



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA**
Board Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
June 17, 2024, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

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FUTURE MEETINGS/EVENTS/OBSERVANCES:

- June 24, 2024 JCLD Board Work Session
- July 15, 2024 JCLD Board Regular Meeting
- July 20, 2024 – JCLD 10th Anniversary Party

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

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



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS WORK SESSION
Medford Branch Library
Large Meeting Room
205 S Central Ave, Medford, OR
May 13, 2024, 3:00 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer, and Marissa Barrientos Shepherd. Kevin Keating arrived at 3:17. Kim Young was absent.

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), and Val Nowak (Executive Assistant)

Guests: Maura Deedy, Consultant

CALL TO ORDER

President Brown called the meeting to order at 3:05p.m., and the Land Acknowledgement was read.

Director's Evaluation Training – Maura Deedy, Local Librarian Consulting

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

Executive Session

At 3:20, the Board adjourned into Executive Session pursuant to ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

At 4:16, the Board adjourned the Executive Session, and rejoined the Work Session.

ADJOURN

President Brown adjourned the meeting at 4:17 p.m.

/s/ Val Nowak
Recording Secretary



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BUDGET COMMITTEE MEETING
Medford Branch Library
Large Meeting Room
205 S Central Ave, Medford, OR
May 15, 2024, 4:00 p.m.

MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Joan Vigil (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), Daniel Madrigal (Senior Accountant), Ryan Bradley (Marketing Manager), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:14 p.m. Roll call was taken, and the Land Acknowledgement read.

APPOINTMENT OF CHAIRPERSON Director Kiefer moved to nominate Director Brown as chairperson for the meeting. Townsend seconded, and the motion was approved unanimously.

BUDGET MESSAGE

Finance Manager Heather Scott presented a summary of the budget process. Director Kari May then presented an overview of the 2023-2024 Fiscal Year and highlighted key accomplishments that the Library has achieved – most notably the systemwide increase in hours. She also highlighted the installation of book lockers and the work towards the Facilities Master Plan. She presented usage statistics for the year and ended by presenting a review of the foundational goals of the adopted 2022-2026 Strategic Plan and an explanation of how the proposed budget goals and priorities will align with these areas.

Scott then reviewed the ending fund balances for FY2023 before shifting to discussing expense projections for FY2024-2025. Using the District's historical data and reviewing Jackson County's revenue proposal, staff determined an assessed value increase of 5.6%. This is higher than the annual required 3% increase and with a projected 94% collection rate (based on the County's historical data), they are projecting \$15M in current year property tax revenues. An additional \$916,000 in revenues is expected to come from prior year property tax revenues, interest, printing and copying fees, fines, and charges for services.

The operating expenses for FY25 are expected to come in at around \$17M. In putting together estimated expenditures, it is recommended that the District increase the mil rate to the available \$0.60 cents per \$1000 of assessed property value, which means an \$8 increase per \$100,000 of Assessed Value. While the District has been a good steward of its resources, to continue operating at the current expanded hours will require more resources in the upcoming year. In addition to staff wages and benefits, major expenses include contracts for maintenance, janitorial services, and security; and software and technology needs.

COMMITTEE DISCUSSION

The Committee discussed the proposed budget, as well as a 5-year financial forecast which projects revenues and expenditures. Scott noted that personnel accounts for the largest percentage of expenditures, and the forecast utilized a projected 4% year-over-year growth in costs. Scott also noted that the Library has a fairly low

turnover rate, and May stated that whenever a position is vacated, it is evaluated to see whether any changes are necessary, including the position itself. The committee noted need for caution around adding new positions in light of budget constraints and asked for more clarity around the proposed Latinx Engagement Coordinator position. The proposed new Library Associate position would be shared between the Shady Cove and Eagle Point branches, and need was determined based on data such as visitors, staff, and circulation per hour in each branch.

The question was raised if the District needs to go out to bid for custodial services. May noted that Pathways is part of the Oregon Forward program which makes them a preferred provider, and thus that contractor has the right to claim priority for contracts.

Discussion then focused on the proposed mil rate increase. While most of the committee agreed that raising the collection rate was a necessity, there was disagreement as to whether it was the best course of action to raise it for the current budget cycle, or further in the future. They also discussed whether it might be advisable to raise it incrementally.

Members brought up that public perception of the Library is currently high, and it would be sensible to raise the rate while the expanded hours are still recent, and the political atmosphere is fairly calm. It was noted that there are other local organizations and districts that will be requesting funding in the near future, and it might be advisable to attempt to stagger increases as best as possible. Keating noted that raising the collection rate to the maximum allowed offered no more flexibility. He also noted that he had not heard of ways of reducing costs.

In the ten years since the District was founded, the mil rate has not increased. During that time, the District has made every effort to offer as many services as possible under as low of a budget as possible. With expanded hours, increased inflation in contract rates, and anticipating the findings in the long-range Facilities Master Plan, staff recommends that the rate needs to be increased now. Postponing would accelerate the financial deficit, and being proactive allows for greater time and flexibility in addressing funding needs.

Committee Member Arti Kirch needed to leave the meeting at 5:39p.m.

PUBLIC INPUT: Director Brown then invited comment from public attendees. When none was given, she again opened the floor for further discussion, or motions toward the proposed budget.

Motion: Director Kiefer moved that the Jackson County Library District Budget Committee approve the fiscal year 2024-2025 Budget as presented. Cathy De Wolfe seconded the motion.

Director Keating asked if she intended her motion to include the mil collection rate.

Motion: Director Kiefer then amended her motion to include the approval of the permanent tax rate levy of \$0.60 per \$1,000 for the general funding of the Library District in Jackson County. De Wolfe seconded the amended motion.

Motion: Director Keating moved to table Kiefer's motion. Doug Townsend seconded the motion to table. With members Shepherd, Keating, and Townsend voting in favor, and members Fields, Mathieu, Young, DeWolfe, Kiefer, Brown voting against, the motion failed. Committee member Echo Fields then needed to leave the meeting at 6:10p.m.

The committee then voted on Director Kiefer's amended motion. With members Shepherd, Townsend, Keating, and Brown voting against, and members Young, Mathieu, De Wolfe, and Kiefer voting in favor, the motion failed.

Motion: Director Keating moved that the Jackson County Library District Budget Committee approve the fiscal year 2024-2025 Budget modified to include the permanent tax rate levy of \$0.52 per \$1,000 for the general funding of the Library District in Jackson County. Doug Townsend seconded the motion.

The committee discussed the adjustments this motion would have on the proposed budget, and what the immediate impacts on resources and fund balances it would have. With members Townsend, Brown, and Keating voting in favor, and members Shepherd, Young, Mathieu, Kiefer, and De Wolfe voting against, the motion failed.

Motion: Director Young then moved that the Jackson County Library District Budget Committee approve the permanent tax rate levy of \$0.60 per \$1,000 for the general funding of the Library District in Jackson County. Kiefer seconded, and with members Townsend and Keating voting against, and members Shepherd, Young, Mathieu, Kiefer, De Wolfe, and Brown voting in favor, the motion passed by majority vote.

Motion: Director Kiefer moved that the Jackson County Library District Budget Committee approve the fiscal year 2024-2025 Budget as presented. Cathy De Wolfe seconded the motion. With members Shepherd and Keating voting against, and members Young, Mathieu, Kiefer, DeWolfe, Townsend, and Brown voting in favor, the motion passed by majority vote.

Adjournment

President Brown thanked the committee and staff in attendance for participation in the discussion at the meeting. The next meeting will be held Monday, June 17, at 4:00PM to adopt the approved budget after the public hearing.

The meeting was adjourned at 6:30pm.

/s/

Recording Secretary

Val Nowak



MINUTES

ATTENDEES

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

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), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

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

CONSENT AGENDA

MOTION: Director Kiefer asked to discuss dates for the annual Board retreat during the future meetings portion of the meeting.

Director Kiefer moved to approve the agenda and to accept the items on the consent agenda. Director Shepherd seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director

May introduced Digital Services Supervisor Eric Molinsky, who presented a summary of some of the services that the Digital Services department provides to the community. May then highlighted some items from the report, including presentations JCLS members gave at OLA. Thirteen members from JCLS attended OLA this year, including two board members.

Strategic Plan Dashboard

May pointed out that a recording of the community listening session had been posted to the YouTube District Subchannel. Director Kiefer asked if more metrics of the strategic goals were available to review, and May responded that they would be included in the biannual report in August.

Expanded Hours Report

Director May and Assistant Director Vath presented a report celebrating the first year of expanded service hours at JCLS. Overall, the effort has been very successful. Library visits have increased at all branches by 31%, while Physical Circulation is up by 11%. Feedback from patrons about expanded service hours has also been positive.

Quarterly Financial Report

May then presented a summary of the third quarter financial report, for the quarter ending March 31, 2024. The General Fund expenditures are at 71% of budget three quarters of the way through the fiscal year. Overall, the District's budget is in compliance and in good standing.

Jackson County Library Foundation

Director Auer reported that many of their fundraising goals had been exceeded, which is unusual when compared to current national fundraising trends. The Foundation is recruiting board members and they have several candidates that they will be interviewing. Auer shared that that she, along with Director May and incoming Foundation President Phil Meyer, will be attending the International Public Library Fundraising Conference in June. Auer and May will be presenting, and May has been invited to be a plenary panel member with other Library Directors.

May commented that DPIL has now gone statewide and there are business cards included in the Board packet to hand out. Director Brown noted that DPIL comes up regularly in community meetings, and that she is pleased and proud to represent it in the District.

UNFINISHED BUSINESS

Board Member Recruitment

May shared that a robust field of candidates have applied. Applicants will be contacted, and the Committee will conduct interviews the following week. After deliberation, they will bring a recommendation to the June Board meeting.

NEW BUSINESS

Amendment to JCLD/JCLF MOU

The Relationship Committee has revised the MOU, and the recommendation is to enter into year four of the agreement with the District providing \$150,000 worth of in-kind support, and the Foundation maintaining or exceeding a 10% return on investment. Such a practical approach ensures a sustainable partnership, promoting the continued success of both organizations and their community impact. The Board briefly discussed the Amendment and agreed that it was reasonable.

MOTION: Director Kiefer moved to approve the amendment to the Memorandum of Understanding (MOU) between the Jackson County Library District and the Jackson County Library Foundation as presented. Director Keating seconded, and the motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

The Facilities committee met and discussed the Facilities Master Plan and other significant projects. Director Keating then reported that he met with County Facilities Director Ryan DeSautel to discuss the Medford Library Central Street water feature. DeSautel said that it might be possible to repair the feature, but he did not provide a cost estimate for repair or continued maintenance. When asked their opinions, Directors Brown, Kiefer, Young, and Shepherd expressed that the space should be refreshed to be more attractive, but that it should not be considered a priority to restore the feature, and that other avenues might also be considered. Director Keating restated his desire to obtain an accurate estimate on repairing, restoring, and maintaining the original feature.

After reviewing the dates for upcoming meetings and noting the District's 10th Anniversary Celebration date in July, Director Brown asked the Board to send their availability for the summer months to Nowak so that they can start to look for dates to schedule the annual Board Work Retreat. Director May then noted that the Board might consider changing the regular meeting date at the organizational planning meeting in July, as the third Monday has resulted in several scheduling conflicts throughout the year.

ADJOURN

President Brown adjourned the meeting at 5:27 p.m.

/s/ Val Nowak
Recording Secretary



Date: June 17, 2024

Title: Legal Services Contract with Jarvis Glatte Bunick, LLP

From: Kari May, Library Director

Summary:

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

Recommendation:

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

Resource Requirements:

The District has budgeted \$10,000 for legal services for Fiscal Year 2024-25.

Policies, Plans, and Goals Supported:

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

Background and Additional Information:

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

Attachment:

- Legal Services Contract

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

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

1. CONTRACTOR’S INFORMATION

NAME: JARVIS GLATTE BUNICK, LLP

ADDRESS: 823 ALDER CREEK DRIVE, MEDFORD, OR 97504

CITIZENSHIP: USA

Non-resident alien: Yes No

Federal Tax ID Number: 93-1254813

Oregon Business License #: 18-00028570

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

2. DESCRIPTION OF CONTRACTOR’S SERVICES AND DELIVERY SCHEDULE

Exhibit A – Scope of Work

3. COMPENSATION

Payment for all work performed under this contract shall be made as set forth below from available and authorized District funds, at the rate of \$240 per hour for general legal services; \$220 per hour for attendance at District meetings; and \$250 per hour for extraordinary services, as defined herein, and SHALL NOT EXCEED THE MAXIMUM SUM OF \$10,000.00. Reimbursable and other expenses of the Contractor shall be reimbursed by District as specifically provided herein as a supplementary condition.

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

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

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

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

4. EFFECTIVE DATE AND DURATION

This Contract shall become effective on July 1, 2024 and approved as required by applicable law. Unless earlier terminated or extended, this contract shall expire on June 30, 2025, or when Contractor's completed performance has been accepted by District, **whichever event occurs first**. However, such expiration shall not extinguish or prejudice District's right to enforce this contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor's performance that has not been cured. This Contract may be extended, if agreed upon by both parties in writing.

