



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
July 19, 2023, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

AGENDA AMENDMENTS AND APPROVAL

INTRODUCTIONS / PROCLAMATIONS

1. Swearing in and Oath of Office
2. Officer Elections (**Discuss/Action**)

CONSENT AGENDA

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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.)

REPORTS (**Inform**)

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11. Finance Policies – Kari May.....24
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NEW BUSINESS (**Inform/Discuss/Action**)

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Executive Session pursuant to ORS 192.660 (2)(3): *to deliberate with persons designated by the governing body to negotiate real property transactions. Real property transactions are not limited to the purchase or sale of real property. No decision may be made in executive session. At the end of today's executive session, the Board will come back to its regular session during which the Board may or may not take action or make a decision.*

COMMITTEE AND BOARD MEMBER REPORTS (**Inform**)

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

July 22, 2023 – JCLD Board Annual Retreat – Eagle Point, OR

August 1-3, 2023 – 2023 United for Libraries Virtual Programs

August 9, 2023 – SDAO Board Member Duties, Responsibilities, and Liabilities Training - Medford, OR

August 16, 2023 – JCLD Regular Board Meeting

September 20, 2023 – SDAO Board Member Relations, Expectations, and Ethics Training – Klamath Falls, OR

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

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



Date: July 19, 2023

Title: Pathway Custodial Services Contract Amendment 4

From: Kelda Vath, Assistant Director of Support Services

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 for janitorial and landscaping services for Fiscal Year 2024.

Resource Requirements:

The proposed annual cost for FY24 is \$732,522. This represents a 11.61% increase over FY23 and is included in the FY24 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:

Pathways has been providing janitorial services to JCLD under the current contract since 2016. The increased cost to the Pathways contract this year is because of increased usage in the facilities, the state minimum wage increasing to \$14.20 per hour, inflation impacting supplies, and equipment, and general wage inflation.

Please note that in the accompanying cover letter, item #4 states an additional 268 hours in the narrative and shows an increase of 208 hours in the table – 208 is the correct number, and is the number utilized to calculate the contract amount. Also, item #8 has been modified to eliminate pressure washing of the Medford entryways entirely and only pressure wash the entire building twice per year. An updated letter will be provided before signature is requested.

Attachments:

Oregon Forward Proposal for Janitorial Services

Amendment 4 to the contract for services between JCLS and Pathway Enterprises

Oregon Forward Proposal for Janitorial Services July 8, 2023

Jackson County Library District
Janitorial Services

The 23-24 contract period proposal reflects the changes in the use and environment impacting the Library District. I have outlined the specific impacts below.

1. Pathway works to ensure a competitive wage to all of our employees. Over the past two years we have given raises as appropriate to retain labor. We give these increases regardless of current contracted amounts. The current rates being charged to the Jackson County Library District is based on \$16 per hour. As of January 2023, all Pathway workers are being paid \$17 or more per hour. This proposal incorporates these wages as we are already paying them.
2. The Medford branch has increased usage by the houseless community creating additional cleaning impacting the interior and exterior of the facility. Unlike the Ashland location we have found the population using the facility is threatening to workers, leave behind dangerous contraband, regularly cover the restroom walls in feces, plug toilets requiring plunging or picking, and we are witness to elicit sexual acts and other lude behavior. The location has been determined to be hazardous after hours and we no longer allow vulnerable workers to travel to or work the location. We have been forced to staff with employees who appear young, strong, and able to defend themselves. Additional duties added to these workers is to ensure the removal of houseless patrons attempting to hide and camp in the building. All of the employees working the site have expressed a fear for their safety. In order to staff this facility, we need to offer a pay differential that offsets the risk of working the location. This is true for both daytime and evening workers. I am proposing all Medford Library workers be paid a minimum of \$20.00 per hour.
3. When the Butte Falls and Prospect branches lost local labor Pathway was unable to solicit any applicants from those communities. For a period of time we dispatched local labor to drive from Medford to the locations to perform janitorial and landscaping services. The cost was prohibitive and it became clear that the only option left to us was to increase the wage offered. As we began to advertise higher and higher pay rates, we continued to receive no interest. At \$30 per hour, we were able to retain dependable quality labor. We have paid this rate for many months and will need to incorporate this into our costing workbook. I was able to evaluate the hours needed and reduce the hourly cleaning allocation. Overall, the hours decreased 104 annually. This should help in dampening the impact for janitorial.
4. Usage has impacted the hours needed to provide services. This proposal includes an increase of 268 hours. The following table illustrates the increases and decreases in the annual hours at each location:

CCB#LBPR218417

Branch Designation	+ / -	Branch Designation	+ / -
Applegate	52.0	Phoenix	0.0
Ashland	0.0	Prospect	(52.0)
Butte Falls	(52.0)	Rogue River	52.0
Central Point	0.0	Ruch	52.0
Eagle Point	0.0	Shady Cove	0.0
Gold Hill	0.0	Talent	78.0
Jacksonville	26.0	White City	52.0
Medford	0.0		
Total	26.0	Total	182

Many of the small increases in remote branches is due to the transportation needed to go there as well as actual cleaning times experienced by cleaning personnel. These numbers are Annual totals.

5. Payroll fringe incorporated into the 23-24 proposal is 2.09% less than last year, and overhead expenses are 1.34% less than the 22-23 costings. Markup continues to be set at 6% as allowed by the State of Oregon.
6. Pressure washing for the Medford branch was reduced due to disruption and temperatures. I propose that entries be serviced 8 times annually (verses 24) and the entire location twice annually. This results in significant reductions.

The workbooks for the 2023-2024 contracting period incorporate the above noted changes and are summarized below.

Costing Category	Proposed 23-24 Annual	Current 22-23 Pricing	Difference	% Increase
Daily Janitorial	618,877	547,500	71,376	13.04%
Landscaping	33,262	23,268	9,993	42.95%
Pressure Washing	14,618	23,889	-9,270	-24.8%
Window Cleaning	22,552	22,451	101	.45%
Floor Services	43,211	39,229	3,982	10.15%
Total	\$ 732,522	\$ 656,338	\$76,183	11.61%

Pathway Enterprises, Inc is requesting a substantial increase in order to maintain the services that the district is accustomed to. Increases are due to usage in the facilities, State minimum wage increasing to \$14.20 per hour, inflation impacting supplies and equipment, general wage inflation. Our base wage is based on \$17.00 per hour which is already below the wage needed to recruit labor in Jackson County.

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
Cell 541.601.4550

<Attachments>



AMENDMENT #4 TO THE CONTRACT FOR SERVICES BETWEEN THE JACKSON COUNTY LIBRARY DISTRICT AND PATHWAY ENTERPRISES, INC.

1. This is Amendment No. 4 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 2023/2024 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. 4 shall supplant and supersede all previous Amendments.

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 \$732,522.

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, July 1, 2021 through June 30, 2022, and July 1, 2022 through June 30, 2023. The Parties further mutually agree to extend this Contract for an additional period of one (1) year commencing on July 1, 2023 and expiring on June 30, 2024.

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

[Signatures to follow]

Date

Board President
Jackson County Library District

By: _____ Date

Its:
Pathway Enterprises, Inc.

Approved as to legal sufficiency:

Jacquelyn Bunick, Legal Counsel



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:03 p.m. Roll call was taken, and the Land Acknowledgement read.

CONSENT AGENDA

Director Dziura removed the SOHS Contract Amendment from the Consent agenda, and this item will be brought forward at a later meeting. He also noted that the Suspension Guidelines will not be presented at this meeting.

Without objection, the agenda was approved.

MOTION: Director Kiefer moved to approve the consent agenda. Director Brown seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2023-2024 BUDGET

No public comment was received.

ADOPTION OF FISCAL YEAR 2023-2024 BUDGET AND APPROPRIATIONS

On May 3, 2023, the budget was approved by the Budget Committee. Finance Manager Brittany Brite noted a change to page 58, correcting a two-step increase to the approved one step. The budget narrative remains correct.

Resolution 2023-04 adopting Fiscal Year 2023-2024 Budget, Making Appropriations, Imposing and Categorizing Taxes

Director Kiefer moved to approve Resolution 2023-04. Director Shepherd seconded the motion. The resolution was approved by a unanimous roll call vote.

REPORTS

Library Director's Report

Director May introduced Youth Services Coordinator Brystan Strong, who presented an overview of the 2023 JCLS Summer Reading Program. She highlighted the Beanstack program and app, which tracks progress and communicates achievements to patrons as well as allowing library staff to gather usage statistics. Families can register under one account and track each member individually. Strong thanked the Marketing department for all of their hard work creating structure and rewards for the program. The library is partnering with local businesses

and presenters to offer programs and prizes for all ages.

May then highlighted items from the report, including celebrating that the H-VAC project in Ashland is near completion. She noted that two hours prior to the meeting, Oregon State passed legislation funding the Dolly Parton Imagination Library, which will provide half the costs for all eligible children. She also shared news that SOHS unfortunately had a roof leak and sustained water damage in the Archives. She will continue to update the Board regarding their recovery process.

Director Brown noted that the video game collection is very positive news and appreciated that they were focused on family togetherness. Brown then asked regarding the employee survey. May shared that results are forthcoming and summaries will be shared with the Board in the future.

Jackson County Library Foundation Report

Executive Director Ginny Auer summarized her report, which contains a overview of the past year and a forecast of priorities for the forthcoming fiscal year. She noted that Library Giving Day was successful and brought in over \$3,000. A direct mailing effort was also effective. The Board developed their fundraising priorities for the upcoming year based on JCLS' Strategic Plan. The Foundation will focus their efforts on the Phoenix library outdoor space revitalization, specifically the pollinator garden and beehive. DPIL continues to be supported by the Foundation, in partnership with local Rotary Clubs. Book Lockers are the final priority area, with the first unit being installed in Shady Cove in Fall 2023. Director Shepherd asked if the Foundation had looked into grants for the projects, and Auer responded that six grants applications are currently underway.

Financial Report

Finance Manager Brittany Brite noted that everything was on track, and the HVAC project is complete pending a final test in July. The project remains under the budgeted amount. Director Kiefer asked why Staff Training and Recognition came in under budget. Brite noted that Staff Day was moved from the Spring to the Fall, which accounts for it.

Director Shepherd asked regarding bank fees and interest expenses. Brite explained that bank fees covered the transfer fees from LGIP and credit card transactions. There are rarely interest costs, but that amount is usually more of a buffer. The fees also include the contract with a company that allows patrons to pay their fees online, which contains a cost per transaction fee. May concluded the report by acknowledging Brite for her services as the Finance Manager for the past two year and noted that she will continue to assist with the upcoming audit past her final day on June 30.

Motion: Director Brown moved to accept the report as presented. Director Kiefer seconded, and the motion was approved unanimously.

UNFINISHED BUSINESS

JCLD Annual Retreat

Director May confirmed the date as July 22 at the Eagle Point library from 9:00 a.m. - 4 p.m. Stephanie Chase will be the facilitator for the day, and she will meet with each board member prior to the retreat. May noted that the board self-evaluation was sent out earlier in the day and the responses will be compiled before the retreat.

NEW BUSINESS

Collection Development Policy

Dziura summarized the policy committee meeting, and commended staff for their thoughtful research into the review process. May noted the changes made to the policy, notably incorporating LoT into the policy and clarifying the reconsideration process.

Shepherd commented that the policy reads well, but stated that she has received comments that community

groups feel that they are not being represented in the collection, particularly curriculum utilized by homeschoolers. May noted that items are removed usually due to condition, and that popular items are replaced. As the collection is reviewed, community needs are considered. The average life for an item in the collection is 3-5 years.

