ - \$ -</b>	
			REQUIREMENTS **			
	\$ 373,782	\$ 600,000	Materials & Services	\$ 200,000		
\$ 205,662	\$ 610,052	\$ 1,200,000	Capital Outlay	\$ 3,000,000		
\$ 6,045,927	\$ 5,403,371		Ending balance (prior years)			
		\$ 3,850,000	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$ 1,680,000		
<b>\$ 6,251,589</b>	<b>\$ 6,387,205</b>	<b>\$ 5,650,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,880,000</b>	<b>\$ - \$ -</b>	

Historical Data				Budget for Next Year 2022- 23		
Actual		Adopted Budget Year 2021 - 22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019 - 20	First Preceding Year 2020 -21					
			RESOURCES			
			Cash on hand * (cash basis), or			
		\$ 1,100,000	Working Capital (accrual basis)	\$ 1,370,000		
			Previously levied taxes estimated to be received			
	\$ 13,047	\$ 11,000	Interest	\$ 14,000		
	\$ 1,108,342		Transferred IN, from other funds			
	\$ 482,341	\$ 250,000	Restricted Revenues	\$ 250,000		
\$ -	\$ 1,603,730	\$ 1,361,000	Total Resources, except taxes to be levied	\$ 1,634,000		
			Taxes estimated to be received			
			Taxes collected in year levied			
<b>\$ -</b>	<b>\$ 1,603,730</b>	<b>\$ 1,361,000</b>	<b>TOTAL RESOURCES</b>	<b>\$ 1,634,000</b>		
			REQUIREMENTS **			
	\$ 39,797.00	\$ 200,000	Personnel Services	\$ 300,000		
	\$ 238,566.00	\$ 650,000	Materials & Services	\$ 650,000		
	\$ -	\$ 250,000	Capital Outlay	\$ 250,000		
	\$ 1,325,367.00		Ending balance (prior years)			
		\$ 261,000	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$ 434,000		
<b>\$ -</b>	<b>\$ 1,603,730</b>	<b>\$ 1,361,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,634,000</b>	<b>\$ -</b>	<b>\$ -</b>

**RESOLUTION:2022-07**

A RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT FOR FISCAL YEAR 2022-2023.

Recitals:

- A. Whereas the Board of Directors of Jackson County Library District adopted the budget for the Jackson County Library District for Fiscal Year 2022-2023 on June 15, 2022, by Resolution 2022-06.
- B. Whereas, ORS 294.456 allows the governing body to enact a resolution to make appropriations to the budget as long as the amount of estimated expenditures for each fund are not increased by more than \$5,000 or 10% of the estimated expenditures, whichever is greater.
- C. Whereas, the District received a contract from Pathways that included pressure washing which was not included in the original General Fund budgeted expenditures.
- D. Whereas, at the June 15, 2022 meeting of the Board of Directors of the Jackson County Library District, the Board of Directors determined the need for the use of the Lindberg funds to be used for the Ashland HVAC replacement.
- E. Whereas, the budgeted Capital Outlay expenditure in the Grant Fund for Fiscal Year 2022-2023 does not have the required budgeted amount to use the Lindberg funds on the Ashland HVAC replacement.
- F. Whereas, the Board of the Jackson County Library District finds that this adjustment of budget appropriations is within the public interest and is in line with District policy to use restricted funds before general funds.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JACKSON COUNTY LIBRARY DISTRICT:

1. General Fund:

	Existing Budget:	New Budget:
Personnel Services	\$9,109,005	\$9,109,005
Materials & Services	\$4,927,011	\$4,997,011
Capital Outlay	\$ 250,000	\$ 250,000
Interfund Transfers	\$ 300,000	\$ 300,000
Contingency	\$ 750,000	\$ 750,000
<b>Total Appropriations</b>	<b>\$15,336,016</b>	<b>\$15,406,016</b>



2. Grant Fund:

	Existing Budget:	New Budget:
Personnel Services	\$ 300,000	\$ 300,000
Materials & Services	\$ 650,000	\$ 400,000
Capital Outlay	\$ 250,000	\$ 600,000
<b>Total Appropriations</b>	<b>\$1,200,000</b>	<b>\$1,300,000</b>

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted on June 15, 2022.

**By:**

**Attest:**

X

Board President

X

Recording Secretary

**Board Vote:**

Eric Dziura -

Jill Turner -

Susan Kiefer -

Vicki Brown -

Kim Young -



## Director's Report June 2022

### ***Pandemic Response***

Unfortunately, there has been a recent uptick in the number of staff exposed to someone with COVID-19 or who have themselves tested positive. Jackson County reentered a higher-risk category on June 8, and HR sent an email to staff reinstating the mask requirement for staff and volunteers. HR reminded staff to monitor symptoms, stay home if they are not feeling well, and meet virtually when possible. At the same time, HR has reviewed the current vaccine policy and determined that the original single- or double-dose of vaccine is required and the booster shot is highly encouraged, but not a requirement of employment.