5. CONTRACT DOCUMENTS

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

6. AMENDMENTS

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

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

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

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

8. SUBCONTRACTS AND ASSIGNMENT

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

9. SUCCESSORS AND ASSIGNS

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

10. NO THIRD-PARTY BENEFICIARIES

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

11. FUNDS AVAILABLE AND AUTHORIZED

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

12. TERMINATION

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

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

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

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

14. COMPLIANCE WITH APPLICABLE LAW

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

15. GOVERNING LAW; JURISDICTION; VENUE

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

16. INSURANCE

Contractor shall at its own expense provide the following insurance:

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

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

17. FORCE MAJEURE

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

18. SEVERABILITY

The parties agree that if any term or provision of this contract is declared by a court of competent

jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

19. WAIVER

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

20. EXECUTION AND COUNTERPARTS

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

21. NOTICE

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

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

Jarvis Glatte Bunick, LLP
823 Alder Creek Drive
Medford, OR 97504

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

22. MERGER CLAUSE

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

23. CERTIFICATIONS/REPRESENTATIONS:

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

(1) I carry out the labor or services at a location separate from my residence or in a specific portion

of my residence, set aside as the location of the business.

(2) Commercial advertising or business cards or a trade association membership are purchased for the business.

(3) Telephone listing is used for the business separate from the personal residence listing.

(4) Labor or services are performed only pursuant to written contracts.

(5) Labor or services are performed for two or more different persons within a period of one year.

(6) I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.

Contractor

(Date)

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

Contractor

(Date)

Title: _____

Jackson County Library District

(Date)

Title: _____

Exhibit A

SCOPE OF WORK

Description of Contractor's Services and Delivery Schedule:

LEGAL SERVICES FOR LIBRARY DISTRICT



Director's Report June 2024

Special Highlights

Butte Falls Historic Marker Installation

Director Kari May traveled to Butte Falls on Saturday, May 4 for the dedication of a new historical marker placed at the Butte Falls Library. Joyce Hailicka was a founder of the Big Butte Historical Society and was instrumental in establishing a library in Butte Falls, helping transport a former drive-through burger joint from Medford to Butte Falls and convert it into a library. She also led efforts to establish several museums, a playground, and lamps in the town square.

The marker includes a picture of the building on wheels as it was transported from its original location in Medford, and a brief history of Hailicka's contributions to the Butte Falls community. The dedication event was lowkey, as Joyce's memorial service was held earlier that day. Many of Joyce's friends and family came to the library after the service and enjoyed visiting with one another while looking at the display of materials and photos Branch Manager Shone Ellis had curated, which showcased the many areas that Joyce was involved with over the years.

Representative Marsh OLA Award

Representative Pam Marsh won the Oregon Library Association's Legislator of the Year Award for championing libraries' importance to Broadband connectivity. Since she was unable to attend the conference in April, she stopped by the Medford Library to pick up her award from Director May.

Jacksonville Chamber Dinner

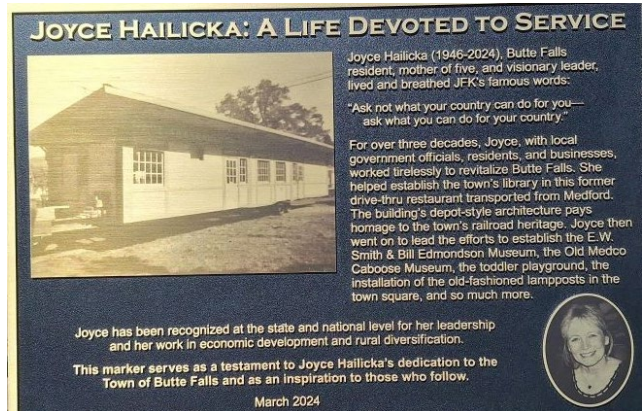
Director May attended the Annual Jacksonville Chamber of Commerce Dinner along with Jacksonville Branch Manager Rina Pryor on May 9. The event was held at the recently opened Parkhurst Wine Cellars tasting room and included recognition of the new members who joined the Chamber in the past year. Pryor and May enjoyed mixing and mingling with local business owners.

Public Services

Central Area

Central Point

On May 4th, Central Point branch hosted a Star Wars Day Craft Party. While *A New Hope* played in the background, patrons of all ages had five different craft stations and activities to choose from. Several Friends of



the Library members volunteered on the day of the program and joined in on the fun. Patrons came prepared in various costumes, and pool noodle lightsaber duels ensued.

The S.O. Fun! program focused on the concept of “home” this month. Library Specialist Noel O’Brien read stories featuring the theme, prompting discussion on what home is and what it means. Kids and accompanying adults made watercolor lanterns to decorate their own homes.

Another popular program in May was the Moth Map Art program for adults. Each participant was given the same instructions and materials, and every attendant made unique moths out of old aviation maps. The program fostered a sense of community and camaraderie as the artists admired one another’s work.



Medford

At this month’s Windows in Time program co-sponsored by the Southern Oregon Historical Society, the McKee Bridge Historical Society provided light refreshments. Presenter Laura Ahearn shared stories about Indigenous women who survived the 1868-69 smallpox epidemic. Attendees learned more about these women, their descendants, and others who joined the vibrant community that became known as Watkins before it was destroyed in the 1970s to build the Applegate Dam.

UBOB participants who finished five books off any of the 2023-24 lists using either Beanstack or the paper passports were entered to win a gift card from Barnes and Noble. When Medford Children’s regular patron Jasper was notified that he had won one of them for his age group, he sent a personal email of thanks in response. In it, he expressed his love for the library and library staff, and included a drawing of a red wolf and a report that he was especially proud of that he wanted them to read. Such an enthusiastic and sweet response brought smiles to staff’s faces.



Ever thoughtful towards the comfort and happiness of patrons, Librarians Elanna Erhardt and Kayla Samnath created a coloring station near the electric wheelchair charging station in the Grand Reading Room. These stations were recently installed in several branches, and this simple addition gives people waiting for their mobility device to be charged something creative and fun to do to help pass the time.



Lower Rogue

Applegate

Applegate has been welcoming in the Spring with popular programming that has attracted patrons from far and wide. Library Associate Ann Nguyen is skilled in a variety of floral arts, and she taught patrons how to make beautiful flower crowns out of fresh blooms.

The month finished with a field trip to the library for each class from the Applegate School Kindergarten through 3rd Grade. It is always energizing to have the branch full of kids excited for summer, and staff were happy to help them end the school year and spread the word about Summer Reading. After the class visits wrapped up, staff worked to fill one of the display cases with an intricate I Spy diorama featuring tin toys. They put the finishing touches on just in time for Summer Reading to start in June. Full of plenty of hidden features for the young (and young at heart) patrons to look for, this tradition is beloved at the branch and is sure to be a hit.

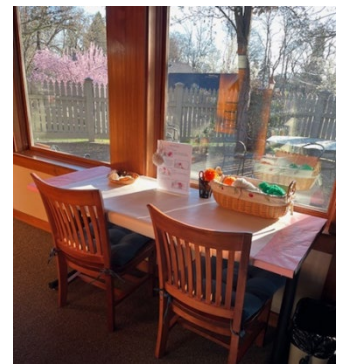
Gold Hill

The Romance Readers Bookclub at Gold Hill has been popular since its inception several years ago. Last month, however, was extra special for the group. After having read selections by both authors, the club was treated to a

panel discussion and meet and greet with local authors Maisy Yates and Megan Crane. They discussed their writing processes, feminism and the intersection of romance novel culture, and they took questions from book club members too. The program was co-sponsored by local bookstore Rebel Heart Books.

Jacksonville

Last summer, Jacksonville staff came up with the idea of having a table in the Children's area with a rotating craft or art project for kids to do on their own or with their families. The idea was so popular that it has now become a permanent fixture. Recent crafts have included yarn pom-poms, chalk art, and animal stencils. Patrons love to sit by the window, enjoy the view, and relax with some quiet self-guided creativity.



Rogue River

May saw Rogue River's fledgling Paws to Read program's best attendance to date. Staff hope the community will continue to use this fantastic resource through the summer as a supplement to summer reading, and a way to encourage reluctant readers to read with more confidence.



Patrons got their green thumbs on making air plant terrariums in May. These quirky plants do not need soil to survive and instead get most of their nutrients from the air and a good soak every couple of weeks. Attendees decorated their biodomes with shiny polished rocks, shells, and a friendly bird or two to keep the plants company.

Ruch

Ruch invited local botanist Barb Mumblo to the branch to present a seminar on Noxious Plants of Southern Oregon. Mumblo taught patrons how to recognize invasive plants and discussed a variety of treatment options. She stressed proactive prevention as the best strategy, which is why it is so important for local people to be able to identify noxious species.

Upper Rogue

White City

The week of Mother's Day, patrons gathered at the White City branch to decorate mugs for the mother figures in their life. Staff streamed quiet music to keep the creative vibes going, and everyone had an amazing afternoon of painting and chatting. These colorful cups are sure to be treasured mementos and patrons were left with happy memories of making them together.



Prospect

May saw the return of Prospect's local farmer's market, and the library provided an activity table for kids to color or read while their adults leisurely shopped for homemade sourdough and plant starters. The Art Lab has been gaining ground, and this month's project had artists applying their creativity to cyanotypes. Made by exposing light-sensitive paper to sunlight (or a grow light if the weather isn't cooperating), the prints are then developed in water to create a permanent image. Patrons had a wonderful time experimenting with different objects and cutting out silhouettes to make different pictures.



On May 30, Prospect Charter School hosted a Read S'more Literacy Night. Prospect staff hosted a table promoting the Summer Reading Program and played into the theme offering camping Mad Libs style activities.

Eagle Point



A local Cub Scout pack revamped the Eagle Point Fairy Garden with some new soil and flowers. Staff and patrons alike are grateful for their hard work and are already enjoying the colorful outdoor space. It is sure to see plenty of use this summer as patrons look for a peaceful place to beat the heat.

Eagle Point held its Annual Star Wars Day celebration on May 6, with the theme of The Revenge of the Sixth. It was a marathon of fun for patrons with activities, crafts, plenty of themed displays to browse, and a photo booth with a professional cosplayer. After making lightsabers in the library out of foam, the only thing left to do was to put them to the test. The event ended in style with an epic laughter-filled battle on the front lawn.



May saw bittersweet last library visits of the school year for six different classes. All the first graders from Hillside and Eagle Rock Elementary Schools got a library tour, storytime and snack, and a book bag with a book to keep, which was generously provided by the Eagle Point Friends of the Library. The Hillside Elementary Special Education class has been coming to the library once a month, and they finished the year by presenting the Eagle Point staff with some beautiful art that is now on display in the children's area.



Butte Falls

The Art Adventure Club is going well. Every other Saturday, staff work to offer different art projects for teens and young adults. Their efforts have been rewarded, and they now have a steady group of patrons who come almost every

week. On May 4, the art project was making paper flowers for Mother's Day, and everyone had a wonderful time making a diverse array of flowers that can be treasured long after most blooms would have wilted away.

On May 18, Butte Falls welcomed Scott Goode with Nourishing Systems, who gave a presentation on how, if it is properly cultivated, soil can be used for far more than just growing crops. Goode showed that soil is effective at capturing carbon dioxide, which can help in the fight against global warming. Patrons commented that Goode is full of knowledge and a lot of fun to listen to, and they had a great time asking questions about how to optimize their own land use.

Bear Creek

Ashland

Fifteen middle school students were honored by the Friends of the Ashland Library at the Essay Award Ceremony. Contestants were asked to describe a book they had read and explain how it touched their lives. Ninety-four essays were submitted, and the panel of judges described the process of choosing the winners from each grade as "challenging but fun." An enthusiastic gathering of families, teachers, friends, and community members crowded the Ashland Public Library Gresham Room to hear the prize winners and cheer them on as they read their essays. The pictures and essays of the cash prize and honorable mention winners are available on the [Friends of the Ashland Library's](#) website.

May 8th marked the ninth annual Ashland Reads program, at which almost 200 first graders and over 50 Rotarian Volunteers paraded to Ashland High School for a celebration of literacy. Children's Librarian Lyn Heerema was delighted to join in the fun and helped present parts of the program, which featured songs, book talks, and a special visit and storytime by local author Tish Mcfadden. Heerema also helped by participating



in book selections and facilitating the purchase of backpacks donated by the Ashland Friends. Perhaps the most fun was getting to promote the Summer Reading Program onstage to the eager audience. Having spent the year honing their skills, they are excited to keep feeding the reading bug and look forward to making their first library visit of the summer soon.



On May 14, the Children's department offered a fairy garden program with natural materials staff had collected in the days leading up to the event. With quiet music playing in the background, participants took the project very seriously, creating beautiful and intricate tiny gardens.

On May 9th, Teen Specialist Miki Hocker and Teen Librarian Katie Fischer visited Ashland Middle School's library and ran a fun outdoor activity where students planted sunflower seeds in biodegradable egg cartons. Students really enjoyed the outdoor component and became very attached to their tiny gardens. Because this activity was held outside of the library, it gave Hocker and Fischer the opportunity to make new connections and interact with students who do not typically visit the library during their lunch visits.



Hocker and Teen Specialist Lyn Snell teamed up to lead a fun and engaging cyanotypes program, where teens and parents learned about the science of camera-less photography through sun printing. It was received well, and teens enjoyed being able to make their own take on sun photography.

Librarian Brianna Levesque led a needle felting program in which participants learned to make wool bees. As is typically the case in library craft programs, participants ranged from experienced to beginner. This never poses a problem, though, and soon the group was happily getting to know one another, and the more experienced ones in the group shared tips and helped each other. It is always a treat to hang out in the library building community while learning and creating together.