Motion: Director Keifer moved that the collection development policy be approved as presented. Director Shepherd seconded, and the motion was approved unanimously.

Finance Policies

Both the Finance Committee and Policy Committee reviewed the changes to the finance policies and recommend them for approval. Director Kiefer asked who is meant by vendor in Policy 2-1, Financial Management, in the section related to billing and receipts. May replied that the language encompasses any funder, such as Friends Groups and program presenters.

Keifer then asked about the instances of the words “should” in the policies, and whether they should be replaced with “shall.” While much of the language in the policies are legal requirements suggested by auditors, it was agreed that the policies should be reviewed again and brought to the Board at the next meeting.

Director Shepherd asked regarding public contracts, and compared it with vendor choice, under formal bidding. When RFPs are issued, section F addresses and follows the guidelines under the State Procurement Office. Any costs above \$150,000 go to a formal bidding process. Some RFPs are issued for the amounts under this amount, such as the book locker project and Facilities Master Plan. There is discretion left, but efforts to ensure best choices are always considered. Legal noted that the policies comply with statutes.

Rules of Conduct Policy and Suspension Guidelines

Director Brown summarized the policy committee meeting between committee and staff and shared the recommendation that the policy should be approved.

Bunick observed that some of the provisions should allow more clarity on what is not appropriate conduct in the library. While the policy is worded to be positively worded, some of the provisions could be made clearer. May noted that many of these concerns will be addressed under the suspension guidelines, which will be presented at a later meeting. The suspension guidelines will be used to enforce suspension when prohibited actions occur.

Director Kiefer recommended that the document be worded as being different from guidelines. Director Young asked that the policy and guidelines be printed and made available at all branches.

Director Dziura commented that the committee was provided an initial review of the guideline draft. The Rules of Conduct Policy was revised to provide clarity in behavioral boundaries. The suspension document will address prohibited behaviors and consequences of breaking them. The policy in question will allow the guidelines to be enforced.

Motion: Director Dziura moved that the Rules of Conduct policy be approved as presented. Director Brown seconded, and the motion was approved unanimously.

Officer Elections

Director Dziura recommended that the members of the Board consider potential officer positions for the upcoming fiscal year and noted that Director Brown is willing to serve as President. He noted that having a strong Executive Committee is vital to the effectiveness of the Board. Director Kiefer noted that the position of Vice President is often used as training to become president the following year.

Security Contract

Assistant Director of Public Services Joan Vigil summarized the RFP process to award a contract for security services. The review committee recommends the contract be awarded to Northwest Defense Contracting.

Director Kiefer asked if the Concierge would still provide night services, and no indication has been given otherwise.

Motion: Director Dziura moved that the Board approve the security contract to Northwest Defense Contracting. Director Kiefer seconded, and the motion approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Director Kiefer asked what avenues exist for how the Board can respond when they receive comments or communications from community members. Dziura replied that if a board member felt that action or discussion was needed by the Board, they should ask the Executive Committee to add it to a meeting agenda. They may also direct the Library Director to research and respond, the result of which would be communicated to the Board.

Director Young acknowledged and commended the DART Van for the services they provided at the Juneteenth celebration in Downtown Medford.

Director Shepherd asked if the Central Avenue waterfalls had been evaluated. May responded that the mechanics are not currently operational, and that after additional review, Jackson County Facilities Maintenance recommended that they remain off. The Board asked that a cost estimate be made for repairs, and that a summary of the review be provided.

Director Young recognized and thanked Director Dziura for his service on the JCLD Board of Directors.

ADJOURN

President Dziura adjourned the meeting at 5:28 p.m.

/s/ Val Nowak

Recording Secretary



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS EXECUTIVE SESSION MINUTES

Medford Branch Library
Administrative Meeting Room
205 S Central Ave, Medford, OR
June 28, 2023, 4:30 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Viki Brown (Vice President), Marissa Barrientos Shepherd, and Kim Young.

Additional attendees: Kari May (Library Director), Jacquelyn Bunick (Legal Counsel)

CALL TO ORDER/ROLL CALL

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

NEW BUSINESS

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

No votes or actions were taken.

ADJOURN

President Dziura adjourned the meeting at 5:55 p.m.

RESOLUTION: 2024-01

A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is the practice that the Board designate its President and Vice President, as well the Library Director, Finance Manager, and Assistant Directors as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That former JCLD employee Finance Manager Brittany Brite is hereby removed as an authorized user on the District's Banner Bank Account.
- 2. That JCLD Finance Manager Thomas McLanahan, Library Director Kari May, Assistant Director of Support Services Kelda Vath, and Assistant Director of Public Services Joan Vigil are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 3. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President _____, Vice President _____; and Library staff: Kari May, Library Director, Assistant Director Kelda Vath, and Assistant Director Joan Vigil.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 19th day of July, 2023.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Kevin Keating _____
Susan Kiefer _____
Marissa Barrientos Shepherd _____
Kim Young _____

RESOLUTION: 2024-02

A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is the District's practice that the Board President, Board Vice President, the Finance Manager, and Library Director are designated as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That Finance Manager Thomas McLanahan and Library Director Kari May are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President _____, Vice President _____, and Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 19th day of July, 2023.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Kevin Keating _____
Susan Kiefer _____
Marissa Barrientos Shepherd _____
Kim Young _____



Date: July 19, 2023

Title: Library Closure- JCLS Staff Day

From: Brynn Fogerty, HR Manager

Summary:

Staff Day, a mandatory training day for staff to gather in-person, will be held this year on Friday, September 15, 2023.

Recommendation:

Staff recommends the Board approve the closure of Jackson County Library District for the date of Friday, September 15, 2023 for a staff in-service day. Staff Day was included in the budget, as well as the 11 holidays that libraries are closed to the public.

Policies, Plans, and Goals Supported:

Holding an annual Staff Day is in alignment with Goal 4 of the strategic plan, to nurture the staff infrastructure.

Background and Additional Information:

Staff Day is an all-day, mandatory training day for all JCLS employees to participate in. This year's theme is "Watershed Moments." The agenda for the day includes a keynote speaker on wellness in the workplace, employee recognition, breakout sessions, and a catered lunch. Because of the size of the staff, this year's event will be held off-site at Southern Oregon University. The Staff Day committee is working hard on organizing the day and planning all the details. Board members will be invited to participate in Staff Day.



Director's Report

July 2023

Special Highlights

SOREDI Bowl-a-thon

JCLS had a team at SOREDI's first annual Bowl-a-thon, a fundraiser for their Foundation. Library Director Kari May joined five other staff members for a night of bowling at Lava Lanes.



Urban Libraries Council

JCLS joined the [Urban Libraries Council](#), a membership-based organization that works with urban libraries across the country. ULC's mission is to enrich communities by "strengthening and promoting the value of libraries as essential public assets." As members, JCLS has access to several member hubs on topics ranging from Collection Development to Social Services to Leadership, as well as research-based publications, networking opportunities, and professional development.

ALA Annual Conference

Assistant Director of Support Services, Kelda Vath, recently attended the American Library Association's (ALA) Annual Conference held in Chicago, IL in June. Highlights from the conference included the opening session with a keynote from beloved author Judy Blume, as well as great sessions that shared ideas about advancing digital inclusion among Latinx populations, data privacy, and one entitled, "The Top 5 Mistakes in Renovating your Library – And How to Avoid Them!" Vath also met with vendor partners from OverDrive and Lyngsoe, and explored the exhibits hall to gather information about products and services JCLS may want to consider in the future.



Public Services

Bear Creek

The Ashland Library has taken on a festive air with several new colorful displays. In May, Librarian Ethan Craft invited the community to join the library in folding 1,000 paper cranes in honor of Asian American/Pacific Islander Heritage Month. Packets of origami paper with instructions were available, and patrons responded enthusiastically. One elementary school teacher asked for packets for her whole class to participate. The challenge was met and surpassed, with more than 1,000 paper cranes folded and displayed at the end of the month.



In the Teen department, a Pride display coordinated by teen volunteers saw significant interaction from young patrons. It invited them to write reviews and recommendations for LGBTQIA+ materials. One patron responded to the call with a rave review of *Loveless* by Alice Oseman: "It's so good! I'm 13 and I would recommend it for readers of 13-whatever age. My great aunt who is 70 loved it and it's a great book!" To continue the reading enthusiasm, the Children's team decorated the whole department to coincide with the Summer Reading Kick-off





Party. Patrons delighted in the whimsical decorations, and children have been motivated to participate in the program and earn the prizes on display.

In Phoenix, Branch Manager Jody Fleming took a cue from Salt Lake City, which recently [designed and adopted a new flag](#). She created a take and make kit that included examples of city flags from across America and a template. The kits encouraged participants to create their own flag to represent the City of Phoenix. This cat-themed patchwork flag and many others were hung around the branch for everyone to enjoy.

In early June, the Talent library had several visits from classes of school kids eager to learn about the library and summer reading. After a story time presented by branch manager Patrick Mathewes, many of them received their first library cards and were eager to check out books. One of the young boys began crying when it was time to leave the library, but a school helper and Mathewes soon had him smiling again once he was reassured that the library would be open throughout the summer, and he would be able to return as often as he liked. Afterward, one pleased adult patron presented a bouquet of flowers to the Talent staff in recognition of all their friendly helpfulness.

Central Area

The Medford Adult Services Team had something for everyone in June. They kicked off summer with a variety of programs, ranging from a painting program to events celebrating International Tabletop Game Day and Pride Month. Adult Services Librarian Carrie Tannehill and Business Librarian Roslyn Donald took the show on the road at the Applegate Evening Market. Many people stopped by the JCLS booth to vote on their favorite vegetable – beets won by a landslide - and also learned about library services and the summer reading program.

Medford Childrens is having a great turnout for summer programs. Especially popular is Minecraft Family Storytimes, which combine a Minecraft related story with STEAM activities. Bi-weekly Make Your Own Character programs and The Babies and Wobblers program are also seeing steady attendance by many families.

Branch Manager Erin Ulrich has truly leveled up the Central Point library with phenomenal décor celebrating the SRP theme. She used the old 8-bit design style and created “pixel art” all around the library using small squares of paper. The installments incorporate popular characters from video games such as Pokémon, Legend of Zelda, Mario Bros., Among Us, and Lego. Patrons of all ages have enjoyed the displays. One patron expressed her appreciation of all the signage and book displays that promote inclusivity in the library, saying, “I think it’s just wonderful.”

In collaboration with Denise Brown of the Maslow Project and Sharon Bigelow of the Housing Authority of Jackson County, Spark Space Specialist Kayla Adamiec and Library Associate Noel O’Brien provided a brief presentation about Spark Space at the Creekside Community Center, where families with teens were given a demonstration of some of the Space’s features and encouraged to attend a tour of Central Point Library afterwards.

Lower Rogue

June began with a bang in Gold Hill with Gold Dust Days on June 3rd. The Dart Van followed as the Friends of the Library group marched in the parade and promoted the summer reading program. Afterward, more than 150 people perused the Friends’ book sale set out in the meeting room.



Jacksonville is ready for Summer Reading! Staff have arranged several in-house activities for patrons to enjoy. There's an ongoing scavenger hunt for children's book characters around the juvenile section, along with an 'I Spy' display case. As patrons wander the library looking for all the hidden objects, there are opportunities along the way to pick up registration materials.



Throughout the past year, the outdoor school Freckled Fawn Nature School regularly used Jacksonville's meeting room as a place to have indoor work time. With school wrapped up for summer, the students presented staff with a framed drawing as a token of their gratitude.