### ***Library Director***

Library Director Kari May will be attending the annual American Library Association Conference in Washington, DC at the end of the month. May will participate in a panel presentation "Connecting to Diverse Communities for Health Literacy," facilitated by the National Network of Libraries of Medicine (NNLM) and joined by representatives from Salt Lake County (UT) Library Services and the Multnomah County Library. Her focus will be on health literacy programs such as the bilingual "Salud! To Your Health" program held in May 2021 and the more recent STEM in the Park activities held this year in Central Point and Ruch.

The Oregon Library Association's Office of Intellectual Freedom has filed a [Freedom of Information request](#) with Medford School District in response to the District's decision to remove copies of the graphic novel of *The Handmaid's Tale* from the shelves of the North Medford High School, citing concerns about censorship. In a [follow-up article](#) in the Mail Tribune, Assistant Director of Support Services Kelda Vath was interviewed and stated that the public library's role is to provide access to information and did not comment on the school district's decision. The Library has posted a few blogs this month [about graphic novels](#) and [about censorship](#).

### ***Public Services***

Work on the Circulation department workroom necessitated the closure of the branch for a few days in late May. Despite the construction, staff continued to provide what services they could, which included taking calls, checking in book drops, and pulling items to be sent to other branches for holds. When the library reopened to the public on May 27, the Children's Department remained closed. A browsing collection was made available to the youngest patrons and their families on the wooden bookshelves in the lobby.

The lobby also played host to some special Springtime guests. Several Painted Lady caterpillars were tenants in the display case, and patrons enjoyed watching them eat, grow, and spin chrysalises before



eventually emerging as butterflies. While the library was closed, Marketing Specialist Ryan Pfeil and Resource Specialist Anna Rands took on the proud roles of Butterfly Parents, providing sugar water and orange slices for the butterflies to sip from as they hatched and strengthened their wings, and documenting the process for staff and patrons who could not come in to visit. The Library reopening coincided perfectly with the celebration of releasing the adult butterflies into the great outdoors.



A ribbon cutting ceremony officially reopened the lower level of the Ashland Branch on Saturday, May 14. The ceremony featured brief remarks from Director Kari May, Area Manager Kristin Anderson, and representatives from both Friends of the Ashland Library and the Amigo Club. Afterward, guests enjoyed snacks while exploring the renovated space and viewing a demonstration of the new technology. With the meeting rooms once again available for booking, the Ashland community is relieved to have this much-needed resource available to the public again.



In Central Point, patrons expressed gratitude for the library filling literary needs as well. Library Associate Noel O'Brien shared, "I had a really nice conversation with a patron last week. She came into the library with her two kids and they checked out a large number of books. She expressed to me that she was both surprised and impressed with our selection of books that featured culturally diverse characters. She let me know that her children are of mixed race, and it's sometimes not easy to find books that reflect themselves in the library. It was nice to see how pleased she was, and she even said that she was 'shocked but happy' that Central Point had featured these titles on the displays."

In early May, Digital Services Supervisor Eric Molinsky and Area Manager for Outreach and Programming Carrie Turney Ross kicked off the first of three presentations about JCLS services through OLLI, the Osher Lifelong Learning Institute. The Digital Services portion included a tour of the JCLS website, an explanation of the library's digital download services, and staff and patron lists in the Aspen Discovery catalog. In the second session, Head of Ashland Adult Services Ellie Anderson presented highlights of several library databases and the JCLS Discovery service. Anderson then demonstrated how library users can create personalized booklists

in the library's catalog. The third class, held in June, will be co-facilitated by Turney Ross, Assistant Director Claudine Taillac, and Finance Manager Brittany Brite.

### **Children's Services**

Inspired by the Read Outside theme for spring programming, Talent Branch Manager Patrick Mathewes placed free book kits in local parks for children to find. The Talent Library Club paid for the books, and each kit included information about JCLS, the Talent Library, the upcoming Summer Reading program, and bookmarks or stickers. Former Talent Library Club president Heather Volkman and her son Emery volunteered to place the books throughout the week of May 16. Directly after finding one of the kits

containing David Wiesner's *Tuesday*, a mother and her son came into the library to thank the staff. She said that the book was a favorite of the young boy, and he was thrilled to find it because he lost his first copy when his home burned in the Alameda Fire.

Spring class visits started at the White City Library. In late May, forty-five kindergarteners from Eagle Rock Elementary School visited the library and enjoyed a special storytime, lunch, and playtime in the Spark Space children's area. As the school year draws to a close, five third grade classes are also scheduled to visit and learn about the Summer Reading Program, pick up new library cards, tour the library, and check out materials.



### **Teen Services**

The Medford Teen Department wrapped up programming for the school year with two well-attended programs. The first was the final Teen Advisory Group program, where teens shared what they enjoyed most the past year and provided ideas for fall programs. During Teatime Tuesday, attendees discussed and selected books for the group to read together later in the year.