Phoenix

Phoenix Branch Manager Jody Fleming returned a call to a patron who uses the meeting room at the Phoenix branch regularly. She said the library's services and support through the pandemic and fire have been "heart melting." The patron was very appreciative of her calling before the branch opened and said that the library system is the "role model for all institutions in the country."



Talent

The big event at the Talent Library in May was the annual Spring Book Sale hosted by the Talent Library Club. This year the sale was held on the same day as the City of Talent Craft Crawl, and many of the attendees wandered in looking for a place to beat the heat and rest their feet and ended up staying to browse both the sale and the library. Several families gathered in the children's area where their kids could play on the train table and do crafts. The adults were having just as much fun catching up with one another. It was great to see so many people relaxing and utilizing all of what the library can offer as a center of the community.

Over the school year, branch staff get to know the students that visit with their classes every month. In May, they usually make their last trips before the year wraps up, and one of these was particularly sweet for the Talent staff. Branch Manager Patrick Mathewes had told the class about the Unofficial Oregon Battle of the Books challenge they could participate in when they first visited the library in Fall. This JCLS program used the lists of titles from the Oregon Battle of the Books and asked kids who signed up to read five books. Those who completed the task would receive one of several titles as a prize.

One of the visiting students from a local special education class particularly took the challenge to heart. He immediately knew which prize book he was working towards and was very excited to let Mathewes and his teacher know about it. Though he has been discouraged at times, the idea of that book has kept him motivated throughout the entire year and he has kept plugging away at the challenge. With the Library UBOB program wrapping up, Mathewes assured him that he would save the title he was interested in earning and keep it until he'd completed his log. When the teacher called to set up the last class visit, she told Mathewes that that the boy had managed to read four of the five books needed and was about to start on his fifth. Not wanting his hard work to go unrewarded, she and Mathewes agreed that they wanted to award his prize a little early and honor him in front of his classmates during the class visit. They were all very proud of him and several of his fellow students are now interested in participating in UBOB next school year.

Community Resources

The Community Resources Team has been hard at work in May. There have been some upgrades to the working space in the department which has allowed for better organization. The team enjoyed incorporating an order sheet into the SharePoint page to provide a more streamlined way to share resources and essentials with all branches more equitably. The department has also seen an uptick in mental health resources requested this month. This increase in need culminated with Community Resources helping a handful of people establish mental health care and assisting others to access needed assessment resources.

Outreach

May was a remarkably busy month for Outreach. A major highlight was the long-awaited Rogue Comic Con, held in-person for the first time since 2019 in Pear Blossom Park. Despite the rain, the community turned out in droves, and the Library booth was busy throughout the daylong event. Over seven hundred people stopped by to say hi, show off their costume, pick up a comic book, or chat about their favorite graphic novel. Many people remembered the Comic Con as having gotten its start at the Library, and staff are proud to see how large it has become and that it is such a treasured event in the community calendar.

At Home Services

Library Specialists Kateri Warnick and Mackenzie Pollack visited most of the assisted living communities in Medford to pass out flyers promoting At Home Services. They recently gained another volunteer who has added a route in a new area, and staff are excited to be spreading the word in the hope of signing up as many locals as they can.

Business Librarian

Business Librarian Roslyn Donald hosted Bruce Gillooly of interface.AI for a presentation on how artificial intelligence is impacting small business at the Medford branch. Several people attended, and the ensuing discussion was lively and informative.

DART

DART started the month of May with a bang by having three visits scheduled for the first week, including Rogue Comic Con. DART added three new locations during May: The OHRA Center in Ashland, Rogue Retreat Crossings, and the Self-Sufficiency Office of Oregon Department of Human Services (ODHS). The OHRA Center is a shelter for people experiencing homelessness in the Ashland area. Staff and residents at OHRA were interested in DART and expressed excitement at having future visits.

Crossings Campground with Rogue Retreat has been a work in progress for over a year due to site construction and relocation, and DART was excited to finally schedule visits to their location beginning in May. DART's initial focus at Crossings is to offer a pop-up computer lab and will include the assistance of a Digital Services staff member and a Resource Specialist. On DART's first visit, one of the patrons DART staff often sees over at the Kelly Shelter was present. They excitedly told all their friends about DART and convinced them to sign up for library cards and listen to the services the library could offer them.



In addition to these new locations, DART attended an event at the ScienceWorks Museum in Ashland called “Sparking Action!” which focused on fire safety and preparedness. Smokey the Bear was present and posed for a picture with the DART van. The outreach coordination staff of the Science Works Museum were excited about the tech van’s presence and expressed a desire for future collaborations between the museum and DART.

Education Services

Education Services’ MAYgical month was chock-full of interactions with the community on both a student and administrative level. The team hosted lunchtime popups at Eagle Point Middle, Eagle Point High, and McLoughlin Middle Schools to share information about upcoming events, databases, and platforms offered by JCLS that are beneficial for students. They also promoted summer reading programs and helped

students to get ready for it by signing them up for cards and showing them how to register for the event in the Beanstack app.

The team also conducted the popular program, Book Speed Dating, for 8th graders at Shady Cove and saw great engagement between the kids and the new titles they were introduced to.

Education Services Specialist Bella Silva, Community Librarian Evelyn Lorence, and Phoenix Branch Manager Jody Fleming attended the Phoenix Health and Wellness Fair and had a blast spreading the word about the upcoming Summer Reading challenge and programs at the Phoenix branch and getting students and their families registered. Staff were happy to see so many familiar faces who stopped by for a free book in English or Spanish, and many shared stories of their love of the library and favorite memories involving staff members.

Digital Services

What’s that quote again? “Digital Services Help Interactions are like a box of chocolates; you never know what you’re going to get.” Or something like that, anyway. Luckily for JCLS, Digital Services Specialists are always up for the many requests they get every month. In May, help topics covered ranged widely and were a testament to the skill of the Specialists. The list of support and teaching included assistance with Office, Google Workspace, Libby and Library2Go, Kindle and iCloud management, file permissions issues, MyChart, and many more. DS is grateful to be able to help so many patrons with their diverse technology needs.

Patrons continue to flock to the Digital Estate Plan class presented by Digital Services Specialist Nicole Vukcevic and Laurel Bucher. This has been one of their most popular classes and more sessions are planned over the coming months. Head of Adult Services in Ashland Ellie Anderson and Digital Services Supervisor Eric Molinsky met with Ashland Senior Services Coordinator Shannon Holt to line out classes for the ongoing partnership for the summer season. Classes planned were the Computer and Phones Basics series, along with a presentation of the Digital Estate class in July.

Human Resources

The Volunteer Recognition Party was held in the Medford branch to celebrate all the wonderful people who generously donate their time to JCLS. Nearly fifty volunteers were able to attend and had a lovely time mixing and mingling with one another over snacks and beverages. Volunteer Coordinator Sarah Devine presented year-of-service awards and special recognition to volunteers who consistently go above and beyond in their branches.

Marketing

Like many other departments, preparation for Summer Reading kicked into high gear in May. The department has been kept busy putting final touches on advertising that will begin with programming in June. The summer



event guide is now available and has been distributed in many locations throughout the county. They were also included as an insert in the *Rogue Valley Times*.

Media Coverage:

Ashland News on Ashland Reads event: <https://bit.ly/3Xe2WgO>

Ashland News on Essay Contest: <https://bit.ly/4bJzkw6>

KOBI on Dolly Parton's Imagination Library: <https://bit.ly/3yO2EDh>

KDRV on Dolly Parton's Imagination Library: <https://bit.ly/3VbyxNI>

KTVL on Dolly Parton's Imagination Library: <https://bit.ly/4cci8Px>

Notable Video:

May Read This!: <https://bit.ly/3K55cPK>

Support Services

Collection Development

In May, the featured Database of the month was JobNow from Brainfuse. JobNow provides a myriad of tools and guides for anyone exploring career options, whether they be new or seasoned job seekers. It also offers live online coaching for résumé help during daytime hours, which is an incredible resource.



Collection Development Manager Laurin Arnold assisted two different library systems who reached out to her to learn more about the JCLS Library of Things. Both libraries were looking to either start or expand their own library of things collections, and Arnold advised them as to some of the best practices JCLS has learned over the years.



Technical Services

Technical Services staff prepared and added several fun and practical new items to the Library of Things collection. Just in time for Summer, there are plenty of outdoor lawn games such as a wooden Ladder Ball game set, a giant Tic-Tac-Toe game, a BucketBall set, and a foam axe-throwing game. Patrons are sure to be excited by the addition of a bread machine, and another Interactive Companion pet cat, which are lifelike cuddly animatronic cats that have been proven to assist people suffering from memory degeneration disorders and other diseases. Also added were air quality monitors and home Radon detectors.

JCLS is now partnering with Jackson County Jail & Juvenile Detention centers to receive withdrawn library materials. Paperback editions that are still in good condition will now be sent to these local services for an extended life.

Facilities

There are many projects in the works for JCLS Facilities as we finish out fiscal year 2024, but two notable accomplishments in the past month include the installation of security cameras inside and outside the Central Point Library, as well as the next step in the Phoenix Pollinator Garden project: a signed contract with local firm Arkitek for the design and engineering plans.



Date: June 17, 2024

Title: Budget Report-YTD April 2024

From: Heather Scott, Finance Manager

Recommendation:

The Finance Committee recommends that the JCLD Board accept the YTD April 2024 Finance Report as presented.

Analysis:

The District has adopted a **revenue** budget in the General Fund of **\$12,890,962**. As of the end of April 2024, \$13,330,728 has been received in the General Fund, representing 103% of budgeted revenue. A majority of property tax revenues are received in November. We will surpass our forecasted property tax revenues this fiscal year, as well as earnings on investments. Please note that investment income will be allocated between the General Fund, Capital Improvement Fund, and Grant Fund at year end. The combined forecast of investment income in all funds is \$350k, and overall, we are over forecast by \$318k. Grants revenue in the general fund represents e-rate revenue related to our internet charges with Hunter communications. It appears that a portion of this was offset in the budget, as internet expense is relatively over budget, however; this must be recorded as revenue in our financials.

The District has adopted a total **expense** budget in all funds of **\$19,730,250** of which \$12,846,188 or 65% has been expended. The General Fund is at 79% of budget with only two months left in the fiscal year. Overall, the District's budget is in compliance and in good standing.

Please note that the financial information for Q3 has not been completely reconciled, and some adjustments may be made during reconciliation.

101- General Fund: Total expenditures in the General Fund are 79% of budgeted.

Personnel Costs – Salaries and wages are at 83% in April, which is right on track.

Library Materials- Library material purchases are coming in at 77% of budget. Finance reconciled KOHA and the accounting system (Tyler) last month to ensure all invoices have been received and recorded, and the materials purchase accounts are now up to date.

Other Materials & Services – This category is coming in close to expected at 81% of budget.

200- Capital Improvement Fund: Capital outlay from the Capital Improvement Fund was for carpet installation in Central Point. Additional expenditures planned before year end are for HVAC replacement in Eagle Point,

window sealing in White City, and new doors in Medford, however; these will spend only a small portion of the \$2m budgeted.

300- Grants: The District received \$324,038 in grant revenue, which is 108% of forecast. Expenditures are at 18%. Finance will be reconciling these accounts in Q4 to ensure proper allocation of revenue and expenses. We also still need to allocate earnings on investments and personnel costs. The majority of grant funds utilized to date have been in support library programs.

Hulburt Grant: Funds were received in March 2024 totaling \$126,496. We met with the Hulburt trustees from US Bank last month to discuss potential uses of these funds, hopefully extending to personnel costs.

Ready to Read: Funds were received in January 2024 totaling \$40,688.

Friends Funds: Friends billings year to date total \$46,123.

Policies, Plans, and Goals Supported:

The presentation of these financial documents follows Policy 2-1 “Financial Management” which states that the District’s Finance Manager is responsible for preparing financial reports for the Board detailing year-to-date revenues and expenditures.