Just in time for the first program in the Summer Reading series, a young rock collector worked with the library to display a beautiful variety of rocks and minerals. The installation greeted eager patrons as they came to attend a Bugs-R-Us program that was focused on rocks, minerals, and fossils. Bugs-R-Us programs continue to be popular at all branches.

An Applegate patron came in with her daughter, who was visiting from California. They brought a special treat: avocados fresh from the tree, saying thanks for "being such a sweet branch!"



Library Associate Laurel Mills and Branch Manager David Haywood represented Rogue River at the annual Rooster Crow festival. Though the turnout was not quite as robust as last year, they still had many positive interactions with passersby in which they were able to promote library services and hand out applications for new library cards.

In Ruch, staff created displays to honor Pride month and Juneteenth, and also put up a new 1,000 Books Before Kindergarten interactive bulletin board where participating children write their names on a butterfly and add stickers to mark their reading progress.



Upper Rogue

Butte Falls hosted a Chalk the Library Walk event. Lots of kids had fun doodling all over the sidewalks, and a few adults added their art, too. The Kingdom Hearts Sea Salt Ice Cream Take & Make kits disappeared quickly, and several patrons reported back that the popsicles they made had been very tasty.

Prospect had a blast hosting the Scienceworks Be a Physicist: Power Plant session. Attendees were fascinated by the power plant model and had a lot of fun manipulating the electrical circuit to discover better ways to make power flow and identify problems like short circuits. Staff and patrons alike are very excited about future modules in the Be a Physicist program - especially the upcoming session on lasers.



The Shady Cove branch was invited to be a part of the Festival on the Rogue. Because the branch was closed that day, both Branch Manager Marion Mensing and Library Associate Sydney Salisbury were able to staff the table there, highlighting library materials and signing people up for library cards and Summer Reading.

Shady Cove also had a special Summer School class visit, and branch staff partnered with Community Librarian Evelyn Lorence and Education Services Specialist Stephanie Polendey to plan a fun "Doodle Cubes" craft for the visit. Doodle cubes are

basically Rubik's cubes that arrive blank, and the students get to create their own designs on them. The students loved this activity so much that they did not want to leave.

White City started the month of June with Kids Unlimited at their Literacy Night, helping sign kids up for library cards and summer reading. In the first few weeks of June, staff already had some younger readers coming in with five books read, and they are excited to keep reading all summer long. One young patron has been practicing her oral reading skills by reading to Library Associate Milagros Morales. She is quickly filling up her Summer Reading logs and delighting staff as well.

Programs

June kicked off the Level Up Summer Reading Program, to the delight of patrons across the district. Wildlife Images toured six branches with their Animal Meet & Greet program. In Shady Cove the turnout was so numerous that the parking lots at the library and the community center were completely full. The community room was filled to capacity, and the lobby and the main library served as overflow. One parent standing in the library held her kids up to peek through the window at the presenters and their critters. At the end of the program, patrons who had not been in the room were able to take turns looking at the animals.

The Ashland Children's department launched a series of weekly programs called the Level Up Club. The first of these offered a STEM program demonstrating how to make elephant toothpaste. Both children and adults learned about molecular bonds, catalysts, exothermic reactions, and just how cool science can be!

Medford Teen Services hosted a bracelet-making program in honor of Pride. Teens learned about various colors and what they represent on flags, and then chose what best represented them to create a physical reminder of community with their bracelet.

Jacksonville Library and Rebel Heart Books teamed up to host author and therapist Frank De Luca. Bookstore owner Eileen Bobek interviewed De Luca about his book, *A Field Guide to Humans: Enriching Relationships through the Enneagram*. The audience was very engaged and asked the author many questions about his work.

In Ruch, local historian Dolores Lisman's program, *Goldminer's Daughter, the Life of a Young Girl in the Upper Applegate (1903-1909)*, explored the diary and life of Uvena Emily Arnold. The attendees, including Uvena's niece and nephew, thoroughly enjoyed the event.

Outreach

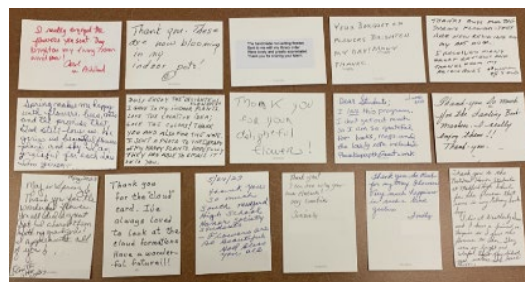
At Home Services

At Home Services staff have created ways to help increase Summer Reading engagement this year. All of their patrons received a reading log with their monthly shipments, and the effort seems to be working: several patrons have already returned completed logs.

In response to the Project Sunshine packages sent to AHS patrons in May, the department received a host of 'thank you' notes. These notes will be passed on to the South Medford High School Honor Society students who put the packages together.

Business Librarian

Ashland Chamber of Commerce held its weekly Greeters meeting at Ashland Library on June 2, followed by a ribbon-cutting photo opportunity to celebrate both the library's extended hours and the completion of the HVAC project. Many attendees commented on how lovely the Gresham meeting room was. Some also mentioned that they hadn't known about the Library of Things but were eager to try it out soon. The series of ribbon-cutting events held throughout late spring



was an effective public relations move and reinforced the library's relationship with local Chambers. These events reinforce the idea that the library is part of the economic community, not just for education or entertainment.

Another highlight for the month took place at the June 13 Downtown Medford Association general meeting. The Association presented Business Librarian Roslyn Donald and Marketing Manager Ryan Bradley with an Outstanding Performance Award for their work on the Downtown Quest promotion.

DART

Summer season events were in full swing in June, resulting in a busy month for DART. Mobile Services Specialists saw an increase in attendance at events with the Housing Authority of Jackson County. DART was out in the Medford community representing the library at two large city events: the Juneteenth Celebration and Medford Pride, both taking place in Pear Blossom Park. Pride proved to be a fun and productive event, with over 700 interactions and 25 new cards issued. Several attendees expressed that they were new to the area and that it made them feel very welcome to see the library there.

One of these moments was particularly memorable and heartwarming. Library Specialist Emily Hawks recounted after the event that, "we were aware going into the event that protestors were a possibility. At one point, I was speaking with a lovely dad about Storytime and all the great programs that Medford Children's puts on. We were interrupted by loud, hateful speech. In an attempt to drown out the noise, I cried out, 'Come visit the library! We've got totes, water bottles, and everything is free, because we're the library!' Alas, I am not that loud of a person. The father I was speaking to cupped his hands around his mouth, took a firm stance, and boomed, 'THE LIBRARY IS AWESOOOOOOOOOME!' He completely drew attention away from the protestors, and our JCLS team gave him a round of applause. It was so gratifying to speak to a patron who utilizes the library and supports all that we do."

Digital Services

Area Manager Carrie Turney Ross and Digital Services Supervisor Eric Molinsky were awarded a grant to participate in Phase 2 of the PLA Digital Literacy Workshop Incentive. PLA DigitalLearn training materials will be available throughout the program, and up to \$6000 dollars will be made available for projects formed in connection with it.

Acknowledgement of the high-quality service provided to patrons was a highlight of the month, with one happy patron returning to the library after her appointment with six boxes of cookies for the team, and another taking the time to send an appreciative email to Molinsky. In part, she mentioned that the assistance she received "exceeded that of my telephone service carrier, my computer's help line, and Geek Squad at Best Buy".

Education Services

As the school year wrapped up, the Educational Services team put a great deal of effort in promoting Summer Reading. Education Services staff reached around 525 students in schools in Medford, Phoenix, Talent, Eagle Point, Shady Cove and Butte Falls. During the events, students crafted, listened to audiobooks, and were given reading material to take home for the summer. At Hillside Elementary, the free books were met with such excitement that many of them sat down and began reading them right away.

An ongoing craft and reading program with Shady Cove summer schoolers began in June. Although many Summer School Programs have been cut this year due to funding, the educators that staff are working with have been extremely appreciative and receptive to ongoing support for their summer programs.

Outreach to Child Care

Library Specialist Emily Hawks attended the Head Start Progress End of Year Celebration to promote Summer Reading. They encountered 50 participants and distributed gift books to the preschool graduates.

Social Services

The Social Services team and Security continue to find stable footing and calibrate the scope of the department. At the end of June, the Morning Hours Program as hosted by JCLS officially drew to a close. Staff have worked closely with other service agencies to support the start of a similar program off site. Throughout this transition period, the team has been able to better assist more patrons and have been able to dedicate more time building rapport and trust within the community.

The Resource Specialists have expanded their reach with the launch of a Satellite program, where Resource Specialists have regularly scheduled time at each branch. Staff and patrons alike seem to be responding well, and the team is looking forward to these relationships developing in the future.

Human Resources

Open Enrollment for benefits took place in the month of June. The District's broker representative from PeopleStrategy provided educational sessions about the JCLS benefit package and staff enrolled in plans for the new benefit year online. This year, staff were given options to expand dental coverage, well as having further EAP resources added for all staff.

The EDI Roundtable was held June 28th. Staff Development Coordinator Loren Clupny educated attendees about the Stonewall Rebellion and the Queer & Trans rights movement.

Conscient Strategies, the consulting firm chosen to conduct the Employee Engagement Survey, hosted a tech-enabled conversation on June 8th. With 77 participants, almost 50% of staff participated. According to Conscient Strategies, this was a highly successful effort, as most organizations see participation in the 20-30% range. May and Fogerty had a series of meetings where results were discussed, along with plans to address the areas that were highlighted as needing improvement. Results will be shared with staff in July and August, and May and Fogerty will present the results to the Board at their August meeting.

Finance

The Finance Department has been wrapping up year-end invoices and payments so that they can close out the fiscal year and prepare for the audit. They have also set up the new Fiscal Year budget and shared department budgets with each department head. The auditors are scheduled to be onsite for the audit in late August. Former Finance Manager Brittany Brite will assist with the audit preparation so that the audit can be completed by the deadline this year.

Marketing

June was an exciting month for the library and library lovers. Not only did Summer Reading start, but the video game collection launched. The Marketing team was excited to support these initiatives with campaigns and swag to energize the community. In addition to supporting these big events, staff released a companion video to the documentary on the Butte Creek Mill. Marketing also released a new installation in ASL Storytime, a sign-language video series which has found a solid following beyond the usual storytime entries on YouTube: ASL Storytime: In the Kitchen: <https://bit.ly/3ruPPKs>

Media Coverage:

KOBI on the Video Game Collection: <https://bit.ly/3qsXng2>

Press Releases:

Video Game Collection: <https://bit.ly/3XObgSA>

July Windows in Time: <https://bit.ly/3DbOBGk>

Notable Videos:

We Will Rebuild: The Milling Process: <https://bit.ly/3NtXUqY>

Support Services

Book Lockers

An Implementation Team has been assembled to bring a 24/7 access holds pickup locker to the Shady Cove Library. The team members are in the process of finalizing site preparations which included bringing power and data to the new locker site. Configurations to the library's Integrated Library System (ILS) are currently underway, in addition to the various IT configurations. A site visit from the vendor is anticipated in the coming weeks to put the locker into production, and the Library is on track to begin offering the Shady Cove locker as a holds pickup option for patrons early this Fall.

Collection Development

JCLS was approached by Blackstone Publishing to help them test their upcoming product Blackstone Unlimited, a streaming audiobook platform that provides patrons unlimited access to their entire catalog. Around thirty audiobook-loving staff members were given access to the product for a week. They then submitted their observations to Collection Development Manager Laurin Arnold, who not only passed them along to Blackstone but will use them to determine if JCLS should pursue access to the product in the future.