Take & Make programs continue to be popular in the Ashland Teen Department. May's Bookish Bites Take and Make centered around the Harry Potter series and included a recipe and ingredients to make "exploding bonbons." One patron came in a few days after the kits initially went out and were disappointed to learn that the supply had already been exhausted by eager patrons. Keating let them know that it is best to come by the library the day the kits are offered, but was able to print out the inserts - including the recipe - for the patron. They left the library excited to try making the treats at home.

Jacksonville was honored to host an author talk by Jennie Englund. She discussed her YA novel *Taylor Before and After*, which recently won a 2022 Oregon Reader's Choice Award and was selected for the Oregon Battle of the Books in the 6th – 8th-grade category.

### **Adult Services**

Throughout the system, opportunities abounded for adults to lean into the program theme of Read Outside. The Ashland Library collaborated with Ashland Parks and Recreation to form the Great Outdoors Book Group. This group reads books with themes related to the natural world and will meet once a month at North Mountain Park through October. In May, the book discussed was *The Soul of an Octopus* by Sy Montgomery. The Gold Hill Library book club read *Project Hail Mary*, and participants had a lively discussion on the probability of aliens in space, a great way to "read outside" their ordinary topics.

The worm composting program held on May 14<sup>th</sup> at the Medford Library taught participants how to create a worm composting bin. The class provided tips on how to manage the bin once it was established, and included various facts about worms, such as the fact that worms are sensitive to light.

On May 21, Head of Ashland Adult Services Ellie Anderson hosted "Pete Seeger Presents Woody Guthrie" at North Mountain Park. This living history and singalong event gave insight into Seeger's friendship with Woody Guthrie and his own extensive career as a musician and activist. One attendee later emailed Anderson to say, "I so enjoyed Tim Holt's presentation of Pete Seeger Presents Woody

Guthrie on Saturday and want to thank you and our library system for this public outreach. There is a lot to do in our valley, but the library events are very accessible and informative. I'll be checking the library's calendar of events to see what is next!"

Personal stories and adventures were another theme in library programs this month. The Eagle Point Library hosted Paul and Barbara Young, who presented a travelogue program about their 2019 trip to Africa. A similar program, presented by Carole Nielson about her trip to Egypt, was held at the Shady Cove Library and included one patron who made the trip all the way from Applegate to attend. At Ruch Library, "History of Forest Creek" was hosted by Annice Black, a descendant of pioneers. The program was accompanied by historic photographs, and included active participation by the pioneer families and Forest Creek residents.

### **Outreach to Child Care**

With funding from the Friends of the Medford Library, Outreach to Child Care (OCC) donated 160 bilingual board books to the WIC program that will be shared with pregnant WIC participants as they resume in-person appointments. Program Manager Autumn Chadbourne later sent this message: "Thank you so much for the beautiful books. After you left, we looked through the boxes some more and the books are absolutely beautiful. We are grateful for this partnership. Thank you!"

FOML continues to fund give-away books to the children served by the OCC program. In May, 1,508 books were given away (339 Spanish language titles and 1,169 English language titles). Visits to fifty-one sites served 1,493 children in May, where Library Specialists Nancy Peterson and Kateri Warnick, along with three volunteers, presented twenty-eight English-language Storytimes. Library Specialist Megan Pinder also presented twelve Spanish-only or Bilingual Storytimes.

### **Education Services**

Education Services Specialist Sharon Bigelow and Community Librarian Evelyn Lorence collaborated with branch managers and local schools to provide a wide variety of library visits in May.

First Grade Library Celebration Days took place in Phoenix and Eagle Point. Students participated in a read-aloud, learned about Summer Reading Program, and received a sweet treat and a unique tote bag and stickers.

The Applegate Library hosted thirty-eight students, two teachers, and two parents from the Applegate School on May 24. The staff made use of several items from the Library of Things including outside games of corn hole, a giant wood stacking game, puzzles, and a bubble machine. While episodes from *Lost in a Book* streamed from the JCLS YouTube channel, students created with chalk, searched in the stacks and outside for scavenger items, heard stories, and received snacks donated by Friends of the Applegate Library. After the full day of fun, the kids headed home with new book bags full of books and stickers.

Staff remained busy visiting local elementary schools to promote Summer Reading, and Ruch Library had more than fifty class visits from the Ruch Outdoor Community School. The school also partnered with Ruch Library and JCLS Outreach to provide another STEM in the Park program on May 10, offering activities for grades 1 –7.

White City Branch Manager Patti Proctor and Bilingual Library Specialist Megan Pinder were invited to attend ELD/Migrant Friends and Family Night at White Mountain Middle School on May 17 to present information for this year's Summer Reading Programs. Proctor and Pinder, using the bilingual summer reading PowerPoint developed by the summer reading marketing committee to promote the Library and

the Summer Reading Program. Attendees picked up library card applications, stickers, program flyers, bookmarks, and marketing materials specific to the White City Library.