Attachments:

- FY23-24 Budget to Actual Financial Statements – YTD April 2024

Jackson County Library District
General Fund - In Fund Balance: Budget & Actual
YTD July 23-April 24

	Final	Actual	Variance	%
Revenues				
Property taxes	12,520,962	12,512,692	(8,270)	100%
Grants and donations	42,500	134,722	92,222	317%
Charges for services	2,500	-	(2,500)	0%
Fines and fees	25,000	14,464	(10,536)	58%
Earnings on investments	300,000	667,696	367,696	223%
Miscellaneous	-	1,154	1,154	
Total Revenue	12,890,962	13,330,728	439,766	103%
Expenditures				
Personnel Costs	9,893,800	8,203,270	1,690,530	83%
Library Materials	1,478,800	1,132,563	346,237	77%
Materials and Services	3,832,650	3,092,165	740,485	81%
Capital Outlay	150,000	27,309	122,691	18%
Contingency	500,000	-	500,000	0%
Total Expenditures	15,855,250	12,455,306	3,399,944	79%
Excess Rev over Exp	(2,964,288)	875,421	(2,960,178)	-30%
Other Financing Sources:				
Transfers Out	(500,000)	-	500,000	0%
Total Other financing sources	(500,000)	-	500,000	0%
Net Change in Fund Balance	(3,464,288)	875,421	(2,460,178)	-25%
Fund Balance June 30, 2023	10,150,000	9,402,954	(747,046)	93%
Fund Balance June 30, 2024	6,685,712	10,278,375	(3,207,224)	154%

Jackson County Library District
Capital Improvement Fund - In Fund Balance: Budget & Actual
YTD July 23-April 24

	Budget	Actual	Variance	%
Revenues				
Earnings on investments	30,000.00	-	(30,000.00)	0%
Total Revenue	30,000.00	-	(30,000.00)	0%
Expenditures				
Materials and Services	500,000.00	95,820.01	404,179.99	19%
Capital Outlay	2,000,000.00	45,389.48	1,954,610.52	2%
Total Expenditures	2,500,000.00	141,209.49	2,358,790.51	6%
Excess Rev over Exp	(2,470,000.00)	(141,209.49)	(2,388,790.51)	6%
Other Financing Sources:				
Transfers In	500,000.00	-	(500,000.00)	0%
Total Other financing sources	500,000.00	-	(500,000.00)	0%
Net Change in Fund Balance	(1,970,000.00)	(141,209.49)	(2,888,790.51)	7%
Fund Balance June 30, 2023	4,300,000.00	4,842,666.00	542,666.00	113%
Fund Balance June 30, 2024	2,330,000.00	4,701,456.51	(2,346,124.51)	202%

Jackson County Library District
Grant Fund - In Fund Balance: Budget & Actual
YTD July 23-April 24

	Budget	Actual	Variance	%
Revenues				
Grants and donations	300,000.00	324,038.45	24,038.45	108%
Earnings on investments	20,000.00	-	(20,000.00)	0%
Miscellaneous	-	-	-	
Total Revenue	320,000.00	324,038.45	4,038.45	101%
Expenditures				
Personnel Costs	300,000.00	-	300,000.00	0%
Library Materials	160,000.00	91,348.41	68,651.59	
Materials and Services	615,000.00	158,323.71	456,676.29	26%
Capital Outlay	300,000.00	-	300,000.00	0%
Total Expenditures	1,375,000.00	249,672.12	1,125,327.88	18%
Excess Rev over Exp	(1,055,000.00)	74,366.33	(1,121,289.43)	-7%
Other Financing Sources:				
Transfers In	-	-	-	
Total Other financing sources	-	-	-	
Net Change in Fund Balance	(1,055,000.00)	74,366.33	(1,121,289.43)	-7%
Fund Balance June 30, 2023	4,135,000.00	3,888,755.00	(246,245.00)	94%
Fund Balance June 30, 2024	3,080,000.00	3,963,121.33	(1,367,534.43)	129%

RESOLUTION 2024-06

A RESOLUTION ADOPTING FISCAL YEAR 2024-2025 BUDGET AND MAKING APPROPRIATIONS

WHEREAS THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

1. The Jackson County Library District Budget Committee approved the Fiscal Year 2024-2025 budget on May 15, 2024.
2. The notice of this budget hearing (Form LB-1) was published in the Rogue Valley Times on June 5, 2024, and posted on the District's website on May 30, 2024.

BE IT RESOLVED:

1. Adopting the Budget. That the Board of Directors of the Jackson County Library District hereby adopts the Budget approved for Fiscal Year 2024-2025 in the total of \$34,886,051* now on file at the Jackson County Library District's Business Office in Medford, Oregon.

*Aggregate sum of budget requirements for all funds.

2. Making Appropriation. That the amounts for the Fiscal Year beginning July 1, 2024 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Personnel Services	\$10,650,000
Materials & Services	\$ 5,596,850
Capital Outlay	\$ 150,000
Interfund Transfers	\$ 250,000
Contingency	\$ 500,000
Total Appropriations	\$17,146,850

CAPITAL IMPROVEMENT FUND

Materials & Services	\$ 500,000
Capital Outlay	\$1,050,000

Total Appropriations	\$ 1,550,000
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GRANT FUND

Personnel Services	\$ 300,000
Materials & Services	\$ 631,912
Capital Outlay	\$ 250,000
Total Appropriations	\$ 1,181,912

Total Appropriations -All Funds \$ 19,878,762

Total Unappropriated Ending Fund Balance \$ 15,007,289

Total Budget \$34,886,051

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this 17th day of June, 2024.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____

Kim Young _____

Marissa Barrientos Shepherd _____

Susan Kiefer _____

Kevin Keating _____

RESOLUTION: 2024-07

A RESOLUTION IMPOSING AND CATEGORIZING TAXES

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

- 1. The Jackson County Library District Budget Committee approved the Fiscal Year 2024- 2025 budget on May 15, 2024.
- 2. The notice of this budget hearing (Form LB-1) was published in the Rogue Valley Times on June 5, 2024, and posted on the District's website on May 30, 2024.

BE IT RESOLVED:

- 1. Imposing and Categorizing the Tax. That the Board of Directors of the Jackson County Library District hereby imposes the taxes provided for in the adopted budget at the rate of \$.60 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed for the tax year 2024-2025 upon the assessed value of all taxable property within the District as follows:

	General government Limitation	Excluded from Limitation
General Fund	\$0.60/\$1,000	

- 1. The Library Director is authorized and directed to certify to the Assessor of Jackson County, Oregon, the levy made by the Resolution.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this 17th day of June, 2024.

By:

Attest:

Board President

Recording Secretary

Board Vote:

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

A public meeting of the Jackson County Library District will be held on June 17, 2024 at 4:00pm at the Medford Library, 205 South Central Ave, Medford, Oregon. The meeting will also be available via Zoom video conference. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Jackson County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Library Business Office, 205 South Central Ave, Medford, OR, between the hours of 9:00 a.m. and 4:00 p.m. Monday-Friday or online at jcls.org. This budget is for an annual budget period. This budget was prepared on the modified accrual basis of accounting that is the same as the preceding year.

Contact: Heather Scott, Finance Manager

Telephone: 541 494-3268

Email: hscott@jcls.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Approved Budget Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	18,940,968	18,585,000	18,022,290
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	60,628	27,500	25,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	561,540	342,500	702,500
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	300,000	500,000	250,000
All Other Resources Except Current Year Property Taxes	531,456	350,000	620,000
Current Year Property Taxes Estimated to be Received	12,201,990	12,520,962	15,266,261
Total Resources	32,596,582	32,325,962	34,886,051

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	8,520,503	10,073,251	10,950,000
Materials and Services	4,735,439	6,586,450	6,728,762
Capital Outlay	906,265	2,450,000	1,450,000
Debt Service			
Interfund Transfers	300,000	500,000	250,000
Contingencies	0	500,000	500,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	18,134,375	12,216,261	15,007,289
Total Requirements	32,596,582	32,325,962	34,886,051

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Jackson County Library District Resources	32,596,582	32,325,962	34,886,051
FTE	139.10	143.50	145.95
Total Requirements	32,596,582	32,325,962	34,886,051
Total FTE	139.10	143.50	145.95

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

On May 14, 2014, the Jackson County voters approved the formation of a special district named Jackson County Library District ("District") with a permanent rate tax cap of \$.60/\$1,000 of assessed value. The District expanded library service hours in April 2023. The prior year adopted and current year approved budget sustain the increased personnel costs at full operating hours. Major contracts for this budget year include the following: building maintenance and landscaping (Jackson County Facility Maintenance); custodial services and supplies (Pathway Enterprises); network, internet/wireless access (Hunter Communications), and security services (Northwest Defense). The 2024/2025 approved budget includes an increase to the full approved tax rate \$.60/\$1,000 to support total requirements. The District is expecting capital outlay expenditures to include new roofing at the Eagle Point and Talent branches and new carpeting at select locations. The budget also includes a transfer of \$250,000 to the Capital Improvement Fund. This is the eighth year that the District has included a transfer to this fund.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2022-2023	Rate or Amount Imposed This Year 2023-2024	Rate or Amount Approved Next Year 2024-2025
Permanent Rate Levy (rate limit 0.60 per \$1,000)	0.52	0.52	0.60
Local Option Levy			
Levy For General Obligation Bonds			

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



Jackson County Library District 2024-2025 Budget



MISSION

CONNECT PEOPLE TO INFORMATION, IDEAS, AND EACH OTHER.



VISION

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



VALUES

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

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

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

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

INNOVATION: we encourage creative ideas and solutions.

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

Introduction

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

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

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

Budget Message from the Director

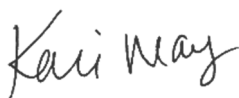
In 2024, Jackson County Library District celebrated 10 years of being a District. Voters passed a ballot measure in May 2014 that created the special district and authorized a collection rate of 60 mils. For the past 10 years, as we built capacity, navigated the pandemic and the impact of wildfires on the Rogue Valley, we were careful stewards of the monies entrusted to us. We built a solid reserve in the Capital Improvement Fund to ensure we have funds to take care of the mechanical and structural needs (new roofs, fresh paint, etc.) of our facilities.

Additionally, 2024 marked the first full year of expanded library service hours. We increased the hours open across the system by nearly 30%, and we have welcomed many new faces in our libraries over the past year. We installed a holds-pick-up book locker at the Shady Cove Branch, allowing patrons to pick up their holds when the library is closed. A second locker will be installed in Ashland by 2025. We continue to explore ways that we can expand library services beyond our walls.

We have maintained our facilities well over the past 20 years, but they are starting to age. In 2024, we worked with a consultant to conduct a study and produce a Facilities Master Plan, which will guide our facility needs over the next 10-15 years. Recommendations include some refreshing and renovation of existing spaces, and a couple of expansion projects.

We are pleased to bring you all these services and more! To sustain the increased hours of operation, and to plan for future capital projects, this year's budget includes an increase in revenue by collecting 60 mils, the full amount we are authorized to levy. At this collection rate, we will be able to sustain our libraries into a bright future. Our libraries are continuously evolving to meet the needs of our communities, and the proposed budget reflects changes and additions to staff that will position us to best meet those needs moving forward.

Sincerely,



Kari May
Library Director,
Jackson County Library Services





Budget Priorities

- Sustain library services and reach target audiences as outlined in the Strategic Plan.
- JCLS will be seen as an “employer of choice” by valuing staff through competitive wages, professional development, and opportunities to meet the needs of the patrons served.
- Provide consistent and equitable access to library services.
- Maximize access to library collections
- Increase library usage by promoting library services to reach new audiences

Budget Structure

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

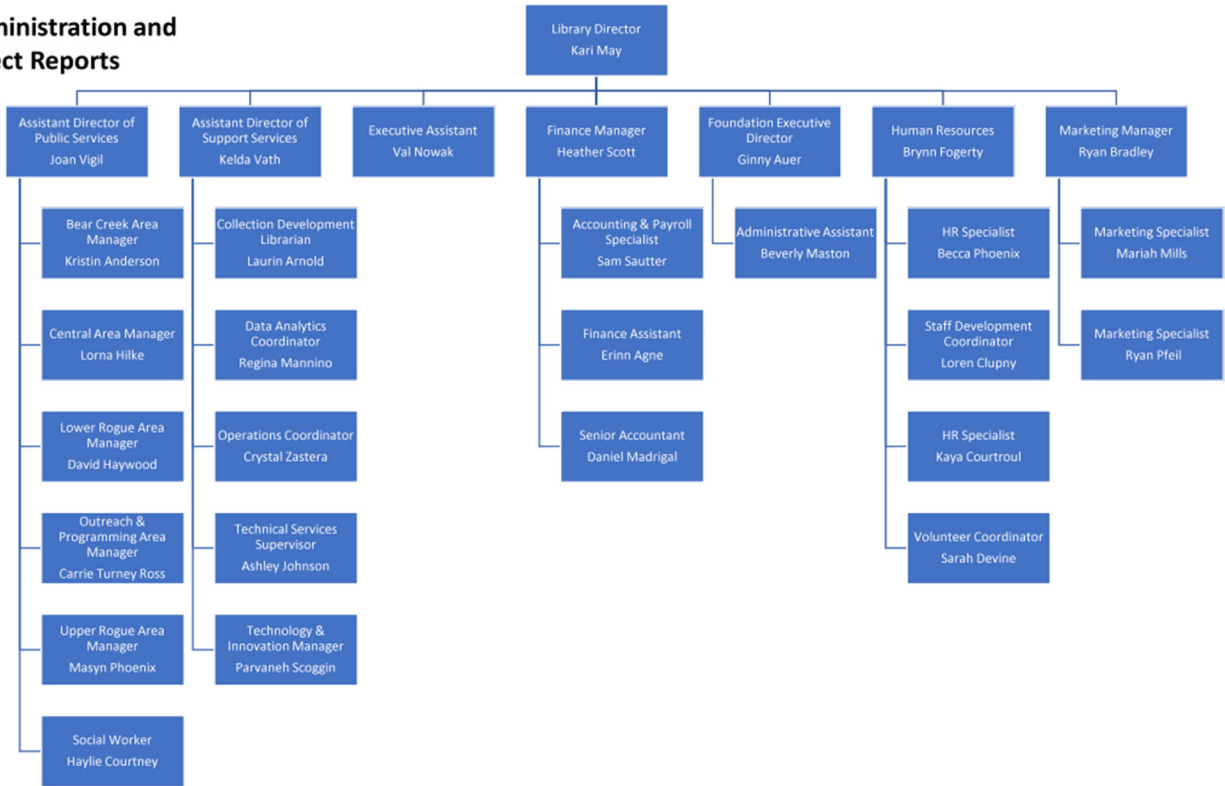
JCLD currently has three funds presented in this budget:

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

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

1. Public Services (community-interacting services)
2. Support Services (IT, technical services, collection management, and facilities)
3. Library Administration (Library Director and Assistant Directors, Marketing, and Foundation)
4. Administrative Services (HR and Finance)

Administration and Direct Reports



Proposed Budget

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

The budget forms present the previous year’s (FY24) adopted budget along with the preceding two years (FY23 and FY22) of audited activity. The audited beginning General Fund balance for FY22-23 was \$670k lower than what was budgeted. Considering spending trends and increase in costs, the presented beginning General Fund balance of \$9.6m for FY24 is the current estimate of carryover resources expected.