Technical Services

June is always a busy month for the Technical Services team. Rounding out the end of the fiscal year, the department, along with the assistance of Collection Development and subs, received and circulated 11,322 new items into the JCLS collection.

Southern Oregon Historical Society Research Library:
Quarterly Reports January- June 2023

JCLS and SOHS share the goal of making our region's history resources available to the public. The first half of the year 2023 shows an increase in visitors to the SOHS library and website and details the amount of work being done to reach that goal. Jan Wright, the archivist, has a year of experience under her belt and has expanded archival projects and indexes, and expanded the library's open hours through Saturday. Previously unindexed and uncataloged materials are incrementally being added to the website's Mega Index and the on-line catalog.

Services Provided

As is demonstrated by the attached statistics there has been an increase in both the on-line and in-person visits to the SOHS library and website. In the first half of the year 2023, 1799 volunteer hours were logged answering 228 emails, ____ [to be furnished later] website visits, 108 phone calls and 371 in-person visitors. The long-term indexing program that created the Mega Index, the Photo Index, On-line Catalog, and other pages on the website is now being expanded by adding the materials from the Mezzanine, the pamphlet files, the library books themselves and from weekly donations of new materials. In fact, nearly 15,000 entries were added to the Mega Index, the Photo Index, and digitized films to the youtube page. There have been more than 2000 additions and changes to the On-line Catalog since January of 2023 including about 1000 new images added for the public to choose from. Three SOU students interned to learn more about archival and research practices. Archivist Jan Wright wrote a piece in the SOHS Quarterly newsletter which detailed some of the new and exciting discoveries made in the recesses of the archives.

Partnership Services

We have conducted 8 tours of the archives which helps create a better understanding of the resources available at SOHS. Jan Wright presented a *Windows in Time* talk which has generated 7 different repeat performances from Illinois Valley library to Ashland Soroptimist group. (Jan has been asked to present in 2024 as well.) Ryan Pfeil has visited the library several times to do research here for JCLS. The Library of Congress borrowed and digitized a one-of -a kind 1918 film about the Spanish Flu from us. Staff from the Hannon library and the archaeology department at SOU have met twice with the SOHS archivist to share resources and information. Two school groups toured the SOHS archives and one of them initiated a Civil Rights display in their school. Oregon Public Broadcasting came to Southern Oregon to interview Jan Wright for a broadcast (to air this summer) about the Jackson County Poor Farm. Part of the filming included opening a time capsule from the old Poor Farm. This spring SOHS began a partnership with the *Daily Courier* in Grants Pass – submitting two historical articles a month for the Sunday paper.

Submitted by Archivist
Jan Wright,
Southern Oregon Historical Society
541/662-2025, ex 201

On-Site Research Visits

	SOHS Mem	Jackson Co	Others	Website re	E-mail	Phone	Letter	Visitors (no research)	
Jan	22	36	3	see below	45	33	0	20	
Feb	7	58	2	see below	15	17	1	15	
Mar	1	40		see below	43	26		30	
SUBTOTAL	30	134		see below	103	76	1	65	
Apr	8	23	1	see below	40	4		11	
May	15	37	10	see below	50	16		22	
June	2	12	9	see below	35	12		12	
SUBTOTAL	25	72		see below	125	32		45	
TOTALS	55	206		see below	228	108		110	371 visitors

SOHS Library Volunteer hours for :for 2023 1st quarter 2nd qtrr

Jan	171	695.05
Feb	243.5	
Mar	280.55	
Apr	384.15	
May	361	
Jun	358.75	1104
total		1799.05



July 19, 2023

Title: Financial Policy Updates

From: Kari May, Library Director

Recommendation:

The Policy Committee recommends that the board approve the Finance Policies 2-1 – 2-6.

Policies, Plans, and Goals Supported:

Maintaining updated policies provides clear guidance for governance by the District Board.

Background and Additional Information:

The Finance Policies were presented last month for Board approval. The Board directed May and Finance Manager Brittany Brite to work with Legal Counsel and determine which instances of “should” need to be replaced with more definitive language. A summary of that analysis is attached, with the recommended changes.

All of the finance policies are attached for the Board to approve. The policies that were further revised based on this analysis are 2-1, 2-4, and 2-6 – additional changes are redlined in the attached policies.

Attachments:

- “Should” analysis
- 2-1 Financial Management Policy
- 2-2 JCLD Public Contracting Rules & Procedures
- 2-3 Capital Assets Policy
- 2-4 JCLD Fund Balance Policy
- 2-5 Spending & Signing Authority Policy
- 2-6 Purchasing Policy



JACKSON COUNTY LIBRARY SERVICES

BUSINESS OFFICE
205 S. Central Ave.
Medford, OR 97501

Summary of Shoulds in Financial Policies

All instances of the word “should” that are recommended to remain in the policies are highlighted in grey. Where “should” has been replaced with another word is entered in **bold**. Please see updated redlined versions for final proposed policies in context.

Policy 2-1 Financial Management

IX. Internal Controls

The outlined internal controls are the recommended best practices and must be implemented and followed by staff to the extent possible, with exceptions being provided for circumstances such that the recommended best practice outlined herein is impossible to perform.

- A. All accounting computer records must be kept secure. Persons authorized to edit or review the records must be given passwords which only enable them to access the system. More than one person **will** be trained on the system. Accounting records **are** backed up on a regular basis.
- B. Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash, and processing transactions in a way that permits errors or omissions to go undetected.
- C. Deposits **should** be received by a person other than the depositor of the funds to ensure that funds are placed in the proper District accounts.
- D. Cash transactions **should** always involve more than one individual to ensure that cash is properly recorded and deposited.
- E. All large purchases **shall** be authorized by the Board of Directors in accordance with ORS 279A, 279B and 279C. See Policy 2-2 “Public Contracting Rules & Procedures Policy” for more information.
- F. Supporting documentation of purchases **should** always be verified prior to paying an invoice. Procedures **should** be developed for assuring adequate review and approval to determine that merchandise or services have been properly received before payment is made.
- G. More than one staff member or Board member’s signature is required to sign checks on the behalf of the District. ORS 198.220 requires that any officer or staff member of the District who is charged with the possession or control of District funds and properties be bonded or have an irrevocable letter of credit issued by a commercial bank.
- H. The person who does the reconciliation of District accounts **should** not be the same person who writes the checks.
- I. Petty cash funds **should** require full documentation, including the purpose of the expenditure and who received the petty cash funds.

- J. Authorization for writing off bad debt shall be given to the Board of Directors. The Finance Manager will prepare a listing each fiscal year, if needed, for Board review and approval.

XI. Investments

- A. It is the District's policy to invest public funds in secure investments with a high rate of return while still holding enough cash flow for daily operations.
- B. The District has three primary objectives related to investments:
- Safety of Principal- Investments will be made with the Oregon Local Government Investment Pool (LGIP). Investments made with other institutions **shall** agree with the District's policy to preserve funds and invest capital in a manner that provides a return on investment while sustaining security for the funds.
 - Liquidity- The investment fund shall be liquid enough to provide the Library Director and Finance Manager with the ability to move funds for operating expenses and capital projects.
 - Return on Investment- The District's investment portfolio **shall** be created to provide a high return on investment while sustaining the safety of principal and liquidity objectives.
- C. Investment discussions **will** include the Library Director, Finance Manager and Finance Committee. Discussions **will** be held with due care, ensuring that decisions are made with prudence, discretion and knowledge.
- Those involved in the investment process shall refrain from personal business activity that could conflict or give the appearance of conflicting with the investment decision or impair the ability to make impartial decisions.
- D. The Library Director is approved to engage in new investment institutions by board resolution.
- E. The District **shall** evaluate all investments on a regular basis to ensure that the objectives are sustained.
- F. The District's revenue sources will be deposited into District accounts as follows:
- Property tax and other county related revenues will be deposited directly into the LGIP account and moved to the operating bank account as necessary to fulfill operating expense obligations
 - Grant funding and service-related revenues will be deposited to the District's operating bank account.
- G. The Library Director and Finance Manager have the authority to transfer funds from the investment account to the District's bank account.
- H. The Library Director, Finance Manager and Board members will not use or permit the use of library funds or assets for their own personal benefit or profit nor will they require a staff member to perform a service that would personally benefit another member.



- I. Segregation of duties shall be in place to prevent one person from being in sole control of the District's funds. The District has safeguards in place to prevent the use of District funds without the consent of more than one staff or board member.

XII. Credit Cards

- A. The Library Director is authorized to open credit cards in the name of the District following the guidelines for bank services listed in II of this policy.
- B. The District's line of credit may not exceed the amount approved by Board resolution.
- C. Only approved positions shall be listed on the District's credit card user agreement as authorized users. Approved positions include: library administration, area managers and department heads. Any additional users will be reviewed and approved by the Library Director.
- D. District credit cards **may** be used for transactions already approved by the District's budget. Credit cards **should** only be used in instances where a check payment, purchase order or invoice option is not available or if the payment cannot be made in a timely manner.
- E. District cards may be used for travel to District related events by authorized users.
- F. Any individual who uses the District credit card shall submit all corresponding receipts to the Finance department with appropriate transaction coding as soon as possible following the purchase.
- G. District issued credit cards may not be used for cash advances or personal expenses of any kind. Employee misuse or abuse of a credit card in violation of this policy will result in consequences up to and including termination.
- H. Approved users will review the credit card policy and sign a credit card agreement that will also be signed by the Library Director or Assistant Director.
- I. Credit Cards will be paid electronically on a regular basis by the Finance Department.
- J. Credit Card transactions will be reviewed by the Library Director and Finance Manager regularly.

2-4 Fund Balance

Purpose: The Jackson County Library District Board of Directors ("District") has approved a Fund Balance Policy that establishes the minimum level at which the General Fund balance **shall be** maintained.

2-6 Purchasing Policy

III. Purchasing Guidelines

Some key guidelines for purchasing include:

Purchasing Authority/Budget

Only department heads and branch managers are authorized to initiate purchases. All purchases **shall** have been planned for during the budget process. While there will certainly be instances when a purchase may not have been planned, it still must have budget resources available before



the process can move forward. The finance team will support department heads with monthly review of resources/spending, but it is still the responsibility of department heads and branch managers to ensure purchases are within budget or modifications are made for unexpected resource needs.

Vendor Choice

In general, purchases from a vendor that are under \$10,000 in a calendar year do not require any formal bid solicitation. Purchases that will exceed \$10,000 and are under \$150,000 **shall** have documentation that at least three quotes from different vendors were solicited for competitive proposals. These do not necessarily need to be formal RFPs, but written documentation of good faith efforts to get competitive pricing **shall** be maintained.

Bids that exceed \$150,000 **shall** be completed by a competitive bidding process, as outlined in ORS279B.055. In all cases, bids of this magnitude will require review of the Local Contract Review Board.