Teen Librarian Jackie Keating visited twelve language arts classes over several days in May at Ashland Middle School, garnering excitement about the Summer Reading Program and sharing general library information with 300 teens and tweens who may not have been to the library since before the pandemic. Students were excited to learn about upcoming in-person programs like Board Game Afternoons and the Video Game Tournament. During the Q&A following the presentation, one 7th grader raised his hand and said, "This isn't a question, but I have a comment: I didn't know the library was so cool!" Another student shared that she was already familiar with the teen space and loved the lounge area by the big windows facing Grizzly Peak.

Armadillo Technical Institute, an alternative high school in Phoenix, partnered with the library to bring the plight of endangered species to the forefront. Students from ATI drew endangered animals and plants in chalk on the library's sidewalk, and the library provided Take & Make kits, book lists, and a large book display devoted to endangered species.

The Talent Library welcomed their first full class visit in more than two years to hear about Summer Reading. Twenty-four 3rd graders from Mr. Westergard's class at Talent Elementary were introduced to the library by Branch Manager Patrick Mathewes, who commented "I have really missed these bigger class visits. They fill the library with such enthusiasm and energy. This group was enjoyable because their teacher came in last week and placed their artwork up on bulletin boards throughout the library. He always has them paint huge self-portraits, and I had a lot of fun matching the kids to their portraits." The artwork will remain in place all summer long, so the students will get a chance to bring their loved ones to see it, too.

On Friday, May 13, Central Point welcomed 117 8th graders from Central Point School District 6. Community Librarian Evelyn Lorence and Education Services Specialist Sharon Bigelow taught the kids about the library's resources. Afterward, the kids participated in a scavenger hunt to win a free book. One attendee sent the following note: "The field trip was AMAZING! I cannot thank you enough for all the time and energy you all put into organizing it. I shared all of the information with my fellow ELA teachers, and some of them are interested in learning more and possibly organizing something for the fall. Yesterday, I had students reading their new books in class—it made me so happy!"

On May 12, Lorence and Children's Librarian Monica Owens visited Abraham Lincoln Elementary School for their Open House event. They issued library cards, promoted the Summer Reading Program, and answered questions about the library. In Medford, forty-two students from Roosevelt Elementary's 6th Grade Classes visited the Medford Library over two days. While at the library, they went on a building tour with Head of Teen Services Andrea Leone and learned research tips from Adult Services Librarian Kayla Samnath. At the end of the visits, five students returned to hang out in the library.

### **Digital Services**

The DS team assisted 171 patrons with technology questions in May, both remotely and in-person. Digital Services Specialists Nicole Vukcevic and Leia Pastizzo started their monthly visits at Rogue River Estates, replacing the visits previously undertaken by the DART van. Residents were glad to have the chance to return library books and take advantage of book giveaways, and DS staff were glad to identify opportunities for further outreach at this facility.

### **At Home Services**

At Home Services staff assisted a patron who had contacted them with an interest in starting a book club at their facility. AHS was able to get the patron set up with a Book Club in a Bag of their desired

title, and they look forward to continuing to utilize the bags as the book club continues. The patron and several of the other members of the book club expressed their gratitude for the service, explaining their facility had not been able to maintain their own program director during COVID and the residents were left to “create their own fun.” Having access to the Library of Things will be an invaluable resource for them, and AHS is helping them to learn how to get set up with the service.

**DART**

Late Spring rain did nothing to dampen the spirits of DART Specialists or the patrons they connected with. DART served more than 400 patrons in May, visiting the Coleman Creek FEMA site with Rogue Action Center and Rogue Climate to give out food and connect people with library resources. They also connected with families at the White Mountain Middle School Resource Fair in White City, along with many other organizations. DART also made their regular stop at the bimonthly Prospect/Butte Falls Resource Fair with ACCESS, Rogue Community Health, and other organizations. They also connected with the community at their local food pantry.

**Social Services**

May greeted a new partnership with Rogue Retreat during the Morning Hours program to raise awareness within substance dependent populations. With the multi-day closure of the Medford Library for carpet installation, the Resource Specialists had the opportunity to visit the rural branches to gather information on how the department can better serve all of the branches.

Within the last year, JCLS has provided bus passes to those in need of transportation to various doctor appointments and other emergent needs. As of May, many branches were out of these bus passes. Social Worker Haylie Courtney was able to secure grant funding from Jackson Care Connect that will allow JCLS to purchase more bus passes and continue this popular service.

The Social Services team developed and launched a comprehensive data tracking system to track progress and interactions with patrons and their specific referral needs. This data will be used to improve the program and expand community outreach where it is applicable. A sample of the data tracked for May is shown on the right.

The story behind one of these numbers is a particular victory. In cooperation with Recovery Café in downtown Medford, the Social Services team were able to connect with and support an eighteen-year-old as she regained her sobriety and her health. She had been houseless since she was sixteen years old and was suffering from Fentanyl dependency. The Social Services Team is ecstatic to announce on her behalf that she is now thirty-one days clean, and is honored to have been a part of this journey.