Revenues

Total operating revenues for FY25 are budgeted at \$15,916,261 in the General Fund. Adding the projected revenues to the beginning fund balance yields approximately \$25.5M of resources for the annual budget. Most of the operating revenue for the General Fund comes from the collection of property taxes. The property taxes are computed by the total assessed value of properties in the District multiplied by the District Tax Levy of 0.60 mills (.00060% of assessed

value). The District is authorized to collect up to 0.60, and the proposed FY25 budget recommends collecting the full 0.60 assessment, increasing from previous years' assessments of 0.52 to support current and future year expenditure projections, including sustaining the expanded hours of operation.

The assumption used for the FY25 budget for tax collections is a 5.6% growth rate in assessed value. This rate reflects an increase in both assessed property value and inventory of new housing units. The 94% collection rate being utilized is based on JCLD's average collection rate over the past ten years.

Jackson County Library District Operating Levy Projection	
2023-2024 Assessed Value	\$ 25,263,038,240
Estimated Growth	5.6%
2024-2025 Estimated Value	\$ 26,677,768,381
Levy Mil Rate	0.60
Gross Levy	\$ 16,006,661
Estimated Collection Rate	94%
Estimated Taxes to be Received	\$ 15,046,261

Table 1: Property Tax Estimates

Expenses

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

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

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

Current year budget changes:

- Security Services moved from support services to public services.
- Parking permits moved from fringe benefits to administrative services.

Prior year budget changes:

- “Supplies-Facilities” will be under “supplies”

Summary of Expenditures

Total expenditures are expected to be \$17,146,850 in the General Fund in FY25. Of this, \$150,000 is for capital outlay and \$500,000 for contingency, which represents 3.8% of the expense budget. Considering that capital outlay is for one-time projects and expenditures, and the contingency is not expected to be necessary, that leaves operating expenses at approximately \$16.5m. In FY25, it is necessary to increase our collection rate to maintain this level of service. Additional funds are allocated to cover one-time purchases that support the 2022-2026 Strategic Plan.



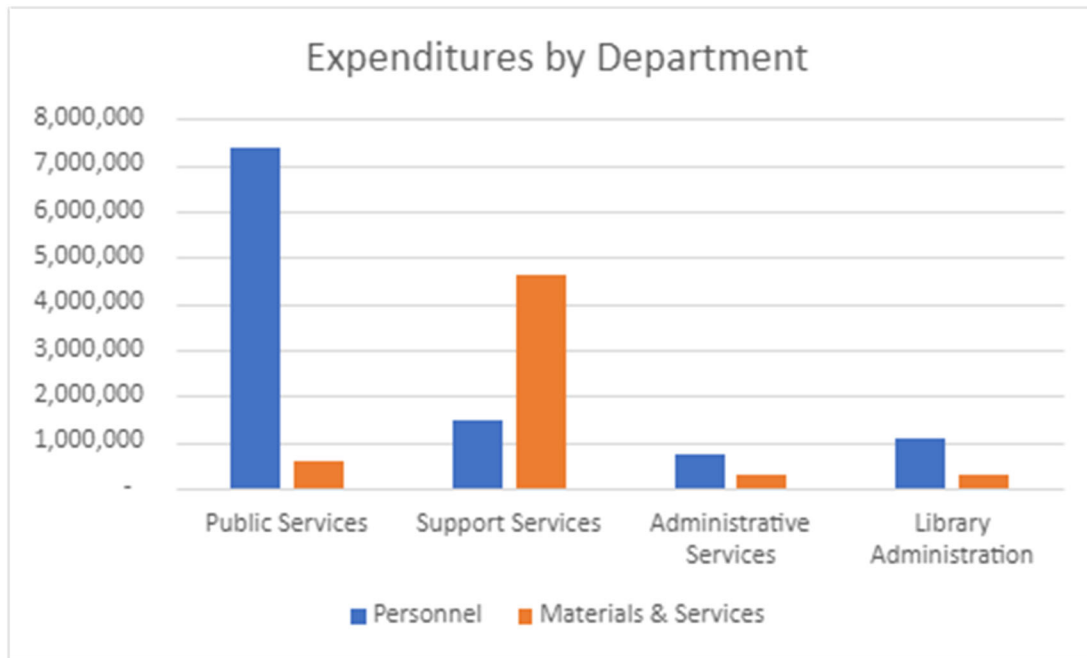


Table 2: Expenditures by Department

Personnel

JCLD recognizes that its staff are its greatest asset. As such, Personnel represents the largest expense category in the budget, at approximately 62%. The budget includes a 3.6% Cost of Living Adjustment (COLA) and two 1.5% step increases for every position, excepting those staff members hired after March 31, 2024, who would not receive the step increase.

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

- Latinx Engagement Coordinator – 1 FTE. In support of the District’s Strategic Plan, this position in the Outreach Department will be responsible to connect with the Latinx communities within the District.
- Library Associate – .75 FTE for the Upper Rogue area.
- Selection Librarian, Digital – 1 FTE. With the Collection Management Department added last year and as the District grows, selection responsibilities have increased. This position will select all digital materials for the District. This position will not be filled until Q4.
- Additional hours may be added to existing branch positions to address increased workloads related to expanded hours of operation.

24/25 Positions	24/25 FTE	Area	24/25 Additional Positions	24/25 FTE	Area
Accounting & Payroll Specialist	1.0	Admin	Selection Librarian, Digital	1.0	Support
Finance Assistant	0.75	Admin	LatinX Engagement Coordinator	1.0	Public
Finance Manager	1.0	Admin	Library Associate	0.75	Public
Human Resources Specialist	1.75	Admin			
Human Resources Manager	1.0	Admin			
Volunteer Coordinator	0.5	Admin			
Senior Accountant	1.0	Admin			
Staff Development Coordinator	1.0	Admin		2.75	
Assistant Director	2.0	Library Admin			
Executive Assistant	1.0	Library Admin			
Foundation Executive Director	1.0	Library Admin			
Administrative Assistant	0.5	Library Admin			
Library Director	1.0	Library Admin			
Marketing Manager	1.0	Library Admin			
Marketing Specialist	1.75	Library Admin			
Outreach Coordinator	1.0	Public			
Adult Services Librarian	2.0	Public			
Area Manager	5.0	Public			
Branch Manager I	10.0	Public			
Business Librarian	1.0	Public			
Children's Librarian	2.0	Public			
Circulation Supervisor	2.0	Public			
Digital Services Specialist	7.0	Public			
Digital Services Supervisor	1.0	Public			
Education Services Specialist	1.0	Public			
Librarian	7.75	Public			
Library Associate	32.350	Public			
Library Clerk	6.25	Public			
Library Specialist	19.10	Public			
Mobile Services Specialist	1.75	Public			
On-Call Substitutes	0.0	Public			
Resource Specialist	5.0	Public			
Social Worker	1.0	Public			
Teen Librarian	2.0	Public			
Programming Coordinator	1.0	Public			
Collection Development Manager	1.0	Support			
Courier	3.0	Support			
Data and Analysis Coordinator	1.0	Support			
Facilities Assistant	1.0	Support			
ILS Administrator	1.0	Support			
IT Technician	1.0	Support			
Network Administrator	1.0	Support			
Operations Coordinator	1.0	Support			
Selection Librarian	2.0	Support			
Senior IT Administrator	1.0	Support			
Technical Services Acquisition Specialist	2.75	Support			
Technical Services Supervisor	1.0	Support			
Technology & Innovation Manager	1.0	Support			
Website Specialist	1.0	Support			
	143.20		Total Budget FTE	145.95	

Table 3 – Personnel FTE Detail

Key Operating Expenses by Department

Public Services		
	General	Grants
Personnel (including taxes & benefits)	\$7,378,820	\$300,000
Security Services	290,000	-
Supplies	110,550	140,812
Facility Furnishing Expense	85,500	4,800
SOHS Contract	30,000	-
Professional Services	21,900	163,300
Computers & Technology	18,475	-
Travel	15,100	-
Volunteer & Staff Recognition	6,450	4,000
Memberships, Dues & Subscriptions	2,000	6,500
Library Materials	1,000	12,500
Advertising	100	-
Total Budgeted Expenses	\$7,959,895	\$631,912

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

Priorities for Public Service in FY25 include supporting the strategic plan goals of extending access to the library and engaging the community more fully. The new Latinx Engagement Coordinator position will help with both goals. This position will be a point person for reaching out to the Spanish Speaking community and sharing what services the library can offer them. They will also help staff gain the tools to reach out in their Latinx communities. Additionally, this position will help programming staff create culturally relevant programming at JCLS.

JCLS's security contract with Northwest Defense will be extended for FY25. The added security has made a difference at the Medford location. Many staff have reported that patrons are coming back and commenting that they feel safer and are appreciative that the library has taken steps to ensure the safety of all, while still being a welcoming environment. Northwest Defense works closely with Community Resources and the Medford Branch Manager to collaborate on problem areas.

The Community Services Department has expanded their services system-wide. Resource Specialists visit assigned branches to provide up-to-date resources and can help patrons on site.

The Medford branch continues to be a hub for patrons needing additional resources. Services offered include referrals to other agencies and services, bus tokens, hygiene kits and more.

Outreach, Programming, and Digital Services will continue to offer robust programs and services to support the strategic plan. Program offerings will continue to engage the community. Rogue Reads weaves in the theme of “community” by featuring books for all ages. This year for the first time, the selected author will appear in person to talk about their book. All books offered for youth will be available in English and Spanish. There will be two adult options, with one book available in Spanish. Other popular programs, such as Summer Reading, storytime, and Windows in Time will continue to be offered and heavily supported system-wide.

The outreach team will continue to increase their efforts to create partnerships with the community by working with schools, community organizations and using DART (Direct Access to Resources and Technology), the mobile technology van. Digital Services continues to bring technology out to the community by visiting various senior living facilities and other community partners. Additionally, Digital Services will have a new technology classroom in Medford where they can teach patrons to use basic computer applications.



Support Services			
	General	Grants	CIF
Library Materials	\$1,517,800	\$200,000	-
Personnel (including taxes & benefits)	1,457,087	-	-
Custodial Services	760,000	-	-
Building Repair/Maint	577,400	-	500,000
Telecom	417,450	-	-
Utilities	375,000	-	-
Computer Software & Licensing	193,275	-	-
Insurance	185,000	-	-
Capital Outlay	150,000	250,000	1,050,000
Computers & Technology	104,000	-	-
Minor Equipment	95,000	-	-
Copier Expense	74,300	-	-
Supplies	31,500	-	-
Facility Furnishing Expense	30,000	100,000	-
Professional Services	30,000	-	-
Custodial Supplies	25,000	-	-
Maintenance & Fuel for vehicles	25,000	-	-
Equipment Repair/Maint.	7,100	-	-
Signs & Signal Materials	5,000	-	-
Travel	2,900	-	-
Volunteer & Staff Recognition	900	-	-
Memberships, Dues & Subscriptions	400	-	-
Total Budgeted Expenses	\$6,064,112	\$550,000	\$1,550,000

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

Support Services priorities for FY25 include continuing efforts to enhance the library’s physical and digital collections, updating non-fiction collections, streamlining internal procedures, supporting branch staff, and ongoing collection analysis. In addition, Support Services will continue to develop the Integrated Library System (ILS) and the JCLS app, improve patron notices, and improve usability of the library’s catalog through its discovery layer. IT will focus on updating IT infrastructure for enhanced cybersecurity, internal workflows and documentation, and improving the library’s website for better usability. In FY24, the IT department deployed new, leased printers throughout the branches. In FY25 the purchase of toner system-wide will be fully centralized in the IT department which is why costs in the copier/printer budget line are increasing.

In FY24, Jackson County Library Services launched its first book locker for holds pickup at the Shady Cove Library.



In FY25, plans to offer a second book locker in Ashland are underway, allowing for more expanded access to library collections.

Multiple software systems ensure the smooth administration of the District. Public-facing systems include the library catalog, library website, and meeting room booking system. Operating behind the scenes are HR and finance systems, and the internal ticketing system.

Major contracts managed by Support Services:

- Through an IGA with Jackson County Facilities Maintenance, JCLD contracts for services such as regular building maintenance and repairs, project management for large projects, and assistance with day-to-day building needs. The contract increased just under 4.5% for FY25 to \$577,400 with increases in labor and materials being the driving factor.
- JCLD contracts with Pathway Enterprises for various custodial services across the District, including regular janitorial and specialty cleaning services (floors, windows, pressure washing). Costs and services for FY25 were evaluated considering increased hours of operation, resulting in some service level adjustments across the district. Increases overall are at approximately 4% to \$760,000 (down from an increase of 12% last fiscal year).