Purchasing Process

Once a vendor is identified and selected, the purchasing process will usually contain the following steps:

- Final negotiation of price and terms with vendor
- Purchasing decision (may require a formal Purchase Order – in such instances contact the Finance team before proceeding)
- Receipt/inspection of product and/or services
- Receipt of invoice from vendor
- Issuance of payment to vendor

To help ensure a smoother purchasing process, the following best practices **shall** always be followed:

- Research your product/services in advance and look for the best total cost of acquisition to be good stewards of public resources. This is especially important when looking at online purchases vs. using local vendors, where cost of delivery, time until delivery and other logistical concerns (inspection, assembly requirements, return rates, etc.) can add to the cost of the transaction
- Contact the finance team once the purchasing decision is made to ensure vendor is set up in the system. Try to get the legal name, address, phone number, email and a W-9 (if applicable). The finance team will assist you in retrieving this information.
- Confirm all products or services are properly received and/or delivered before accepting an invoice for payment. Invoices **shall** never be submitted to the finance team without proper confirmation that products or services were received and/or delivered satisfactorily.
- Ensure that invoices are mailed to the office or sent directly to finance@jcls.org for proper record retention.
- Provide the finance team with budget information (account codes) for all purchases.
- Bring all vendor requests for payments or other communications immediately to the attention of the finance team.



Financial Management Policies		Section 1
Policy 2-1	Financial Management	Created: 03/05/2015 Revised: 3/28/2023 Approved: 4/17/2023

I. Purpose

Financial management is necessary for the control of District financial affairs. The purpose of this policy is to set forth guidance for conducting all aspects of financial control and transactions.

Taxpayers entrust resources to the Jackson County Library District (the “District”) for the specific purpose of providing library services. It is not enough simply to ensure that assets are safeguarded; they also must be used efficiently and effectively to achieve their intended purpose. Thus, the District has established the following financial management objectives:

1. To ensure that all financial systems, functions, and controls meet generally accepted accounting standards;
2. To preserve capital through prudent banking and cash management activities;
3. To achieve the most productive use of cash, minimize operating costs, and to control receipts and disbursements;
4. To maintain competitive and good working relations with financial institutions;
5. To - safeguard assigned personnel.

II. Banking Services

- A. Banking services shall be solicited at least every five years on a competitive basis, and banks submitting proposals must meet the following minimum criteria:
 1. Verify that the bank is on the list of qualified depositories on the State Treasurer’s website at <https://www.oregon.gov/treasury/public-financial-services/public-depository-information/pages/list-of-qualified-depositories.aspx>
 2. Be insured by the Federal Deposit Insurance Corporation.
 3. Be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer.
- B. All District bank accounts must be authorized and approved by resolution by the Board of Directors at the recommendation of the Library Director.

III. Billing and Receipts

- A. The District will invoice all vendors for amounts due on a monthly basis. An accounts receivable aging schedule will be prepared and monitored to ensure amounts due the District are collected in a timely manner. Invoices are due within 30 days of billing date.
- B. The District acknowledges that it assesses fees for lost and damaged materials and other items listed in the Library's fee schedule. These fees are not reflected in the general ledger as receivables but are recorded as revenue when received. Those fees may prevent the user from continuing to borrow materials from the Library and long overdue accounts may be turned over to a collection agency.
- C. State Funds/State Grants. If state agency/grantor is willing and it is feasible, funds will be received via the Local Government Investment Pool.

IV. Accounts Payable

- A. The District will maintain a system to age accounts payable. Invoices will be analyzed to take advantage of any discounts available.
- B. All obligations paid by the District will be reviewed to ensure proper documentation is attached and that all District requirements are met.

V. Cash Forecasting

- A. Cash forecasting is done on both a short-term and a long-term basis. Each month, the Finance Manager makes sure there are adequate resources to pay bills. Each fiscal year, the Finance Manager does a cash flow analysis to make sure there are adequate resources to pay bills throughout the fiscal year.
- B. Any extra resources are moved to the Local Government Investment Pool (LGIP) account.

VI. Budgeting

- A. Each fiscal year, the Finance Manager and Library Director will prepare an annual budget, to be approved by the Budget Committee and adopted by the Board of Directors.
- B. The District's budget will be prepared and taxes levied in accordance with Oregon's Local Budget Law in Oregon Revised Statutes (ORS) 294.305 to 294.565. For additional information about Local Budgeting in Oregon, see <https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>.

VII. Financial Reporting

- A. The Finance Manager is responsible for preparing financial reports on a regular basis for the Board detailing year-to-date (YTD) revenues and expenditures.

VIII. Debt

- A. The District may enter into long-term lease obligations or issue bonds to finance capital acquisitions upon approval of the Board of Directors.
- B. Before issuing any debt, the District will consult with appropriate internal and/or external financial advisors.
- C. All leases, as reported in the District's annual financial report, will be limited as follows:
 - 1. Annual leases will be limited to the economic life of the equipment or facilities to be purchased, and in no case, shall be extended beyond 20 years or as otherwise authorized by Oregon Revised Statutes (ORS).
 - 2. Lease purchases of equipment and facilities will be limited to fit within the District's stated mission, goal or government role.
 - 3. All lease-purchase payments must be included in the District's approved budget.
 - 4. Leases will follow the reporting requirements under GASB 87 for the District's annual audited Financial Statements.

IX. Internal Controls

The outlined internal controls are the recommended best practices and must be implemented and followed by staff to the extent possible, with exceptions being provided for circumstances such that the recommended best practice outlined herein is impossible to perform.

- A. All accounting computer records must be kept secure. Persons authorized to edit or review the records must be given passwords which only enable them to access the system. More than one person should be trained on the system. Accounting records should be backed up on a regular basis.
- B. Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash, and processing transactions in a way that permits errors or omissions to go undetected.
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- E. All large purchases should be authorized by the Board of Directors in accordance with ORS 279A, 279B and 279C. See Policy 2-2 "Public Contracting Rules & Procedures Policy" for more information.

- F. Supporting documentation of purchases should always be verified prior to paying an invoice. Procedures should be developed for assuring adequate review and approval to determine that merchandise or services have been properly received before payment is made.
- G. More than one staff member or Board member's signature is required to sign checks on the behalf of the District. ORS 198.220 requires that any officer or staff member of the District who is charged with the possession or control of District funds and properties be bonded or have an irrevocable letter of credit issued by a commercial bank.
- H. The person who does the reconciliation of District accounts should not be the same person who writes the checks.
- I. Petty cash funds should require full documentation, including the purpose of the expenditure and who received the petty cash funds.
- J. Authorization for writing off bad debt shall be given to the Board of Directors. The Finance Manager will prepare a listing each fiscal year, if needed, for Board review and approval.

X. Authorized Personnel/Security

- A. The Library Director is authorized to open demand deposit accounts as may be required by the District. These accounts will be reviewed by the Board of Directors prior to opening.
- B. Per Statute, checking accounts require two signatures. Signatures may be made digitally or manually.
- C. The President, Vice President, Library Director, Assistant Director of Public Services and Assistant Director of Support Services are authorized to sign checks or authorize withdrawals from the checking account.
- D. The Library Director, Assistant Director of Public Services and Assistant Director of Support Services will have access and are authorized to sign on the District's Bank Accounts.
- E. The Finance manager is authorized to view the District's Bank accounts, create transfers between the LGIP and the checking account, and draft withdrawals for approval out of the checking account. All transactions will be monitored by the Library Director.
- F. Checks are to be in a secure place at all times during business hours and locked in a filing cabinet during non-business hours.
- G. The Library Director is responsible for maintaining a current signature card with the appropriate financial institution.

XI. Investments

- A. It is the District's policy to invest public funds in secure investments with a high rate of return while still holding enough cash flow for daily operations.
- B. The District has three primary objectives related to investments:
 - Safety of Principal- Investments will be made with the Oregon Local Government Investment Pool (LGIP). Investments made with other institutions ~~should~~shall agree with the District's policy to preserve funds and invest capital in a manner that provides a return on investment while sustaining security for the funds.
 - Liquidity- The investment fund shall be liquid enough to provide the Library Director and Finance Manager with the ability to move funds for operating expenses and capital projects.
 - Return on Investment- The District's investment portfolio ~~should~~shall be created to provide a high return on investment while sustaining the safety of principal and liquidity objectives.
- C. Investment discussions ~~should~~will include the Library Director, Finance Manager and Finance Committee. Discussions ~~should~~will be held with due care, ensuring that decisions are made with prudence, discretion and knowledge.
 - Those involved in the investment process shall refrain from personal business activity that could conflict or give the appearance of conflicting with the investment decision or impair the ability to make impartial decisions.
- D. The Library Director is approved to engage in new investment institutions by board resolution.
- E. The District ~~should~~shall evaluate all investments on a regular basis to ensure that the objectives are sustained.
- F. The District's revenue sources will be deposited into District accounts as follows:
 - Property tax and other county related revenues will be deposited directly into the LGIP account and moved to the operating bank account as necessary to fulfill operating expense obligations
 - Grant funding and service-related revenues will be deposited to the District's operating bank account.
- G. The Library Director and Finance Manager have the authority to transfer funds from the investment account to the District's bank account.
- H. The Library Director, Finance Manager and Board members will not use or permit the use of library funds or assets for their own personal benefit or profit nor will they require a staff member to perform a service that would personally benefit another member.
- I. Segregation of duties shall be in place to prevent one person from being in sole control of the District's funds. The District has safeguards in place to prevent the use of District funds without the consent of more than one staff or board member.

XII. Credit Cards

- A. The Library Director is authorized to open credit cards in the name of the District following the guidelines for bank services listed in II of this policy.
- B. The District's line of credit may not exceed the amount approved by Board resolution.
- C. Only approved positions shall be listed on the District's credit card user agreement as authorized users. Approved positions include: library administration, area managers and department heads. Any additional users will be reviewed and approved by the Library Director.
- D. District credit cards ~~should~~ may be used for transactions already approved by the District's budget. Credit cards should only be used in instances where a check payment, purchase order or invoice option is not available or if the payment cannot be made in a timely manner.
- E. District cards may be used for travel to District related events by authorized users.
- F. Any individual who uses the District credit card shall submit all corresponding receipts to the Finance department with appropriate transaction coding as soon as possible following the purchase.
- G. District issued credit cards may not be used for cash advances or personal expenses of any kind. Employee misuse or abuse of a credit card in violation of this policy will result in consequences up to and including termination.
- H. Approved users will review the credit card policy and sign a credit card agreement that will also be signed by the Library Director or Assistant Director.
- I. Credit Cards will be paid electronically on a regular basis by the Finance Department.
- J. Credit Card transactions will be reviewed by the Library Director and Finance Manager regularly.

XIII. Audits/Auditors

- A. The District will conduct an audit annually.
- B. Assigned personnel are to cooperate with all auditors, external and internal, regarding any records maintained for or by the District.
- C. All external and internal audit reports are to be sent to the Board of Directors, the Library Director, and the Finance Manager.
- D. The Finance Manager together with the Library Director shall respond in writing to all external audit reports stating what actions have been taken to address the findings contained in the audit.



Policy 2-2	Contracting Rules & Procedures	Created: 4/2/2015 Approved:
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Purpose

This policy explains the District’s adoption of ORS 279A, 279B, and 279C (“Oregon’s Public Contracting Code”) and Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for the District with exceptions adopted by the Board through Resolution 2015-03.

Introduction

Oregon’s Public Contracting Code requires the District to adopt guidelines related to public contracting. The District’s policy must include the Public Contracting Code’s threshold requirements but otherwise can create a policy that meets the needs of the District. Per Resolution 2015-03, the District adheres to the Public Contracting Code and Attorney General’s Model Public Contracting Rules with the exception of the details in this policy.