Despite the cold and rain in Shady Cove on May 12, Max’s Mission representatives Seraphina and Brandi had bright smiles and lots of great information to share about harm reduction and Naloxone. Shady

<b>Daily Referral Data - May</b>	
<b>Housing</b>	<b>15</b>
<b>Social Security</b>	<b>4</b>
<b>Legal Referral</b>	<b>3</b>
<b>Bus Passes</b>	<b>44</b>
<b>Health Care</b>	<b>10</b>
<b>Food Resources</b>	<b>33</b>
<b>Clothing</b>	<b>10</b>
<b>Shelter Referral</b>	<b>10</b>

<b>Morning Hours Data – May</b>	
<b>Foot Soaks</b>	<b>17</b>
<b>Charging Station</b>	<b>22</b>
<b>La Clinica</b>	<b>7</b>
<b>Bathroom Use</b>	<b>45</b>
<b>Coffee Cups</b>	<b>119</b>
<b>Clothing Provided</b>	<b>8</b>
<b>Total # Patrons</b>	<b>108</b>

Cove City Hall is willing to promote Max's Mission on the Shady Cove Radio station, and several other connections were made within the community as well.

### **Finance**

The auditors at KDP are working hard to complete the District's audit by the end of June. After many phone calls and emails with commercial real estate agents, the County Assessor's office and KDP, the auditors have determined that they can use the County's assessed values for JCLS buildings for the financial statements.

Using these numbers will keep the audit from being delayed further and save the District the cost of paying a professional to assess each property. The Finance department hosted the auditors on June 8<sup>th</sup> to finish gathering documentation.



### **Human Resources**

Following months of prep work, the new Applicant Tracking System launched in May. This system allows candidates to apply for open positions electronically and generates immediate and automated communication during the application process, including confirmation of completed materials and correspondence when a candidate is no longer being considered.

The HR team is now focusing on implementing the rest of the new HRIS (Human Resources Information System). Testing is nearly complete and small updates and tweaks are being made through collaborative work meetings. The final launch date will be in early June, and staff will be introduced to the new system by participating in open enrollment for benefits.

Every month provides opportunities for staff to pursue development programs, and in May, Taillac, Area Manager Lewis Maurer, Library Specialist Athena Allemand, HR Specialist Loren Clupny, and Branch Manager Lorna Hilke attended the concluding in-person meeting of a statewide Equity, Diversity, and Inclusion (EDI) program series, sponsored by the Libraries of Eastern Oregon. Their final capstone projects spanned the themes of ageism, an EDI collection audit, an ADA audit, and a sensitivity and awareness program on the causes of homelessness.

### **Marketing**

In May, the Marketing Department focused heavily on the Summer Reading Program. The advertising blitz began with print ads in local Parks and Rec summer guides and the *Mail Tribune*, and with radio ads produced in house by Ryan Pfeil, Kyna Moser, and several staff members that are playing on several area radio stations. Posts are also regularly made on the JCLS social media platforms and website.

#### **Press Releases:**

June Event Calendar: <https://bit.ly/3mpoMuc>

June Windows in Time: <https://bit.ly/3tlzkhM>

Summer Reading Announcement: <https://bit.ly/3HdGKcN>





## ***Support Services***

### **IT**

IT has completed the Public PC replacement project and has replaced 186 computers at all 15 branches. The JCLS firewall swap has been completed in partnership with the internet service provider Hunter Communications. The new JCLS ticketing system was rolled out to all staff on Tuesday, June 7, 2022. This internal ticketing system will track IT and facilities-related issues.

### **Facilities**

The Medford Library first floor carpet replacement project is proceeding nicely and is on track to be completed well before the end of the fiscal year. Staff and patrons have adjusted to the disruptions with patience and understanding.

The Upper Rogue Area received some updates to outdoor and indoor spaces. In Eagle Point, youth-sized chairs were added to the patio and became immediately popular. In Butte Falls, new outside benches replaced the wooden ones donated to the library years ago. They are a sturdy poly that should withstand the summer and winter weathers of Butte Falls for years to come.

Prospect added some new children's furniture selected by Library Associate Breanne Wolgamot. A play table and alphabet rug have been installed and have already been incorporated into the storytimes that Wolgamot does for the Prospect Charter School.

New cameras have been installed at the Rogue River Library, and additional cameras have been installed at the Medford Library. Cameras will also be installed on DART before the end of June, intended to increase safety for JCLS staff and patrons during events and site visits.

### **Collection Development**

The system-wide inventory project has been completed at all branches, and staff are now working to wrap up materials selection for FY21/22. The Collection Development team has finished all physical book selection, e-book and audiobook orders in Library2Go, as well as finalizing end-of-year renewals database renewals, which included Udemy, A to Z Databases, and CreativeBug.