Administrative Services

	General
Personnel (including taxes & benefits)	\$722,450
Software & Licensing	74,000
Professional development	50,000
Postage and Delivery	45,000
Auditing Services	40,000
Parking Permits	23,000
Advertising/Legal Notices	8,500
Memberships, Dues and Subscriptions	6,200
Meetings	6,000
Consultant Fees	6,000
Bank Fees/Interest Expense	5,000
Professional Services	5,000
Volunteer & Staff Recognition	3,200
Background Checks	3,000
Supplies	3,000
Travel	1,000
Total Budgeted Expenses	\$1,001,350

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

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

Library Administration	
	General
Personnel (including taxes & benefits)	\$1,091,642
Advertising	59,900
Consultant Fees	50,000
Elections	45,000
Computer Software & Licensing	32,250
Printing Services	25,000
Professional Services	16,500
Memberships, Dues & Subscriptions	14,000
Travel	11,000
Legal services	10,000
Supplies	8,100
Meetings	4,000
Minor Equipment	2,000
Bank & Special Fees	1,400
Volunteer & Staff Recognition	700
Total Budgeted Expenses	\$1,371,492

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

Resources for the Marketing department include support for the strategic plan goals of reaching our rural and underserved communities. Efforts will include direct mail campaigns to rural areas, ValPak mailings, and more targeted email campaigns. The Marketing department is also rolling out advertising campaigns in locations that have been previously untapped, such as the airport and the youth baseball fields. Additionally, they will focus on marketing our diverse Outreach services such as Education Services, DART, and Digital Services where those departments are looking to reach underserved areas.

Library Board

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

Library Foundation

The District supports the operational and administrative costs of the Jackson County Library Foundation through in-kind support. The original Memorandum of Understanding has been extended for the next five years. Fundraising priorities for the Foundation include early literacy through programs such as the Dolly Parton Imagination Library, Baby's First Book and Outreach to Childcare; enhancing outdoor spaces such as the planned pollinator garden in Phoenix; and technology that enhances library services and patron experiences such as book lockers in our rural area branches and DART, the mobile technology van.



Other Funds

Miscellaneous Grants Fund

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

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

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

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

Capital Improvement Fund

The Capital Improvement Fund was established to prepare for capital outlay and significant improvements to the library facilities that keep them well-maintained. Over the past several years, the District has been proactive in transferring resources from the General Fund to prepare for significant renovations and deferred maintenance on these properties. At the beginning of this fiscal year, the Fund Balance is anticipated to be at \$4.7m. This year, \$250,000 is budgeted to transfer from the General Fund to the Capital Improvement Fund.

Major planned facilities projects include enhancing the outdoor spaces at select branches and ongoing safety enhancements, including the installation of security cameras and updates to indoor spaces at selected locations. The capital improvement projects planned for FY25 include new roofing at Eagle Point and Talent libraries and new carpeting at select locations. The Facilities Master Plan will guide priorities for short- and long-term facilities needs.



RESOURCES
GENERAL FUND

Jackson County Library Services

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025			
	Actual		Adopted Budget This Year Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1				1 Available cash on hand* (cash basis) or				1
2	8,755,750	10,079,017	10,150,000	2 Net working capital (accrual basis)	9,600,000	9,600,000		2
3	185,353	126,150	215,000	3 Previously levied taxes estimated to be received	220,000	220,000		3
4	68,584	307,011	300,000	4 Interest	400,000	400,000		4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	27,952	30,329	25,000	7 Printing/Copying/Fines	25,000	25,000		7
8	-	30,299	2,500	8 Charges for Services	-	-		8
9	528,070	160,526	42,500	9 Grants and Donations (unrestricted)	225,000	225,000		9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	9,565,709	10,733,332	10,735,000	29 Total resources, except taxes to be levied	10,470,000	10,470,000		29
30			12,305,962	30 Taxes estimated to be received	15,046,261	15,046,261		30
31	11,517,958	12,075,840		31 Taxes collected in year levied				31
32	21,083,667	22,809,172	23,040,962	32 TOTAL RESOURCES	25,516,261	25,516,261		32

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

DETAILED EXPENDITURES

GENERAL FUND

Jackson County Library Services

	Historical Data			Requirements	FTE	Budget for Next Year 2024-2025			
	Actual		Adopted Budget This Year Year 2023-24			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
				Personnel					
1	\$ 234,260	\$ 384,456	\$ 517,030	1	Administrative Salaries (Finance/HR)	8	\$ 540,754	\$ 540,754	1
2	3,800,262	4,206,642	5,144,266	2	Public Service Salaries (Librarian, Library Spec, etc.)	109.95	5,523,047	5,523,047	2
3	315,625	561,384	689,115	3	Library Administration Salaries (Director/Marketing)	8.25	817,094	817,094	3
4	689,506	787,331	995,164	4	Support (IT, Technical Services, Acquisitions, Operations)	19.75	1,090,630	1,090,630	4
5				5	<i>(See Table 3 for Details)</i>				5
6	\$ 5,039,653	\$ 5,939,813	\$ 7,345,575	6	SUBTOTAL SALARIES	145.95	\$ 7,971,525	\$ 7,971,525	6
7				7					7
8	\$ 1,652,465	2,563,190	\$ 2,427,676	8	Fringe		\$ 2,678,475	\$ 2,678,475	8
9				9					9
10				10					10
11				11					11
12				12					12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29				29					29
30				30					30
31				31					31
32	\$ 6,692,118	\$ 8,503,003	\$ 9,773,251	32	SUBTOTAL REQUIREMENTS (PERSONNEL)		\$ 10,650,000	\$ 10,650,000	32

DETAILED EXPENDITURES

GENERAL FUND

Jackson County Library Services

	Historical Data			Requirements	Budget for Next Year 2024-2025				
	Actual		Adopted Budget This Year Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
				Materials & Services					
1	\$ 1,914	\$ 140	\$ 5,000	1	Accounting	\$ -	\$ -		1
2	55,000	78,950	55,000	2	Auditing	40,000	40,000		2
3	2,625	3,989	5,000	3	Bank & Special Fees	6,400	6,400		3
4	67,282	24,196	148,350	4	Consultant Fees	56,000	56,000		4
5	-	51,304	-	5	Elections	45,000	45,000		5
6	126,091	142,310	145,000	6	Insurance	185,000	185,000		6
7	14,623	18,343	15,000	7	Legal	10,000	10,000		7
8	10,530	14,676	20,800	8	Membership & Dues	22,600	22,600		8
9	107,516	110,178	129,450	9	Supplies	153,150	153,150		9
10	23,279	31,365	45,000	10	Postage	45,000	45,000		10
11	20,629	26,900	16,500	11	Advertising-Recruitment (formerly Advertising-Legal)	8,500	8,500		11
12	25,470	30,899	36,200	12	Travel	30,000	30,000		12
13	3,822	2,083	9,000	13	Meetings	10,000	10,000		13
14	11,062	14,967	46,250	14	Professional Development	50,000	50,000		14
16	7,150	2,236	10,000	16	Volunteer & Staff Recognition	11,250	11,250		15
17	1,840	3,590	3,000	17	Background Checks	3,000	3,000		16
18	404,565	613,812	600,000	18	Building/Repairs	577,400	577,400		17
19	591,926	519,624	732,000	19	Custodial Services	760,000	760,000		18
20	10,755	20,854	21,000	20	Custodial Supplies	25,000	25,000		19
22	14,089	59,840	300,000	22	Security Services	290,000	290,000		20
23	3,267	213	15,000	23	Signage	5,000	5,000		21
24	24,673	23,979	47,000	24	Copier	74,300	74,300		22
25	-	4,739	-	25	A/V Equipment	22,000	22,000		
26	13,263	4,386	4,500	26	Equipment Repair	7,100	7,100		23
27	1,552	23,942	83,000	27	Facility Furnishing	115,500	115,500		24
28	51,792	38,071	98,000	28	Minor Equipment	97,000	97,000		25
29		21,938		29	Parking Permits	23,000	23,000		26
30				30					27
31				31					28
32				32					29
33				33					30
34				34					31
35	\$ 1,594,715	\$ 1,887,524	\$ 2,590,050	35	Subtotal Requirements (M&S)	\$ 2,672,200	\$ 2,672,200		32

DETAILED EXPENDITURES

GENERAL FUND

Jackson County Library Services

	Historical Data			Requirements	Budget for Next Year 2024-2025			
	Actual		Adopted Budget This Year Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	\$ 269,930	\$ 204,475	\$ 134,600	1 Computers & Technology	\$ 100,000	\$ 100,000		1
2	168,658	160,188	249,000	2 Software & Licensing	300,000	300,000		2
3	190	-	-	3 Supplies-Facilities (included in Supplies)				3
4	1,441,651	1,453,926	1,478,800	4 Library Materials	1,518,800	1,518,800		4
5	39,000	30,000	30,000	5 Southern Oregon Historical Society Contract	30,000	30,000		5
6	6,842	39,041	66,000	6 Marketing and Advertising	60,000	60,000		6
7	63,312	66,845	67,000	7 Professional Services	73,400	73,400		7
8	17,564	19,927	20,000	8 Printing Services	25,000	25,000		8
9	332,611	339,775	400,000	9 Utilities	375,000	375,000		9
10	195,806	333,000	254,000	10 Telecom	417,450	417,450		10
11	18,360	10,312	22,000	11 Maintenance for Vehicles	25,000	25,000		11
12				12				12
13	\$ 2,553,924	\$ 2,657,489	\$ 2,721,400	13 SUBTOTAL THIS SHEET	\$ 2,924,650	\$ 2,924,650		13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31				31				31
32	\$ 4,148,639	\$ 4,545,013	\$ 5,311,450	32 TOTAL MATERIALS & SERVICES	\$ 5,596,850	\$ 5,596,850		32

DETAILED EXPENDITURES

GENERAL FUND

Jackson County Library Services

	Historical Data			Requirements	Budget for Next Year 2024-2025				
	Actual		Adopted Budget This Year Year 2023-2024		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1	\$ 6,692,118	\$ 8,503,003	\$ 9,773,251	1	TOTAL PERSONNEL	\$ 10,650,000	\$ 10,650,000		1
2	\$ 4,148,639	\$ 4,545,013	\$ 5,311,450	2	TOTAL MATERIALS & SERVICES	\$ 5,596,850	\$ 5,596,850		2
3				3					3
4	113,893	58,202	150,000	4	CAPITAL OUTLAY	150,000	150,000		4
5				5					5
6	-	-	500,000	6	CONTINGENCY	500,000	500,000		6
7				7					7
8	\$ 10,954,650	\$ 13,106,218	\$ 15,734,701	8	SUBTOTAL EXPENDITURES	\$ 16,896,850	\$ 16,896,850		8
9				9					9
10	50,000	300,000	500,000	10	TRANSFERS TO CAPITAL IMPROVEMENT FUND	250,000	250,000		10
11				11					11
12	-	-	-	12	TRANSFERS TO GRANT FUND	-	-		12
13				13					13
14	\$ 11,004,650	\$ 13,406,218	\$ 16,234,701	14	SUBTOTAL EXPENDITURES AND TRANSFERS OUT	\$ 17,146,850	\$ 17,146,850		14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29				29					29
30				30					30
31	10,079,017	9,402,954	6,806,261	31	UNAPPROPRIATED ENDING FUND BALANCE	8,369,411	8,369,411	-	31
32	\$ 21,083,667	\$ 22,809,172	\$ 23,040,962	32	TOTAL REQUIREMENTS	\$ 25,516,261	\$ 25,516,261	-	32

SPECIAL FUND

**FORM
LB-10**

MISCELLANEOUS GRANTS FUND

Jackson County Library Services

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024 - 2025			
Actual		Adopted Budget Year 2023 - 24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2021 - 22	First Preceding Year 2022 - 23							
1			1	RESOURCES				1
2			2	Cash on hand * (cash basis), or				2
3	\$ 3,589,391	\$ 3,957,856	\$ 4,135,000	3 Working Capital (accrual basis)	\$ 3,680,844	\$ 3,680,844		3
4				4 Previously levied taxes estimated to be received				4
5	11,040	106,904	20,000	5 Interest	20,000	20,000		5
6				6 Transferred IN, from other funds				6
7	756,483	401,014	300,000	7 Restricted Revenues	477,500	477,500		7
8				8				8
9				9				9
10	4,356,914	4,465,774	4,455,000	10 Total Resources, except taxes to be levied	4,178,344	4,178,344	-	10
11				11 Taxes estimated to be received				11
12				12 Taxes collected in year levied				12
13	\$ 4,356,914	\$ 4,465,774	\$ 4,455,000	13 TOTAL RESOURCES	\$ 4,178,344	\$ 4,178,344	\$ -	13
14				14 REQUIREMENTS **				14
15	\$ 45,415	\$ 17,500	\$ 300,000	15 Personnel Services	\$ 300,000	\$ 300,000		15
16				16				16
17	214,311	185,822	775,000	17 Materials & Services	631,912	631,912		17
18				18				18
19	181,700	373,697	300,000	19 Capital Outlay	250,000	250,000		19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	3,915,488	3,888,755		29 Ending balance (prior years)	2,996,432	2,996,432		29
30			3,080,000	30 UNAPPROPRIATED ENDING FUND BALANCE				30
31	\$ 4,356,914	\$ 4,465,774	\$ 4,455,000	31 TOTAL REQUIREMENTS	\$ 4,178,344	\$ 4,178,344	\$ -	31

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

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

RESERVE FUND

CAPITAL IMPROVEMENT FUND

Jackson County Library Services

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-2025					
Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2021-22	First Preceding Year 2022-23								
1			1	RESOURCES			1		
2			2	Cash on hand * (cash basis), or			2		
3	\$ 5,403,372	\$ 4,904,095	\$ 4,300,000	3	Working Capital (accrual basis)	\$ 4,741,446	\$ 4,741,446	3	
4				4	Previously levied taxes estimated to be received			4	
5	28,895	117,541	30,000	5	Interest	200,000	200,000	5	
6	50,000	300,000	500,000	6	Transferred IN, from other funds	250,000	250,000	6	
7				7				7	
8				8				8	
9				9				9	
10	5,482,267	5,321,636	4,830,000	10	Total Resources, except taxes to be levied	5,191,446	5,191,446	10	
11				11	Taxes estimated to be received			11	
12				12	Taxes collected in year levied			12	
13	\$ 5,482,267	\$ 5,321,636	\$ 4,830,000	13	TOTAL RESOURCES	\$ 5,191,446	\$ 5,191,446	\$ -	13
14				14	REQUIREMENTS **				14
15				15					15
16	257,484	4,604	500,000	16	Materials and Services	500,000	500,000		16
17				17					17
18	320,688	474,366	2,000,000	18	Capital Outlay	1,050,000	1,050,000		18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	4,904,095	4,842,666		29	Ending balance (prior years)	3,641,446	3,641,446		29
30			2,330,000	30	UNAPPROPRIATED ENDING FUND BALANCE	-			30
31	\$ 5,482,267	\$ 5,321,636	\$ 4,830,000	31	TOTAL REQUIREMENTS	\$ 5,191,446	\$ 5,191,446	\$ -	31



Date: June 17, 2024

Title: Naming Policy

From: Joan Vigil, Assistant Director of Public Services and the Policy Committee

Summary:

A Naming Policy was created to establish the authority and opportunities for naming and renaming JCLD spaces and items to honor and recognize major donors and community members. The Policy Committee has reviewed and approved the draft and presents it for adoption by the Board.