EXHIBIT A

PUBLIC CONTRACTING RULES AND PROCEDURES

A. Personal Services

- (1) **Definition.** “Personal Services” shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to architects, engineers, surveyors, photogrammetrists, transportation planners, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The Board President, Library Director or their designee shall have the authority to determine whether a particular service is a “personal service” under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the District will consider qualifications, performance history, expertise, knowledge and creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

- (2) **Contracts for Personal Services other than Architectural, Engineering and Surveying Services and Related Services.** These personal services contracts shall be awarded according to the procedures described in ORS 279B.070. However, by separate resolution, the Local Contract Review Board may authorize certain personal services contracts, or a class of personal services contracts, to be exempted from competitive proposal requirements according to the requirements of ORS 279B.085. Contracts exempted from competitive proposal processes may be awarded by

direct appointment. Personal services contracts existing on the effective date of these Rules may be extended by direct appointment.

(3) Contracts for Architectural, Engineering and Surveying Services and Related Services.

Unless otherwise provided in this Section, contracts for Architectural, Engineering and Surveying Services and Related Services shall be awarded according to ORS 279C.110(3). A contract for Architectural, Engineering, and Surveying Services may be entered into by direct appointment if such contract is estimated not to exceed \$100,000 in a calendar year, or if the project described in the contract consists of work that has been substantially described, planned, or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.

B. Delegation

- (1) Except when otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the District's Board of Directors.
- (2) Unless otherwise limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Board President, Library Director or their designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080 and 279C.320(1).

C. Special Procurements and Exemption from Competitive Bidding Requirements

- (1) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposals using the process described in OAR 137-049-0640 through 137-049-0690.
- (2) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

The following classes of contract are hereby declared to be exempt from the public bidding requirements:

- a. A contract or class of contracts exempt by Statute or Rule under: ORS 279A.025, 279B.085 and 279C.335; or other statute, administrative rule, other applicable law or judicial action, unless otherwise limited by these Rules.
- b. A contract or class of contracts made exempt by the Board under ORS 279A.025 and 279C.335 and these Rules.
- c. An emergency contract made exempt under these Rules (see "Emergency Contracts").
- d. A contract made with an attorney or auditor unless otherwise noted in a separate District policy.
- e. Contracts made with other public agencies or the federal government, or with professional associations representing public agencies or the federal government.

- f. Contracts for the purchase of materials where competitive bids for the same materials have been obtained by other public agencies or the federal government, or with professional associations representing public agencies or the federal government, and the contract is to be awarded to the party to whom the original contract was awarded so long as the price of the materials is the same or lower than that in the original contract (see “Cooperative Procurements”).
- g. Contracts which are predominantly for personal services. Such contracts may include a contract that calls for specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and other supplemental materials required for providing the services (see “Personal Services”).
- h. Contracts for the purchase of goods and materials where the rate or price for the goods or services being purchased is established by federal, state or local regulatory authority.
- i. Contracts for the purpose of investment of public funds, the borrowing of funds, or for banking services.
- j. Contracts for licenses and maintenance of computer hardware, computer software, and telecommunications products (including cable, video and television products).
- k. Contracts for purchase or acquisition of computer hardware, computer software, and telecommunications products and services (including cable, video and television products and services.)
- l. Contracts for purchase where there is only one seller or price of a product of the quality required that is available within a reasonable purchase area.
- m. Contracts for the purchase of services, equipment or supplies for the maintenance, repair or conversion of existing equipment are exempt if required for the efficient utilization of the equipment.
- n. Contracts for the purchase of food or food supplies.
- o. Contracts under a certain dollar amount (see “Small Procurements” and “Intermediate Procurements”).
- p. Contracts for the purchase of goods or services made exempt for state agencies under OAR Chapter 125, unless otherwise limited by these Rules.
- q. Purchase of items or services of an artistic nature.
- r. Contracts for periodicals, including journals, magazines, and similar publications.
- s. Contracts for the purchase of gasoline, diesel fuel, heating oil, and lubricants.
- t. Contracts for removal, cleanup or transport of hazardous materials. “Hazardous materials” include any material or substance which may pose a present or future threat to human health or the environment.
- u. Contracts for insurance.
- v. Contracts for purchase or lease of office photocopiers.
- w. Contracts for purchase of used motor vehicles, including but not limited to used heavy construction equipment.
- x. Contracts for the purchase of copyrighted materials.
- y. Contracts for the purchase of advertising, including legal advertising intended for the purpose of giving public notice.
- z. Contracts for the purchase of all utilities including, but not limited to, electric power, gas, water, and sewage, as well as internet, telephone, telecommunications, data transmission and cable television services.

D. Emergency Contracts

- (1) "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."
- (2) The Board President or his/her designee shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.
- (3) Emergency contracts may be awarded as follows:
 - a. Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section B, "Delegation," of these Rules.
 - b. Public Improvements. The District hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

E. Small Procurements (Under\$ 10,000).

- (1) Public contracts under \$10,000 are not subject to competitive bidding requirements. The Board President or his/her designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (2) The District may amend a public contract awarded as a small procurement beyond the \$10,000 limit in accordance with OAR 137-047-0800.

F. Intermediate Procurements

- (1) A contract for procurement of goods and services estimated to cost between \$10,000 and \$150,000 in a calendar year, or a contract for a public improvement that is estimated to cost between \$10,000 and \$150,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- (2) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

G. Purchases from Federal Catalogs

Subject to applicable Board approval requirements stated in the District's Contracting Rules, the District may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

H. Purchasing Through Government Agency Contracts (Cooperative Procurements)

Whenever feasible, the District may purchase from contracts available through governmental agencies, which includes, but is not limited to State, City, County, and Special Districts. Contracts between agencies utilizing an existing solicitation or current requirement, requires that:

- (1) The original contract meets competitive procurement requirements.
- (2) The original contract identifies the cooperative procurement group or each participating purchasing contracting agency and specifies the estimated contract requirements, and
- (3) No material change is made in the terms, conditions or prices of the contract from the original contract.

I. Disposal of Surplus Property

- (1) "Surplus Property" is defined as any personal property of the District that has been determined by the Board President or his/her designee as being of no use or value to the District.
- (2) The Board President or his/her designee may dispose of surplus property as follows:
 - a. For surplus property deemed to have an estimated salvage value of \$50,000 or less, the Board President may authorize the property to be sold, donated or to be destroyed.
 - b. For surplus property deemed to have an estimated salvage value of more than \$50,000, the Board of Directors may authorize the Board President to dispose of the property in any appropriate manner.
- (3) Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:
 - a. Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property.
 - b. Donation. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
 - c. Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

J. Appeals of Prequalification Decisions and Debarment Decisions

- (1) Review of the District's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB:
 - a. Notices shall be submitted in writing to the Board President. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.
 - b. Upon opening of the hearing, the Board President or his/her designee shall explain the District's decision being appealed and the justification thereof. The Appellant shall then be heard. Time for the Appellant's testimony shall be established by the Board President. The Appellant may submit any testimony or evidence relevant to the decision or the appeal. Any

party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board President.

- c. Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District's decision shall be provided time to be heard, with time limits established by the Board President. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the Appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board President shall close the hearing.
- d. When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

K. Electronic Advertising

Pursuant to ORS 279C.360 and ORS 279B.055(C)(4c), electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The Board President or his/her designee shall have the authority to determine when electronic publication is appropriate and consistent with the District's public contracting policies (OAR 137-47-0270(3)).

Policy 2-3	Capital Assets	Created: 10/1/2018 Revised: 3/28/2023 Approved: 4/17/2023
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I. Purpose

Capital assets purchased or constructed by the Jackson County Library District (“District”) represent a major investment by the taxpayers. The purpose of this policy is to set forth the accounting policy as to how capital assets are to be accounted for and reported.

II. Capital Asset Definition

Capital assets, also referred to herein as fixed assets, are major assets that benefit more than a single accounting period. They include such items as land, buildings, furnishings and equipment, vehicles, and improvements.

III. Capital Asset Categories

The District will use the following capital asset categories when accounting for capital assets:

- a) Land
- b) Buildings and building improvements
- c) Leasehold improvements
- d) Equipment and furniture
- e) Vehicles
- f) Artwork, and
- g) Construction in progress
- h) Library collection

Items that are not considered capital (fixed) assets including the following:

- Cash and securities
- Merchandise held for resale
- Routine repairs not extending the life of the building or asset
- Library materials and databases

IV. Capitalization Thresholds

The District will capitalize all assets with an estimated useful life in excess of one year and an individual unit cost of \$5,000 or more, including accessories, freight and installation, and other ancillary costs. Replacement of components of a system which meet the \$5,000 shall be treated as fixed assets. Assets less than an individual unit cost of \$5,000 that are part of an improvement or renovation such as furniture or equipment for a space refresh will be considered as a capitalized asset as part of the total improvement cost. Any item that is donated and has a current market value of \$5,000 or more shall be considered a fixed asset. The only exceptions will be assets acquired by grant funds from other governmental agencies. Assets purchased using grant funds will be identified based on the requirements of the grantor.

The capitalization thresholds may be measured at the following levels at the District's discretion:

1. Individual assets
2. Similar types of assets grouped together in a class
3. A subsystem of assets, which make up a segment of a network
4. A network of assets
5. Expensed minor equipment, computer software, or intangible assets
6. Capital Projects – Construction in progress assets
7. Furniture & equipment used as part of an improvement or renovation

V. Estimated Useful Lives

"Estimated useful life" means the estimated number of years that an asset will be able to be used for the purpose for which it was intended when purchased. Estimated useful life is used to allocate the cost of the asset over the period of time in which the District is expected to receive benefit from the asset. The periodic charge of the benefit is called depreciation expense, and is reported in the District's financial statements. The following table sets forth the useful life of each category of capital asset that is depreciated.

Capital Asset Classification	Assumed Useful Life (in years)
Buildings and improvements	40
Leasehold improvements	7 to 10
Furniture	10 to 20
Equipment	5 to 10
Vehicles	Up to 8 (subject to mileage thresholds)
Library Collections	3 to 5
Right-of-use Assets	Depends on life of the lease

Assets subject to depreciation will be depreciated recognizing one-half year's depreciation in the year of acquisition.

VI. Recording Capital Assets

Capital assets are to be reported and depreciated in the District's financial statements. The Finance Manager will assign the value of capital assets as follows:

1. By recording the actual purchase cost;
2. When actual costs are not available, by estimating the fair market value as of the date received;
3. Upon disposal of a capital asset, by removing the cost or estimated historical cost of the item from the value of fixed assets;
4. By recording any revenue from the disposition of surplus property in the same fund that was used to purchase the capital asset.

The Finance Manager will work with the external auditor to prepare an annual report that establishes the value of all fixed assets at historical cost, and depreciated over their useful lives. In the case of a donated asset, it shall be recorded at its estimated fair value at the time of acquisition. The following parameters further refine the recording of capital assets.

- a) Land is recorded at historical cost and is not depreciated.
- b) Artwork is recorded at historical cost and is not depreciated.
- c) Expenditures classified as construction in progress will be recorded at historical cost, and will not begin to be depreciated until the construction is complete and the expenditure is reclassified to another capital asset classification.

VII. Depreciation Method

Assets subject to depreciation will be depreciated using a straight-line method.

VIII. Selling or Disposing of Capital Assets

The District will attempt to retain capital assets until the end of their expected useful life, or they become obsolete or unrepairable. The District follows state procurement statutes regarding the disposal of surplus property unless otherwise noted in policy 2-2 "Public Contracting Rules and Procedures".

Policy 2-4	Fund Balance	Created: 11/08/2018 Approved: 11/08/2018
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I. Purpose

Fund balance represents the difference between total assets and total liabilities in governmental funds. The fund balance serves as a measure of the financial resources available to a government. The Jackson County Library District Board of Directors ("District") has approved a Fund Balance Policy that establishes the minimum level at which the General Fund balance ~~should~~shall be maintained.