### **Technical Services**

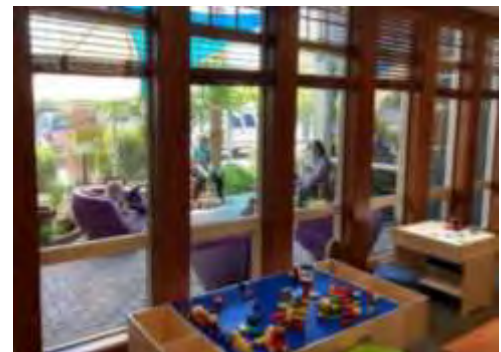
Despite pandemic-related supply chain challenges this past year, Technical Services is happy to report that final orders have been submitted and JCLS is on track to close the fiscal year with the materials budget almost completely spent. Electronic purchasing has been established with local vendor Blackstone Publishing, and TS staff is working with other materials' vendors to improve order-to-shelf time for new materials.



*New Carpeting in Medford*



*New Benches in Butte Falls*



*New Outdoor Furniture in Eagle Point*



<b>JCLD Board Meeting</b>		<b>Agenda Item Memo</b>
		June 15, 2022
<b>Title:</b>	Finance Report	
<b>From:</b>	Brittany Brite, Finance Manager	

**Recommendation:**

The Finance Committee recommends that the JCLD Board accept the Finance Report as presented.

**Budget Impacts:**

The District runs on an accrual basis of accounting. Payables are added to the books as invoices are received and paid within a two-week window. Payroll is also run on a bi-weekly basis. For the purposes of this report, payroll through 5/22/2022 has been included. Encumbered funds are not reflected in the accompanying report.

The District’s financials look strong. Property tax revenues are healthy and have exceeded budgeted amounts for the 21/22 year. The chart below provides a comparison of current property tax revenues received monthly for FY21 and FY22. Please note that the \$192,300 from June 2022 is not included in this month’s report.

**Jackson County Library District  
Property Tax Revenue Received Analysis- Monthly  
July 1, 2020 - June 10, 2022**

Current Property Tax Collections	20/21	% of Total	21/22	% of Total	Notes
July	69,555.31	0.62%	79,182.64	0.69%	
August	24,860.21	0.22%	17,204.05	0.15%	
Sept	13,877.93	0.12%	18,330.90	0.16%	
Oct	15,018.08	0.13%	9,022.36	0.08%	
Nov	10,179,691.17	90.52%	10,429,104.01	91.26%	
Dec	116,944.07	1.04%	228,169.71	2.00%	
Jan	199,310.27	1.77%	96,751.55	0.85%	Additional wildfire distribution - \$100,481 for 20/21 year (not included)
Feb	21,432.79	0.19%	51,221.04	0.45%	
Mar	264,800.40	2.35%	215,571.49	1.89%	
Apr	57,708.62	0.51%	46,098.44	0.40%	Additional wildfire distribution - \$380,493 for this year and future years (not included)
May	52,416.99	0.47%	45,249.79	0.40%	
Jun	229,918.31	2.04%	192,300.77	1.68%	
<b>Total Received</b>	<b>11,245,534.15</b>	<b>100.00%</b>	<b>11,428,206.75</b>	<b>100.00%</b>	

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Other income is currently 76.2% of budgeted and includes interest income, fees for ILS services, restricted revenues, unrestricted donations and printing, copying and fines at the branches. As of June 10<sup>th</sup>, 2022, the LGIP interest rates have increased to 0.90% which is a 0.15% increase from May rates.

Year to date expenses in the general fund are approximately \$9.4M and are under budget by approximately 23.5% at month end. Personnel services and library materials are furthest under budget. Personnel services are expected to remain under budget while the District continues to expend library material funds and expects to be close to budget.

Due to the accrual basis of accounting, approximately \$182,000 of expenses are not shown in the general fund finance report. These expenses include \$1,400 personnel services, \$78,000 Library Materials, \$600 Building Maintenance/Utilities, and \$102,000 Other Materials and Services.

The Capital Improvement Fund has expensed approximately 24% of annual budgeted amounts. During the month of May, the District paid approximately \$6,650 in Ashland renovation costs that included concrete and furnishing expenses.

The District has received approximately \$410,600 in grant revenues, which is over the budgeted amount by \$160,600. Expenses are a little larger than revenues received during the year, and a portion of that is from the transfer of salary expense to the Hulbert fund in April. As the finance department continues to fine tune its grant reporting system, they plan to work with staff to recognize grant funding received and work to spend down those funds before using general funds during the next fiscal year.

Overall, the financials are in compliance and good standing when compared to the budget as of May 31<sup>st</sup>, 2022.

**Policies, Plans, and Goals Supported:**

The presentation of these financial statements follows Policy 2-1 Financial Management which states that the District's accountant is responsible for preparing financial reports for the Board detailing year-to-date revenues and expenditures.