Recommendation:

The Policy Committee recommends that the 5-20 Naming Policy be adopted as presented.

Policies, Plans, and Goals Supported:

The Naming Policy supports JCLD Policy 5-17 Gift Acceptance Policy. The proposed policy will support future capital campaigns and other fundraising efforts with JCLF where a named space, room, or item may be proposed.

Background and Additional Information:

Throughout the District, there has not been consistent protocol when placing names on items to recognize and honor major donors and community members. Many branches have a variety of named shelves, endcaps, benches, and rooms, with little consistency in wording or format, and no procedures in place as to what happens once a named item has served its useful life. A Naming Policy Committee of eight staff was formed, consisting of Foundation Director Ginny Auer, Assistant Director of Public Services Joan Vigil, Collection Development Manager Laurin Arnold, Bear Creek Area Manager Kristin Anderson, Outreach Coordinator Katrina Ehrnman-Newton, Children’s Librarian Nancy Nightingale, Butte Falls Branch Manager Shone Ellis, and Jacksonville Branch Manager Rina Pryor.

The committee completed an inventory of all named items throughout JCLS and researched how other library systems and organizations practice naming and donor recognition. The team then created a policy to specify what forms of naming opportunities JCLS will accept and provide guidelines for consistency of format. The policy also outlines what to do when the named item serves its useful life and is retired. All requests will go through an approval process to assess whether the naming opportunity aligns with the mission and values of the Library.

Attachments:

- 5-20 Naming Policy

Policy 5-20	Naming Policy	Created: 03/14/2024 Revised: 06/06/2024 Approved: mm/dd/yyyy
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I. PURPOSE

The purpose of this policy is to establish the authority and opportunities for naming and renaming Jackson County Library District (JCLD) interior and exterior spaces. Consistent with this policy and the Gift Acceptance Policy, the specific recognition given to honor donors will vary.

II. INTRODUCTION

JCLD may provide naming opportunities for the benefit of honoring individuals, families, or non-commercial entities in the community. The funds procured will be used to improve library spaces, collections, and programming. All requests will go through an approval process to assess whether the naming opportunity aligns with the mission and values of the Library. In line with [5-17 Gift Acceptance Policy](#), donors are encouraged to make gifts through Jackson County Library Foundation, a 501(c)(3) nonprofit organization, with whom this policy was developed.

III. AUTHORITY

The Jackson County Library Director has authority over the naming opportunities outlined in this policy. All naming proposals related to Library buildings or departments/areas of facilities must be approved by JCLD Board of Directors before commitments are made to any prospective donor or honoree.

JCLF’s Board and campaign steering committee members may support JCLD in its efforts to solicit donors, obtain appropriate approvals and develop formal naming rights and name recognition agreements with potential donors. JCLF has sole responsibility for accepting and disbursing financial contributions related to naming and name recognition opportunities, and for administering naming rights agreements in line with this policy.

IV. NAMING GUIDELINES

All naming opportunities will be consistent with the branding of JCLD and will adhere to formatting guidelines. The name of the donor or honoree will be recognized in the following language: “XYZ Room provided through the generous support of XYZ Company ”or “XYZ Person or Family Room, Space or Corner.”

V. NAMING OPPORTUNITIES

A. Bookplates

Bookplates may be purchased in honor of an individual or family or as a gesture of goodwill from an organization or business. Specific books or collections may be suggested by the donor, but all items will be purchased in accordance with the Collection Development Policy.

Books with bookplates will follow the guidelines as laid out in the Collection Development Policy, which includes removing them from the collection at the end of their useful life. Due to the nature and frequency of bookplate requests they are not subject to the approval process that exists for structures and larger equipment. All requests will go through JCLF.

B. Donor Recognition Plaques

Plaques may be posted outside doors in buildings that a major contribution helped build. Request for specific plaques will be reviewed by the Library Director. The plaque design will be in keeping with branding guidelines at the time of the gift. In the event that plaques are removed, reasonable efforts will be made to give the plaque to the named donor(s) as a memento.

C. Donor Recognition Wall

A donor recognition wall is a wall that displays the names of all the donors being recognized for participation in library campaigns or programs. This wall can take many creative forms depending on the campaign and the library.

D. Donor Recognition Sign

Recognition signs list the names of donors who contributed to a particular campaign. A sign is usually portable and printed on a plastic or vinyl banner instead of metal or brick. As such, donor recognition signs are often used for charity walks and other off-site or outdoor events and would be used as a temporary way to share recognition.

E. Library Interior and Exterior Spaces

JCLD library facilities are named after the geographical location where they are located. Within JCLD facilities, JCLD allows for naming rights and naming opportunities with the guidelines listed below.

- i. Naming opportunities may occur during building expansions, renovations, and equipment acquisitions. In interior and exterior spaces, there may be naming opportunities such as meeting and study rooms, alcoves, fireplaces, service areas, and outdoor spaces such as gardens, courtyards, plazas, and walkways.
- ii. Other JCLD naming opportunities may include library equipment such as book lockers and vehicles that may or may not be located on JCLD property.

VI. DUE DILIGENCE

In all cases of naming opportunities, care is taken to ensure that individuals and entities align with JCLD's mission and values.

Additional care will be given to any naming opportunities that include commercial entities to avoid presenting the appearance of conflict of interest or commercial influence on Jackson County Library District. The inclusion of commercial entities for naming opportunities will be considered only if the name is appropriate.

JCLD reserves the right to terminate or alter a naming designation. Naming assignments will not be maintained if the naming assignment could potentially harm the Library's standing and reputation as a public institution. This harm could be caused by illegal or unethical issues that may tarnish the Library's reputation, or public figures that are inconsistent with the Library's mission or values.

The Library is a dynamic organization and space and will review named spaces and fixtures to ensure continued relevance and appropriateness of names in light of changing social, cultural, or educational standards.

VII. DURATION

Naming rights in honor of an individual or individuals, family, or non-commercial entity are generally expected to last for the useful life of the interior/exterior space or program.

Prior Circumstances

Any named recognition signage approved prior to this policy's approval in JCLD interior, or exterior spaces shall remain in effect and will be assumed permanent for the useful life of the space or item in its current condition.



Date: June 17, 2024

Title: Advocacy Toolkit

From: Advocacy Committee

Summary:

Over the course of the past year, the JCLS Marketing Department has been working with the Advocacy Committee to develop an Advocacy Toolkit. This Toolkit is a simple yet robust document that provides a clear, consistent, and unified message for Board members, Friends and Foundation members, and other library supporters in the community to share when talking about the impact of library services in Jackson County.

Recommendation:

The Advocacy Committee recommends that the Board accept the Advocacy Toolkit as presented.

Policies, Plans, and Goals Supported:

An Advocacy Toolkit supports the District’s vision to help individuals reach their full potential and our communities thrive, as well as Strategic Goal 3: Engage the community more fully.

Background and Additional Information:

The toolkit was created by Marketing Specialist Mariah Mills, at the request of Library Director Kari May. The process began by looking at research from the Oregon Library Association and the American Library Association and referencing toolkit samples from other libraries, including toolkits from Boise Public Library and Cedar Rapids Public Library. Next steps included gathering talking points, contact information for local elected officials, and notable statistics that the Committee felt could best be used to advocate for the Library.

The Advocacy Committee reviewed several drafts of the Toolkit and have given their input throughout the process. The Toolkit is expected to be a living document that is updated regularly in order to be as relevant as possible for District needs. Once approved, it will become a part of the yearly Advocacy Action Plan, which is under development.

The Toolkit was also reviewed by the Friends Presidents Forum and the Foundation before being brought to the Board for approval. The Advocacy Committee developed talking points specifically for Friends and Foundation members, which will be provided to them separately from the toolkit.

Attachments:

- Advocacy Toolkit

Advocacy Toolkit



**JACKSON COUNTY
LIBRARY SERVICES**

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Thank you for your advocacy! - pg. 12

Elected Officials

(and how to reach them)

U.S. SENATE

Sen. Ron Wyden (D) -
senator@wyden.senate.gov

Sen. Jeff Merkley (D) -
senator_merkley@merkley.senate.gov

U.S. REPRESENTATIVE FOR OREGON'S 2ND CONGRESSIONAL DISTRICT

Rep. Cliff Bentz (R) -
bentz.house.gov/contact

STATE SENATE

Sen. Jeff Golden (D) District 3 -
sen.jeffgolden@oregonlegislature.gov

Sen. Dennis Linthicum (R)
 District 28 -
sen.dennislinthicum@oregonlegislature.gov

HOUSE

Rep. Pam Marsh (D) District 5 -
rep.pammarsh@oregonlegislature.gov

Rep. Kim Wallan (R) District 6 -
rep.kimwallan@oregonlegislature.gov

Rep. Emily McIntire (R) District 56 -
rep.emilymcintire@oregonlegislature.gov

CITY OF ASHLAND

<https://tinyurl.com/yv4ad3mz>

CITY OF CENTRAL POINT

<https://tinyurl.com/f8atnjfe>

CITY OF GOLD HILL

<https://tinyurl.com/5n8ct3cv>

CITY OF MEDFORD

<https://tinyurl.com/m3nbu664>

CITY OF ROGUE RIVER

<https://tinyurl.com/2nspaxvm>

CITY OF TALENT

<https://tinyurl.com/mpa3k686>

CITY OF BUTTE FALLS

<https://tinyurl.com/ms9ndwyd>

CITY OF EAGLE POINT

<https://tinyurl.com/5ebjx6w8>

CITY OF JACKSONVILLE

<https://tinyurl.com/y8be9735>

CITY OF PHOENIX

<https://tinyurl.com/2zxmysfy>

CITY OF SHADY COVE

<https://tinyurl.com/38wkrh3a>

JCLS BOARD OF DIRECTORS

<https://tinyurl.com/5n6had7k>

JACKSON COUNTY COMMISSIONERS

Colleen Roberts - Chair - robertCL@jacksoncountyor.gov
 Rick Dyer - Vice Chair - dyerDG@jacksoncountyor.gov
 Dave Dotterer - dotterer@jacksoncountyor.gov

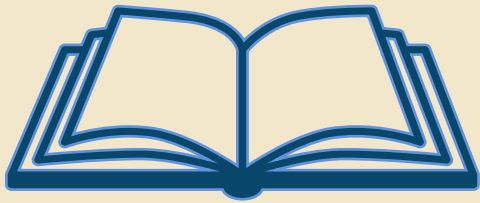
Top 10 Advocacy Quick Tips

- 1) Identify challenges and opportunities** - Figure out what issues or opportunities are the most pressing.
- 2) Get to know your elected officials** - It's important to know your officials' and for them to know you.
- 3) Do your research and become well-informed** - Contact the [Oregon Library Association \(OLA\)](#), [Jackson County Library Services](#), or the [American Library Association \(ALA\)](#) for background on your issue/opportunity and how to best frame your message. Determine your officials' stance on things to better understand what they care about and how their beliefs align with your requests.
- 4) Contact your public officials *personally*** - It's much nicer hearing from someone directly versus an email. Of course, if it's not possible to connect personally, an email or a phone call is always a step in the right direction.
- 5) Keep it brief** - Quick, simple, short and sweet.
- 6) Focus on the people** - Emphasize how your message, issue, or opportunity benefits the community at large.
- 7) Be sincere** - This shows that you care about what you're saying and demonstrates passion.
- 8) Make sure the subject knows what you want** - Leave no room for wondering.
- 9) Be direct** - Make sure your message, issue, or opportunity hits the mark.
- 10) Follow up** - Contact legislators, supporters, etc. to follow up on your message, issue, or opportunity. This shows initiative and keeps your situation on their minds.

Need more tips?