This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength.

II. Definitions

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 in February 2009, incorporating changes in the reporting requirements for fund balances on the balance sheets of governmental funds. Statement No. 54 requires the use of five fund balance classifications. The five classifications comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The five categories of fund balance, as established by GASB Statement No. 54, are as follows:

1. **Non-spendable fund balance** represents amounts that are not in a spendable form. The non-spendable fund balance represents prepaid items (e.g., prepaid insurance)
2. **Restricted fund balance** represents amounts that are legally restricted by outside parties for a specific purpose (e.g., grant requirements, donor requirements, debt covenants, or other governments) or restricted by law (constitutionally or by enabling legislation).
3. **Committed fund balance** represents funds formally set aside by the governing body for a particular purpose (e.g., Capital Improvement Fund). In order to add or remove a constraint on committed funds the Board must take formal action before the end of the fiscal year.
4. **Assigned fund balance** represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed (e.g., working capital).
5. **Unassigned (or unrestricted) fund balance** represents all spendable amounts not contained in the other classifications.

III. Order of Spending

The District will spend the most restricted dollars before the less restricted, in the following order: restricted, committed, assigned, unassigned.

IV. Minimum Ending Fund Balance

To preserve a sound financial system and to provide a stable financial base, it is the goal of the District to maintain a minimum General Fund ending fund balance equal to four months' worth of General Fund expenditures at June 30th.

V. Capital Improvement Fund Transfers

If the District has an ending General Fund balance above 10% over the minimum ending fund balance per this policy, then the board will evaluate and approve the transfer of funds above 10%, not to exceed \$2M, from the General Fund to the Capital improvement Fund for future projects.

VI. Monitoring Minimum Fund Balances

The Library Director and Board will monitor revenue collections, expenditures, and availability of cash by reviewing regular financial reports. The Library Director shall advise the Board whenever revenue projections suggest that revenue will fall short of expectations, unexpected expenditures will exceed budget, or minimum fund balances may not be met by the end of the fiscal year.

VII. Replenishing Fund Balance Shortfalls

Whenever the unassigned ending fund balance of the General Fund falls below the benchmark provided for in this policy, the Library Director shall present a plan to the Board of Directors that would return the unassigned fund balance to four months' worth of operating expenditures at year end within one to three fiscal years.



Financial Management Policies

Section 2

Policy 2-5	Spending and Signing Authority	Created: 03/02/2020 Revised: 3/28/2023 Approved: 4/17/2023
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I. Purpose

The purpose of this policy is to establish spending and signing authority for the Library Director in order to execute agreements with third parties for and on behalf of the District as delineated by the Library District Board.

II. Spending Authority

With respect to third-party agreements and contracted expenditures, the Library Director will follow Board priorities as outlined in the District's annual budget. Specifically:

1. The Library Director is hereby authorized to make single purchases for amounts not to exceed \$50,000 of budgeted expenses, unless already approved within the fiscal year's adopted budget.
2. The Library Director is hereby authorized to make purchases of multiple items that result in an aggregate cost exceeding \$50,000 insofar as these combined expenditures are specifically budgeted during the annual budget process and as long as the total cost does not exceed the budget allocation. (Examples: book purchases, payroll costs, computers.)
3. The Library Director is hereby authorized to approve purchases, in any amount, that were previously approved by the Board as part of a contract award. (Example: construction costs.)
4. The Library Director is hereby authorized to approve the purchase of emergency services or materials with the caveats that these purchases comply with Oregon Revised Statutes, the District's Contracting Rules & Procedures policy, do not exceed the budgeted allocation for the pertinent expenditure category and that the Board will be informed of the expenditures in a timely manner.

All purchases must comply with the District's public contracting rules and purchasing procedures.

III. Signing Authority

The Board may delegate authority to the Library Director to enter into contracts or to sign other written instruments and to take financial actions binding on the District. Accordingly, the Board hereby delegates signing authority to the Library Director to sign any contract or agreement that does not specifically require Board action, as outlined in Section II of this Policy.

Financial Management Policies		Section 1
Policy 2-6	Purchasing Policy	<p>Created: 05/10/2023</p> <p>Revised:</p> <p>Approved:</p>

I. Purpose

It is of utmost importance that District staff treat the use of public funds in accordance with Policies approved by the District Board, Generally Accepted Accounting Principles (GAAP), and Oregon State Ethics Commission guidelines. The main purposes of this policy are:

- To ensure responsible use of District resources
- Ensure proper accounting of all purchases
- Establish authorizations necessary to utilize District resources
- Avoid conflicts of interest or potential conflicts of interest by establishing guideline for use of District resources
- Streamline the ability to acquire goods/services to maintain quality operations

II. Definitions

Auto Renewal Clause – any service contract or service subscription provision compelling the renewal of said contract or subscription without prior approval from the District and/or until affirmatively canceled or terminated.

Bid solicitation – a procurement tool for goods or services which most commonly includes a Request for Proposal, Invitation to Bid, or Request for Quote.

Budget – the adopted budget of the Library District and any supplemental approvals. This document is available at all times on the District website or through the Finance Department.

Competitive Bidding – the process by which an Oregon State government entity procures goods and/or services through a solicitation with preset selection criteria to any and all qualified bidders, generally with the intent of procuring the product or service that provides the best value to said government entity.

Competitive Sealed Bidding – the process by which an Oregon State government procures goods or services that exceed \$150,000 in value through an Invitation to Bid, and where said government entity awards the contract at issue to the lowest responsive and responsible bidder without any negotiation with the bidders. Public notice must be provided and invite offerors to submit bids by a specific submittal date.

Contract – any agreement, whether verbal or written, that creates a legal obligation between the Library District and an external organization.

Invoice – a document provided by a vendor requesting payment for products or services.

Procurement Card – a company credit card that is used solely for the purchase of items for the District.

Purchase Order – an agreement between the Library District and a vendor for delivery of goods and services at an agreed upon price. Purchase orders are considered to be legally binding contracts.

Purchasing Authority – ability to make purchasing decisions on behalf of the Library.

Record Retention – the act of retaining and safeguarding purchase records and/or documents for the required period of time based on record or document type.

Request for Proposal (RFP) – a common procurement tool used to solicit and acquire goods and/or services for the District.

Shop Local - the District's preference to purchase goods and/or services from vendors within the District boundaries whenever reasonably possible.

Supplier Diversity – a proactive purchasing program that encourages the use of minority-owned, women owned, veteran owned, and historically underutilized business (HUB zone) vendors whenever feasible.

Terms – expectations and obligations of vendors conducting business with the District.

Total Cost of Acquisition – total amount of a purchase that takes into account staff time necessary to make/inspect purchases, delivery costs, return rates, time of delivery, and other miscellaneous costs that can be attributed to purchases and that can be quantified.

Vendor – any provider of goods and/or services to the District.

III. Purchasing Guidelines

Some key guidelines for purchasing include:

Purchasing Authority/Budget

Only department heads and branch managers are authorized to initiate purchases. All purchases ~~should~~shall have been planned for during the budget process. While there will certainly be instances when a purchase may not have been planned, it still must have budget resources available before the process can move forward. The finance team will support department heads with monthly review of resources/spending, but it is still the responsibility of department heads and branch managers to ensure purchases are within budget or modifications are made for unexpected resource needs.

Vendor Choice

In general, purchases from a vendor that are under \$10,000 in a calendar year do not require any formal bid solicitation. Purchases that will exceed \$10,000 and are under \$150,000 ~~should~~shall have documentation that at least **three** quotes from different vendors were solicited for competitive proposals. These do not necessarily need to be formal RFPs, but written documentation of good faith efforts to get competitive pricing ~~should~~shall be maintained.

Bids that exceed \$150,000 ~~should~~shall be completed by a **competitive bidding process**, as outlined in ORS279B.055. In all cases, bids of this magnitude will require review of the Local Contract Review Board.

Purchasing Process

Once a vendor is identified and selected, the purchasing process will usually contain the following steps:

- Final negotiation of price and terms with vendor
- Purchasing decision (may require a formal Purchase Order – in such instances contact the Finance team before proceeding)
- Receipt/inspection of product and/or services
- Receipt of invoice from vendor
- Issuance of payment to vendor

To help ensure a smoother purchasing process, the following best practices ~~should~~shall always be followed:

- Research your product/services in advance and look for the best total cost of acquisition to be good stewards of public resources. This is especially important when looking at online purchases vs. using local vendors, where cost of delivery, time until delivery and other logistical concerns (inspection, assembly requirements, return rates, etc.) can add to the cost of the transaction
- Contact the finance team once the purchasing decision is made to ensure vendor is set up in the system. Try to get the legal name, address, phone number, email and a W-9 (if applicable). The finance team will assist you in retrieving this information.
- Confirm all products or services are properly received and/or delivered before accepting an invoice for payment. Invoices ~~should~~shall never be submitted to the finance team without proper confirmation that products or services were received and/or delivered satisfactorily.
- Ensure that invoices are mailed to the office or sent directly to finance@jcls.org for proper record retention.
- Provide the finance team with budget information (account codes) for all purchases.
- Bring all vendor requests for payments or other communications immediately to the attention of the finance team.

Contracting Authority

Only the Library Director and Local Contracting Board can sign contracts on behalf of the District. As purchase orders and auto renewal clauses can be construed as contracts, these agreements must be brought to the attention of the Library Director before a purchasing decision can be made. Please see Policy 2-2 “Contracting Rules & Procedures” and Policy 2-5 “Spending and Signing Authority” for more information.



Date: July 19, 2023

Title: Rules of Conduct Suspension Guidelines

From: Joan Vigil, Assistant Director of Public Services

Summary:

Attached are the guidelines for suspending individuals who have violated the Rules of Conduct Policy. The suspension guidelines will serve as guidance for library staff to make appropriate decisions regarding the lengths of suspension. The rule violations and suspension lengths may change over time to reflect the issues JCLS may be facing.

Recommendation:

Staff recommends the Guidelines be adopted as presented.

Policies, Plans, and Goals Supported:

The Guidelines help uphold patron behavior expectations in the library, as outlined in the Rules of Conduct Policy and other library policies.

Additional Information:

The Suspension Guidelines provide the framework that Social Worker Haylie Courtney, her team, and public services staff at all branches will use to enforce penalties for patrons who violate library policies. All staff will have access to and be trained on the procedures related to enforcing library policies, including the Rules of Conduct. Throughout the enforcement process, staff's intent is to allow patrons to stay in the library, and multiple tactics will be utilized to try to get patrons to adhere to library policy before they are asked to leave or suspended from the premises. There will be instances where it is appropriate for a patron to be suspended for a specific amount of time, as outlined in the suspension guidelines, based on the situation. The length of time is determined by the severity of the infraction, including whether it is violent or non-violent in nature.

When a patron violates library policy, a suspension letter will be generated and given to the patron by the Social Worker, a Resource Specialist, or Branch Manager. If a patron becomes aggressive, belligerent, or makes threatening statements, the suspension falls under the Violent policy violation and would result in a longer suspension. Extreme behaviors fall under the Zero

Tolerance category whether they are Non-Violent or Violent. These include behaviors such as hate speech, drug use, and/or use of a weapon or other item in a threatening manner, which are considered serious enough to warrant permanent suspension. If there are extenuating circumstances it is at the discretion of the Branch Manager, Area Manager, or Assistant Director of Public Services to override the suspension guidelines.