**Background and Additional Information:**

The quarterly financial report includes information through May 31<sup>st</sup>, 2022 and has been reviewed by the Finance Committee. Data was pulled on June 10 2022 from Incode. Although a soft close has been completed on the fiscal year 2020-21 books, there are still some adjustments that may need to be made after the audit is complete. The Finance Department plans to prepare a hard close of the books after the fiscal year end 2020/2021 audit.

**Attachments:**

April financial report PDF.



**% of Year 91.7%**

For Period: 7/1/2021 through 5/31/2022

**General Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ 8,900,000	\$ 8,882,519	\$ (17,481)	99.8%
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Property Taxes	\$ 11,673,499	\$ 12,031,773	\$ 358,274	103.1%
Other Income	\$ 389,000	\$ 296,277	\$ (92,723)	76.2%
<b>Total Operating Revenues</b>	<b>\$ 12,062,499</b>	<b>\$ 12,328,050</b>	<b>\$ 265,551</b>	<b>102.2%</b>
Transfers IN from Other Funds	\$ -	\$ -	\$ -	
<b>Total RESOURCES</b>	<b>\$ 20,962,499</b>	<b>\$ 21,210,569</b>		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
Personnel Services	\$ 8,088,533	\$ 5,757,728	\$ (2,330,805)	71.2%
Library Materials	\$ 1,397,550	\$ 1,007,534	\$ (390,016)	72.1%
Bldg. Maintenance/Utilities	\$ 1,484,319	\$ 1,257,398	\$ (226,921)	84.7%
Other Materials & Services	\$ 1,714,563	\$ 1,372,223	\$ (342,340)	80.0%
Capital Outlay	\$ 600,000	\$ -	\$ (600,000)	0.0%
Contingency	\$ 500,000	\$ -	\$ (500,000)	0.0%
<b>Total Operating Expenses</b>	<b>\$ 13,784,965</b>	<b>\$ 9,394,883</b>	<b>\$ (4,390,082)</b>	<b>68.2%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (1,722,466)</b>	<b>\$ 2,933,167</b>	<b>\$ 4,655,633</b>	<b>NA</b>
Transfers OUT to Other Funds	\$ 50,000	\$ 50,000	\$ -	100.0%
<b>Ending Fund Balance</b>	<b>\$ 7,127,534</b>	<b>\$ 11,765,686</b>	<b>\$ 4,638,152</b>	<b>165.1%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 20,962,499</b>	<b>\$ 21,210,569</b>		



**% of Year 83.3%**

For Period: **7/1/2021** through **5/31/2022**

**Capital Improvement Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ 5,600,000	\$ 5,413,000	\$ (187,000)	96.7%

Revenues	Budget	YTD	Variance	% of Budget
Interest Income	\$ -	\$ -	\$ -	
<b>Total Operating Revenues</b>	\$ -	\$ -	\$ -	0.0%
Transfers IN from Other Funds	\$ 50,000	\$ 50,000	\$ -	100.0%
<b>Total RESOURCES</b>	\$ 5,650,000	\$ 5,463,000		

Expenses	Budget	YTD	Variance	% of Budget
Materials & Services	\$ 600,000	\$ 315,102	\$ (284,898)	52.5%
Capital Outlay	\$ 1,200,000	\$ 112,560	\$ (1,087,440)	9.4%
<b>Total Operating Expenses</b>	\$ 1,800,000	\$ 427,662	\$ (1,372,338)	23.8%
<b>NET REVENUES/EXPENSES</b>	\$ (1,800,000)	\$ (427,662)	\$ 1,372,338	NA

Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	\$ 3,850,000	\$ 5,035,338	\$ 1,185,338	130.8%
<b>Total REQUIREMENTS</b>	\$ 5,650,000	\$ 5,463,000		



**% of Year 83.3%**

For Period: 7/1/2021 through 5/31/2022

**Miscellaneous Grants Funds**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ 1,100,000	\$ 1,184,989	\$ 84,989	107.7%
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Grants & Donations	\$ 250,000	\$ 410,612	\$ 160,612	164.2%
Interest	\$ 11,000	\$ 11,040	\$ 40	100.4%
<b>Total Operating Revenues</b>	<b>\$ 261,000</b>	<b>\$ 421,652</b>	<b>\$ 160,652</b>	<b>161.6%</b>
Transfers IN from Other Funds	\$ -	\$ -	\$ -	
<b>Total RESOURCES</b>	<b>\$ 1,361,000</b>	<b>\$ 1,606,641</b>		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
Personnel Services	\$ 200,000	\$ 134,362	\$ (65,638)	67.2%
Materials & Services	\$ 650,000	\$ 177,509	\$ (472,491)	27.3%
Capital Outlay	\$ 250,000	\$ 181,700	\$ (68,300)	72.7%
<b>Total Operating Expenses</b>	<b>\$ 1,100,000</b>	<b>\$ 493,571</b>	<b>\$ (606,429)</b>	<b>44.9%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (839,000)</b>	<b>\$ (71,919)</b>	<b>\$ 767,081</b>	<b>NA</b>
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	<b>\$ 261,000</b>	<b>\$ 1,113,070</b>	<b>\$ 852,070</b>	<b>426.5%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 1,361,000</b>	<b>\$ 1,606,641</b>		



Date: June 15, 2022

**Title:** 5-5 Display, Exhibits, and Bulletin Board Policy

**From:** Policy Committee

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**Recommendation:**

The Policy Committee recommends that the Board approve the updated 5-5 Display, Exhibits, and Bulletin Board Policy as presented.