Visit <https://www.ala.org/advocacy/advocacy-university/library-advocates-handbook>

JCLS Facts & Stats FY 22-23



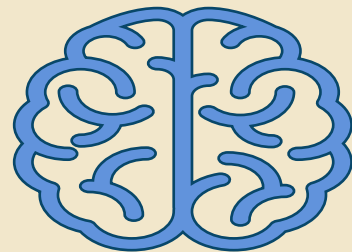
1.26 million
physical books circulated



440,814
digital items circulated



10,389
new library card holders



40,053
program attendees



684,726
visitors to all 15 branches



2,147
programs offered

Advocacy Calendar

If you're unsure what fun activities, programs, or milestones are happening - check out JCLS' social media channels. The Marketing Department updates socials daily with what's going on at the library.

JANUARY

Mark important legislative dates on your calendars. Welcome new members of legislature. Continue to promote the library's winter reading program, Rogue Reads.

FEBRUARY

The first day of session begins February 5. It's not just Valentine's Day; it's also International Book Giving Day and Library Lovers Day. Continue to promote literacy with Rogue Reads! Voter registration closes.

MARCH

This month the library is focusing on STEAM - lots of science programs mixed with the springtime nature. Check out what fun programs we're having and share them with the people you know.

APRIL

National Library Week runs from April 7-13. This a great time to talk about anything and everything good our library offers! (Databases, WI-FI, free events and lectures, etc.) Talk about what JCLS is doing and emphasize community engagement! JCLS is also hosting it's Dia de los Ninos program.

MAY

May is the start of Children's Book Week. JCLS is offering some fun Star Wars programs. The Oregon Primary election is in May. Don't forget to remind people that [our libraries have ballot boxes](#) outside!

JUNE

June is the start of our Summer Reading Program and the release of our Summer Event Guides! It's also Juneteenth and the City of Medford's annual Juneteenth Festival. Hot weather? Cool libraries. People who are sensitive to the heat will be looking for indoor activities.

Advocacy Calendar



jclibraryservices



JCLS_tweets



jclsoregon



@jclsoregon

JULY

Freedom to Read! Keep promoting the Summer Reading Program! Spread the word on any unique Independence Day events at libraries.

AUGUST

It's back-to-school season! Teachers can utilize our databases for their students. Students can check out books they might need for class. This is a great time to promote Outreach to Childcare, too.

SEPTEMBER

It's Library Card Sign-Up Month! Time to pitch everything that makes the library unique and attract some new patrons.

OCTOBER

Register to vote! Focus on civic engagement this month and get to know your candidates.

NOVEMBER

Express your gratitude on this month for all the library provides and does for others! The last election day happens this month.

DECEMBER

A joyful time to celebrate the newest Winter Reading Program and Event Guides. Giving Tuesday also happens this month - it's a great time to spread the word about donating to our Foundation and helping keep literacy levels high.

Effective Storytelling Methods

What is storytelling?

Storytelling is the process of weaving language creating rich, believable experiences.

Choose a clear, concise central message. Focus on the main sentiment you want to bring attention to and be transparent with it. Avoid talking outside of your main topic.

Example: You should read *Afterlife* by Julia Alvarez!

Draw from your own experiences. Tying personal experiences to messages makes them more heartfelt and helps keep engagement on what you're saying.

Example: *Afterlife* was important to me because I could connect with the grief in the novel.

Observe good storytellers. If you're unsure about storytelling, read from your favorite authors or journalists, or listen to TED talks.

Know your audience. Formulate your message in a way you know your audience will understand and empathize with it.

Example: *Afterlife* is important because of Alvarez's exploration of grief and familial obligation.

Keep it as simple as possible. To keep the focus of others, it's important to always try to keep it simple; people are busy!

Example: It took me no time at all to finish *Afterlife*; I would highly encourage you to check it out!

How To Talk To People Who Disagree

Find areas where you agree. You may disagree with someone but instead of strongly reacting, actively listen to the other person about what is important to them.

Be open and kind. When having conversations, avoid polarizing language and personal attacks. Remember with whom you are having the conversation and communicate effectively.

Keep calm when tensions rise. Preparing for how you might react in advance of a conversation will increase your self-awareness and may give you more options if you want to de-escalate tension. If you find yourself quick to react in a heated conversation, it may benefit you to take a step back and remind yourself to be calm.

Have conversation goals. Understanding your goals when it comes to communicating with others may be helpful to having productive conversations.

Accept that you may not change the other person's mind. Use the conversation as an opportunity to share views, not to convince anyone that your view is best.

Know when to end the conversation. If the conversation has not come to a resolution, you may want to find an appropriate time to end the discussion peacefully.

Bridge, Hook, & Flag

Guide the Conversation: There are three techniques for guiding a conversation so that you can get the main point or points that you want to be remembered across to your target audiences.



Bridge: this technique will allow you to move from an area in the conversation that you don't want to discuss or that has the potential to sidetrack the issue, and get the conversation back to your message. For example, let's say a legislator says, "Why shouldn't we be supporting a policy that will help software companies? Isn't a good economy good for libraries?" Rather than getting into a discussion about the economy and whether or not new legislation will help the economy overall, you can use this as a platform for your point by saying: "I think the real question is," and go back to your main point. For example, "I think the real question is "doesn't everyone benefit from good consumer laws?" Then, answer that question!



Flag: This technique is the easiest, and most people use it unconsciously all the time. Flagging alerts your listeners to what you consider most important. It's an excellent way to emphasize the key points or points you want the audience to remember. Flagging is simply giving your audience a verbal clue about what is essential: "The most important thing to remember is..." or "If you remember nothing else, please remember these two points..."

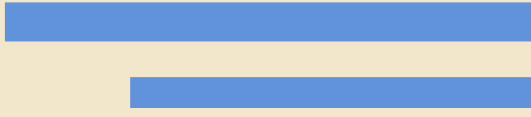
Bridge, Hook, & Flag

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Hook: This is a technique that can lead your listener to follow up on your first point, allowing you to get a second point in. For example, you can say, “There are two crucial considerations that need to be taken into account before you support this proposed policy. The first is...” then expand on that point. Likely, the legislator or staff person will then ask you (or allow you) to follow up with the second point. This keeps the conversational ball in your court longer and gives you the opportunity to make both (or all) points.





Thank you for your advocacy!

Dear Library Supporter,

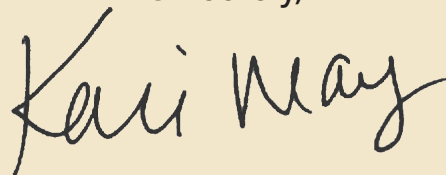
I wanted to take a moment to express my deepest gratitude for your support of libraries. Your dedication to supporting literacy, our programs, and access to knowledge makes a tremendous impact on our community.

Thanks to your efforts, our library will continue to grow and influence the lives of the people we serve. Your advocacy helps us maintain a welcoming space where people can connect with information, ideas, and each other.

We have put together this Advocacy Toolkit to assist you in understanding the variety of services available at your local library, and for you to have talking points as you find opportunities to champion libraries when you are out in the community.

I am incredibly grateful for your commitment to Jackson County Library Services!

Sincerely,

A handwritten signature in black ink that reads "Kari May". The signature is written in a cursive, flowing style.

Kari May

Library Director





MINUTES

ATTENDEES AND NOTE TAKER

Present at the meeting were: Viki Brown, Kevin Keating, Joan Vigil, Kelda Vath, Kari May, and Val Nowak

Notes taken by: Val Nowak

CALL TO ORDER

Kari May called the meeting to order at 10:05 a.m.

NEW BUSINESS

1. Charter and Workplan

The Committee noted that Assistant Directors Joan Vigil and Kelda Vath will be added as Committee Members, as they are responsible for supervising the revisions of many of the policies and will provide valuable viewpoints and input.

1. Naming Policy

The Committee reviewed the Naming Policy draft and discussed needed revisions. Most were minor and consisted of slight wording changes for consistency and clarity to indicate responsibility and procedure. It was noted that no Branch will be renamed, and that the policy states that they are solely to be named for their geographic area.

1. Policy Review Calendar 2024-2025

The Committee then reviewed the Policy Master Spreadsheet, and the schedule for reviewing policies for the next year. They then made revisions to the schedule, moving up the timeline for reviewing the Bulletin Board and Display Policy and the Land Acknowledgement Policy respectively.

1. Next meeting date

The Committee tentatively plans to meet again in late July or early August, with email review of policies as needed.

ADJOURNMENT

The meeting was adjourned at 10:07 a.m.

Number	Policy Title	Creation Date	Last Revised	Scheduled for Review	Responsible Parties	Notes
Governance Policies						
1-1	Board Membership	1/8/2015	5/1/2023	3/1/2026	Kari/Val	Governance Policies 1-12, excluding the Public Records Policy are collected together into the JCLD Board Duties and Responsibilities Manual
1-2	Public Records	11/12/2015	5/1/2023	3/1/2026	Kari/Val	
1-3	Powers and Duties of the Board	7/1/2019	5/1/2023	3/1/2026	Kari/Val	
1-4	Board Responsibilities	3/4/2020	5/1/2023	3/1/2026	Kari/Val	
1-5	Board Member Orientation	2/4/2019	5/1/2023	3/1/2026	Kari/Val	
1-6	Board Officer Duties	7/30/2019	5/1/2023	3/1/2026	Kari/Val	
1-7	Board Committees	7/30/2019	5/1/2023	3/1/2026	Kari/Val	
1-8	Public Meetings	2/4/2019	5/1/2023	3/1/2026	Kari/Val	
1-10	Conflict of Interest	10/2/2019	5/1/2023	3/1/2026	Kari/Val	
1-11	Board Member Ethics	9/12/2019	5/1/2023	3/1/2026	Kari/Val	
1-12	Library Director Evaluation	5/1/2023	5/1/2023	3/1/2026	Kari/Val	
ORS	Oregon Government Ethics Law	10/13/2016	4/1/2021 ORS	8/1/2024	Kari/Val	
ALA	ALA Code of Ethics and Library Bill of Rights	12/8/2016	6/29/2021, 1/29/2019 ALA	5/1/2025	Kari/Val	
Financial Management Policies						
2-1	Financial Management	3/5/2015	6/23/2023	2/1/2026	Kari, Finance Manager	
2-2	Public Contracting Rules and Procedures	4/2/2015	6/23/2023	2/1/2026	Kari, Finance Manager	
2-3	Capital Assets	10/1/2018	6/23/2023	2/1/2026	Kari, Finance Manager	
2-4	Fund Balance	11/8/2018	6/23/2023	2/1/2026	Kari, Finance Manager	
2-5	Spending and Signing Authority	3/2/2020	6/23/2023	2/1/2026	Kari, Finance Manager	
2-6	Purchasing Policy	5/10/2023	6/23/2023	2/1/2026	Kari, Finance Manager	
Asset Management Policies						
3-1	Vehicle Fleet Management	1/10/2019	5/6/2021	11/1/2024	Crystal, Kelda	
Other Risk Management Policies						
4-1	Security Cameras Policy	12/13/2018	5/3/2021	11/1/2024	Crystal, Kelda	
Library Operations Policies						
5-1	Service Animals in the Library	11/12/2015	4/20/2022	3/1/2025	Asst Dir of Public Services & Area Managers	
5-2	Circulation	4/2/2015	2/1/2021	10/1/2024	Circulation Committee	
5-3	Collection Development	4/13/2017	6/21/2023	4/1/2026	Laurin, Kelda	
5-5	Display and Exhibit Guidelines	9/8/2016	6/1/2022	9/1/2024	Laurin & Kristin, Asst Dir of Public Services	
5-6	Fee Schedule	11/9/2017	2/1/2021	10/1/2024	Asst Dir of Public Services & Area Managers	
5-7	Intellectual Freedom	12/8/2016		8/1/2024	Asst Dir of Support Services	
5-8	Internet Acceptable Use	4/2/2015	5/1/2022	7/1/2025	Asst Dir of Support Services	
5-9	Patron Privacy and Confidentiality	4/2/2015	12/13/2018	9/1/2024	Assistant Directors	
5-10	Rules of Conduct	2/4/2015	6/21/2023	6/1/2026	Asst Dir of Public Services & Area Managers	
5-12	Unattended Children in the Library	4/2/2015	10/1/2021	11/1/2024	Asst Dir of Public Services & Area Managers	
5-13	Meeting Room Use	10/8/2015	2/1/2022	2/1/2025	Asst Dir of Public Services & Area Managers	
5-14	Volunteer	9/10/2015	10/1/2021	2/1/2025	Brynn Fogerty, Volunteer Coordinator	
5-15	Social Media	11/9/2017	10/1/2021	3/1/2025	Marketing Manager	
5-16	Soliciting on Library Premises	7/28/2019	9/1/2019	1/1/2025	Asst Dir of Public Services & Area Managers	
5-17	Gift Acceptance Policy	12/1/2021	12/1/2021	6/1/2025	Kari, Ginny	
5-18	Land Acknowledgement Policy	6/1/2022	8/1/2022	January 2025?	ED&I Committee, Kari	
5-19	Program Policy	2/22/2023	2/1/2023	1/1/2026	Carrie Turney Ross, Joan Vigil	
5-20	Naming Policy	3/14/2024				

Policies in green are scheduled to be reviewed in the current calendar year

Policies in lighter green are scheduled to be reviewed in the following calendar year

Key Staff:
 JCLD Policy Committee: Viki Brown, Kevin Keating, Kari May, Val Nowak
 Area Managers: Carrie Turney Ross, Kristin Anderson, Lorna Hilke, Masyn Phoenix, David Haywood
 Assistant Directors: Joan Vigil, Kelda Vath
 Circulation Committee: Masyn Phoenix, Rina Pryor, Ashley Johnson, Kris Becker, Alexander Palacios, Julie Doty, and Adam Corman