Most situations will allow for a patron to appeal their suspension. The patron can request a meeting with designated library staff to review their suspension. The panel will request evidence that the patron will comply with library policies in the future, and the patron will be presented with a document outlining their agreement to comply with the JCLS Policies. If they agree and the panel supports relieving the suspension the patron will be reinstated to the library. If the panel decides to reject relieving the suspension the patron has the right to appeal to either the Assistant Director of Public Services or the Library Director.

Attachments:

Suspension Guidelines

Be Considerate - Non Violent		
Rule Violation	Examples	Duration
Food/Snacks	Leaving crumbs, wrappers, or any other kind of food debris	1 Day 1 Week 1 Month 3 months
Litter	Not picking up debris around area	
Restroom Use	Bathing, shaving, or washing hair	
Loud & Unreasonable Noise	Any unreasonable noise as determined by staff	
Clothing	<ul style="list-style-type: none">No clothing on private parts of the bodyClothing inappropriate for a public spaceNo Shoes	
Pervasive Odors	Odors that interfere with other patron’s ability to use the library	
Loitering	Unwillingness to move along outside, after a period set by staff if not using library services	
Smoking or Vaping	Of the non-drug related variety	
Be Respectful - Non-Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Obscene, Harassing, Abusive/Gestures	Calling people names, hand gestures that are obscene	1 Week 1 Month 3 months
Take Care of Library Property & Materials	Breaking any library property, staining furniture and/or carpeting	
Closing Time - Refusal to Leave	Failure to leave after 3 requests when the library is closed	
Return to Library while Suspended - Jump to next Level Suspension	Patron who is suspended is on library property either inside or outside the building	
Be Responsible - Non Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Internet Use & Safety	Please see Internet Acceptable Use Policy	1 Week 1 Month 3 months
Pets and Emotional Support Animals Not Allowed, Service Animals Welcome	Please see Animals in Library Policy	1 Day 1 Week 1 Month 3 months

Be Safe - Non-Violent		
Rule Violation	Examples	Duration
Being under the influence of drugs or alcohol, unable to care for self or others	<ul style="list-style-type: none"> Open intoxication when a person is unable to walk steadily, speak clearly, unable to care for themselves or others and it is not a medical condition. If Medical Assistance is offered but refused 	1 Week 1 Month 3 months
Sleeping - unable to stay awake for your own safety	<ul style="list-style-type: none"> A person who is unconscious and unable to be roused or stay awake on their own. Is snoring and disrupting others in the vicinity. Person has had three wellness checks by staff and security 	1 Day 1 Week 1 Month 3 months
Keep Belongings Near You	<ul style="list-style-type: none"> Belongings left unattended for more than 2 hours inside the library Belongings outside the library will be tagged for removal before end of day <i>Exception: Medford will tag outside belongings for removal after 2 hours.</i> 	1 Day 1 Week 1 Month 3 months
Unattended Children	Please see Unattended Children Policy	1 Day 1 Week 1 Month 3 months
Pest Infestation	Lice, fleas, bedbugs, chiggers, scabies, cockroaches	Library privileges will be suspended until patron can prove the pest infestation has been taken care of
No Use of Wheeled Recreational Equipment or shopping carts	<ul style="list-style-type: none"> Use of these items or parking and leaving unattended is not allowed inside the library: bikes, scooters, skateboards, hoverboards, shopping carts Allowed: Strollers, small wagons for children and/or belongings that are not a safety hazard are acceptable 	1 Day 1 Week 1 Month 3 months

Be Considerate - Violent		
Rule Violation	Examples	Duration
Food/Snacks	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year
Litter		
Restroom Use		
Loud & Unreasonable Noise		
Clothing		
Pervasive Smells		
Loitering		
Smoking or Vaping		
Be Respectful - Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Obscene, Harassing, Abusive/Gestures	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year
Take Care of Library Property & Materials		
Closing Time - Refusal to Leave		
Return to Library while Suspended - Jump to next Level Suspension		
Be Responsible - Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Internet Use & Safety	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year
Pets and Emotional Support Animals Not Allowed, Service Animals Welcome		

Be Safe - Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Being under the influence of drugs or alcohol, unable to care for self or others	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year
Sleeping - unable to stay awake for your own safety		
Keep Belongings Near You		
Unattended Children		
Pest Infestation		
No Use of Wheeled Recreational Equipment or shopping carts		

Zero Tolerance - Non-Violent & Non-Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Hate Speech	Racial slurs, homophobic language, sexually abusive language	Permanent
Visible possession, selling, distributing, or consuming drugs or alcohol	Violation is self-explanatory	Permanent
Weapons & Items Used in a Threatening Manner	Weapons include guns, knives with blades longer than 4 inches, tasers, or anything that is used as a weapon	Permanent
Fire Alarms	Deliberate pulling of the fire alarm when there is no fire or setting off alarm by use of smoking materials	Permanent
Public Indecency / Indecent Exposure	Privates not covered by clothing	Permanent



District Organizational Items for Fiscal Year 2024

The Library Director recommends the items listed below:

1. Meeting Day & Time – The Board meets on the third Wednesday of each month at 4:00 p.m. at the Medford Library, 205 S Central Ave, unless otherwise noted. An option to attend virtually will be included.
2. Mileage Reimbursement Rate for Board and Staff – It has been District practice to pay the IRS-approved rate, currently \$0.655 per mile. Continuation of this practice is recommended.
3. Auditor – KDP has been contracted to conduct the audit for Fiscal Year 2023.
4. Authorized Depositories of Funds – Two depositories of funds are recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP). *[See Resolutions 2024-01 and 2024-02 reauthorizing the District's bank accounts, designated personnel and signers.]*
5. Local Contract Review – It is recommended that the Jackson County Library District Board of Directors continue to act as the District's Local Contract Review Board (LCRB).
6. Identifying Purchasing Practices – It is recommended that the Jackson County Library District continue its practice of following the Public Contracting Rules and Procedures (Policy 2-2) adopted by the Board at its regular meeting on April 2, 2015, and updated on July 19, 2023, which closely follow the Oregon Attorney General's Model Public Contracting Rules and ORS 279 pertaining to public contracting.
7. Insurance Agent of Record – The District's Insurance Agent of Record is Sandy Orr, CISR, Branch Supervisor, Brown & Brown Northwest Insurance.
8. Newspaper of Record – The District's Newspaper of Record is the Grants Pass Daily Courier

Proposed Action: That the Board review and accept these recommendations as presented for organizational items 1 through 8.



JCLD Committee Summary and Membership List

Below is a summary of the current standing committees of the JCLD Board. In general, committee membership includes two library board members and the appropriate staff. Please review the descriptions of each committee and consider which committees are appropriate for each Board member.

Advocacy

Stay abreast of local, state, and national legislation that might impact library services. Work with the Library Director to develop talking points about the impact of library services in Jackson County to promote the library in the community at large. *Meets twice a year.*

Members: Kari May, Kim Young

Facilities

Work with Library Director to determine current and future needs of physical library spaces, including commissioning of a Master Facilities Plan which would assess the long-term (10-20 years) needs of JCLS. Advise library staff on recommendations and proposals to modify and redesign existing spaces in response to evolving community needs and library services. *Meets quarterly (January, April, July, October) or as needed.*

Members: Susan Kiefer, Kari May, Crystal Zastera, Kelda Vath

Finance

Provide financial oversight of the District's budget, including periodic review of the monthly financial statements and working with the Finance Manager and Library Director to ensure that spending is on track throughout the budget year. Help prepare financial documents for the Budget Committee for the annual budgeting process. Set long-range financial goals, with funding strategies to achieve them. Ensure that the District is operating within its established policies regarding fiscal management and investment. *Meets quarterly (January, April, July, October).*

Members: Marissa Shepherd, Kim Young, Kari May, Thomas McLanahan

Statistics

Collect accurate data and present to the Board and the State in a timely manner. Ensure that the JCLD staff and Board have the tools and statistics needed to make data-driven decisions that impact the budget and strategic plan. *Meets quarterly (January, April, July, October).*

Members: Marissa Shepherd, Kim Young, Kari May, Thomas McLanahan, Kelda Vath, Carrie Turney Ross, Laura Irwin

Policy

Work with Library Director to draft and update necessary policies related to the governance and operations of Jackson County Library District. Policy categories include governance, financial management, risk management, and library operations. The Policy Committee will review policies

before they are presented to the full board, with recommendation for approval. *Meets twice yearly or as needed.*

Members: Viki Brown, Kari May, Val Nowak

JCLF/JCLD Relationship

Oversee the relationship between the Jackson County Library Foundation Board and the Jackson County Library District Board, ensuring they work together to further the mission of JCLD. Provide direction to the Library Director and Foundation Executive Director to set priorities and goals for the Executive Director. *Meets quarterly (January, April, July, October).*

Members: Susan Kiefer, Viki Brown, Kari May, Ginny Auer; two JCLF Board members

Budget

As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year. *Meets in March and May.*

Members: JCLD Board members; Citizen Members Cathy de Wolfe, Echo Fields, Arti Kirch, David Mathieu

NOTE: vacant seat for Citizen member

RVCOG Liaison

A representative appointed to serve on the Rogue Valley Council of Governments Board of Directors and attend their monthly meeting.

Representative: Kari May (alternate)

Jackson County Library Foundation Liaison

The Library Foundation's bylaws include an Ex Officio representative from the Jackson County Library District Board to serve on their board as a non-voting member.

Representative:

Media Contact

In conjunction with the Library Director and Marketing Department, represents the Library when interacting with outside entities.

Representative:



JCLD Board Meeting

Agenda Item Memo

Date: July 19, 2023

Title: Extension of Director's Contract

From: Viki Brown and Kim Young, JCLD Board members

Summary:

Consultant Jennifer Schoorl with HR Answers conducted a salary survey for the Library Director position. Based on the information provided and the FY24 budget, the Director's Contract Ad Hoc Committee recommends that Library Director Kari May's salary be increased by 5%, in addition to the 5% COLA, for a total increase of 10%. Additionally, the Committee recommends that the contract with May be amended to reflect new vacation accruals and caps.

Recommendation:

The Committee recommends setting Director May's base salary at \$165,000, which includes the 5% COLA that all staff received, as well as a 5% market adjustment, based on the salary study conducted by HR Answers.

Because May is hitting the 5-year mark as Director, the Committee recommends increasing Director May's vacation accrual rate from 160 hours to 200 hours per year. May's vacation accrual that she can carry forward into the next year is currently capped at 120 hours on her anniversary date (6/30); the Committee recommends moving to a rolling cap set at 240 hours, 40 hours beyond the annual accrual rate, which is consistent with the policy in the District's Employee Handbook. The Committee recommends removing the limitation of how many vacation hours may be taken in a contract year, currently set at 280 hours.

Resource Requirements:

Total compensation: \$165,000

Background and Additional Information:

Directors Brown and Young met with HR Answers Senior Consultant Jennifer Schoorl and May to present the information Schoorl gathered in the salary survey. This information has been provided to Board members separately. Schoorl explained that she conducted a blended market analysis, including published data as well as a local market survey.

Following that meeting, Brown, Young, and May reviewed the information more closely, and looked at the data in the context of the District's budget. They discussed what they perceived as some outliers in the data presented by Schoorl. The data presented in the published survey included the category of CEO in the Economic Research Institute data, and while the job description seems comparable to the Library Director's duties, the salary range of \$120,846 to \$425,586 was skewing the average data and included positions that were not industry-specific to libraries. By removing that data point, the average of the salary survey information is \$163,396, indicating that May's salary is about 4% below the market average. The Committee concluded that the recommendation of a 5% market adjustment in addition to the 5% COLA would bring the Director's salary in line with the study's results.