**Policies, Plans, and Goals Supported:**

Maintaining updated policies provides clear guidance for the District Board, staff, and patrons, and facilitates ease of use of all library services.

**Background and Additional Information:**

After receiving input from the Board at the May 2022 Board meeting, the Policy Committee reconvened and further reviewed the policy. A section was added for Displays by Library Staff, and the Introduction was revised to reflect that displays and exhibits align with the Library's strategic goals.

The 5-5 Display, Exhibits, and Bulletin Board Policy was first adopted by JCLD on September 8, 2016. The proposed revisions have been reviewed by the Policy Committee:

- Updated language throughout the policy to provide consistent phrasing and to reflect the Library's values of inclusion and respect
- Clarified language regarding display content, including removing unnecessary procedural information

**Attachments:**

- 5-5 Display, Exhibits, and Bulletin Board Policy, clean version
- 5-5 Display, Exhibits, and Bulletin Board Policy, red-lined version



<p><b>Policy 5-5</b></p>	<p><b>Displays, Exhibits, and Bulletin Board Policy</b></p>	<p><b>Created:</b> 9/8/2016  <b>Revised:</b> 6/9/2022  <b>Approved:</b> 10/12/2019</p>
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**I. Purpose**

This policy explains the guidelines for displays, exhibits, and postings on bulletin boards in Library buildings. Jackson County Library Services provides space for displays, exhibits, and bulletin boards to forward its mission of connecting everyone to information, ideas, and each other.

**II. Introduction**

Jackson County Library Services provides displays, exhibits, and bulletin boards to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. In general, display and exhibit themes are chosen by the Library, and items included in the displays are selected at the sole discretion of the Library. Displays and exhibits complement or highlight the Library’s strategic goals and feature themes of interest to both the local community and the general public

**III. Displays by Library Staff**

Display themes will reflect the diversity of the Library’s collection and the community it serves. This diversity may be represented by the identities of the authors and/or the subject matter and will regularly reflect vulnerable and marginalized members of the community. The Library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen subject. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the Library or by organizations affiliated with the Library.

**IV. Displays by Outside Organizations**

JCLS may accept displays and exhibits from outside organizations, when space allows and content is strategically aligned and of general interest to the community. To request use of a display case, organizations must contact the local branch where they wish to display materials. The branch manager will review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen. A release form is required before the display is installed.

Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.

**V. Bulletin Boards**

Bulletin boards are provided for posting of flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be approved by the Library and shall



beleft at the Main Desk. Priority will be given to flyers pertaining to Library-sponsored events and news, educational events, legal notices, and postings by nonprofit and charitable organizations.

Unauthorized flyers will be removed.

#### **VI. Reconsideration of Displays or Exhibits**

The Library recognizes the right of individuals to question what they might view in the library and has developed a process to address concerns. The process is the same as the Request for Reconsideration of Library Materials, which includes the opportunity for an individual to discuss their opinion with library staff, to complete a written Request for Reconsideration of Library Materials form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Materials Form is attached to the Collection Development Policy found [here](#). The materials in question will remain on display pending the Library Director's decision.



### Display and Exhibit Guidelines

The Jackson County Library provides displays and exhibits on subjects of interest to the general public throughout its 15 branch buildings. Subjects are chosen by the library and items included in the displays are selected at the sole discretion of the library. On occasion the library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen subject. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.

JCLS does not assume responsibility for loss or damage to items loaned to the library for display, unless such loss or damage is caused by intentional or negligent affirmative acts of the Library or its employees or volunteers. The Library reserves the right, at its option, to remove and store items loaned to the library when it deems such removal is necessary.

### Acknowledgment and Receipt

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:

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Date received: \_\_\_\_\_ To be returned on or about: \_\_\_\_\_

JCLS representative's signature: \_\_\_\_\_

Owners Name (print): \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's address and phone number: \_\_\_\_\_

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Date Returned: \_\_\_\_\_ Owner's signature: \_\_\_\_\_



Policy 5-5	Displays, Exhibits, and Bulletin Board Policy	<p>Created: 9/8/2016  Revised: <del>6/5/20</del>6/9/2022  Approved: 10/12/2019</p>
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Owner's address and phone number: \_\_\_\_\_

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Date Returned: \_\_\_\_\_ Owner's signature: \_\_\_\_\_